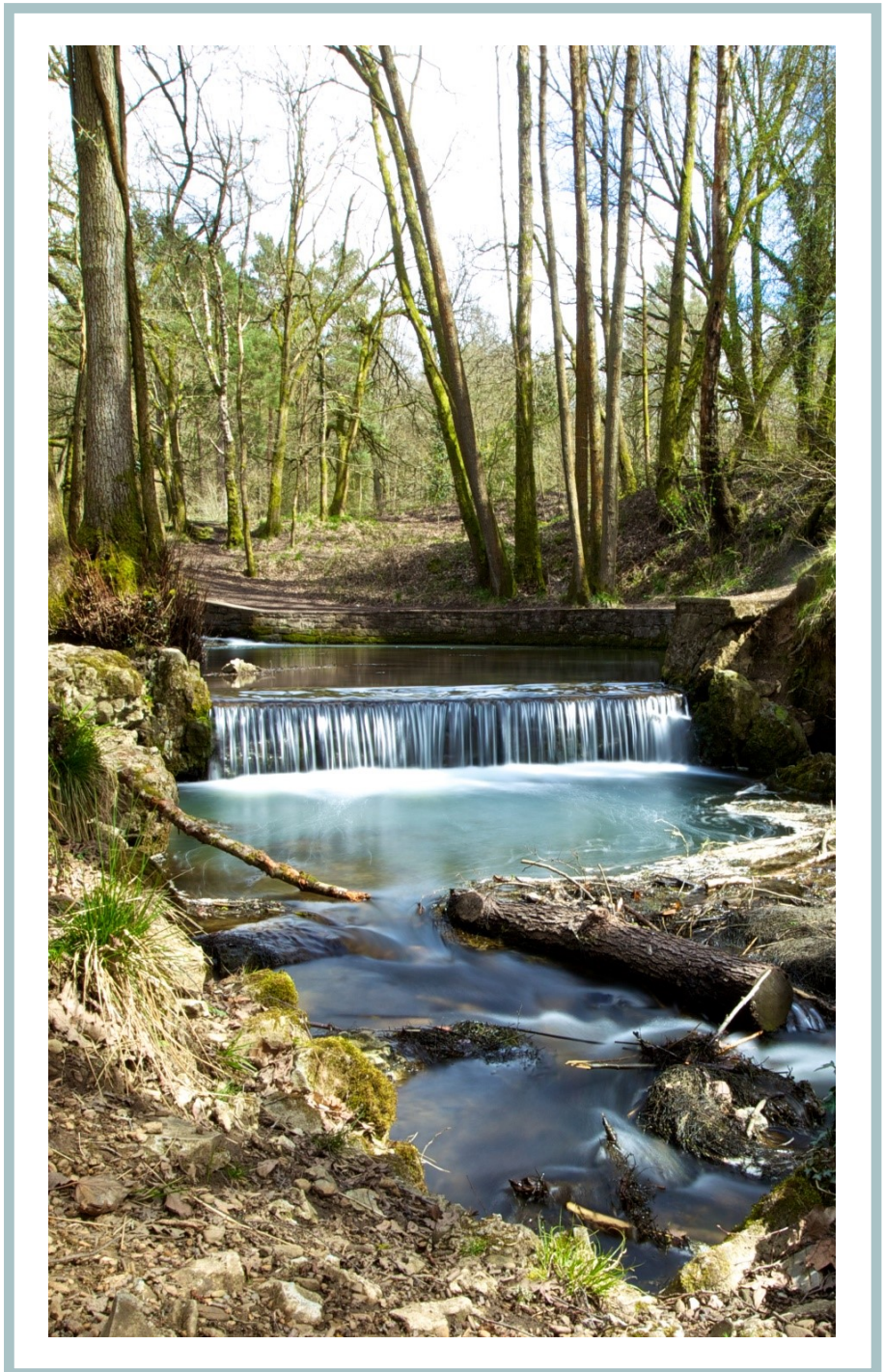




**Forest of Dean**  
— DISTRICT COUNCIL —

**STATEMENT  
OF  
ACCOUNTS  
2019/20**



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## NARRATIVE REPORT

### INTRODUCTION TO FOREST OF DEAN DISTRICT COUNCIL

The Forest of Dean district has a population of 86,500 (2018 Office for National Statistics) living in an area covering 526 square kilometres. Over 100 square kilometres of this is woodland managed by the Forestry Commission. The district has four main towns and many smaller, rural settlements where the majority (approximately 58%) of the population live. For residents the "specialness" of the area is important arising from its cultural identity and natural environment. The Forest of Dean is an attractive place to live, work and visit.

The Forest of Dean District Council has extended its property investment portfolio in order to secure long term revenue streams from tenancy arrangements. £2.3 million has been invested to regenerate the former Lawnstone House and Bungalow site next to the Council offices in Coleford, and the build of 10 new apartments, 3 Commercial units and public space and gardens was opened on 9<sup>th</sup> December 2019, on the newly named Foxglove Gardens location.

#### Political Structure in the 2019/20 Municipal year

Local Councillors are elected by the community to decide how the Council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office. They have regular contact with the general public through Council meetings, telephone calls and some Councillors may hold surgeries. Surgeries provide an opportunity for any ward resident to visit and talk to their Councillor face to face.

From 2019, the Council has 38 elected members representing 21 wards within the Forest of Dean. There are also 41 parish Councils. Elections are held every four years, with the latest elections held in May 2019. Additional elections may arise from time to time if a councillor or parish councillor leaves office.

The political make-up of the Council in the 2019/20 municipal year was:

Conservative party	9 Councillors
Labour Party	5 Councillors
Independent Alliance	10 Councillors
Independent	5 Councillors
Green	6 Councillors
Liberal Democrat	2 Councillor
<b>Total</b>	<b>37 Councillors</b>

There was no overall political majority in 2019/20. There was a vacancy at 31<sup>st</sup> March 2020, with 37 elected councillors in post and the Independent Alliance party having lost one councillor.

The Council has adopted the Leader and Cabinet model as its political management structure arising from the Local Government and Public Involvement in Health Act 2007. The Leader of the Council has responsibility for the appointment of Members of the Cabinet, the allocation of Portfolios and the delegation of Executive Functions. Cabinet Members are held to account by a system of scrutiny which is set out in the Constitution.

## STATEMENT OF ACCOUNTS 2019/20

The Council is responsible for setting the budget and policy framework within which decisions are made. When major decisions are to be discussed or made, these are published in the Cabinet's Forward Plan in so far as they can be anticipated. If these decisions are to be discussed with council officers at a meeting of the cabinet, this will generally be open for the public to attend, except where personal or confidential matters are being discussed.

The Cabinet for 2019/20 was made up as follows:

Cabinet Member	Portfolio
Tim Gwilliam (Independent Alliance)	Leader and Cabinet Member for Overall Strategy.
Paul Hiatt (Independent Alliance)	Joint Deputy Leader and Cabinet Member for Communities.
Chris McFarling (Green)	Joint Deputy Leader and Cabinet Member for Climate and Planning.
Sid Phelps (Green)	Cabinet Member for Environment.
Bernie O'Neill (Labour)	Cabinet Member for Economy.
Richard Leppington (Independent Alliance)	Cabinet Member for Finance.
Di Martin (Labour)	Cabinet Member for Housing.

The Chairman and Deputy Chairman for the Council for 2019/20 were:

Chairman	Councillor James Bevan
Deputy Chairman	Councillor Clive Elsmore

Full details of all the Council's committees, including chairs and membership can be found on the Council's website on [www.fdean.gov.uk](http://www.fdean.gov.uk).

### Management Structure

On 1<sup>st</sup> November 2017 the Council transferred the majority of its staff under TUPE legislation to Publica Group (Support) Limited, a wholly owned local authority company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council. Eight key statutory and other officers remain employed by the Council at 31<sup>st</sup> March 2020.

The Council's Corporate Leadership Team supports the work of the councillors, and is led by the Head of Paid Service, Mr Peter Williams. The statutory role of Section 151 officer was held by Mr Clive Howey CPFA from April 2019. The statutory role of monitoring officer was held by Mrs Bhavna Patel.

### Bankers

The Council's banking services are provided by Lloyds Bank, 130 High Street, Cheltenham, GL50 IEW.

### External Auditor

The appointed external auditor in 2019/20 was Grant Thornton UK LLP, 2 Glass Wharf, Temple Quay, Bristol, BS2 0EL.

## **COUNCIL VISION AND PRIORITIES**

The Council's vision for the district is to make the Forest of Dean a great place to live, learn, do business and enjoy. In order for the Council to be clearer about its priorities the objectives that underpin them must reflect the reality of community needs and provide a framework for community outcomes.

The Corporate Plan sets out the following five key areas of focus:

- Protect and enhance the local environment and address the climate emergency;
- Improve community wellbeing, supporting and celebrating our distinctiveness;
- Provide a range of affordable housing to meet the needs of the District;
- Develop a vibrant economy that is resilient and future proofed;
- Deliver great services through ensuring financial sustainability.

The areas of focus will be built on the following principles:

- Creating social value;
- Reducing our impact on climate change;
- Seeking value for money.

## **PERFORMANCE MANAGEMENT**

Performance management is a critical element of the Council's management processes. The Council is committed to a joined up approach to performance management that involves members, council and Publica employees working together to ensure that the council continues to deliver on the issues that matter most to local people and on improving the quality of services at all levels. Our performance management system helps the Council to identify what does and does not work and the factors that support or hinder economic, efficient and effective service delivery.

Overall the council performed well during 2019/20. We continue to get recognition for our good performance, sound financial management and value for money. The Council's Annual Report for 2019/20 should be read in conjunction with the Statement of Accounts 2019/20 to obtain a balanced view of the Council's work and finances. The Council's non-financial and financial performance is regularly monitored and reported to Cabinet and Scrutiny committees on a quarterly basis. The range of indicators measured and reported includes waste collection, planning appeals, customer service, leisure performance, housing benefit claims and performance and customer complaints. Details of these reports for 2019/20 can be found on the Council's website, under 'Councillors & meetings' in the quarterly performance reports reported to the Cabinet Committee. Performance of the Council is expected to be enhanced over the coming years due to the transfer of staff and the sharing of services with Publica Group (Support) Ltd. See developments in service delivery below.

## **DEVELOPMENTS IN SERVICE DELIVERY**

The Council is a multifunctional organisation, which works closely with other parts of the public service and the voluntary and community sector, making objective, transparent, evidence-based decisions about how services should be provided and by whom.

## STATEMENT OF ACCOUNTS 2019/20

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### **Publica Group (Support) Limited**

The Council has entered several shared service and partnership arrangements with other organisations, to ensure the delivery of quality services in an efficient, cost-effective manner, including Publica Group (Support) Limited in 2017/18; providing front line services shared with Cotswold District Council and West Oxfordshire District Council. The Council's Information, Communications and Technology (ICT), Finance, Procurement and Human Resources support is also shared with Cheltenham Borough Council, in addition to the above Councils, using a common platform 'Business World' Enterprise Resource Planning (ERP) system, enabling service resilience within the Councils. Publica Group (Support) Limited is wholly owned by the four Councils.

A key principle of the partnership is that each Council has retained its own identity, with its own elected members and continues to make decisions taking account of the needs of its local community. Staff continue to work in each location. Some members of staff provide a service predominantly to one Council; others provide a service for more than one Council.

The Managing Director of Publica Group (Support) Limited until December 2019 was Mr David Neudegg. From that date, Mr Jan Brittan replaced Mr Neudegg. Each partner Council has a Head of Paid Service who is responsible for the partner Council services.

Publica Group (Support) Limited has commenced a transformation programme which seeks to streamline practices and the organisation to ensure the delivery of efficient and value for money services for the partner Councils.

### **Ubico Limited**

Ubico Limited was originally formed in 2012 by its shareholders, Cheltenham Borough Council and Cotswold District Council. The company is responsible for delivering the shareholders' Environmental services within their respective council boundaries. The Forest of Dean District Council, Tewkesbury Borough Council and West Oxfordshire District Council joined the partnership on 1st April 2015. Stroud District Council and Gloucestershire County Council joined in 2016 and each of the seven authorities are now equal shareholders.

### **South West Audit Partnership (SWAP)**

The Council have a contract with South West Audit Partnership (SWAP) for the provision of the internal audit service. All partner Councils of Publica Group (Support) limited use this company, ensuring an independent consistent approach to the audit and governance of our services. More details of SWAP are provided in the Related Parties note 14, page 48.

### **Affordable Housing Scheme Developments**

During 2019/20 the Council delivered 78 new affordable homes. Of this delivery 64% was for affordable housing for rent and 36% was shared ownership homes. Delivery was concentrated in Lydney, Newent and Tutshill, with a range of property sizes provided from smaller 1 bed flats through to larger size family housing.

### **Cinderford Northern Quarter Regeneration**

The Council continues to lead on the regeneration of Cinderford, working in partnership with Gloucestershire County Council (GCC), the Forestry Commission (FC) and Homes England (HE) on this project, which will benefit the whole district. In 2006, this partnership approach led to the formation of the multi-agency Cinderford Regeneration Board which, together with the Council, is working to deliver the Cinderford Area Action Plan (AAP) and the Town Centre Enhancement Study. The Council secured £3.8m Growth Funds from Gfirst LEP to support the first phase of the spine road construction.

In September 2018, Gloucestershire College opened the doors of their new £16m Forest Campus in the Cinderford Northern Quarter providing a mix of full and part-time vocational and academic courses. This site also hosts sixth form provision delivered by Dene Magna School from September 2019.

In November 2018, a scoping study was prepared to look at Phase 2 of the spine road and new junction access to serve further council owned regeneration plots. This information was used to support a bid to the Government's One Public Estate Programme and in March 2019 a £100,000 Sustainable Grant was secured from this source to advance the necessary planning work.

Annual monitoring of protected species (bats, newts, dormice) continues to assess how the ecological mitigation measures are working. All survey data is available from the Council's website.

### **Lydney Coastal Community Team**

The Council continues to act as accountable body and key partner of the Lydney Coastal Community Team (LCCT) which was established in 2015. The Team's Executive and Stakeholder Groups are both chaired by the Environment Agency (EA) as the land owner at Lydney Harbour. EA continue to work on the proposed land transfer at Lydney harbour. A programme of legal and due diligence work is underway to prepare the Harbour Revision Order that will be needed as part of the formal public consultation process.

In January 2019, the team submitted a £1.9M bid to the Coastal Community Fund (round 5) for the Destination Lydney Harbour project, consisting of a number of elements which cover the area from the A48 roundabout on Harbour Road to the docks and harbour and serve to improve connections between these areas and the town centre. Broadly categorised as Improvements to Access Routes and Wayfinding, Enhancements to the Landscape, Enabling Increased Use of the Canal, Docks and Harbour. The project is intended to complement the Gfirst LEP-funded Links Lydney Cycle Improvement Scheme. In March 2019, the Council was advised that this bid had not been successful but had been included on a reserve project list. However, subsequently in September 2019, the Council was advised £2.1m had been allocated to the project.

### **Five Acres Redevelopment Site**

In October 2018, Full Council resolved to acquire the Five Acres site from Homes England for £1 with the aim of redeveloping the site to create a destination leisure facility alongside some enabling development. In late October 2018, the former College and Leisure Centre sites were handed back to Homes England with vacant possession. A Ministerial decision from the Ministry of Housing, Communities and Local Government is required to allow Homes England to transfer this site to the Council on the terms reported to Full Council. The Council has established the Five Acres Programme Board and governance arrangements needed to progress the redevelopment of this site.

To date this Board has authorised several key pieces of technical work/survey to prepare the Council to take ownership. A Council web page has been set up to share information on this project.

### **Forest Economic Partnership (FEP)**

The Council was instrumental in setting up the main Stakeholder Group and the four sub-groups that were driving the work of the Partnership at that time. In 2019/20, the Partnership was Chaired by Andrew Callard, a local businessman and the Vice-Chair was Cllr Leppington, the Council's Cabinet Member for Economy.

In October 2019, FEP was officially registered as a Community Interest Company (CIC). A new FEP Board was created to steer the objectives and actions of this new non-for-profit organisation. As a CIC, FEP's legal entity is defined by Articles of Association, a bank account has been opened and a Board of 6 directors formed (this has capacity to increase to 12 directors). Stakeholder membership continues to grow and the FEP now has over 200 members.

Following a change in Cabinet portfolio responsibilities, Cllr Leppington resigned his position as Vice Chair and FEP Board Member on 9<sup>th</sup> April 2020. Following consultation with FEP stakeholders, Cllr O'Neill the new Economy portfolio holder was formally nominated to take up the Vice Chair and FEP Board Member role.

The Stakeholder Group remains an open forum and over the last year the closed sub-groups have been modified to streamline activity. A new website has been created and the council website now signposts to the new site [www.fep2050.co.uk](http://www.fep2050.co.uk)

Project activity and face-to-face meetings are paused during the Covid-19 emergency however in June, video conference meetings commenced to allow FEP activity to re-start.

### **Council's Leisure Services**

The management and operation of the Council's leisure centres have been contracted to Freedom Leisure since 2015/16, in order to secure leisure provision across the District. Freedom Leisure is a not for profit Trust that has an excellent track record of delivering first class leisure services and facilities across the UK.

## **CHALLENGES**

### **Local Government Finance**

The Local Government Finance Settlement for 2013/14 marked the introduction of the new local government resource regime with a significant change in the way local authorities are financed. Under this regime, more than 60% of the Council's Government funding comes directly from Business Rates and, as a consequence, has the potential to vary either upwards or downwards during the year. This is a key strand of the Government policy to localise financing of local authorities and brings the potential for increased risks or increased rewards.

The principles of the settlement allow authorities to spend locally what is raised locally, whilst recognising the savings already made by local government. Most noticeably, there has been a shift away from freezing council tax to using council tax to generate additional funding. Reserves are noted as being one element of an efficiency plan through a voluntary drawdown of reserves as the price for greater certainty for future settlements.

The Government's policy of phasing out revenue support grant and in due course potentially allowing Councils to benefit from a higher share of business rates creates a need for this Council to develop a long-term strategy which is significantly different from that followed in past years. The Council has a direct financial interest in economic and business growth in the District, and will have a larger stake in it under the Government's proposals for reforming business rates.



### **Budget Strategy**

There are a number of local challenges facing the Council including closing the funding gap, delivery of our regeneration aspirations and service improvement. However the Council is innovative and has put in place extensive plans to ensure that we get the most out of our services at a reasonable cost.

### **Corona Virus (COVID 19)**

In March 2020, the country was affected by the corona virus pandemic. Under central government instructions, the Council took various steps and implemented measures to combat and control the virus. The country was placed in lock down on 23<sup>rd</sup> March 2020. On government instruction, the Council closed its leisure facilities and reception areas from 20<sup>th</sup> March 2020. The main matters of concern are listed below.

### **Service Provision**

In response to the situation, the Council set up a local resilience group to oversee the steps taken to help its vulnerable residents during the lock down. The Council was able to identify its vulnerable residents and Elected Members telephoned these people to enquire if support was required such as food parcels, medication or other vital supplies. The Council's Community Support Team liaised closely with these and any other residents presenting themselves during the crisis.

In addition, the Council provided numerous reliefs and reductions in Business Rates to businesses in the District, funded by Section 31 grants from government. The Council was also tasked with paying grants to businesses and implemented this promptly and grants of up to £25,000 were paid within three days of receipt of request from business.

As explained above, the Council closed its leisure facilities on 20<sup>th</sup> March 2020 following government instruction to do so. An arrangement was reached with the contracted Leisure Service provider in doing this. It is pleasing to note that most of the Council's other services continued to be provided during the outbreak.

### **Workforce**

Other than staff who were required to be in the Council's premises, all staff were instructed to stay at home and access the Council's IT facilities remotely. Where possible and practical, staff were redeployed to help with supporting residents as outlined above. There was no noticeable decline in service provision to the public. Also, there were no known cases of infection in staff during this time and no significant increase in sickness absence recorded.

### **Supply Chains**

Government advice to Councils was to provide all support possible to their contractors and they would be financially supported in doing so. The two main arrangements entered in to were:

- The Council agreed to an accelerated payment arrangement with its refuse and recycling contractor to aid its cash flow;
- The Council agreed a subsidy with its Leisure Services contractor during the closure period as it did not receive any income from customers and had ongoing fixed costs to meet. In addition, this arrangement kept the facilities maintained and secure.

### **Reserves and Financial Performance**

The Council has accumulated reasonably high levels of reserves, most of which are earmarked for specific purposes. Officers constantly review reserves to ensure the financial sustainability of the Council. In April 2020, government grant of £915,000 was received to assist the Council in managing its response to the corona virus pandemic. At the time of preparing the accounts, indications were that this would be of major benefit in ensuring the financial viability of the Council was secured. However, this comment is dependent on the length of time restrictions remain in force.

### **Cash Flow**

The Council recognises the importance of maintaining sound and secure cash flow arrangements. The receipt of grant monies in advance from government for business and Business Rates reliefs aided this. Officers also estimated that because of fixed term cash investment maturities, the Council had adequate cash flow to sustain it to September 2020.

### **Major Risks**

The situation exposes the Council to a number of major risks. By ensuring these are managed effectively and proactively, they are partly ameliorated. The major risks are:

- Infection of Council staff and contractors of COVID 19 resulting in service reduction and high sickness levels;
- Significant decline in income from fees and charges, council tax and business rates;
- Significant increase in expenditure from increased service demand and financial support requests from contractors and partners;
- Further infection waves resulting in renewed restrictions and business closures;
- Business failures resulting in loss of business rates income;
- Public disorder and resistance to restrictions placing strain on services;
- Loss of IT services meaning staff cannot work remotely;
- Increased fraud resulting in financial loss;
- Loss of services leading to increased pollution and fly-tipping;
- Any of the above will incur reputational damage to the Council.

Because of the actions taken it is expected the risks listed are lessened but cannot be ruled out.

### **Recovery**

Central government has stated it expects local government will have a major role to play in recovery from the pandemic as well as response. In preparation for this, the Forest Recovery Action Group has been formed and is considering and formulating strategies and actions to help the district recover from the pandemic when it is able to do so. Recovery actions may further increase the financial risk to the Council and it will have to weigh up these risks as part of consideration of actions in the future to encourage business and people back to the district when this is allowed.

There is no doubt most of the financial effects of the pandemic will be during the 2020-2021 financial year. However, it is important to note these in the 2019-2020 accounting statements and explain the actions the Council has commenced to ensure its sustainability and the health and wellbeing of the businesses and its residents within the district.

## INTRODUCTION TO THE FINANCIAL STATEMENTS

The purpose of this narrative report is to provide electors, local taxpayers, members of the Council and other interested parties with an easy to understand guide to the most significant matters reported in the accounts. It provides an explanation in overall terms of the Council's financial position and assists in the interpretation of the accounting statements. The statements should inform readers of the cost of services provided by the Council in the year 2019/20 and the Council's assets and liabilities at the year end.

The Accounts for the year ending 31<sup>st</sup> March 2020 have been prepared and published in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code), published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This incorporates International Financial Reporting Standards (IFRSs), so that the accounts are compliant with these standards. The following statements are included:

<b>Statement of Responsibilities for the Statement of Accounts</b>	Sets out the respective responsibilities of the Council and the Section 151 Officer for the accounts.
<b>Statement of Accounting Policies (note 1 to the notes to the accounts)</b>	This explains the basis for recognition, measurement and disclosure of transactions and other events in the accounts. This includes changes in policy, the basis of charges to revenue and the calculation of items in the Balance Sheet.
<b>Comprehensive Income and Expenditure Statement and the Expenditure and Funding Analysis</b>	The Comprehensive Income and Expenditure Statement shows the cost in the year of providing services, in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis (included in the note on segmental reporting) reconciles this to the amount chargeable to General Fund reserves in the year.
<b>Balance Sheet</b>	This summarises the overall financial position of the Council at the end of the financial year, showing its assets, liabilities and reserves.
<b>Movement in Reserves Statement</b>	This details the movement during the year in the Council's reserves, analysed into usable reserves (i.e. those that can be used to fund expenditure or reduce local taxation) and unusable reserves.
<b>Cash Flow Statement</b>	This summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.
<b>Collection Fund</b>	Reflects the statutory requirement to maintain a separate Collection Fund which shows the transactions in relation to non-domestic business rates and council tax, indicating how the amounts collected are distributed to the Government, Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and Forest of Dean District Council.
<b>Annual Governance Statement</b>	This sets out how the Council is meeting its obligations and the improvements it intends to make to its systems of internal control and corporate governance arrangements.

These accounts are supported by notes to the accounts which include a glossary of terms to provide readers with further information.

## STATEMENT OF ACCOUNTS 2019/20

### THE COUNCIL'S FINANCIAL PERFORMANCE IN THE YEAR AND ITS POSITION AT THE YEAR END

#### General Fund Revenue Budget

During 2019/20 the Council continued with the process of formal monitoring of budgets, reporting to cabinet on a quarterly basis. This has assisted in strengthening the sound management of the Council's finances and provides a mechanism to ensure that any budgetary problems are identified and rectified as soon as possible during the year. This has resulted in Council services being delivered within revised budget, with an overall saving compared to budget of £30k. This underspend has been transferred to the Future Deficits Reserve.

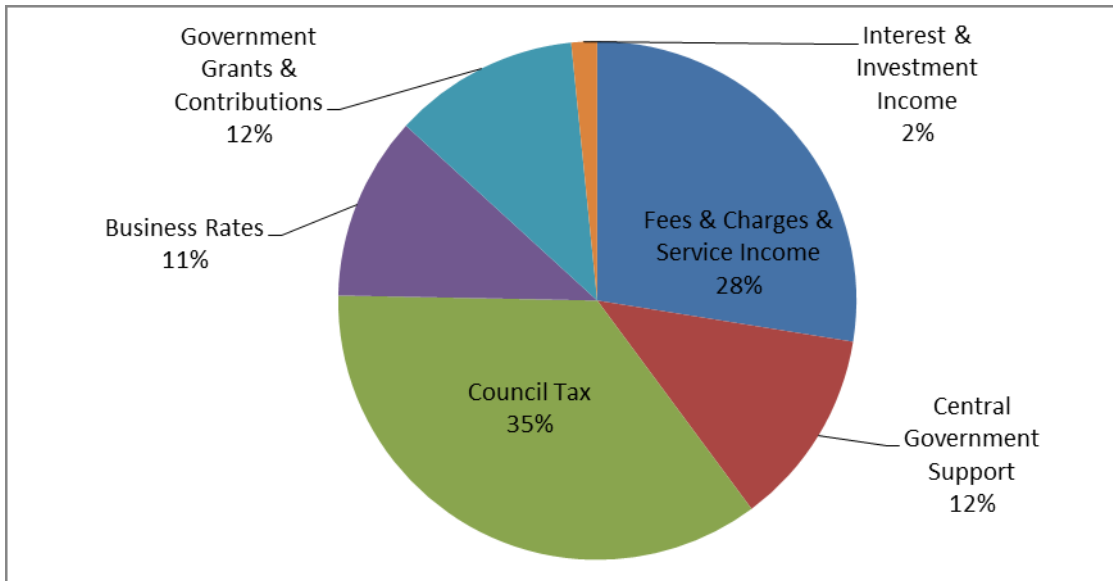
<b>REVENUE OUTTURN 2019/20</b>	<b>*Original Budget 2019/20 £</b>	<b>Current Budget 2019/20 £</b>	<b>Outturn 2019/20 £</b>	<b>(Under) / Overspend 2019/20 £</b>
<b>DIRECTORATES</b>				
Finance, Business Support & Jobs	3,876,610	3,666,340	3,671,836	5,496
Planning Policy, Performance, Shared Working & Climate Emergency	366,140	404,010	187,871	(216,139)
Housing, Town & Parish Councils (including Town Centre Development)	145,010	410,650	408,751	(1,899)
Governance, Sport & Leisure, Tourism, Arts & Communities (inc Community Safety)	879,700	775,020	702,697	(72,323)
Development, Asset Management, FEP & Infrastructure	1,449,030	765,950	768,196	2,246
Environment, Wildlife, Heritage & Culture (inc waste & recycling & AONB designation)	3,875,320	3,370,070	3,403,135	33,065
Policy & Strategy, Cross Border Issues, Future Generations & Health & Wellbeing	1,807,380	1,957,930	1,941,662	(16,268)
<b>NET EXPENDITURE ON SERVICES</b>	<b>12,399,190</b>	<b>11,349,970</b>	<b>11,084,148</b>	<b>(265,822)</b>
Capital Charges	(280,580)	(316,040)	(893,454)	(577,414)
Interest and Investment Income and Expenditure	(674,810)	(672,210)	(9,181)	663,029
Transfers to / (from) earmarked reserves	(986,710)	95,370	295,562	200,192
<b>NET EXPENDITURE TO BE FINANCED</b>	<b>10,457,090</b>	<b>10,457,090</b>	<b>10,477,075</b>	<b>19,985</b>
<b>FINANCED BY:</b>				
New Homes Bonus	(1,236,470)	(1,236,470)	(1,236,468)	2
Section 31 National Non-Domestic Rates Grant	(1,175,210)	(1,175,210)	(1,238,031)	(62,821)
Share of Non-Domestic Rates	(2,566,010)	(2,566,010)	(2,583,897)	(17,887)
Council Tax Collection Fund Contribution	(132,300)	(132,300)	(132,300)	-
Council Tax less levies	(5,156,330)	(5,156,330)	(5,156,202)	128
Other Specific Government Grants	(190,770)	(190,770)	(159,726)	31,044
<b>Total Funding</b>	<b>(10,457,090)</b>	<b>(10,457,090)</b>	<b>(10,506,624)</b>	<b>(49,534)</b>
<b>Surplus transferred to Reserves</b>	<b>-</b>	<b>-</b>	<b>(29,549)</b>	<b>(29,549)</b>

\* the original budget contains a capital expenditure and income budget for disabled facilities grants of £500,000, this has been removed in the current budget and outturn figures.

The transfer to the general fund balance is shown in the Movement in Reserves Statement on page 19. The Expenditure and Funding Analysis on page 52 links the increase in the general fund balance shown on the previous page, together with the increase in earmarked reserves, with the surplus shown in the Comprehensive Income and Expenditure Statement, showing the adjustments made to ensure the statement complies with generally accepted accounting practice.

**Where the money came from**

The following chart provides an analysis of our main sources of income this year. The Government provides income in the form of general and specific grants, and determines the amount of business rates we receive through pooling arrangements. Since the new local government resource regime announced as part of the 2013/14 Local Government Finance settlement, more emphasis is now put on raising income from business rates and council tax locally, as the amount of central government revenue support grant received is phased out.



## How the money was spent

The Council provides a wide range of services for the district both directly and indirectly through partnership working. The activities vary widely and include provision for the collection of refuse and recycling, provision for leisure services, car parking, cemeteries and environmental health and many other services. These are summarised at service level in the table below. Further details will be reported to Cabinet and Council as part of the Financial Outturn 2019/20 report on 10<sup>th</sup> September and 15<sup>th</sup> October 2020 respectively and will be available to view on the Council's website <https://www.fdean.gov.uk>.

Service	Net (Income)/Expenditure £
Cemeteries	19,270
Communities	552,658
Corporate	3,363,049
Council Tax and NNDR Collection	(34,910)
Election Services	270,649
Environmental Services	484,428
Housing Services	429,241
Land Charges	(45,807)
Members	477,125
Offices and Land	376,383
Planning and Regeneration	297,871
Waste and Recycling Services	2,990,483
Support Services	1,903,708
<b>Total Service Expenditure</b>	<b>11,084,148</b>

## Capital Expenditure

In 2019/20 the Council spent £2.784 million on capital projects, grants and loans, across the general fund capital programme. Key expenditure on capital schemes include:-

	<b>£000</b>
- ICT investment	106
- Investment Property	1,712
- Section 106 Grants and Contributions	509
- Disabled Facility Grants	372

The Council plans to continue to fund capital from a range of sources including revenue reserves, developer contributions and capital receipts, and will make further use of prudential borrowing to support the Council's major capital schemes where it is both prudent and affordable.

## **Treasury Management (Investments and borrowing)**

Treasury Management in Local Government is governed by the CIPFA Code of Practice on Treasury Management in the Public Services. This Council has adopted the Code and complies with its requirements, one of which is the receipt by the Council of an Annual Review at the financial year end.

The Council manages the cash flow arising from the provision of all Council services, using the money market to invest daily cash surpluses and borrow to fund cash shortfalls.

The challenging economic climate continues to have an impact on the Council's finances. In a relatively short period since the onset of the COVID-19 pandemic, the global economic fallout was sharp and large. In response to the pandemic the Bank of England reduced the Base Rate from 0.75% to 0.25% in March and one week later down to 0.10%.

During the year the Council paid £7,212 in borrowing costs (which was £2,788 less than budgeted for the year); and earned £343,305 investment income (which was £16,695 less than budgeted). The majority of the decrease was due to investment interest rates remaining low throughout the year. The overall impact was an expense to the General Fund of £13,907 compared to the revised budget.

## **Pension Liability**

The Council is required to account for retirement benefits when they are committed, even if the payment is many years in the future, in accordance with International Accounting Standard 19 (IAS 19). The pension liability or asset shown in the accounts represents the Council's pension commitment to increase contributions to make up any shortfall in attributable net assets, or its ability to benefit (via reduced future employer contributions) from a surplus in the pension scheme.

The Council's net liability according to the actuarial assessment at 31<sup>st</sup> March 2020 was £29,126,000, a decrease of £5,941,000 over the figure for 31<sup>st</sup> March 2019 of £35,067,000. The financial and demographic assumptions at 31<sup>st</sup> March 2020 were more favourable than they were at 31<sup>st</sup> March 2019, with a positive impact on the pension liability.

The majority of staff transferred to a new company Publica Group (Support) Limited on 1<sup>st</sup> November 2017. Full details of the accounting treatment and impact on the Council's pension liability are included in the Pensions note 33, page 77.

## **Reserves, Balances and Provisions**

At the year-end usable reserves stood at £17.711 million, a reduction of £0.354 million during the year. Of the usable reserves at the year-end, non-earmarked General Reserves or 'Balances' were £0.733 million.

At the year-end provisions (other than those held to cover possible bad or doubtful debts) were £0.271 million, a decrease of £0.076 million during the year.

## **Changes in accounting policies and estimates**

The Council has reviewed its accounting policies during the year and revised them in accordance with the 2019/20 Code of Practice in Local Authority Accounting. The policies are detailed in note 1 to the accounts (pages 21 to 38) and the changes in accounting policies are detailed in note 2 on page 39

**FURTHER INFORMATION**

Further information about the accounts is available from Publica, Business Support Services, Forest of Dean District Council, High Street, Coleford. This is part of the Council's policy of providing full information about the Council's affairs. In addition, interested members of the public have a statutory right to inspect the accounts during a 'period for the exercise of public rights' before the audit is completed. The accounts are available for inspection by appointment between 17 August 2020 and 28<sup>th</sup> September 2020 at the Council Offices, and local government electors for the area may exercise their rights to question the auditor about or make objections to the accounts for the year ended 31<sup>st</sup> March 2020, in writing, during this period.

**Andrew Knott ACMA,  
Chief Finance Officer**



**THE STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

**THE COUNCIL'S RESPONSIBILITIES**

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Chief Finance Officer, who also undertakes the role of the 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 SECTION 151 OFFICER'S RESPONSIBILITIES:**

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

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

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

The Section 151 Officer has also:

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

**CERTIFICATE OF SECTION 151 OFFICER**

I certify that the Statement of Accounts on pages 17 to 20 gives a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2020.

**ANDREW KNOTT ACMA CGMA,**  
Chief Finance Officer

**DATE: 19<sup>th</sup> November 2020**

**COMMITTEE APPROVAL OF THE STATEMENT OF ACCOUNTS**

This statement of accounts was approved by the Audit Committee at its meeting on 19<sup>th</sup> November 2020.

**CLLR HARRY IVES**  
CHAIR OF AUDIT COMMITTEE 19<sup>th</sup> November 2020

## STATEMENT OF ACCOUNTS 2019/20

### COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the 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; and this may be different from the accounting cost. The taxation position is shown in both the Expenditure & Funding Analysis and in the Movement in Reserves Statement.

2018/19 Restated				2019/20		
Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Gross Expenditure £000	Gross Income £000	Net Expenditure £000
			<i>Continuing Operations</i>			
5,341	(511)	4,830	Finance, Business Support & Jobs	2,912	(652)	2,260
1,031	(847)	184	Planning Policy, Performance, Shared Working & Climate Emergency	1,154	(891)	263
20,293	(19,962)	331	Housing, Town & Parish Councils (including Town Centre Development)	18,052	(17,566)	486
1,210	(302)	908	Governance, Sport & Leisure, Tourism, Arts & Communities (inc Community Safety)	919	(183)	736
1,689	(3,417)	(1,728)	Development, Asset Management, FEP & Infrastructure	2,167	(1,043)	1,124
5,735	(1,861)	3,874	Environment, Wildlife, Heritage & Culture (inc waste & recycling & AONB designation)	5,443	(1,890)	3,553
2,404	(690)	1,714	Policy & Strategy, Cross Border Issues, Future Generations & Health & Wellbeing	3,350	(1,077)	2,273
<b>37,703</b>	<b>(27,590)</b>	<b>10,113</b>	<b>Cost of Services</b>	<b>33,997</b>	<b>(23,302)</b>	<b>10,695</b>
2,177	(437)	1,740	Other operating expenditure (note 8)	2,424	(526)	1,898
977	(802)	175	Financing and Investment (income) and expenditure (note 9)	2,550	(744)	1,806
3,342	(16,645)	(13,303)	Taxation and non-specific grant (income) and expenditure (note 10)	3,096	(16,836)	(13,740)
<b>44,199</b>	<b>(45,474)</b>	<b>(1,275)</b>	<b>(Surplus) or Deficit on the provision of services</b>	<b>42,067</b>	<b>(41,408)</b>	<b>659</b>
		(383)	Surplus on revaluation of non-current assets (note 32)			(604)
		181	Deficit on revaluation of non-current assets (note 32)			92
		-	Deficit on revaluation of equity instruments designated at fair value through Other Comprehensive Income (note 32)			40
		3,163	Remeasurement of the net defined benefit liability /(asset) (note 33)			(8,041)
		<u>2,961</u>	<b>Other Comprehensive (Income) and Expenditure</b>			<u>(8,513)</u>
		<u>1,686</u>	<b>Total Comprehensive (Income) and Expenditure</b>			<u>(7,854)</u>

\*2018/19 has been restated to reflect a new management structure from 2019/20.

## STATEMENT OF ACCOUNTS 2019/20

### BALANCE SHEET

This statement shows the value as at the balance sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category is usable reserves i.e. those reserves that the Council may use to provide services, these being subject to the need to maintain a prudent level and constrained by statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt).

The second category of reserves comprises those that the Council is not able to use to provide services. This includes those that hold unrealised gains and losses (for example the revaluation reserve), where amounts only become available to provide services if the assets are sold, and those that hold timing differences which are shown in the Movements in Reserves Statement Line 'Adjustments between accounting basis and funding basis under the regulations.'

31 March 2019 £000	Note	31 March 2020 £000
9,919 Property, Plant & Equipment	19	10,429
4,756 Investment Property	21	5,525
67 Intangible Assets	23	5
7,759 Long Term Investments	24	8,142
2,162 Long Term Debtors	26	1,749
<b>24,663 Long Term Assets</b>		<b>25,850</b>
5,080 Short term Investments	24	3,070
46 Inventories	25	74
3,936 Short term Debtors	26	4,474
2,360 Cash and cash equivalents	27	7,458
<b>11,422 Current Assets</b>		<b>15,076</b>
(1,002) Short term borrowing	24	(5,003)
(3,966) Short term creditors	28	(2,969)
(28) Grants Receipts in Advance - capital	16	(28)
(347) Provisions	29	(271)
<b>(5,343) Current Liabilities</b>		<b>(8,271)</b>
(35,067) Other long term liabilities	33	(29,126)
<b>(35,067) Long Term Liabilities</b>		<b>(29,126)</b>
<b>(4,325) Net Assets</b>		<b>3,529</b>
18,065 Usable Reserves		17,711
(22,390) Unusable Reserves	32	(14,182)
<b>(4,325) Total Reserves</b>		<b>3,529</b>

Signed:

Andrew Knott ACMA CGCM, Chief Finance Officer

Councillor Harry Ives, Chairman of Audit Committee

## STATEMENT OF ACCOUNTS 2019/20

### MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year of the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and unusable reserves.

The statement shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return the amounts chargeable to council tax for the year. The net increase or decrease line shows the statutory general fund balance movement in the year following those adjustments.

	General Fund Balance £000	Earmarked General Fund Reserves £000	Total General Fund £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Reserves £000
<b>Balance at 31 March 2018</b>	734	6,571	7,305	10,329	365	17,999	(20,638)	(2,639)
<b><u>Movement in Reserves during 2018/19</u></b>								
Total Comprehensive Income and (Expenditure)	1,275	-	1,275	-	-	1,275	(2,961)	(1,686)
Adjustments between accounting basis and funding basis under regulations (Note 5)	(370)	-	(370)	(1,664)	825	(1,209)	1,209	-
Transfers to/from earmarked reserves (Note 32)	(905)	905	-	-	-	-	-	-
<b>Increase / (decrease) in 2018/19</b>	<b>-</b>	<b>905</b>	<b>8,210</b>	<b>(1,664)</b>	<b>825</b>	<b>66</b>	<b>(1,752)</b>	<b>(1,686)</b>
<b>Balance at 31 March 2019</b>	<b>734</b>	<b>7,476</b>	<b>8,210</b>	<b>8,665</b>	<b>1,190</b>	<b>18,065</b>	<b>(22,390)</b>	<b>(4,325)</b>
<b><u>Movement in Reserves during 2019/20</u></b>								
Total Comprehensive Income and (Expenditure)	(659)	-	(659)	-	-	(659)	8,513	7,854
Adjustments between accounting basis and funding basis under regulations (Note 5)	984	-	984	(1,177)	498	305	(305)	-
Transfers to/from earmarked reserves (Note 32)	(325)	325	-	-	-	-	-	-
<b>Increase / (decrease) in 2019/20</b>	<b>-</b>	<b>325</b>	<b>325</b>	<b>(1,177)</b>	<b>498</b>	<b>(354)</b>	<b>8,208</b>	<b>7,854</b>
<b>Balance at 31 March 2020</b>	<b>734</b>	<b>7,801</b>	<b>8,535</b>	<b>7,488</b>	<b>1,688</b>	<b>17,711</b>	<b>(14,182)</b>	<b>3,529</b>

**CASH FLOW STATEMENT**

The cash flow statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash 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 operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash flows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
(1,275)	Net (surplus) or deficit on the provision of services	659
1,153	Adjust net surplus or deficit on the provision of services for non-cash movements (note 34)	(3,593)
501	Adjust for items in the net surplus or deficit on the provision of services that are investing or financing activities (note 34)	526
<b>379</b>	<b>Cash (inflows) generated from operating activities</b>	<b>(2,408)</b>
612	Investing activities (note 35)	861
806	Financing activities (note 36)	(3,551)
<b>1,797</b>	<b>Net (increase) / decrease in cash and cash equivalents</b>	<b>(5,098)</b>
(4,157)	Cash and cash equivalents at beginning of the year	(2,360)
(2,360)	Cash and cash equivalents at end of the year (note 27)	(7,458)
<b>(1,797)</b>	<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>5,098</b>

## NOTES TO THE ACCOUNTS

### 1. ACCOUNTING POLICIES

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#### 1.1 GENERAL PRINCIPLES

The Statement of Accounts summarises the Council's transactions for the financial year and its position at the end of the financial year. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015, which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the CIPFA/LASAAC Code of Practice on Local Government Accounting in the United Kingdom 2019/20 (The Code), supported by International Financial Reporting Standards (IFRSs), International Accounting Standards (IASs) and statutory guidance.

The accounting convention adopted by 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 of the Council have as far as possible been developed to ensure that the accounts are understandable, relevant, free from material error or misstatement, reliable and comparable.

#### 1.2 ACCOUNTING CONCEPTS

Except where specified in the Code, or in specific legislative requirements, it is the Council's responsibility to select and regularly review its accounting policies, as appropriate.

These accounts are prepared in accordance with a number of fundamental accounting principles:

- Relevance
- Reliability
- Comparability
- Materiality

Additionally three further concepts play a pervasive role in the selection and application of accounting policies:

##### **Accruals of Income and Expenditure**

The financial statements, other than the cash flow statement, are prepared on an accruals basis, i.e. transactions are reflected in the accounts in the year in which the activity to which they relate takes place, not simply when cash payments are made or received. In particular:

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services, in accordance with the performance obligations in the contract and IFRS15 Revenue Contracts with Customers.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as Inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- All income and expenditure is credited and charged to the Comprehensive Income and Expenditure Statement, unless it comprises capital receipts or capital expenditure.

### **Going Concern**

The accounts are prepared on the assumption that the Council will continue its operations for the foreseeable future. This means in particular that the Comprehensive Income and Expenditure Statement and Balance Sheet assume no intention to significantly curtail the scale of operations.

### **Primacy of legislative requirements**

The Council derives its powers from statute and its financial and accounting framework is closely controlled by primary and secondary legislation. Where legislative requirements and accounting principles conflict, legislative requirements take precedence.

## **1.3 EMPLOYEE BENEFITS**

### **Benefits Payable during Employment**

Short-term employee benefits are those due to be settled within twelve months of the year-end. They include such benefits as salaries and wages, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end, which employees can carry forward into the next financial year. The accrual is made at the salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to the 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.

The majority of staff transferred to Publica Group (Support) Limited on 1<sup>st</sup> November 2017 and the liability for the accumulated absences accrual in respect of these staff has been transferred to this company at a cost of £64.6k. This is included as a cost to the Council in the Comprehensive Income and Expenditure Statement, for which there is no statutory override as the officers are no longer employed by the Council.

### **Termination Benefits**

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the relevant service line in the Comprehensive Income and Expenditure Statement when the Council can no longer withdraw any offer of benefits.

Where termination benefits involve the enhancement of pensions, statutory provisions require the general fund balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. Therefore in the Movement in Reserves Statement appropriations are required to and from the pensions reserve to remove the notional charges and credits for pension enhancement termination benefits, and replace them with 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 Council and Publica Group (Support) Limited are members of the Local Government Pension Scheme, administered by Gloucestershire County Council. The Council's liabilities under the Local Government Pension Scheme cover all staff that were members of the scheme at the date of transfer to Publica (1<sup>st</sup> November 2017), as well as the remaining staff still employed by the Council. The actuarial valuation as at 31<sup>st</sup> March 2020 has been prepared on this basis.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council and Publica, and is accounted for as a defined benefits scheme.

- The liabilities of the Gloucestershire pension scheme attributable to the Council and ex Council staff transferred to Publica on 1<sup>st</sup> November 2017 are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc., and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on the adoption of the AA-rated corporate bond basis.
- The assets of the Gloucestershire pension fund attributable to the Council are included in the balance sheet at their fair value on the following basis:
  - quoted securities – current bid value
  - unquoted securities – professional estimate of fair value
  - unitised securities – current bid price
  - Property – market value.
- The change in the net pension liability is analysed into seven components:
  - Current service cost: the increase in liabilities as a result of the additional year of service earned - allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
  - Past service cost: the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - charged to the Surplus or Deficit in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
  - Interest cost on defined obligation: the expected increase in the present value of liabilities during the year as they move one year closer to being paid - charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.



- Interest income on plan assets: the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
- Gains/losses on settlements: the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – charged to the Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
- Measurement of the net defined benefit liability: changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve.
- Contributions paid to the Gloucestershire pension fund: cash paid as employer's contributions to the pension fund, in settlement of liabilities.

Statutory provisions limit the amount chargeable to council tax to that payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement this means that there are appropriations to and from the Pension Reserve to remove the notional charges and credits for retirement benefits and replace them with the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year end.

The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

### **Discretionary Benefits**

The Council 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.

## **1.4 GRANTS AND CONTRIBUTIONS**

Grants and contributions received from the government and other organisations are not credited to the Comprehensive Income and Expenditure Statement until any conditions attached to the grant or contribution have been satisfied. For example conditions may be stipulated that specify that the grants or contributions are required to be consumed by the recipient as specified, or they must be returned to the transferor.

Amounts received as grants and contributions for which conditions have not been satisfied are carried on the Balance Sheet as Revenue or Capital Grants Received in Advance. When the conditions are satisfied, the grant or contribution is credited to the relevant service line (if ring-fenced) 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, so that they are available to fund capital expenditure. Where the grant has yet to be used to finance capital expenditure, it is credited to the Capital Grants Unapplied reserve. Where it has been applied it is credited 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.

## **1.5 OVERHEADS AND SUPPORT SERVICES**

The authority operates and manages its corporate and support services separately and expenditure relating to these activities is reported to key decision makers as separate activities. These overheads are not therefore apportioned to services.

## **1.6 COUNCIL TAX RECOGNITION**

Council Tax receivable for the financial year is recognised in the Collection Fund, a separate statutory account maintained by billing authorities. The Fund is charged with the council tax requirements ('precepts and demands') set by the major preceptors and billing authority before the start of the year, leaving (after providing for uncollectable debts) a surplus or deficit, which is then distributed to the same authorities in future years in proportion to their precepts or demands.

The council tax income included in the Council's Comprehensive Income and Expenditure Statement for the year represents its 'demand' plus its share of the collection fund surplus or deficit due for the year, before any distribution. Because the amount of surplus or deficit that can be credited or charged to the Council's general fund is governed by statute, and is limited to that declared at the start of the year, adjustments are made in the Movement in Reserves Statement to the collection fund adjustment account to reflect the difference between the surplus or deficit due for the year and that which can be released according to statute.

There is no statutory requirement for a separate collection fund balance sheet. Instead the fund balances (arrears, over/pre-payments, bad debts provision and accumulated surpluses or deficits) are distributed across the balance sheets of the billing authority and the major preceptors, in proportion to their precepts and demands. The Council, as a billing authority, therefore accounts for council tax balances on an Agency basis, showing only its share of the fund balances on its balance sheet.

## **1.7 NATIONAL NON-DOMESTIC RATES (NNDR) INCOME RECOGNITION**

NNDR income is recognised in the same way as council tax described above, with the exception that the net income and surplus/deficit credited or charged to the Comprehensive Income and Expenditure Statement is shared between the billing authority, the County Council and central government in statutory proportions. NNDR balances are also distributed across their balance sheets in the same proportions.

## **1.8 VAT**

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from them.

## **1.9 NON-CURRENT ASSETS - RECOGNITION OF CAPITAL EXPENDITURE**

The Council recognises non-current assets when expenditure is incurred on assets:

- Held for use in the production or supply of goods or services, rental to others, or for administrative purposes.
- Expected to be used for more than one financial period.
- Where it is expected that the future economic benefits associated with the asset will flow to the Council.
- Where the cost can be measured reliably.

The initial cost of an asset is recognised to be:

- Purchase price, construction cost, minimum lease payments or equivalent including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Costs associated with bringing the asset to the location and condition necessary for it to be capable of operating in the manner required by management.
- Any costs of dismantling and removing an existing asset and restoring the site on which it is located.

The cost of an asset acquired other than by purchase or construction is deemed to be its fair value, except where an asset is acquired via an exchange it is deemed to be the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between their fair values and any consideration paid is credited to the Taxation and Non Specific Grant Income line in the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in a Donated Assets Reserve account. Where gains are credited to the Comprehensive Income and Expenditure Statement they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Subsequent 'enhancement' expenditure is treated as capital expenditure when it is considered it will increase the value of the asset or its useful life or increase the extent to which the Council can use the asset.

De Minimis policy - expenditure on vehicles below £5,000 (excluding VAT) or on other assets below £10,000 (excluding VAT) is not treated as capital expenditure except where the sum of identical assets purchased exceeds this figure, as is the case with waste collection bins and caddies.

Capital assets are held on the Balance Sheet as Non-Current Assets.

## **1.10 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT (PPE)**

Assets that have physical substance and are held for use in the provision of services, for rental to others, or for administrative or other operational purposes on a continuing basis are classified as Property, Plant and Equipment. Such assets are categorised as Other Land and Buildings, Vehicles Plant and Equipment, Infrastructure, Community Assets, Surplus Assets and Assets Under Construction (if any).

Infrastructure assets are inalienable assets, expenditure on which is only recoverable by continued use of the asset and there is no prospect for sale or alternative use. Examples include footpaths, cycle tracks and drainage systems.

Community Assets are assets that the authority intends to hold in perpetuity, have no determinable useful lives and which may have restrictions on their disposal. Examples include cemeteries land and open spaces used for recreation.

Surplus Assets are assets which are not being used to deliver services or for administrative purposes but which do not meet the definition of Investment properties or Assets Held for Sale.

### Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it yields benefits to the Council for more than one financial year and the cost of the item can be measured reliably. This excludes expenditure on routine repairs and maintenance, which is charged direct to service revenue accounts when it is incurred.

### Measurement

PPE assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. The Council does not capitalise borrowing costs incurred whilst assets are under construction.

The assets are then carried on the Balance Sheet using the following measurement bases:

- Other Land and Buildings – Current value, using the basis of existing use value (EUV) where an active market exists or Depreciated Replacement Cost (DRC), where there is no active market for the asset or it is specialised.
- Infrastructure – depreciated historic cost.
- Community assets – historic cost (where known). The Code offers the option for authorities to measure community assets at valuation. The Council has so far not adopted to change its accounting policy in this way as it does not currently have the management information to make reasonable valuation estimates of community assets.
- Assets under construction – historic cost.
- Surplus Assets – Current value, using the fair value basis (see paragraph 1.18 *Fair Value Measurement*).
- In the case of assets that have short useful lives or low values (or both) i.e. Vehicles, Plant and Equipment, depreciated historic cost is used as a proxy for current value.

Assets included in the Balance Sheet at Current value are re-valued where there have been material changes during the year and as a minimum every five years.

Where there is an upward revaluation, the carrying value is increased and the gain credited to the Revaluation Reserve. This is reflected in the Comprehensive Income and Expenditure Statement as a revaluation gain, included in Other Comprehensive Income and Expenditure. Exceptionally, gains are credited to the Surplus or Deficit on the Provision of Services (and not the Revaluation Reserve) where a revaluation loss or impairment in respect of that asset was previously charged to a service revenue account (adjusted for the depreciation that would have been charged had the revaluation or impairment losses not occurred).

## STATEMENT OF ACCOUNTS 2019/20

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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 in the Comprehensive Income and Expenditure Statement.

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

### Impairment

PPE assets are assessed at the end of each year for evidence of impairment. Where evidence exists and the effect is considered 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 difference.

Where there are revaluation gains for the asset in the Revaluation Reserve the impairment loss is written down against that balance (up to the amount of the accumulated gains).

Where there are no gains in the Revaluation Reserve or an insufficient balance to meet the impairment loss, the remaining loss is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

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

### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets with a determinable finite useful life, by writing down the carrying value of the asset in the Balance Sheet over the remaining periods expected to benefit from their use. Assets not depreciated are those without a determinable finite useful life (land and community assets), assets that are not yet available for use (assets under construction) and assets reclassified as Held for Sale.

Depreciation is calculated on the following basis:

- Buildings, Vehicles, Plant, Furniture and Equipment, Infrastructure, Surplus assets – straight-line allocation over the asset's estimated useful life. Newly acquired assets are depreciated from the year following that in which they were acquired.
- Assets under construction are not depreciated until they are brought into use.

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

Assets disposed of during the year are depreciated in the year of disposal or in the case of assets reclassified as Held for Sale, in the year they were reclassified.

## **Componentisation**

Where an item of Property Plant and Equipment has components whose cost is significant in relation to the total cost of that item they are identified as separate assets and depreciated separately. The Council's current Componentisation Policy defines a separate component:

- For new assets and enhancements (excluding land), as an item of expenditure with a value greater than £50,000 or 20% of the cost of the asset, whichever is the higher
- For buildings revalued after 1<sup>st</sup> April 2010, as an item with a current net book value in excess of £250,000 or 20% of the cost, whichever is the higher.

### **1.11 NON-CURRENT ASSETS - INVESTMENT PROPERTY**

Investment properties are those that are held *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 at which the asset, in its highest and best use, could be exchanged between market participants at the reporting date. Properties are not depreciated but are revalued annually as necessary dependent on changes in market conditions in the year. 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. Such gains and losses, however, are not permitted by statutory arrangements to have an impact on the General Fund Balance and are therefore reversed out in the Movement in Reserves Statement and credited to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement.

### **1.12 NON-CURRENT ASSETS - INTANGIBLE ASSETS**

Expenditure on assets that do not have physical substance and which are controlled by the entity through custody or legal rights (e.g. software licences), is capitalised when it will bring benefits to the Council for more than one financial year. Internally generated assets are capitalised where it can be demonstrated that the project is technically feasible, is intended to be completed (with adequate resources being available), where the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset, and where the expenditure during the development phase can be reliably measured.

Intangible assets are measured at cost, which is amortised over the estimated useful life of the asset to the relevant service line in the Comprehensive Income and Expenditure Statement, to reflect the pattern of consumption of benefits. Estimated remaining useful lives are reviewed annually and an asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are charged to the relevant service line in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or cessation of use of an intangible asset is credited or charged to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance, so are reversed out of the General Fund Balance in the Movement in Reserves Statement and charged or credited to the Capital Adjustment Account with any sale proceeds greater than £10,000 credited to the Capital Receipts Reserve.

**1.13 NON-CURRENT ASSETS – DISPOSALS AND 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. Assets are classified as held for sale where the asset is available for immediate sale in its present condition and where the sale is highly probable i.e. the asset has been advertised for sale and a buyer sought and the completion of the sale is expected within twelve months of the balance sheet date.

Except when carried at (depreciated) historic cost, an asset is revalued immediately before its reclassification as Held for Sale, using its existing category's measurement basis. Following reclassification assets are measured at the lower of their carrying values and fair values less costs to sell. Any subsequent gains in value are first used to reverse any losses previously charged to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement and thereafter recognised in the Revaluation Reserve. Losses in value are charged to the Surplus or Deficit on the Provision of Services (even when there is a balance held for that asset in the Revaluation Reserve).

Depreciation is not charged on Assets Held for Sale, except in the year in which they were classified as held for sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified as non-current assets (Property, Plant and Equipment or Investment 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.

When an asset is disposed of, or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement, also as part of the gain or loss on disposal (i.e. netted off against carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are written off to the Capital Adjustment Account.

Amounts received from a disposal in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Usable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

**1.14 REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)**

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of non-current assets is charged to the relevant service revenue account in the year. To the extent the Council has determined to meet the cost of this expenditure from capital resources (borrowing, capital receipts or grants) a transfer to the Capital Adjustment Account via the Movement in Reserves Statement reverses out the amounts charged to the General Fund Balance so there is no impact on the level of council tax.

**1.15 CHARGES TO REVENUE FOR NON-CURRENT ASSETS**

Service revenue accounts, support services and trading accounts are charged with the following amounts to record the real cost of holding assets during the year:

- Depreciation of property, plant and equipment used by the relevant service
- Amortisation of intangible assets used by the service
- Revaluation and impairment losses, where there are no accumulated gains in the Revaluation Reserve against which the losses can be charged.

The Council cannot raise council tax to cover depreciation, amortisation or revaluation and impairment losses. It is, however, required to make an annual provision (known as Minimum Revenue Provision or MRP) from revenue towards reducing its overall borrowing requirement, equal to an amount calculated on a prudent basis by the Council in accordance with statutory guidance. The above charges are therefore reversed out of the General Fund Balance and replaced by a MRP contribution to the Capital Adjustment Account in the Movement of Reserves Statement.

**1.16 LEASES**

Leases are classified as either Finance Leases or Operating Leases. Arrangements that do not have the legal status of a lease but convey the 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.

**Defining a Finance Lease**

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. This is likely to apply if some or all of the following situations are met:

- If the lessee will gain ownership of the asset at the end of the lease term (e.g. in the case of hire purchase)
- If the lessee has an option to purchase the asset at a sufficiently favourable price that it is reasonably certain, at the inception of the lease, that it will be exercised
- If the lease term is for the major part of the economic life of the asset, even if title is not transferred. The economic life of the asset is deemed to be consistent with the useful life of the asset in the depreciation policy. The Council recognises the major part to be 75% of the life of the asset, unless on an individual case basis this would not give a true representation of the substance of the transaction



- At the inception of the lease, the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset. The present value of the minimum lease payments is calculated by discounting at the rate inherent in the lease. If this rate cannot be determined the incremental borrowing rate applicable for that year is used. The Council recognises “substantially all” to mean 90% of the value of the asset. In some circumstances, a level of 75% is used if the Council believes that using this level will give a result that better reflects the underlying transaction
- The leased assets are of such a specialised nature that only the lessee can use them without major modifications
- If the lessee cancels the lease, the lessor’s losses associated with the cancellation are borne by the lessee
- Gains or losses from the fluctuation in the fair value of the residual accrue to the lessee (e.g. in the form of a rent rebate equalling most of the sales proceeds at the end of the lease)
- The lessee has the ability to continue the lease for a secondary period at a rent that is substantially lower than market rent.
- Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

### **Lessee Accounting for a finance lease**

Where the Council is leasing an asset (for example as a tenant) that is deemed a finance lease, it will recognise that asset within its asset register, and account for that asset as though it were an owned asset.

The initial recognition of the asset is at the fair value of the asset, or if lower, the present value of the minimum lease payments. A liability is also recognised at this value, which is reduced as lease payments are made. Lease payments made to the lessor are split between the reduction in the liability and interest, which is charged to the Comprehensive Income and Expenditure Statement.

### **Lessor Accounting for a finance lease**

Where the Council grants a finance lease over property or items of plant or equipment the carrying values of the relevant assets are written out of the Balance Sheet to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement, as part of the gain or loss on disposal. The amount receivable on disposal (representing the minimum lease payments due), is credited to the same line in the Comprehensive Income and Expenditure Statement, also as part of the gain or loss on disposal, matched by a cash receipt (if a premium has been paid) or a long term debtor (if to be settled by payments in future years) on the Balance Sheet.

The amount receivable on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement.

Where the amount due under the lease is settled by payments in future years the amount receivable on disposal is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve.

When received future lease payments are apportioned between:

- A charge for the acquisition of the assets, which reduces the lease debtor.
- Finance interest, which is credited to the Financing and Investment Income and Expenditure

line in the Comprehensive Income and Expenditure Statement.

An amount equivalent to the charge for the acquisition of the assets is at the same time transferred from the Deferred Capital Receipts Reserve to the Capital Receipts Reserve.

### **Defining an Operating Lease**

A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards arising from ownership of the asset.

### **Lessor Accounting for an operating lease**

Where the Council grants an operating lease over property or items of plant or equipment, the asset is retained on the Balance Sheet. Rental income is credited to the relevant service income line or, if the asset is classified as an Investment property, to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **Lessee Accounting for operating leases**

Rentals paid under operating leases are charged to the service using the asset in the Comprehensive Income and Expenditure Statement.

## **1.17 FINANCIAL INSTRUMENTS**

Financial assets and liabilities are recognised in the Balance Sheet when the authority becomes party to the contractual provisions of the instrument. In the case of a financial asset this is when the authority becomes committed to its purchase, except in the case of trade receivables, which are recognised when the goods or services have been supplied. Financial liabilities are recognised when the cash or goods or services have been received.

### **Financial Liabilities**

Financial liabilities are initially measured at fair value and then carried at amortised cost. Where interest is payable this is charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, 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.

Normally this means, for the Council's borrowings, the amount recognised in the Balance Sheet represents the outstanding principal repayable plus any accrued interest, and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year stated in the loan agreement. For current payables with no stated interest rate the amount recognised is the outstanding invoiced amount.

## **Financial Assets**

Under IFRS 9 applicable from 2018/19, the authority's financial assets are classified into three types:

- Financial assets at amortised cost – where payments consist solely of principal and interest and the reason for holding is to collect cash flows
- Fair value through Other Comprehensive Income (OCI) – where payments consist solely of principal and interest and the reason for holding is to collect cash flows and sell *and* where payments do not consist solely of principal and interest but where the authority has designated the instrument as Fair value through OCI
- Fair value through Profit and Loss (P&L) - where payments do not consist solely of principal and interest.

Under IAS39, which applied up until 2018/19, financial assets were classified as:

- Loans and receivables – assets that had fixed or determinable payments and were not quoted in an active market. These were initially measured at fair value and carried at amortised cost.
- Available-for-sale assets – those that had a quoted market price and/or did not have fixed or determinable payments. These were initially measured and carried at fair value, except in the case of equity instruments that did not have a quoted price in an active market and for which a reliable fair value could not be established; these were permitted to be carried at cost.

### **Financial assets at amortised cost**

These are initially measured at fair value and carried at amortised cost. Where interest is receivable this is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. Normally this means, for the Council's loans and investments, the amount recognised in the Balance Sheet is the outstanding principal receivable plus any accrued interest, and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year stated in the loan agreement.

Deposits, bonds and loans are assessed on recognition for impairment due to the likelihood that payments due under the contract will not be made and, if material, a provision for twelve month expected credit losses set aside from the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the risk of default increases significantly after initial recognition and for trade and lease receivables a provision is set aside based on expected lifetime credit losses, if deemed significant or material.

For current receivables with no stated interest rate the amount recognised is the outstanding invoiced amount, less any allowance for impairment (provision for bad or doubtful debts).

Any gains and losses that arise on the disposal or de-recognition of the asset are credited or charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **Fair value through OCI**

These are initially measured at cost (equivalent to fair value) and carried at fair value. For instruments quoted in an active market, fair values are based on their market prices at the reporting date, except where the instruments will mature within twelve months of that date, in which case they are assumed not materially different to (and therefore equal to) their carrying values.

Interest receivable is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Dividends from equity instruments designated by the authority as Fair value through OCI are credited to the same line when they become receivable by the Council.

Changes in fair value are balanced by an entry to the Financial Instruments Revaluation Reserve (FIRR) (formerly the Available-for-Sale Reserve), with the gain or loss being recognised in Other Comprehensive Income and Expenditure in the Comprehensive Income and Expenditure Statement.

Any gains or losses held in the FIRR on de-recognition of the asset are credited or charged to the General Fund Balance via the Movement in Reserves Statement.

### **Fair value through P&L**

These are initially measured at cost and carried at fair value. For instruments quoted in an active market, fair values are based on their market prices at the reporting date, except where the instruments will mature within twelve months of that date, in which case they are assumed not materially different to (and therefore equal to) their carrying values.

Dividends are credited to the Financing and Investment Income and expenditure line in the Comprehensive Income and Expenditure Statement (CIES) when they become receivable by the Council. Changes in fair value and any gains or losses on de-recognition are charged or credited to the same line in the CIES and , in the case of pooled investment funds reversed to the Pooled Investment Funds Adjustment Account via the Movement in Reserves Statement (MIRS). Sale proceeds on de-recognition are credited to usable capital receipts via the MIRS.

## **1.18 FAIR VALUE MEASUREMENT**

The Council measures certain non-financial assets (Surplus Assets, Investment Property and Assets Held for Sale) and its Available-for-sale financial assets at fair value at the balance sheet date.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- in the principal market for the asset or liability, or
- in the absence of a principal market, in the most advantageous market for the asset or liability.

The fair value of an asset or liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their best economic interest. In the case of a non-financial asset, the authority takes into account the market participants' ability to use 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'.

Inputs to the valuation techniques used in measuring fair value are categorised within the fair value hierarchy as follows:

- Level 1 - unadjusted quoted prices in active markets for identical assets or liabilities
- Level 2 - directly or indirectly observable inputs other than quoted prices
- Level 3 - unobservable inputs for the asset or liability.

#### **1.19 INVENTORIES**

Inventories held in stores are included in the Balance Sheet at the latest price paid. This is a departure from the requirements of the Code, which require inventories to be shown at the lower of cost and net realisable value. The effect of the different treatment is not considered material.

#### **1.20 CASH AND CASH EQUIVALENTS**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

#### **1.21 PROVISIONS**

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing or amount of the transfer is uncertain. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Council becomes aware of the event, based on its best estimate of the likely settlement. When payments are eventually made, they are charged to the provision carried on the Balance Sheet. Estimated settlements are reviewed at the end of each financial year. Where it becomes more likely than not that a transfer of economic benefits will not be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service line in the Comprehensive Income and Expenditure Statement.

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

#### **1.22 CONTINGENT LIABILITIES**

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

Contingent liabilities are not recognised in the Balance Sheet but, where material, disclosed in a note to the accounts.

### **1.23 RESERVES**

The Council sets aside specific amounts as usable reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts from 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 revenue account in that year to form part of the Surplus or Deficit 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 in that year.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits, and they do not represent usable resources for the Council – these reserves are known as unusable reserves.

### **1.24 CONTINGENT ASSETS**

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

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

### **1.25 PRIOR PERIOD ADJUSTMENTS, CHANGES IN ACCOUNTING POLICIES AND ESTIMATES AND ERRORS**

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

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

### **1.26 EVENTS AFTER THE BALANCE SHEET DATE**

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that arose after 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.

**1.27 ESTIMATION TECHNIQUES**

Estimation techniques are the methods adopted to assess the values of assets, liabilities, gains and losses and changes in reserves in situations where there is uncertainty as to their precise value. Unless specified in the Code or in legislative requirements, the method of estimation will generally be the one that most closely reflects the economic reality of the transaction.

**1.28 JOINTLY CONTROLLED OPERATIONS**

Jointly controlled operations are activities undertaken by the Council, together with other organisations, involving the shared use of assets and resources of the organisations rather than the establishment of a separate entity. The Council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and charges or 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.

Such operations and assets, not being separate entities, are accounted for in the Council only accounts and are not separate entities for Group account purposes.

**1.29 GROUP ACCOUNTS**

**Ubico Limited**

At 31<sup>st</sup> March 2020 the Council had a 14.29% shareholding in Ubico Limited, a local authority owned company which (from 2015/16) has seven members, providing environmental services to the shareholder Councils. Since the Council has no control or joint control or significant influence over the company, there is no requirement to produce consolidated group accounts.

**Publica Group (Support) Limited**

While the Council has an interest in the Company the Council's share of profit for the year and net assets at the balance sheet date have not been consolidated into the Council's single entity accounts. The figures involved are not material to the accuracy of the accounts, and the Council has not prepared Group Accounts on this basis.

## 2. CHANGES IN ACCOUNTING POLICY AND ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

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The Code requires changes in accounting policy to be applied retrospectively unless alternative transitional arrangements are specified in the Code. There is also the requirement for an authority to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

The following standards and amendments are introduced in the 2020/21 Code:

- IFRS 16 Leases

IFRS 16 is not anticipated to have a material effect on the financial statements or balances of the council since the changes mainly affect the recognition of leases by lessees and the authority does not have any finance lease liabilities or material operating leases (see note 22 on the Council as Lessee).

## 3. CRITICAL JUDGEMENTS USED IN APPLYING ACCOUNTING POLICIES

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In applying the accounting policies set out on pages 21 to 38 the Council has had to make certain judgements about balances and transactions which may be uncertain depending on future events.

### PPE Revaluations

The Council Property Assets have been valued by independent Valuers however due to the current COVID-19 Pandemic the valuers have given a 'material valuation uncertainty'. The reason for this is as per our valuation report and is quoted as follows:

'The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Market activity is being impacted in many sectors. As at the valuation date, we consider that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.

Our valuations are therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, we recommend that you keep the valuation of the portfolios under frequent review.'

By way of a more in depth and updated market commentary, our in-house Research Team have provided the following Economic Outlook:

The COVID-19 pandemic has created the biggest shock to the UK and global economies since the Second World War. This is an external shock, the severity of which has accelerated with immense speed. The social distancing measures and forced business shutdowns introduced by the Government are highly restrictive and unprecedented. The human consequences are clearly huge and are rightly the primary concern of policy makers.

Unlike most previous downturns, it is occurring across virtually all major global economies both severely and simultaneously, with some parts of the UK economy coming to a juddering halt. It is also unusual, as it is impacting directly on both the demand and supply sides of the economy.

The impact on economic growth will be substantial, but the length and depth of the downturn is highly uncertain, as this will depend on many factors that are currently unknowable, including:

- the speed with which governments can bring the outbreak under control;
- the speed with which the bioscience sector can develop and mass-produce a vaccine and / or medication to assist recovery
- the success of interventions by fiscal and monetary policymakers.'

Therefore the Council have made a critical judgement to follow these valuations and revalue PPE as per these valuation.



### **Publica Group (Support) Limited**

The Council jointly owns (with West Oxfordshire District Council, Cotswold District Council and Cheltenham Borough Council) Publica Group (Support) Limited, a wholly owned company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council and services to other member Councils under contract. While the Council has an interest in the Company the Council's share of profit for the year and net assets at the balance sheet date have not been consolidated into the Council's single entity accounts. The figures involved are not material to the accuracy of the accounts, and the Council has not prepared Group Accounts on this basis.

In addition the company is considered to be an employment vehicle, employing and paying staff and then recharging these costs back to the Councils. It does not trade and does not make a profit, with any surpluses generated being redistributed back to the Councils. Each Council has retained its governance arrangements and member control over decisions. Publica are unable to make financial decisions that will have an impact on the Medium Term Financial Strategy of the Councils, without proper approval having been given by each Council in accordance with the Council's constitution and financial and contract rules.

### **Pension Liability**

No allowance has been made in the Councils' accounts for any transfer out of the Local Government Pension Scheme (LGPS) of the pension liability to Publica Group (Support) Limited. The service contract and tripartite agreement between the Council, Gloucestershire Pension Fund and Publica Group (Support) Limited mean that the pension liability and risk relating to the pension fund remains with the Council, following the TUPE transfer of the majority of the Council's staff to Publica on 1st November 2017. Therefore the Council is reporting the pension liability for both staff transferred to Publica, and the Council's retained staff, in the accounts.

Although Publica, as the employer of many of the current staff may be initially responsible for paying any exit contributions (for example), for any of its staff that are members of the LGPS, such cost will be reimbursed by the relevant Council. The accounts have been prepared on the basis that the full pension fund liability for the LGPS sits in the Council's accounts. There are no separate disclosures for Publica as they are not responsible for any LGPS liability.

### **Business Rate Appeals Provision**

The Local Government Finance Act 2012 introduced a business rates retention scheme that enables local authorities to retain a proportion of the business rates generated in their area. The new arrangements for the retention of business rates came into effect on 1<sup>st</sup> April 2013. From this date district councils such as Forest of Dean assume a share of the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. A successful appeal may mean the Council having to refund rates paid in previous years. The Council has therefore set aside a provision to cover its share of the repayments it estimates will be made and made a judgement as to the timescale over which they are likely to be repaid.

The provision is based on the expected success rate of appeals lodged at the year end, together with an estimated reduction in the rating list, based on historical experience.

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

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

The items in the Council's Balance Sheet at 31<sup>st</sup> March 2020 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Non-Current Assets carried at existing use and fair value, Investment Property and financial assets carried at fair value – material valuation uncertainty due to the Covid-19 Pandemic from March 2020	The Covid-19 pandemic and lockdown arrangements in place since March 2020 have had a significant impact on daily life and the global and UK economies. This could affect the carrying values of assets carried at existing use and fair value in significantly challenging the assumptions used in their valuation. Consequently the valuations undertaken in 2019/20 have been reported 'as subject to material valuation uncertainty'. This means that less certainty can be attached to these valuations than would otherwise be the case.	The impact of the continuing uncertainties on the carrying value of these assets cannot be assessed at this stage as it depends on the extent and duration of the measures introduced and their effect on the wider economy in the long term, and there is currently insufficient evidence available to assess this. However, although any reduction in carrying values would reduce the council's 'net worth', in themselves they would have no impact on the authority's revenue account and ability to deliver services, since they are chargeable to unusable reserves and not the surplus or deficit on the provision of services.
Property Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of assets falls.  It is estimated that the annual depreciation charge for buildings would increase by approximately £3,065 for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.  In addition, the valuation of Gloucestershire Pension fund's property assets is subject to material valuation uncertainty due to the Covid-19 pandemic. This means that less certainty can be attached to these valuations than would otherwise be the case.	The effects on the net pensions' liability of changes in individual assumptions can be measured. For example, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of approximately 8%, and a one year increase in member life expectancy would increase the pension liability by approximately 3% to 5%. A sensitivity analysis is included in Note 35-Pensions.  The impact of the continuing uncertainties on the carrying value of these assets cannot be assessed at this stage as it depends on the extent and duration of the measures introduced and their effect on the wider economy in the long term, and there is currently insufficient evidence available to assess this.

## STATEMENT OF ACCOUNTS 2019/20

Item	Uncertainties	Effect if actual results differ from assumptions
Non-domestic rates (NDR) appeals provision	<p>This provision has been set up to meet losses arising from the successful appeal of businesses against the rateable value of their properties.</p> <p>For appeals up to 31<sup>st</sup> March 2017 the provision is based on an expected success rate of appeals submitted at 31<sup>st</sup> March 2017 and an estimated reduction in rateable value. Although based on past experience, both the actual success rate and actual reduction may differ from the estimate.</p> <p>Appeals from 1<sup>st</sup> April 2017 onwards are subject to a new process known as Check, Challenge, Appeal. As yet there is limited information upon which to base an estimate of the provision necessary under the new process, so the estimated provision has been based on 2% of the Rating list (2017) as at 31<sup>st</sup> March 2020.</p>	<p>For appeals up to 31<sup>st</sup> March 2017 a 1% increase in the assumed success rate, together with a 1% reduction in the rates payable, would result in an increase in the estimated provision required of £2,000, of which the Council's share would be £1,000. This would reduce any collection fund surplus able to be distributed to the Council in future years. Note - certain categories of appeals are estimated at 100% expected success rate, based on experience to date.</p> <p>For appeals from 1<sup>st</sup> April 2017 a 1% change in the level of provision would equate to a change in provision of £192,000.</p>

### **5. ADJUSTMENTS BETWEEN ACCOUNTING AND FUNDING BASIS UNDER THE REGULATIONS**

This note details the adjustments that have been made to Total Comprehensive Income and Expenditure so that it equals the amount available, under statutory provisions, to meet future capital and revenue expenditure.

The following describes the major reserves and the adjustments made to each reserve:

#### **General Fund Balance**

The General Fund is the statutory fund into which all the receipts of a council are required to be paid and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

#### **Capital Receipts Reserve**

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

#### **Capital Grants Unapplied**

## **STATEMENT OF ACCOUNTS 2019/20**

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The Capital Grants Unapplied Reserve holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies, but which have yet to be applied to meet expenditure.

**STATEMENT OF ACCOUNTS 2019/20**

2018/19 Usable Reserves				2019/20 Usable Reserves		
General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000		General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000
			<b>Adjustments to Revenue Resources</b> <i>Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements</i>			
			<b>Reversal of entries included in the surplus or deficit on the provision of services in relation to capital expenditure (charged or credited to the Capital Adjustment Account)</b>			
(628)	-	-	Charges for depreciation, amortisation and impairment of non-current assets	(452)	-	-
(213)	-	-	Revaluation losses on Property, Plant and Equipment	(1)	-	-
101	-	-	Movements in the fair value of Investment properties	(943)	-	-
1,882	-	(889)	Capital grants and contributions	1,434	-	(498)
(1,085)	-	-	Revenue Expenditure Funded from Capital Under Statute	(630)	-	-
28	(51)	-	Amounts of non-current assets written off on sale as part of the gain/loss on disposal	(52)	(9)	-
-	-	-	Newly identified existing assets	-	-	-
(346)	-	-	Pension costs transferred from the Pensions Reserve	(224)	-	-
(65)	-	-	Fair value gains and losses of pooled Investment Funds	(577)	-	-
(8)	-	-	Council tax and NNDR net deficit transferred to the Collection Fund Adjustment Account	(198)	-	-
1	-	-	Holiday Pay transferred from the Accumulated Absences Account	(2)	-	-
<b>(333)</b>	<b>(51)</b>	<b>(889)</b>	<b>Total adjustments to Revenue Resources</b>	<b>(1,645)</b>	<b>(9)</b>	<b>(498)</b>
			<b>Adjustments between Revenue and Capital resources</b>			
437	(437)	-	Transfer of non-current asset sale proceeds from revenue to capital receipts	526	(526)	-
(1)	1	-	Payments to the government housing receipts pool funded by a transfer from capital receipts	(1)	1	-
46	-	-	Statutory provision for the repayment of debt transferred to the Capital Adjustment Account	-	-	-
209	-	-	Capital expenditure financed from revenue balances transferred to the Capital Adjustment Account	136	-	-
<b>691</b>	<b>(436)</b>	<b>-</b>	<b>Total adjustments between Revenue and Capital Resources</b>	<b>661</b>	<b>(525)</b>	<b>-</b>
			<b>Adjustments to Capital resources</b>			
-	2,165	-	Use of capital receipts to finance capital expenditure	-	1,712	-
-	-	64	Application of capital grants and contributions to fund capital expenditure	-	-	-
-	(14)	-	Transfer from Deferred Capital Receipts upon receipt of cash	-	(1)	-
12	-	-	Capital Grants and loans repaid	-	-	-
<b>12</b>	<b>2,151</b>	<b>64</b>	<b>Total adjustments to Capital Resources</b>	<b>-</b>	<b>1,711</b>	<b>-</b>
<b>370</b>	<b>1,664</b>	<b>(825)</b>	<b>Total adjustments between Accounting and Funding basis under the regulations</b>	<b>(984)</b>	<b>1,177</b>	<b>(498)</b>

## STATEMENT OF ACCOUNTS 2019/20

### 6. EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Section 151 Officer on 19th November 2020. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31<sup>st</sup> March 2020, the figures in the financial statements and notes have been adjusted to reflect the impact of this information, where material.

### 7. TRADING ACCOUNTS

The Council has the following trading activity, the deficit of which is included in the Comprehensive Income and Expenditure Statement. An analysis of the trading activities is as follows:

	2019/20 £000	2018/19 £000
Car Parking Expenditure	163	129
Car Parking Income	(155)	(119)
<b>Net Deficit</b>	<b>8</b>	<b>10</b>

The Council own a number of car parks within the district where a charge for parking is made. Car park trading operations are included within the Development, Asset Management, FEP & Infrastructure shown on the face of Comprehensive Income and Expenditure Statement.

### 8. OTHER OPERATING (INCOME) AND EXPENDITURE

	2019/20 £000	2018/19 £000
Parish Council precepts	2,331	2,165
Levies	41	38
Payments to the Government Housing Capital Receipts Pool	-	1
(Gains)/Losses on Disposal of non-current assets	52	(27)
Right to Buy income	(526)	(437)
<b>Net Other Operating Expenditure</b>	<b>1,898</b>	<b>1,740</b>

Income from Right to Buy sales is due to the Council following the transfer of its housing stock to a housing association in 2003.

**STATEMENT OF ACCOUNTS 2019/20**

**9. FINANCING AND INVESTMENT (INCOME) AND EXPENDITURE**

	<b>2019/20 £000</b>	<b>2018/19 £000</b>
Interest payable and similar charges	7	13
Net interest on the net defined benefit liability / (asset)	872	790
Interest receivable and investment income	(344)	(358)
Fair value changes in financial assets (pooled Funds)	577	65
Fair value changes in Investment Properties	943	(101)
Income and expenditure in relation to investment properties	(249)	(234)
<b>Net Financing and Investment Expenditure</b>	<b>1,806</b>	<b>175</b>

**10. TAXATION AND NON SPECIFIC GRANT (INCOME) AND EXPENDITURE**

	<b>2019/20 £000</b>	<b>2018/19 £000</b>
Council Tax	(7,591)	(7,266)
Non-Domestic Rates (income) and expenditure:		
- Billing authority share	(5,343)	(6,383)
- Collection Fund (surplus) / deficit	369	60
- Tariff payable to central government	2,616	3,340
- Levy payable to central government less Pool (surplus)/deficit	111	(58)
- NDR renewable energy contribution	(208)	(109)
	(2,455)	(3,150)
Non-ring-fenced government grants	(2,634)	(2,848)
Capital grants and contributions	(1,060)	(39)
<b>Net Taxation and Non Specific Grant Income</b>	<b>(13,740)</b>	<b>(13,303)</b>

**STATEMENT OF ACCOUNTS 2019/20**

**11. OFFICERS' REMUNERATION**

Remuneration disclosures for Senior Officers whose *salary* is less than £150,000 but equal to or more than £50,000 per year:

Post Title	2019/20						
	Salary including Fees and Allowances	Expense Allowances	Compensation for loss of office	Benefits-in-kind	Total Remuneration excluding pension contributions	Pension contributions	Total Remuneration including pension contributions
	£	£	£	£	£	£	£
Head of Paid Service	79,560	1,434	-	-	80,994	14,241	95,235
Monitoring Officer	-	-	-	-	-	-	-
Chief Finance Officer	63,844	8,075	-	-	71,919	11,428	83,347
	<b>143,404</b>	<b>9,509</b>	-	-	<b>152,913</b>	<b>25,669</b>	<b>178,582</b>
2018/19							
Head of Paid Service	78,095	1,468	-	-	79,563	13,979	93,542
Monitoring Officer/Acting Returning Officer/Capability Lead – Organisation Development	58,455	1,882	-	-	60,337	10,182	70,519
	<b>136,550</b>	<b>3,350</b>	-	-	<b>139,900</b>	<b>24,161</b>	<b>164,061</b>

**Notes:**

- a) For the purposes of this disclosure, senior employee means Head of Paid Service and chief officers whose annual salary is between £50,000 and £150,000.
- b) The Council does not operate a Performance Pay System and does not pay bonuses to any member of staff.
- c) The Monitoring Officer role was provided by Forest of Dean District Council in 2019/20

The Council did not employ any other staff receiving more than £50,000 remuneration for the year (excluding employer's pension contributions).

The numbers of exit packages with total cost per band and total cost of compulsory and other redundancies are set out in the table below.



**STATEMENT OF ACCOUNTS 2019/20**

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band £	
	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19
£0 - £20,000	-	-	2	2	2	2	14,831	9,077
£20,001 - £40,000	-	-	-	-	-	-	-	-
£40,001 - £60,000	-	-	-	-	-	-	-	-
£60,001 - £80,000	-	-	-	-	-	-	-	-
£80,001 - £100,000	-	-	-	-	-	-	-	-
£100,001 - £150,000	-	-	-	-	-	-	-	-
£150,001 - £200,000	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>14,831</b>	<b>9,077</b>

## **12. MEMBERS' ALLOWANCES**

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In 2019/20 the Council paid £275,710 (2018/19 £328,060) in allowances and expenses to its 38 members. The Expenditure reflects members' allowances approved by Council for 2019/20. Full details of the Members' Allowances scheme for 2019/20 can be found on the Council's website.

## **13. TERMINATION BENEFITS**

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The Council terminated the contracts of 2 employees in 2019/20 (2 in 2018/19). Total costs incurred were £14,831 (£9,077 in 2018/19), of which £0 (£0 in 2018/19) related to early retirement costs and £14,831 (£9,077 in 2018/19) related to redundancy payments. All staff redundancies were made on a voluntary basis, with no compulsory redundancies. These costs have been charged to the relevant service line shown within the Comprehensive Income and Expenditure Statement.

## **14. RELATED PARTY TRANSACTIONS**

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

### **Central Government**

Central Government has significant influence over the general operations of the Council; it is responsible for providing the statutory framework within which the Council operates, providing the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are shown in note 16.

### **Members**

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2019/20 is shown in note 12. During 2019/20 works and services to the value of £205,420 were commissioned from organisations in which eighteen members had an interest, grants totalling £179,240 were paid to voluntary organisations in which seventeen members had an interest. In all instances, contracts were awarded in accordance with the Council's standing orders and grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to the grants. Details of these transactions are recorded in the Register of Members' Interests, open to public inspection at the council offices during office hours.

### **Other public bodies (subject to common control by central government)**

The Council collects precepts on behalf of Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and the Town and Parish Councils within the district's area. Precepts for the County and Police and Crime Commissioner are shown in the notes to the Collection Fund.

Six members of the District Council are also members of Gloucestershire County Council. Eighteen members of the District Council are also members of Town or Parish Councils. Parish Precepts are shown in the Comprehensive Income and Expenditure Statement.

## STATEMENT OF ACCOUNTS 2019/20

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Council employees are eligible to be members of the Local Government Pension Scheme, administered by Gloucestershire County Council. The total employer's contributions paid into the Pension fund by the Council were £574,000 in respect of 2019/20 (£606,000 in 2018/19).

### **South West Audit Partnership (SWAP)**

Forest of Dean District Council is a Member of SWAP which is a company limited by guarantee and is wholly owned and controlled, as an in-house company, by the members and is a local authority controlled company for the purposes of Part V of the Local Government and Housing Act 1989. The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of it being wound up while he is a member or within one year after he ceases to be a member.

### **Ubico Limited**

Ubico Limited was set up on 1<sup>st</sup> April 2012, to deliver environmental services, jointly owned by Cheltenham Borough Council and Cotswold District Council. During 2015 and 2016, Forest of Dean District Council, Tewkesbury Borough Council, West Oxfordshire District Council, Stroud District Council and Gloucestershire County Council joined the company as shareholders. This Council holds an equal 1/7th shareholding in the Company.

The company provides services to the shareholder Councils on a not-for-profit basis and therefore qualifies for the Teckal exemption (named after the EU case that established the principle). As a Teckal company, Ubico Ltd must ensure that the percentage of work undertaken outside of the shareholder contracts is less than 20% of its total activity.

While the Council has a 1/7th shareholding in Ubico Ltd, no members of Forest of Dean District Council serve on the company's Board of Directors, the Council is not deemed to have significant influence over the company. The separate operating practices, management structure and majority-voting on the Ubico board do not constitute any means of joint-control over the company. The Council's interest is therefore classed as an investment in Ubico.

### **Publica Group (Support) Limited**

Publica Group (Support) Limited is a not-for-profit company limited by guarantee with no share capital.

Forest of Dean District Council, along with West Oxfordshire District, Cotswold District and Cheltenham Borough Councils have jointly set up Publica Group (Support) Limited, a wholly owned company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council and services to other members Councils under contract.

Publica Group (Support) Limited is a Teckal company fulfilling the conditions set out in Regulation 12(4) of the Public Contracts Regulations 2015. The Company is subject to management supervision by the Members. As such, the Company is a body governed by public law as defined in the Public Contracts Regulations 2015.

While Publica Group (Support) Limited works closely with the Council, the company has its own board of Directors, its own Management team, and operates independently from the Council.

During 2019/20 the Council purchased services from Publica Group (Support) Limited to the value of £5,420,960 (£6,101,315 in 2018/19) and the company generated a surplus for the year of £51,263 (£58,012 for 2018/19). Whilst the Council is a partner, the Council's share of Publica's net assets of £120,932 have not been included or consolidated into Group accounts as they are not deemed material to the accounts.

## STATEMENT OF ACCOUNTS 2019/20

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### Chief Finance Officer (CFO)

Forest of Dean District Council shared its Chief Finance Officer with Cheltenham Borough Council under a secondment agreement in 2018/19. The CFO was an employee of, and paid by, Cheltenham Borough Council. While the Officer was shared and has influence in both Councils, he was required to act separately for each Council.

In April 2019, Forest of Dean District Council ceased this agreement and now employ a full time CFO, employed by and paid by Forest of Dean District Council. This new CFO is dedicated to working for and on behalf of this Council.

Decisions on overall policy and the strategic direction are set by Cabinet and Council, with the CFO enacting the Members' will.

### 15. EXTERNAL AUDIT COSTS

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The total audit fees payable to the Council's external auditor in 2019/20 were £69,758 (£68,495 in 2018/19), made up as follows:

	2019/20 £000	2018/19 £000
Fees payable to Grant Thornton UK LLP with regard to external audit services carried out by the appointed auditor	36	36
Audit Fee Variations	8	
2017/18 Additional Fees paid to Grant Thornton UK LLP in 2018/19	-	6
2018/19 Additional Fees paid to Grant Thornton UK LLP in 2019/20	4	-
Fees payable to Grant Thornton UK LLP for the certification of grant claims and returns	22	22
Fees Payable to Grant Thornton UK LLP for CFO Insights Licence	-	4
	<b>70</b>	<b>68</b>

**STATEMENT OF ACCOUNTS 2019/20**

**16. GRANT INCOME**

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

	2019/20 £000	2018/19 £000
<b>Credited to Taxation and Non Specific Grant Income:</b>		
Revenue Support Grant	26	-
New Homes Bonus	1,236	1,495
Business Rates Relief Grants	1,238	1,278
Transparency	8	8
Rural Services Delivery Grant	125	-
Distribution of Surplus on National Levy Account	-	39
Council Tax Discount for Family Annexes	-	28
	2,633	2,848
<b>Credited to Services:</b>		
Housing Benefit Grant	16,026	18,220
Community Housing Fund		111
Disabled Facilities Grant	374	376
NNDR Administration	117	119
Council Tax Administration Subsidy	92	99
DWP Additional Grant	60	113
Discretionary Housing Payments	101	124
Other Government Grants	571	379
Capital Grants & Contributions	1,060	39
S106 Maintenance	-	1,467
Contributions from County Council	22	43
<b>Total</b>	<b>21,056</b>	<b>23,938</b>

The council has received the following grants and contributions that have yet to be recognised as income, as they have conditions attached to them which have yet to be met. The balances at the year-end are as follows:

	2019/20 £000	2018/19 £000
<b>Grants Receipts in Advance (Capital Grants)</b>		
Disabled Facilities Grant	28	28
<b>Total Grants Receipts in Advance (Capital Grants)</b>	<b>28</b>	<b>28</b>

## STATEMENT OF ACCOUNTS 2019/20

### 17. SEGMENTAL REPORTING

#### EXPENDITURE AND FUNDING ANALYSIS

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

2018/19 Restated*			EXPENDITURE & FUNDING ANALYSIS	2019/20		
Net expenditure chargeable to General Fund balances £000	Adjustments between the funding and accounting basis £000	Net expenditure in the Comprehensive Income and Expenditure Statement £000		Net expenditure chargeable to General Fund balances £000	Adjustments between the funding and accounting basis £000	Net expenditure in the Comprehensive Income and Expenditure Statement £000
4,727	103	4,830	Finance, Business Support & Jobs	3,672	(1,413)	2,259
184	-	184	Planning Policy, Performance, Shared Working & Climate Emergency	188	75	263
269	62	331	Housing, Town & Parish Councils (including Town Centre Development)	408	78	486
894	14	908	Governance, Sport & Leisure, Tourism, Arts & Communities (inc Community Safety)	703	34	737
(388)	(1,340)	(1,728)	Development, Asset Management, FEP & Infrastructure	767	357	1,124
3,826	48	3,874	Environment, Wildlife, Heritage & Culture (inc waste & recycling & AONB designation)	3,404	149	3,553
1,604	110	1,714	Policy & Strategy, Cross Border Issues, Future Generations & Health & Wellbeing	1,942	331	2,273
<b>11,116</b>	<b>(1,003)</b>	<b>10,113</b>	<b>Net Cost of Services</b>	<b>11,084</b>	<b>(389)</b>	<b>10,695</b>
(12,021)	633	(11,388)	Other income and expenditure	(11,409)	1,373	(10,036)
<b>(905)</b>	<b>(370)</b>	<b>(1,275)</b>	<b>(Surplus) or Deficit</b>	<b>(325)</b>	<b>984</b>	<b>659</b>
(7,305)			Opening General Fund Balance including earmarked reserves at 1 April	(8,210)		
(905)			Add (Surplus) or deficit in year	(325)		
<b>(8,210)</b>			<b>Closing General Fund Balance including earmarked reserves at 31 March (i)</b>	<b>(8,535)</b>		

\*2018/19 has been restated to reflect a new management structure.

(i) For a split between the General Fund Balance and Earmarked Reserves see the Movement in Reserves Statement.

## STATEMENT OF ACCOUNTS 2019/20

### Note to Expenditure & Funding analysis

2018/19 Restated*									2019/20			
Adjustments for capital purposes (note 1 below)	Net changes for the Pension Adjustments (note 2)	Other Differences (note 3)	Total Adjustments	Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts					Adjustments for capital purposes (note 1 below)	Net changes for the Pension Adjustments (note 2)	Other Differences (note 3)	Total Adjustments
£000	£000	£000	£000						£000	£000	£000	£000
722	(619)	-	103	Finance, Business Support & Jobs					-	(1,413)	-	(1,413)
-	-	-	-	- Planning Policy, Performance, Shared Working & Climate Emergency					-	75	-	75
63	-	(1)	62	Housing, Town & Parish Councils (including Town Centre Development)				(1)	79	-	78	
-	14	-	14	Governance, Sport & Leisure, Tourism, Arts & Communities (inc Community Safety)					34	-	34	
(1,371)	32	-	(1,339)	Development, Asset Management, FEP & Infrastructure				221	136	-	357	
29	19	-	48	Environment, Wildlife, Heritage & Culture (inc waste & recycling & AONB designation)				37	112	-	149	
-	110	-	110	Policy & Strategy, Cross Border Issues, Future Generations & Health & Wellbeing				-	329	2	331	
<b>(557)</b>	<b>(444)</b>	<b>(1)</b>	<b>(1,002)</b>	<b>Net Cost of Services</b>				<b>257</b>	<b>(648)</b>	<b>2</b>	<b>(389)</b>	
(231)	790	73	632	Other Income and Expenditure from the Funding Analysis				(274)	872	775	1,373	
				<b>Difference between General Fund (surplus) or deficit and Comprehensive Income and Expenditure Statement (surplus) or deficit</b>								
<b>(788)</b>	<b>346</b>	<b>72</b>	<b>(370)</b>						<b>(17)</b>	<b>224</b>	<b>777</b>	<b>984</b>

\*2018/19 has been restated to reflect a new management structure.

**Notes**

**(1) Adjustments for capital purposes**

This column adds in revaluation gains/losses on Property, Plant and Equipment and Revenue Expenditure funded from capital under statute (REFCUS) in the service lines and for:

- Other operating expenditure – adds gains/losses on disposals of Property, Plant and Equipment
- Financing and investment income and expenditure – the statutory charges for capital financing (Minimum Revenue Provision) and revenue financing of capital expenditure are deducted as these are not chargeable under generally accepted practices, and changes in the fair value of Investment properties are added
- Taxation and non-specific grant income and expenditure – this line is credited with capital grants receivable in the year which have no conditions or for which conditions were satisfied in the year.

Depreciation and amortisation charges are included in the service lines in the Net Expenditure chargeable to the General Fund balances column of the Expenditure and Funding analysis (as they are included in reports to management), but then reversed out in Other Income and Expenditure so they have no impact on council tax. The reversal is removed in the Other Income and expenditure line in the Adjustments for capital purposes column above to ensure such charges are included in the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement.

**(2) Net change for the Pensions Adjustments**

- for services - the removal of employer pension contributions and their replacement with current and past service costs
- for Financing and investment income and expenditure – the addition of net interest on the pensions defined benefit liability.

**(3) Other Differences**

- For Financing and Investment Income and Expenditure – adjustments to the general fund for changes in the fair value of pooled investment funds.
- For Taxation and non-specific grant income and expenditure – timing differences between the income for council tax and non-domestic rates (NDR) credited under statutory regulations and that recognised under generally accepted accounting practice.
- For services – the addition of the accumulated absences accrual representing annual and other leave due to staff at 31<sup>st</sup> March 2019



## STATEMENT OF ACCOUNTS 2019/20

### SEGMENTAL INCOME

The net expenditure chargeable to the general fund balance in the Expenditure and Funding Analysis includes the following items on a segmental basis:

	2019/20		2018/19 Restated*	
	Depreciation, amortisation and impairment £000	Revenues from external customers £000	Depreciation, amortisation and impairment £000	Revenues from external customers £000
Finance, Business Support & Jobs	130	(607)	197	(498)
Planning Policy, Performance, Shared Working & Climate Emergency	-	(874)	-	(779)
Housing, Town & Parish Councils (including Town Centre Development)	-	(596)	-	(652)
Governance, Sport & Leisure, Tourism, Arts & Communities (inc Community Safety)	91	(183)	47	(302)
Development, Asset Management, FEP & Infrastructure	130	(759)	133	(1,801)
Environment, Wildlife, Heritage & Culture (inc waste & recycling & AONB designation)	102	(1,855)	251	(1,828)
Policy & Strategy, Cross Border Issues, Future Generations & Health & Wellbeing	-	(1,067)	-	(679)
<b>Total included in cost of services</b>	<b>453</b>	<b>(5,941)</b>	<b>628</b>	<b>(6,539)</b>
Financing & Investment income & Expenditure		(355)		(453)
Taxation and other Non-Specific Grant Income		(208)		(110)
<b>Total included in Fees, Charges &amp; other service income, Note 18</b>		<b>(6,504)</b>		<b>(7,102)</b>

\*2018/19 has been restated to reflect a new management structure from 2019/20

**STATEMENT OF ACCOUNTS 2019/20**

**18. EXPENDITURE AND INCOME ANALYSED BY NATURE**

	<b>2019/20 £000</b>	<b>2018/19 £000 Restated*</b>
<b>Expenditure</b>		
Employee benefit expenses	2,278	2,156
Publica Contract	6,075	6,663
Other service expenses	25,296	28,093
Depreciation, amortisation, impairment	453	628
Revaluation losses on Property, Plant & Equipment (note 5)	1	213
Loss on disposal of non-current assets (see note 8)	52	(27)
Investment Properties Changes in Fair Value (loss)	988	58
Changes in Fair Value of Investments	577	65
Interest payments	879	803
Precepts and levies	5,468	5,546
Payment to capital receipts pool	-	1
<b>Total Expenditure</b>	<b>42,067</b>	<b>44,199</b>
<b>Income</b>		
Fees, charges and other service income	(5,850)	(6,540)
Publica Contract	(654)	(562)
Right to Buy Income (see note 8)	(526)	(437)
Investment Properties Changes in Fair Value (gain)	(45)	-
Interest and investment income	(343)	(349)
Income from council tax and non-domestic rates	(12,934)	(13,648)
Government grants and contributions	(21,056)	(23,938)
<b>Total Income</b>	<b>(41,408)</b>	<b>(45,474)</b>
<b>(Surplus) or Deficit on the Provision of Services</b>	<b>659</b>	<b>(1,275)</b>

\*2018/19 restated for an inaccuracy.

**STATEMENT OF ACCOUNTS 2019/20**

**19. PROPERTY, PLANT AND EQUIPMENT**

2018/19						2019/20					
Other Land and buildings £000	Vehicles, Plant and equipment £000	Infra-structure assets £000	Community assets £000	Surplus assets £000	Total £000	Other Land and buildings £000	Vehicles, Plant and equipment £000	Infra-structure assets £000	Community assets £000	Surplus assets £000	Total £000
						<b>Cost or valuation</b>					
7,161	2,713	649	162	1,834	12,519	7,154	1,804	687	150	1,684	11,479
-	54	38	-	-	92	-	421	20	-	-	441
73	-	-	-	(5)	68	445	(4)	-	-	(66)	375
(80)	-	-	-	(145)	(225)	(1)	-	-	-	-	(1)
-	(963)	-	(12)	-	(975)	-	(279)	(72)	-	-	(351)
-	-	-	-	-	-	-	-	-	20	(20)	-
<b>7,154</b>	<b>1,804</b>	<b>687</b>	<b>150</b>	<b>1,684</b>	<b>11,479</b>	<b>7,598</b>	<b>1,942</b>	<b>635</b>	<b>170</b>	<b>1,598</b>	<b>11,943</b>
						<b>Accumulated Depreciation and Impairment</b>					
(138)	(1,741)	(267)	-	-	(2,146)	(112)	(1,162)	(286)	-	-	(1,560)
(120)	(359)	(19)	-	-	(498)	(171)	(198)	(22)	-	-	(391)
134	-	-	-	-	134	116	21	-	-	-	137
12	-	-	-	-	12	-	-	-	-	-	-
-	938	-	-	-	938	-	279	20	-	-	299
-	-	-	-	-	-	-	1	-	-	-	1
<b>(112)</b>	<b>(1,162)</b>	<b>(286)</b>	<b>-</b>	<b>-</b>	<b>(1,560)</b>	<b>(167)</b>	<b>(1,059)</b>	<b>(288)</b>	<b>-</b>	<b>-</b>	<b>(1,514)</b>
<b>7,042</b>	<b>642</b>	<b>401</b>	<b>150</b>	<b>1,684</b>	<b>9,919</b>	<b>7,431</b>	<b>883</b>	<b>347</b>	<b>170</b>	<b>1,598</b>	<b>10,429</b>

## STATEMENT OF ACCOUNTS 2019/20

### Depreciation

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

- Buildings – 10 – 50 years, depending in the estimated useful life of the asset
- Vehicles, Plant, Furniture and Equipment – between 1 and 10 years, depending on the estimated useful life of the asset
- Infrastructure – 10 - 40 years.

### Revaluation of Non-Current Assets

The Council formally re-values its land and buildings on a rolling programme to ensure they are revalued at least every five years. Valuations at 31<sup>st</sup> March 2020 were carried out externally by Carter Jonas. The basis of the valuations is shown in the Statement of Accounting Policies.

Valued at	Land and Buildings £000	Vehicles Plant and Equipment £000	Infra- structure £000	Community Assets £000	Surplus Assets £000	Total Property Assets £000
Historic Cost	-	1,926	635	170	-	2,731
Current Cost in:						
2017/18	2,829	-	-	-	-	2,829
2018/19	2,198	-	-	-	-	2,198
2019/20	2,570	17	-	-	1,598	4,185
<b>Total</b>	<b>7,597</b>	<b>1,943</b>	<b>635</b>	<b>170</b>	<b>1,598</b>	<b>11,943</b>

Non-current assets owned by the Council include the following:

	Number of assets held at 31 March	
	2020	2019
Other Land and Buildings:		
Off Street Car Parks	18	18
Lorry Parks	1	1
Office Buildings	1	1
Public Conveniences	13	13
Cemetery Buildings	2	2
Swimming Pools	1	1
Vehicles, Plant and Equipment	24	26
Surplus Assets	15	14

## STATEMENT OF ACCOUNTS 2019/20

### Componentisation

Under the Code the Council is required to account separately for expenditure on major building components incurred from 1<sup>st</sup> April 2010, so that they can be depreciated over their respective useful lives. No components were identified in 2019/20.

### Fair Value Measurement of surplus Assets

The fair values of surplus assets valued at 31<sup>st</sup> March 2020 have been based on a market approach using current market conditions, recent sale prices and other relevant information for similar assets in the local area. The level of observable inputs is therefore significant, leading to the properties being categorised as Level 2 in the fair value hierarchy.

## **20. CAPITAL EXPENDITURE AND CAPITAL FINANCING**

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

	2019/20 £000	2018/19 £000
<b>Opening Capital Financing Requirement</b>	-	<b>46</b>
<i>Capital Investment:</i>		
Property Plant and Equipment	441	92
Investment Properties	1,712	2,186
Intangible Assets	-	67
Revenue Expenditure Funded from Capital under Statute	630	1,085
<b>Sources of finance:</b>		
Capital Receipts	(1,712)	(2,165)
Government grants and other contributions	(935)	(1,056)
<i>Sums set aside from revenue:</i>		
Direct revenue contributions	(136)	(209)
Minimum Revenue Provision	-	(46)
<b>Closing Capital Financing Requirement</b>	-	-
<i>Explanation of movements in year:</i>		
Increase in underlying need to borrow (unsupported by government financial assistance)	-	-
Assets acquired under finance leases	-	(46)
<b>Increase/(decrease) in Capital Financing Requirement</b>	-	<b>(46)</b>

## STATEMENT OF ACCOUNTS 2019/20

### 21. INVESTMENT PROPERTY

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

	2019/20 £000	2018/19 £000
Rental income from investment property	354	285
Direct operating expenses arising from investment property	(105)	(51)
<b>Net gain/(loss)</b>	<b>249</b>	<b>234</b>

There are no restrictions on the Council's ability to realise the value inherent in its investment property or on its right to the remittance of income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct, enhance or develop investment property, however some lease agreements require the Council to repair and maintain properties.

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

	2019/20 £000	2018/19 £000
<b>Balance at start of year</b>	<b>4,756</b>	<b>2,469</b>
Additions:		
Purchases	-	1,568
Construction	1,712	618
Net gains/losses from fair value adjustments	(943)	101
<b>Balance at year-end</b>	<b>5,525</b>	<b>4,756</b>

#### Fair Value measurement of Investment Properties

The fair values of Investment properties have been based on a market approach using current market conditions, recent sale prices and other relevant information for similar assets in the local area. Where existing rents have been capitalised, the yield has been obtained by using market knowledge and evidence. The level of observable inputs is therefore significant, leading to the properties being categorised at Level 2 in the fair value hierarchy. In estimating the fair values of the Investment properties, the highest and best use of the properties is their current use.

**STATEMENT OF ACCOUNTS 2019/20**

**22. ASSETS HELD UNDER LEASES**

**Council as Lessee**

**Finance Leases**

The Council does not currently have any finance leases as a Lessee.

**Operating Leases**

The Council has acquired a number of assets by entering into operating leases. In addition, the Council has entered into long-term agreements with a number of local schools to operate leisure facilities in premises owned by the schools, outside of the school opening hours. These agreements have been reviewed and it has been determined these are effectively operating leases although no rental payments are made; instead the Council contributes to the running costs of the premises. For accounting purposes, it has been decided to disclose a notional payment of £1 per year per leisure centre.

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

	2019/20 £000	2018/19 £000
<b>Property, Plant &amp; Equipment</b>		
Not later than 1 year	26	27
Later than 1 year and not later than 5 years	30	29
Later than 5 years	35	36
	<b>91</b>	<b>92</b>

The expenditure charged to all service lines in the Comprehensive Income and Expenditure Statement during the year in relation to the Property, Plant & Equipment leases was £29,428 (2018/19) £20,511).

**Council as Lessor**

**Finance Leases**

The Council has leased a number of vehicles to Ubico Limited.

The Council has a gross investment in the lease, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the vehicles acquired by the lessee and finance income that will be earned by the Council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts.

	2019/20 £000	2018/19 £000
Finance lease debtor (net present value of minimum lease payments):		
Current – payments due within 1 year	5	8
Non-current – payments due after 1 year	28	33
Unearned finance income	3	4
<b>Gross investment in the lease</b>	<b>36</b>	<b>45</b>

## STATEMENT OF ACCOUNTS 2019/20

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

	Gross Investment in the Lease		Minimum Lease Payments	
	2019/20 £000	2018/19 £000	2019/20 £000	2018/19 £000
Not later than 1 year	6	10	5	8
Later than 1 year and not later than 5 years	23	23	21	21
Later than 5 years	7	12	7	12
	<b>36</b>	<b>45</b>	<b>33</b>	<b>41</b>

The Council has not set-aside an allowance for uncollectable debts in relation to its finance leases. Any outstanding debts would be accounted for within the Sundry Debtors bad-debt.

### Operating Leases

The Council owns a number of properties it leases to other organisations under operating leases. All the assets are held as Investment Properties. The future minimum lease payments receivable under non-cancellable leases in future years are:

	2019/20 £000	2018/19 £000
Not later than 1 year	343	207
Later than 1 year and not later than 5 years	1,167	709
Later than 5 years	808	667
	<b>2,318</b>	<b>1,583</b>

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.



**STATEMENT OF ACCOUNTS 2019/20**

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**23. INTANGIBLE ASSETS**

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	<b>2019/20 £000</b>	<b>2018/19 £000</b>
Balance at start of year:		
Gross carrying amounts	747	820
Accumulated amortisation	(680)	(690)
Net carrying amount at start of year	67	130
Additions:		
Purchases	-	67
Amortisation for the period	(62)	(130)
<b>Net carrying amount at end of year</b>	<b>5</b>	<b>67</b>
Comprising:		
Gross carrying amounts	115	747
Accumulated amortisation	(110)	(680)
	<b>5</b>	<b>67</b>

**STATEMENT OF ACCOUNTS 2019/20**

**24. FINANCIAL INSTRUMENTS**

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

	Long Term		Current	
	2019/20 £000	2018/19 £000	2019/20 £000	2018/19 £000
<b>Investments</b>				
Financial assets at amortised cost (note 1 below)	1,000	2,000	3,011	5,019
Fair value through P&L – Pooled Funds (note 2)	5,182	5,759	59	61
Quoted Equity Investment (note 3)	1,960	-	-	-
<b>Total Investments</b>	<b>8,142</b>	<b>7,759</b>	<b>3,070</b>	<b>5,080</b>
<b>Cash &amp; cash equivalents</b>				
Financial assets at amortised cost	-	-	(354)	269
Fair value through P&L (note 4)	-	-	7,812	2,091
<b>Total cash &amp; cash equivalents</b>	<b>-</b>	<b>-</b>	<b>7,458</b>	<b>2,360</b>
<b>Debtors</b>				
Financial assets at amortised cost	1,749	2,162	198	248
<b>Total included in debtors (note 5)</b>	<b>1,749</b>	<b>2,162</b>	<b>198</b>	<b>248</b>
<b>Total Financial Assets</b>	<b>9,891</b>	<b>9,921</b>	<b>10,726</b>	<b>7,688</b>
<b>Financial Liabilities at amortised cost</b>				
Borrowings	-	-	(5,003)	(1,002)
Creditors (note 6)	-	-	(762)	(2,169)
<b>Total Financial Liabilities</b>	<b>-</b>	<b>-</b>	<b>(5,765)</b>	<b>(3,171)</b>

(1) These comprise deposits with banks and other local authorities and bank certificates of deposit.

(2) These comprise units in the CCLA pooled property fund purchased during 2017/18 and units in the Schroders Income Maximising Fund and CCLA Diversified Income Fund, the carrying (fair) value of which has been assessed using Level 1 inputs in the fair value hierarchy (quoted prices for identical units) at 31st March 2020.

(3) This comprises shares in Fundamentum Social Housing REIT (Real Estate Investment Trust) purchased during 2019/20

(4) These comprise money market funds that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

(5) Further details of current debtors are given in note 26, page 67. The figures shown above exclude payments in advance and non-exchange transactions, such as taxes and grants due, which are not classified as financial instruments.

(6) Further details of current creditors are given in note 28, page 68. The figures shown above exclude receipts in advance, which are not classified as financial instruments.

**STATEMENT OF ACCOUNTS 2019/20**

Income, Expense, gains and losses

	2019/20				2018/19			
	Financial Liabilities measured at amortised cost	Financial Assets Loans and receivables	Financial Assets Available for-sale	Total	Financial Liabilities measured at amortised cost	Financial Assets Loans and receivables	Financial Assets Available-for-sale	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Interest expense	7	-	-	7	12	-	-	12
Fee expense	-	-	-	-	-	-	-	-
<b>Total expense in Surplus or Deficit on the Provision of Services</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>12</b>
Interest Income	-	(67)	(277)	(344)	-	(80)	(278)	(358)
<b>Total Income in Surplus or Deficit on the Provision of Services</b>	<b>-</b>	<b>(67)</b>	<b>(277)</b>	<b>(344)</b>	<b>-</b>	<b>(80)</b>	<b>(278)</b>	<b>(358)</b>
<b>(Net gain)/loss for the year</b>	<b>7</b>	<b>(67)</b>	<b>(277)</b>	<b>(337)</b>	<b>12</b>	<b>(80)</b>	<b>(278)</b>	<b>(346)</b>

**Fair Values of Assets and Liabilities**

Financial liabilities and financial assets (represented by loans and receivables) are carried on the balance sheet at amortised cost. Their fair values can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. As the majority of the assets and liabilities are instruments that will mature in the coming twelve months, the carrying amounts are deemed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

Financial assets (represented by Available-for-Sale assets) are carried on the balance sheet at fair value. Where an instrument will mature in the next twelve months the fair value is assumed to be equal to its cost, equal to its fair value on the purchase date. The valuation basis therefore uses Level 1 inputs in the fair value hierarchy (i.e. quoted prices in an active market).

**NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS**

**Key Risks**

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

- credit risk – the possibility that other parties might fail to pay amounts due to the Council
- liquidity risk – the possibility that the Council might not have funds available to meet its commitment to make payments
- re-financing risk – the possibility that the Council might be requiring to renew a financial instrument on maturity at disadvantageous rates or terms
- market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates.

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the Treasury Officer under policies approved by the Council in the annual Treasury Management Strategy. The Council provides written principles for risk management, as well as written policies covering specific areas such as interest rate risk, credit risk and the investment of surplus cash.

## STATEMENT OF ACCOUNTS 2019/20

### Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposure to the Council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with banks and financial institutions unless they meet identified minimum credit criteria in accordance with Fitch, Moody's and Standard and Poors 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 full Investment Strategy for 2019/20 was approved by Council on 21st February 2019 and is available on the Council's website.

The Council used the creditworthiness services of Arlingclose Limited during 2019/20. The maximum investment that could be made with an approved UK counterparty was £5 million, and with an approved non-UK counterparty £2 million. No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £11.213 m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of default applies to all of the Council's investments but there was no evidence at 31<sup>st</sup> March 2020 that this was likely to crystallise.

The following analysis summarises the Council's potential maximum exposure to credit risk (using investments outstanding and arranged at 31<sup>st</sup> March 2020), based on experience of default assessed by the ratings agencies and the Council's experience of its customer collection levels over the last five financial years and adjusted to reflect current market conditions.

	<b>Amount at 31 March 2020 £000 (a)</b>	<b>Historical experience of default % (b)</b>	<b>Adjustment for market conditions at 31 March 2020 % (c)</b>	<b>Estimated maximum exposure to Default £000 (a*c)</b>
<b>Deposits with banks and financial institutions</b>				
AAA rated counterparties	-	0.04	-	-
A rated counterparties	1,002	0.06	3.65	37
Local Authorities	3,010	-	3.65	110
Unrated pooled Funds	7,201	-	-	-
	<b>11,213</b>			<b>147</b>

The historical experience of default has been taken from average one year default rates published by the three main rating agencies at March 2020, relating to 2019 figures. Whilst current economic conditions have raised the overall possibility of default, the Council maintains strict credit criteria for investment counterparties.

The Council also uses non-credit rated institutions, such as smaller building societies or bank subsidiaries where the parent has a satisfactory rating. In these circumstances, these investments are classified as Other Counterparties.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

## STATEMENT OF ACCOUNTS 2019/20

The Council does not generally allow credit for its trade debtors as payment is due immediately. This means that all of the £76,750 trade debtor balance is technically past its due date for payment. The past due amount can be analysed by age as follows:

	2019/20 £000	2018/19 £000
Less than 3 months	46	452
3 to 6 months	5	7
6 months to 1 Year	2	2
Over 1 year	24	6
	<b>77</b>	<b>466</b>

### Liquidity risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If needed, the Council has ready access to borrowings from the money markets and the Public Works Loan Board. There is no significant risk that it will be unable to raise the finance to meet its commitments under financial instruments. The Council has no long term borrowings and all trade and other payables are due to be paid in less than one year.

### Interest rate risk

The Council has limited exposure to interest rate movements on its investments. Movements in interest rates have a complex impact on the Council depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates will have the following impacts:

- for investments held at variable rates higher interest income will be credited to the Comprehensive Income and Expenditure Statement.
- Investments held at fixed rates will experience a fall in their fair values.

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 and includes an expectation of interest rate movements. From this strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Treasury team monitors market and forecast interest rates within the year to adjust exposures appropriately.

If all interest rates had been 1% higher during 2019/20, with all other variables held constant, the financial effect would be:

	£
Increase in interest receivable on variable rate investments	149,518
Impact on Surplus or Deficit on the Provision of Services	<b>149,518</b>

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

### Price risk

The Council, excluding the pension fund, does not generally invest in instruments with this type of risk.

### Foreign exchange risk

The Council has no financial assets or liabilities denominated in foreign currencies. It therefore has no exposure to loss arising from movements in exchange rates.

**STATEMENT OF ACCOUNTS 2019/20**

**25. INVENTORIES**

	2019/20 £000	2018/19 £000
Waste wheeled bins	63	39
Other Inventories	11	7
<b>Total Inventories</b>	<b>74</b>	<b>46</b>

**26. DEBTORS**

LONG TERM DEBTORS	31 March 2019 £000	During 2019/20		31 March 2020 £000
		Additions £000	Repayments/ Write Offs £000	
Mortgages	1	-	(1)	-
Refuse/Recycling Vehicles	2,119	-	(403)	1,716
Finance Lease - principal outstanding	42	-	(9)	33
	<b>2,162</b>	<b>-</b>	<b>(413)</b>	<b>1,749</b>

**SHORT TERM DEBTORS**

	2019/20 £000	2018/19 £000
Debtors falling due within one year:		
Central Government bodies	1,610	1,130
Other Local Authorities	612	594
NHS bodies	65	38
Other entities and individuals	2,827	2,849
Prepayments	604	590
<b>Total Debtors and Prepayments</b>	<b>5,718</b>	<b>5,201</b>
Less Provision for Bad and Doubtful Debts:		
Other entities and individuals	(1,059)	(1,063)
Collection Fund	(185)	(202)
<b>Total Provision for Bad and Doubtful Debts</b>	<b>(1,244)</b>	<b>(1,265)</b>
<b>Net Debtors and Prepayments</b>	<b>4,474</b>	<b>3,936</b>

**27. CASH AND CASH EQUIVALENTS**

	2019/20 £000	2018/19 £000
Short term Deposits	-	120
Money Market Funds	7,812	2,091
Bank Current Accounts	(354)	149
<b>Total cash and cash equivalents</b>	<b>7,458</b>	<b>2,360</b>

**STATEMENT OF ACCOUNTS 2019/20**

**28. SHORT TERM CREDITORS**

	<b>2019/20 £000</b>	<b>2018/19 £000</b>
Creditors falling due within one year:		
Central Government bodies	1,429	128
Local Authorities	428	1,060
Other entities and individuals	1,108	2,776
Untaken Leave Accruals	4	2
<b>Total Creditors and Receipts in advance</b>	<b>2,969</b>	<b>3,966</b>

**29. PROVISIONS**

	<b>Balance at 1st April £000</b>	<b>Additional provisions made in Year £000</b>	<b>Amounts used in Year £000</b>	<b>Unused Amount Reversed £000</b>	<b>Balance at 31st March £000</b>
<b>Short term</b>					
General Insurance	1	-	-	-	1
Business Rates Retention – Appeals	346	62	(138)	-	270
<b>Total 2019/20</b>	<b>347</b>	<b>62</b>	<b>(138)</b>	<b>-</b>	<b>271</b>
<b>Total 2018/19</b>	<b>217</b>	<b>149</b>	<b>(19)</b>	<b>-</b>	<b>347</b>

### **General Insurance**

The Insurance Provision was established to fund the cost of insurance policy excesses arising from claims against the Council by third parties. The provision represents the value of an assessment of the Council's liability in respect of the current insurance claims outstanding with the Council's insurers. Transfers between the Insurance Provision and the Insurance Reserve are made in order to provide adequate funding for the outstanding claims liability notified by the insurance company.

The insurance reserve is used to fund losses for which the Council does not carry insurance cover, fluctuations in insurance premiums and corporate risk management strategy implementation.

### **Business Rates Retention**

The Local Government Finance Act 2012 introduced a business rates retention scheme that enables local authorities to retain a proportion of the business rates generated in their area. The new arrangements for the retention of business rates came into effect on 1<sup>st</sup> April 2013.

From this date local authorities assume a share of the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. This includes amounts paid over to central government in respect of 2012/13 and prior years. Consequently the Council considers it necessary to make a provision to cover its share of the repayments likely to be made. The provision is based on the expected success rate of appeals recorded by the Valuation Office at 31<sup>st</sup> March 2020 relating to appeals raised against charges up to 31<sup>st</sup> March 2017 and, for charges after this date, on an estimated reduction on the rating list based on historical experience, together with other known likely reductions. It has been classified as short term to reflect the estimated time until settlement.

## **30. CONTINGENT LIABILITIES**

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### **Two Rivers Housing**

The Council transferred its housing stock to Two Rivers Housing on 31<sup>st</sup> March 2003. As part of the transfer arrangements the Council provided a warranty to Two Rivers Housing and its funders covering future liabilities or claims that may occur in respect of land transferred to them. The warranty covers potential liabilities such as contamination caused by previous land use which could give rise to a potential risk to the occupants of houses built on the land.

The Council decided to self-insure the liability instead of paying for insurance cover following an environmental study that concluded that the risk of contamination of the land is very low. A minimum sum of £2m will be retained within Useable Capital Receipts to cover this potential liability. These arrangements will be kept under review in 2020/21.

### **Municipal Mutual Insurance Limited**

The Council's former insurers Municipal Mutual Insurance Limited ceased trading in 1992; the Council became a party to the scheme of administration for liabilities outstanding at that time. Whilst there is a very low risk that the assets of the company will not meet the liabilities from insurance claims, the scheme guarantees that the Council will reimburse the total of payments made in respect of claims less £50,000.



## STATEMENT OF ACCOUNTS 2019/20

At 31st March 2020 this potential total liability equated to £82,104 made up as follows:

	2019/20 £
Gross claim payments to date	159,472
15% levy paid 2013/14	(16,421)
10% levy paid 2016/17	(10,947)
Net Payments	132,104
Levy retention	(50,000)
<b>Potential liability 31<sup>st</sup> March 2020</b>	<b>82,104</b>

This position has not changed since 2016/17 but is kept under review annually to ensure that a solvent run-off of the company's business is still anticipated. The likelihood and timing of any additional liabilities is unknown at this stage.

### 31. TRANSFERS TO / FROM EARMARKED RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement on page 19. Movements in the *earmarked* reserves shown on the statement are detailed below:

	Restated*						Balance at 31 March 2020 £000
	Balance at 1 April 2018 £000	Transfers out 2018/19 £000	Transfers in 2018/19 £000	Balance at 31 March 2019 £000	Transfers out 2019/20 £000	Transfers in 2019/20 £000	
<b>Earmarked Reserves</b>							
Capital Reserves	513	(88)	80	505	(17)	80	568
Equalisation Reserves	1,231	(312)	295	1,214	(294)	79	999
Repairs & Renewals Reserves	669	(319)	326	676	(159)	363	880
Reserves for Commitments	7	(7)	4	4	(4)	-	-
Other earmarked reserves	4,151	(1,069)	1,996	5,078	(1,510)	1,786	5,354
<b>Total</b>	<b>6,571</b>	<b>(1,795)</b>	<b>2,701</b>	<b>7,477</b>	<b>(1,984)</b>	<b>2,308</b>	<b>7,801</b>

\* 2018/19 restated for an inaccuracy in allocation between categories

#### Purpose of reserves

Capital Reserves – to finance the general fund capital programme and new initiatives.

Equalisation Reserves – to smooth out fluctuations in expenditure or income as a result of cyclical events, for example local elections. Also to cushion the impact of fluctuating activity levels (for example housing benefit payments) or movements in investment recovery, interest or exchange rates.

Repairs and Renewals Reserves – to meet the cost of planned and reactive repairs to buildings and infrastructure and to fund the renewals programme for computer equipment.

Reserves for Commitments – to cover the cost of budget commitments where spending did not take place in the year approved, but is planned to take place in the following year.

Other earmarked reserves – sums built up to cover the future costs of planned expenditure, for example organisational restructures and council initiatives.

**STATEMENT OF ACCOUNTS 2019/20**

**32. UNUSABLE RESERVES**

The Council keeps a number of reserves on the Balance Sheet which do not represent usable resources for the Council as they are required to be held for statutory reasons, or to comply with proper accounting practice.

Reserve	31st March 2020 £000	31st March 2019 £000	Purpose of Reserve
Revaluation Reserve	4,169	3,717	Store of gains on revaluation of non-current assets not yet realised through sales
Financial Instruments Revaluation Reserve	(215)	(175)	Store of gains and losses arising from changes in the fair value of Available-for-Sale financial assets not yet realised through sales
Pooled Investment Funds Adjustment Account	(643)	(66)	Store of gains and losses arising from changes in the fair value of pooled investment funds since 1 <sup>st</sup> April 2018
Capital Adjustment Account	11,789	11,025	Store of capital resources set aside to meet past expenditure
Collection Fund Adjustment Account	(185)	12	Balancing account to allow for differences in statutory requirements and proper accounting practices for council tax surpluses/deficits
Pensions Reserve	(29,126)	(36,943)	Balancing account to allow inclusion of Pension Liability in the Balance Sheet.  The net liability arising from defined benefit obligation is £29,126k, as shown in note 33.  The difference between the 2018/19 liability and the reserve balance of £36,943k at 31 <sup>st</sup> March 2019 relates to the prepayment of pension contributions made in 2017/18, in respect of the financial year 2018/19. See note 33, page 77.
Deferred Capital Receipts Reserve	33	42	Holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place e.g. from mortgage repayments.
Accumulated Absences Account	(4)	(2)	Balancing account to allow for differences in statutory requirements and proper accounting practices for staff leave and additional hours not taken at the year end.
<b>Total Unusable Reserves</b>	<b>(14,182)</b>	<b>(22,390)</b>	

## STATEMENT OF ACCOUNTS 2019/20

### Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its property, plant and equipment. The balance is reduced when assets with accumulated gains are:

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

The Reserve contains only revaluation gains accumulated since 1<sup>st</sup> April 2007, the date that the Reserve was created. Accumulated gains arising before that date were consolidated into the Capital Adjustment Account.

	2019/20 £000	2018/19 £000
<b>Balance at 1st April</b>	<b>3,717</b>	<b>3,551</b>
Upward revaluation of assets	604	383
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(92)	(181)
Difference between fair value depreciation and historical cost depreciation written off to Capital Adjustment Account	(59)	(36)
Other - Rounding Adjustment	(1)	-
<b>Balance at 31st March</b>	<b>4,169</b>	<b>3,717</b>

### Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains gains arising from increases in the value of 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, or when the investments are disposed of and the gains realised.

	2019/20 £000	2018/19 £000
<b>Balance at 1st April</b>	<b>(175)</b>	<b>(175)</b>
Downwards revaluation of investments	(40)	-
<b>Balance at 31st March</b>	<b>(215)</b>	<b>(175)</b>

## STATEMENT OF ACCOUNTS 2019/20

### Pooled Investment Funds Adjustment Account

This reserve contains gains and losses on pooled funds arising from changes in their fair value from 1<sup>st</sup> April 2018. Such changes are initially charged to the surplus or deficit in the provision of services but reversed out to this reserve by a statutory override in the Movement in Reserves Statement.

	2019/20 £000	2018/19 £000
<b>Balance at 1st April</b>	(66)	-
Downwards revaluation of investments	(577)	(113)
Upwards revaluation of investments	-	47
<b>Balance at 31st March</b>	<b>(643)</b>	<b>(66)</b>

### Capital Adjustment Account

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

The account contains accumulated gains and losses on Investment Properties. The account also contains revaluation gains accumulated on Property Plant and Equipment before 1<sup>st</sup> April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 5 provides details of the source of all the transactions posted to the account apart from those involving the Revaluation Reserve.

	2019/20 £000	2018/19 £000
<b>Balance at 1<sup>st</sup> April</b>	<b>11,025</b>	<b>9,374</b>
Reversal of items relating to capital expenditure debited or credited to CIES:		
Charges for depreciation and impairment of non-current Assets	(391)	(498)
Revaluation losses on Property Plant & Equipment	(1)	(213)
Amortisation of Intangible Assets	(62)	(130)
Revenue expenditure funded from capital under statute	(630)	(1,085)
Amounts of Non-current Assets written off on disposal or sale as part of the gain/loss on disposal to CIES	(52)	(37)
Adjusting amounts written out of the Revaluation Reserve	59	36
<b>Net written out amount of the cost of Non-current Assets consumed in year</b>	<b>(1,077)</b>	<b>(1,927)</b>
Capital financing applied in the year:		
Use of Capital Receipts Reserve to finance new capital expenditure	1,712	2,165
Capital grants and contributions credited to CIES that have been applied to capital financing	749	992
Application of grants to capital financing from the Capital Grants Unapplied Account	186	64
Statutory provision for the financing of capital investment charged against the General Fund	-	46
Capital expenditure charges against the General Fund	136	209
Movements in the market value of Investment Properties debited or credited to CIES	(943)	101
Other - Rounding Adjustment	1	1
<b>Financing and movement in the market value of Investment properties in year</b>	<b>1,841</b>	<b>3,578</b>
<b>Balance at 31<sup>st</sup> March</b>	<b>11,789</b>	<b>11,025</b>

**STATEMENT OF ACCOUNTS 2019/20**

**Collection Fund Adjustment Account**

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

	2019/20 £000	2018/19 £000
<b>Balance at 1<sup>st</sup> April</b>	<b>12</b>	<b>20</b>
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	(197)	(8)
<b>Balance at 31<sup>st</sup> March</b>	<b>(185)</b>	<b>12</b>

**Pension Reserve**

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the CIES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on the resources set aside to meet the costs.

However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds, or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid. Further information is shown within note 33 on page 76.

	2019/20 £000	2018/19 £000
<b>Opening balance at 1st April</b>	(36,943)	(33,434)
Re-measurement of the net defined benefit liability	8,041	(3,163)
Reversal of items relating to retirement benefits charged or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(2,816)	(2,185)
Employers' pension contributions and direct payments to pensioners payable in the year	2,592	2,510
Effect of business combinations and disposals		(671)
<b>Closing Balance 31<sup>st</sup> March</b>	<b>(29,126)</b>	<b>(36,943)</b>

## STATEMENT OF ACCOUNTS 2019/20

### Deferred Capital Receipts Reserve

This comprises capital receipts receivable in future years, for example from finance leases and mortgage repayments, which are not usable until they are received.

	2019/20 £000	2018/19 £000
<b>Balance at 1<sup>st</sup> April</b>	<b>42</b>	<b>30</b>
Transfer of deferred sale proceeds credited as part of the loss/profit on disposal to the CIES	-	25
Transfer to the Capital Receipts Reserve upon receipt of cash	(9)	(13)
<b>Balance at 31<sup>st</sup> March</b>	<b>33</b>	<b>42</b>

### Accumulated Absences Account

This account absorbs the differences that would otherwise arise on the General Fund balance from accruing for leave earned but not taken. Statutory arrangements require that the impact on the general Fund Balance is neutralised by transfers to or from the account.

	2019/20 £000	2018/19 £000
<b>Balance at 1<sup>st</sup> April</b>	<b>(2)</b>	<b>(3)</b>
Settlement or cancellation of accrual made at the end of the preceding year	2	3
Amounts accrued at the end of the current year	(4)	(2)
<b>Balance at 31<sup>st</sup> March</b>	<b>(4)</b>	<b>(2)</b>

The majority of staff transferred to Publica Group (support) Limited at 1<sup>st</sup> November 2017. The accumulated absence liability in respect of these staff was transferred to Publica Group, the cost of which is included in the Comprehensive Income & Expenditure Statement for 2017/18. The balance at 31<sup>st</sup> March 2018 and 31<sup>st</sup> March 2019 represents the position for the staff remaining with the Council on these dates.

## 33. DEFINED BENEFIT PENSION SCHEMES

### Participation in the pension scheme

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

Forest of Dean District Council is a member of the Gloucestershire County Council Pension Fund, for which Gloucestershire County Council is the administering authority. It is contracted out of the State Second Pension. The scheme is a defined benefit statutory scheme that is administered in accordance with the Local Government Pension Scheme Regulations 1997 (as amended). This means that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets.

The principal risks to the authority of the pension scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute, as described in the accounting policies note 1.3 on page 23.

### **Publica Group (Support) Limited**

During 2017/18 the Council transferred the majority of its staff under TUPE legislation to Publica Group (Support) Limited, a wholly owned local authority company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council. The pension fund disclosure notes on the following pages include the staff transferred to Publica. All staff are pooled as the Council continues to underwrite the pension liabilities on the whole scheme.

### **2018/19 and 2019/20 Up-Front Payment of Pension Scheme Deficit Contributions**

In 2017/18 the Council made an up-front payment of the LGPS deficit contributions for the two years 2018/19 and 2019/20 totalling £3.642 million. The up-front payment took advantage of the independent actuary's calculation of the return these contributions could achieve once invested by the Pension Fund.

The discount calculated by the actuary for making the up-front payment rather than the normal method of monthly payments in arrears over the two year period was £0.199 million, reducing total payments from £3.841 million to £3.642 million.

The return was judged to be far greater than could have been achieved by investing the amounts as part of the Council's treasury management strategy, so the decision represented good value for money for the Council.

The actual payment made in 2017/18 was £3.642 million, and the actuary calculated the Equivalent Discounted annual Lump Sums Certified across the 2 years as follows:

- £1.766 million relating to 2018/19, and
- £1.876 million relating to 2019/20

The Pension Liability at 31<sup>st</sup> March 2018 was reduced by the £3.642 million payment, and the full amount was reflected in the actuarial valuation as at 31<sup>st</sup> March 2018. The £1.876m relating to 2019/20 has been charged to the General Fund via the Movement in Reserves Statement, with the amount credited to the Pension Reserve.

### **Transactions relating to post-employment benefits**

The Council recognises the costs of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund in the Movement in Reserves Statement (MIRS). The following transactions have been made in the Comprehensive Income and Expenditure Statement (CIES) and the General Fund Balance via the MIRS during the year:

**STATEMENT OF ACCOUNTS 2019/20**

	<b>2019/20 £000</b>	<b>2018/19 £000</b>
<b>Comprehensive Income and Expenditure Statement (CIES):</b>		
<b>Services Cost comprising:</b>		
Current service cost	(1,577)	(1,395)
Past service costs/gain	(367)	-
<b>Financing and Investment Income and Expenditure:</b>		
Net interest expense	(872)	(790)
Total post-employment benefit charged to Surplus or Deficit on Provision of Services	(2,816)	(2,185)
<b>Other post-employment benefit charged to CIES:</b>		
<b>Re-measurement of the net defined benefit liability comprising:</b>		
Return on plan assets (excluding the amount included in the net interest expense)	(3,957)	1,784
Changes in demographic assumptions	3,158	(4,857)
Changes in financial assumptions	7,136	-
Other experience	1,704	(90)
<b>Total post-employment benefit charged to CIES</b>	<b>5,225</b>	<b>(5,348)</b>
<b>Movement in Reserves Statement:</b>		
Reversal of net charges made to Surplus or Deficit on Provision of Services for post-employment benefits in accordance with the Code	2,816	2,185
<b>Actual amount charged against General Fund Balance for pensions in the year</b>		
Employers' contributions payable to scheme	2,592	2,510

**Pension Assets and Liabilities recognised in the balance sheet**

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

	<b>2019/20 £000</b>	<b>2018/19 £000</b>
Present value of the defined benefit obligation	(85,897)	(96,496)
Fair value of plan assets	56,771	61,429
<b>Net liability arising from defined benefit obligation</b>	<b>(29,126)</b>	<b>(35,067)</b>



**STATEMENT OF ACCOUNTS 2019/20**

**Reconciliation of present value of the scheme liabilities (defined benefit obligations)**

	<b>Funded Liabilities Local Government Pension Scheme</b>	
	<b>2019/20 £000</b>	<b>2018/19 £000</b>
<b>Opening balance at 1st April</b>	(96,496)	(87,623)
Current service cost	(1,577)	(1,395)
Interest cost	(2,315)	(2,291)
Contributions by scheme participants	(236)	(223)
<b>Re-measurement gain/(loss):</b>		
Arising from changes in financial assumptions	7,136	(4,857)
Arising from changes in demographic assumptions	3,158	-
Other experience	1,704	(90)
Past service costs	(367)	(2,950)
Effect of business combinations and disposals		
Benefits paid	2,954	2,795
Unfunded benefits paid	142	138
<b>Closing Balance 31<sup>st</sup> March</b>	<b>(85,897)</b>	<b>(96,496)</b>
<b>31st March 2020 – Present value of Funded liabilities</b>	<b>(83,639)</b>	<b>(93,918)</b>
<b>31st March 2020 – Present value of Unfunded liabilities</b>	<b>(2,258)</b>	<b>(2,578)</b>
<b>Closing Balance 31<sup>st</sup> March</b>	<b>(85,897)</b>	<b>(96,496)</b>

**Reconciliation of movements in the fair value of the scheme (Plan) assets:**

	<b>Funded Assets Local Government Pension Scheme</b>	
	<b>2019/20 £000</b>	<b>2018/19 £000</b>
<b>Opening fair value of scheme assets</b>	<b>61,429</b>	<b>57,831</b>
Interest income	1,443	1,501
<b>Re-measurement gain/(loss):</b>		
Return on plan assets (excluding the amount included in the net interest expense)	(3,957)	1,784
Contribution by employees into the scheme	236	223
Contribution by employer	574	606
Contributions by employer in respect of unfunded benefits	142	138
Unfunded benefits paid	(142)	(138)
Benefits paid	(2,954)	(2,795)
Effect of business combinations and disposals	-	2,279
<b>Closing fair value of scheme assets as at 31<sup>st</sup> March</b>	<b>56,771</b>	<b>61,429</b>

**Basis for estimating assets and liabilities**

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels, etc.

The Gloucestershire County Council pension fund liabilities have been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the fund being based on the latest full triennial valuation of the scheme as at 31<sup>st</sup> March 2019. The significant assumptions made in their calculations have been:

	<b>Local Government Pension Scheme</b>	
	<b>2019/20</b>	<b>2018/19</b>
<b>Mortality assumptions:</b>		
Longevity at 65 for current pensioners		
Men	21.7 years	22.4 years
Women	23.9 years	24.6 years
Longevity at 65 for future pensioners*		
Men	22.4years	24.0 years
Women	25.3 years	26.4 years
Rate of inflation/pension increase (CPI)	1.9%	2.5%
Rate of increase in salaries	2.2%	2.8%
Rate for discounting scheme liabilities	2.3%	2.4%

\* Future pensioners numbers assume members aged 45 at the time of the last formal valuation date.

**STATEMENT OF ACCOUNTS 2019/20**

**Local Government Pension scheme assets at 31<sup>st</sup> March comprised:**

Asset Category	Fair Value of Scheme Assets 2019/20			Fair Value of Scheme Assets 2018/19		
	Quoted prices in active markets	Quoted prices not in active markets	Total	Quoted prices in active markets	Quoted prices not in active markets	Total
	£000	£000	£000	£000	£000	£000
<b>Equity Securities:</b>						
Consumer	-	-	-	-	-	-
Manufacturing	-	-	-	-	-	-
Energy & Utilities	-	-	-	-	-	-
Financial institutions	-	-	-	-	-	-
Health & Care	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Debt Securities:</b>						
Corporate Bonds - investment grade	6,307.5	-	6,307.5	6,275.5	-	6,275.5
Corporate Bonds - non investment grade	135.6	-	135.6	261.5	-	261.5
UK Government	1,040.9	-	1,040.9	1,933.8	-	1,933.8
Other	156.9	-	156.9	-	-	-
<b>Private equity:</b>						
All	-	187.2	187.2	-	135.6	135.6
<b>Real Estate:</b>						
UK Property	3,149.1	1,006.8	4,155.9	3,895.5	1,307.3	5,202.8
Overseas property	-	292.5	292.5	-	379.6	379.6
<b>Investment Funds and Unit Trusts:</b>						
Equities	-	36,056.6	36,056.6	3,704.7	34,513.6	38,218.3
Bonds	4,485.1	-	4,485.1	4,909.8	-	4,909.8
Infrastructure	-	114.1	114.1	-	-	-
Other	-	3,165.2	3,165.2	-	2,989.8	2,989.8
<b>Derivatives:</b>						
Foreign Exchange	12.2	-	12.2	(14.5)	-	(14.5)
Other	5.8	-	5.8	6.2	-	6.2
<b>Cash &amp; Cash equivalents:</b>						
All	655.5	-	655.5	1,130.6	-	1,130.6
<b>Totals</b>	<b>15,948.6</b>	<b>40,822.4</b>	<b>56,771.0</b>	<b>22,103.1</b>	<b>39,325.9</b>	<b>61,429.0</b>

The Local Government Pension Scheme's assets consist of the following categories by proportion of the total assets held:

	2019/20 %	2018/19 %
Equity investments	72	71
Bonds	19	18
Property	8	9
Cash	1	2
<b>Total</b>	<b>100</b>	<b>100</b>

**Commutation**

An allowance is included for future retirements to elect to take 35% of the maximum additional tax-free cash up to HMRC limits for pre April 2008 service and 68% of the maximum tax-free cash for post April 2008 service.

**Impact of McCloud judgement**

In December 2018 a court judgement was made which could result in public service schemes having to unravel (aged related) transitional protections built into pension fund valuations, following recent changes in public sector pension schemes.

In June 2019 the Government applied to the Supreme Court for permission to appeal this ruling, but this permission to appeal was unsuccessful. The case was remitted back to the Employment Tribunal to determine a remedy to members who suffered discrimination. In an announcement made on 15 July 2019, the Government confirmed that, as transitional protection was offered to members of all the main public service pension schemes, the government intends to address the difference in treatment across all schemes. Consideration is now being given to the best way to implement this decision as part of the Court process.

The legal ruling around age discrimination (McCloud – Court of Appeal) has implications not just for pension funds, but also for other pension schemes where they have implemented transitional arrangements on changing benefits. Estimates within these accounts take account of the actuary’s best estimate of pension liabilities at the balance sheet date.

The figures for 31 March 2020 include the effect of the McCloud judgement figures with the impact being separately recorded as Past Service Cost within the services cost charged to the Comprehensive Income and Expenditure Statement (CIES) as shown on page 78.

**Sensitivity analysis**

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the tables above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the 31<sup>st</sup> March 2020, and assumes for each change that the assumption analysed changes whilst all other assumptions remain constant. The methods and types of assumptions used in preparing the sensitivity analysis did not change from those used in the previous financial year.

<b>Change in assumptions at year ended 31<sup>st</sup> March 2020</b>	<b>Approximate % increase to Employer</b>	<b>Approximate cost to Employer £000</b>
0.5% decrease in Real Discount Rate	8%	7,123
0.5% increase in the Salary Increase Rate	1%	662
0.5% increase in the Pension Increase Rate	7%	6,404

The above figures have been derived based on the membership profile of the scheme as at the most recent actuarial valuation, being 31<sup>st</sup> March 2019.

**Impact on the Council’s Cash Flows**

The objectives of the scheme are to keep employer’s contributions at as constant a rate as possible. Funding levels are monitored on an annual basis, with the most recent triennial valuation having taken place on 31<sup>st</sup> March 2019. The Council is anticipated to pay employers contributions of approximately £6,229k for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

**STATEMENT OF ACCOUNTS 2019/20**

**34. CASH FLOW STATEMENT – NON-CASH ITEMS INCLUDED IN SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES**

The cash flows from operating activities include the following items:

	2019/20 £000	2018/19 £000
Interest received	(344)	(359)
Interest paid	7	13

The surplus on the provision of services has been adjusted for the following non-cash movements:

	2019/20 £'000	2018/19 £'000
Depreciation	(391)	(498)
Impairment and downward valuations	(1)	(213)
Amortisation	(61)	(130)
Movement in bad debt provision	4	86
Increase (-) / decrease in creditors	638	4,086
Increase / decrease (-) in debtors	(212)	88
Increase / decrease (-) in inventories	27	(23)
Movement in pension liability	(2,100)	(2,112)
Carrying amount of non-current assets sold or derecognised	(52)	(37)
Other non cash items charged to the net surplus or deficit on the provision of services	(1,445)	(94)
	<b>(3,593)</b>	<b>1,153</b>

The surplus on the provision of services has been adjusted for the following financing activities:

	2019/20 £'000	2018/19 £'000
Proceeds from the sale of PPE, investment property and intangible assets	526	501

**35. CASH FLOW STATEMENT – INVESTING ACTIVITIES**

	2019/20 £'000	2018/19 £'000
Purchase of property, plant and equipment, investment property and intangible assets	2,396	2,101
Purchase of Investments	9,000	6,000
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(535)	(489)
Proceeds from the sale of short and long term investments	(10,000)	(7,000)
Other receipts from investing activities		
<b>Net cash (inflows) / outflows from investing activities</b>	<b>861</b>	<b>612</b>

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**STATEMENT OF ACCOUNTS 2019/20**

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**36. CASH FLOW STATEMENT – FINANCING ACTIVITIES**

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	<b>2019/20 £'000</b>	<b>2018/19 £'000</b>
Cash payments for the reduction in finance lease liabilities	-	46
Other receipts for financing activities	449	(240)
Cash receipts of short and long term borrowing	(4,000)	1,000
<b>Net cash flows from financing activities</b>	<b>(3,551)</b>	<b>806</b>

**STATEMENT OF ACCOUNTS 2019/20**

**THE COLLECTION FUND - INCOME AND EXPENDITURE ACCOUNT**

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund. It shows the transactions in relation to Business Rates and Council Tax and how these have been distributed to the Government, major preceptors and the General Fund.

2018/19 £000		Note	2019/20 £000
	<b>INCOME</b>		
49,738	<b>Council Tax</b>	1	52,937
12,552	<b>Non-Domestic Rates</b>	3	12,718
578	<b>Transitional protection payments - non domestic rates</b>		291
137	<b>Contribution towards previous year's deficit - non-domestic rates</b>		475
<b>63,005</b>	<b>Total Income</b>		<b>66,421</b>
	<b>EXPENDITURE</b>		
48,779	<b>Precepts &amp; Demands from major preceptors and the Authority - Council Tax</b>	2	52,356
	<b>Non-Domestic Rates</b>	3	
6,383	Shares paid to county council and the billing authority		6,678
6,383	Payment of central share to government		6,678
119	Charge payable to General Fund for Costs of Collection		117
110	Other transfers to General Fund per the NDR regulations		208
67	<b>Impairment of debts/appeals for Council Tax</b> Increase in provision		78
255	<b>Impairment of debts/appeals for non-domestic rates</b> Increase in provision		249
760	<b>Contribution towards previous year's surplus - Council Tax</b>		905
<b>62,856</b>	<b>Total Expenditure</b>		<b>67,269</b>
<b>149</b>	<b>Surplus / (Deficit) for the Year</b>		<b>(848)</b>
<b>383</b>	Balance of fund at 1st April		<b>532</b>
<b>532</b>	<b>Balance of fund at 31st March</b>	4	<b>(316)</b>

**STATEMENT OF ACCOUNTS 2019/20**

**NOTES TO THE COLLECTION FUND**

**1. COUNCIL TAX**

Council Tax is levied as an amount per property. Each property is allocated to a tax band depending on its assessed value, with Z being the lowest value and H being the highest. For the purposes of creating a tax base, each band is defined as a proportion of a band D property. For example a band B property is defined as 7/9ths of a band D property.

The tax base is calculated in terms of band D equivalent properties and reflects a projected collection rate (98.5%) which anticipates changes during the year arising from successful appeals against valuation banding, new properties, demolition, disabled persons relief and exemptions.

The tax rate, expressed as an amount per band D property, is calculated by aggregating demands on the Collection Fund from Forest of Dean District Council, Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and the various Parish Councils throughout the district and dividing it by the tax base.

The tax base for 2019/20 was as follows:

Band	Number of chargeable dwellings	Proportion to Band D	Band D equivalent	Tax base
A disabled	12.00	5/9	6.67	6.60
A	3,972.87	6/9	2,648.58	2,622.10
B	7,586.33	7/9	5,900.48	5,841.48
C	7,145.67	8/9	6,351.70	6,288.19
D	5,126.01	1	5,126.01	5,074.75
E	3,875.91	11/9	4,737.23	4,689.86
F	1,870.00	13/9	2,701.11	2,674.10
G	924.17	15/9	1,540.28	1,524.87
H	68.36	2	136.71	135.35
Armed Forces Class O contribution in lieu of council tax			170.34	170.34
Council Tax base at 31st March 2020			29,319.11	29,027.62
Council tax collectable (excl Parish Precepts)				£50,020,970
Parish Precepts collectable				£2,330,965
<b>Total tax collectable</b>				<b>£52,351,935</b>
Band D tax for 2019/20 (excl Parish Precepts)				£1,723.22



## STATEMENT OF ACCOUNTS 2019/20

### 2. PRECEPTS AND DEMANDS

Significant precepts on the fund for 2019/20 were as follows:

	Precept £000	Surplus £000	Total £000
Gloucestershire County Council	37,553	653	38,206
Gloucestershire Police & Crime Commissioner	7,271	120	7,391
Forest of Dean District Council and Parishes	7,528	132	7,660
Special Precepts	4	-	4
	<b>52,356</b>	<b>905</b>	<b>53,261</b>

### 3. BUSINESS RATES

Under the arrangements for uniform business rates, the Council collects non-domestic rates for its area based on local rateable values multiplied by a uniform rate set by the government. Certain reliefs are available and the figure shown is net of these reliefs. Up until 2012/13 the total amount collectible for the year, less deductions for the cost of collection and bad and doubtful debts, was paid to a central pool (NNDR pool) managed by central government, which in turn paid back to authorities' general funds their share of the pool based on a standard amount per head.

From 1<sup>st</sup> April 2013 the Local Government Finance Act 2012 introduced a business rates retention scheme that enables local authorities' general funds to retain a proportion of the business rates generated in their area, subject to their general funds paying a 'tariff' payment to the government if the amount exceeds a 'baseline funding' level or receiving of a 'top-up' if it is below the funding level.

District Councils such as Forest of Dean receive 40%, County Councils 10% and central government 50% of business rates collectible, with write offs, provision for impairment of debts and any surplus or deficit generated being shared in the same proportions. If growth exceeds a certain threshold then the Council's general fund must pay a 'levy' to central government on the extra growth, or if the rates collectible fall below a certain amount the Council receives a 'safety net' payment from the government.

The Council is a member of the Gloucestershire Business Rates Pool, in which any levy payment or safety receipt is 'pooled' across several authorities. This enables each pool member to benefit from a lower levy rate payable should the growth in its business rates exceed its levy threshold, whilst receiving from the pool a safety net payment should its rates fall below its safety net threshold, contributed by the pool member.

In 2019/20 the authority benefited from a Pool distribution of £464,521 (£799,845 in 2018/19 less a correcting adjustment of £33,209 relating to the 2016/17 pool). These figures increased significantly as a consequence of the authority's participation in a 100% pilot scheme.

The total non-domestic rateable value at 31<sup>st</sup> March 2020 was £40.32 million (£40.1 million at 31<sup>st</sup> March 2019) and the national non-domestic multipliers for 2019/20 were 50.4p (49.3p in 2018/19) (standard rate) and 49.1p (48.0p in 2018/19) (small business rate), resulting in gross income of £12.72 million in 2019/20 (£12.55 million in 2018/19).

**STATEMENT OF ACCOUNTS 2019/20**

**4. FUND BALANCE**

The fund balance for council tax is shared between the Council and its major precepting authorities (Gloucestershire County Council and the Gloucestershire Police & Crime Commissioner), in proportion to their precepts. The fund balance for non-domestic rates is shared between the Council, Gloucestershire County Council and central government, in the statutory proportions.

The respective authorities' share of the balance is as follows:

**Council Tax**

	<b>FODDC share £000</b>	<b>County Council share £000</b>	<b>Police share £000</b>	<b>Central Government share £000</b>	<b>Total £000</b>
Balance at 1 <sup>st</sup> April 2019	143	669	130	-	942
Increase in the Year	(69)	(380)	(53)	-	(502)
<b>Balance at 31<sup>st</sup> March 2020</b>	<b>74</b>	<b>389</b>	<b>77</b>	<b>-</b>	<b>540</b>

**Business rates**

	<b>FODDC share £000</b>	<b>County Council share £000</b>	<b>Police share £000</b>	<b>Central Government share £000</b>	<b>Total £000</b>
Balance at 1 <sup>st</sup> April 2019	(176)	(89)	-	(145)	(410)
Increase in the Year	(160)	29	-	(315)	(446)
<b>Balance at 31<sup>st</sup> March 2020</b>	<b>(336)</b>	<b>(60)</b>	<b>-</b>	<b>(460)</b>	<b>(856)</b>

<b>Fund Balance at 31<sup>st</sup> March 2020</b>	<b>(262)</b>	<b>329</b>	<b>77</b>	<b>(460)</b>	<b>(316)</b>
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## GLOSSARY OF FINANCIAL TERMS

### ACCOUNTING CODE OF PRACTICE

Although the preparation and control of accounting is regulated, there is no statutory basis for accounting entries. Instead, Local Authorities have to comply with the CIPFA/LASAAC Code of Practice on Local authority accounting in the United Kingdom (The Code).

### ACCOUNTING PERIOD

This is the length of time covered by the accounts. It is normally a period of 12 months commencing on 1 April. The end of the accounting period is the balance sheet date.

### ACCOUNTING POLICIES

The principles, bases, conventions, rules and practices applied by an organisation that specify how the effects of transactions and other events are to be reflected in its financial statements.

### ACCOUNTS

A generic term for statements setting out details of income and expenditure or assets and liabilities or both, in a structured manner. Accounts may be categorised either by the type of transactions they record, e.g. revenue account, capital account or by the purpose they serve, e.g. management accounts, final accounts, balance sheets.

### ACCRUAL

Sums included in the final accounts to cover income or expenditure attributable to the accounting period but for which payment has not been made/received at the balance sheet date.

### ACTUAL

Actual, as opposed to budget, expenditure and income directly attributable to an accounting period.

### ACTUARIAL BASIS

The estimation technique applied when estimating the liabilities to be recognised for defined benefit pension schemes in the financial statements of an organisation.

### AUDIT OF ACCOUNTS

An audit is an examination by an independent expert of an organisation's financial affairs to check that the relevant legal obligations and codes of practice have been followed.

### BALANCES

Working balances are reserves needed to finance expenditure in advance of income from debtors, precepts and grants. Any excess may be applied, at the discretion of the Council, to reduce future demands on the Collection Fund or to meet unexpected costs during the year. Balances on holding accounts and provisions are available to meet expenditure in future years without having adverse effect on revenue expenditure.

### BILLING AUTHORITY

The authority that sets council tax and collects it from council tax payers.

### BUDGET

A financial plan that expresses an organisation's service delivery plans and capital programmes in monetary terms.

### BUDGET STRATEGY

A document setting out how an organisation is going to meet its policies and priorities, taking into account the resources available to the organisation. This will include proposals for efficiency savings and possible service changes or reductions, which may free up resources for use on other policies or priorities.

**CAPITAL EXPENDITURE**

This is expenditure on items providing benefits to the organisation over more than one year, such as land, buildings or vehicles.

**CAPITAL FINANCING**

This describes the various sources of finance used to pay for capital expenditure. There are various options available and used by the Council: capital receipts, capital grants, capital contributions and revenue financing.

**CAPITAL GRANTS**

Grants received towards capital expenditure on a specific service or project.

**CAPITAL PROGRAMME**

This is a financial plan of the capital expenditure projects that the organisation intends to carry out over a specified time period.

**CAPITAL RECEIPT**

This is income resulting from the sale of assets such as land or property. The Government decides what proportion of each capital receipt can be used by the Council to finance new capital expenditure. Capital receipts cannot be used to fund revenue expenditure.

**CASH AND CASH EQUIVALENTS**

Cash in hand plus deposits in banks or building societies, repayable on demand or within 24 hours, and deposits maturing within 3 months of the date taken out.

**CIPFA**

The Chartered Institute of Public Finance and Accountancy. This is the professional body for accountants working in local government and other public bodies. The Institute provides financial and statistical information services for local government and advises central Government and other bodies on local government and public finance matters.

**COLLECTION FUND**

This is a statutory fund kept separate from the main accounts of the Council. It records all income due from Council Tax and National Non Domestic Rates and shows how that income was shared between central government, the County Council and the Police and Crime Commissioner.

**CONSISTENCY**

One of the fundamental accounting concepts, it requires accountants to treat similar items of income and expenditure in the same way both within an accounting period and from one accounting period to the next.

**CONTINGENT ASSET**

An asset which exists at the balance sheet date where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events, for example a claim for compensation that a Council is pursuing through the due legal process, where the outcome will only be decided by the decision of the courts

**CONTINGENT LIABILITY**

A liability which exists at the balance sheet date where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events, for example, the default by a borrower on a loan from a third party for which the Council has given a guarantee.

**COUNCIL TAX**

A local tax levied on dwellings within the local authority area. The level of taxation is based on the capital value of the property, which is categorised into one of eight bands from A to H, and the number of people living in the dwelling.

**CREDITOR**

Amounts owed by the Council for work done, goods received or services rendered within the accounting period, but for which payment was not made at the balance sheet date.

**CURRENT ASSETS**

Assets which can be expected to be consumed or realised during the next accounting period.

**CURRENT LIABILITIES**

Amounts which will become due or could be called upon during the next accounting period.

**DEBTOR**

An amount due to an organisation within the accounting period not received at the balance sheet date.

**DEPRECIATION**

A charge made to the revenue account each year that reflects the reduction in value of assets used to deliver services. This is the loss in value of an asset, owing to age, wear and tear, deterioration, or obsolescence.

**EMPLOYEE COSTS**

These include salaries, wages and employers' national insurance and pension contributions, together with training expenses and charges relating to the index-linking of pensions of former employees.

**ESTIMATE**

**Original estimate:** the estimate for the new year approved before the start of the financial year, usually at the previous November's price levels.

**Revised estimate:** the original estimate for the year updated by price changes since it was prepared and by supplementary estimates and virements.

**Supplementary estimate:** an amount approved by the Council to be spent in excess of the original estimate.

**FINAL ACCOUNTS**

Accounts prepared for an accounting period, usually in a summarised form. They include a statement showing the net surplus (profit) or deficit (loss) on the provision of services and a balance sheet. They are produced as a record of steward-ship for interested parties. Local authorities are required by the Accounts and Audit Regulations 2015 to publish a Statement of Accounts at the end of each financial year.

**FINANCE LEASE**

A lease that transfers substantially all of the risks and rewards of ownership of a non-current asset to the lessee (the person or organisation leasing the asset).

**GOVERNMENT GRANTS**

Grants made by the Government towards either revenue or capital expenditure to help with the cost of providing services and capital projects. Some Government grants have restrictions on how they may be used, whilst others are general purpose.

**IMPAIRMENT**

Impairment of an asset is caused by a consumption of economic benefits (e.g. physical damage such as an office fire) or a deterioration in the quality of service provided by the asset (e.g. an industrial unit closing and becoming a storage facility), or by a general fall in prices of that particular asset or class of assets.

**INTEREST**

An amount received or paid for the use of a sum of money when it is invested or borrowed.

**INTERNATIONAL FINANCIAL REPORTING STANDARDS**

## STATEMENT OF ACCOUNTS 2019/20

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Provide the required accounting treatment and disclosure of transactions so that an organisation's financial statements present fairly the financial position of the organisation.

### **INVENTORIES**

Items of raw materials and stores that the Council has bought to use on a continuing basis but has not yet used.

### **MATERIALITY**

One of the main accounting concepts, it ensures that the statement of accounts includes all the transactions that, if omitted, would lead to a significant distortion of the financial position at the end of the accounting period.

### **NATIONAL NON-DOMESTIC RATES**

An NNDR rate (multiplier) is set annually by central government and is applied to the rateable value of a business to calculate the non-domestic rates collected by Billing Authorities. The rates collected are shared between central government, district and county councils in statutory proportions.

### **NON CURRENT ASSET**

Assets which can be expected to be of use or benefit to the Council for more than one accounting period.

### **OPERATING LEASE**

A lease under which the ownership of the asset remains with the lessor (the person or organisation leasing the asset) and is equivalent to contract hiring.

### **PRECEPT**

The levy made by a precepting authority (County Council, Police Authority, Parish Council) on the billing authority, requiring it to collect income from Council Taxpayers on their behalf.

### **PROVISION**

A sum of money set aside in the accounts for liabilities or losses that are due but where the amount due or the timing of the payment is not known with certainty.

### **REVENUE EXPENDITURE**

Expenditure on the day to day running costs of the Council such as wages and salaries, utility costs, repairs and maintenance.

### **REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)**

Expenditure which can by law be financed from capital resources (e.g. capital receipts) but which does not result in a non-current asset for the authority e.g. renovation grants.

### **REVENUE SUPPORT GRANT**

A general grant paid by central Government to local authorities to provide the services that it is responsible for delivering.

### **TEMPORARY BORROWING**

A sum of money borrowed for a period of less than one year.

### **VALUE FOR MONEY**

An expression describing the benefit obtained (not just in financial terms) for a given input of money. The phrase is widely used within public bodies, but there are many difficulties in its use because value is a subjective measure and there are rarely supporting objective measures. The Council's external auditor is required to consider value for money with the three objectives of economy of input, efficiency of operation and effectiveness of output in service provision.

**ANNUAL GOVERNANCE STATEMENT 2019/2020**

**1. SCOPE OF RESPONSIBILITY**

Forest of Dean District Council is responsible for ensuring that:

- Its business is conducted in accordance with the law and proper standards;
- Public money is safeguarded and properly accounted for;
- Public money is used economically, efficiently and effectively; and
- There is a sound system of governance, incorporating the system of internal control

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

In discharging these responsibilities, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and including arrangements for the management of risk.

The Council has developed and approved a code of corporate governance, which is consistent with the core principles and sub-principles as set out in the CIPFA/SOLACE “Delivering Good Governance in Local Government: Framework (2016)” (‘the Framework’). This statement explains how the Council has complied with the code and also meets the requirements of Regulation 6(1)(a) of the Accounts and Audit Regulations 2015 (England) which requires the Council to conduct a review at least once a year on the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts.

In addition to this, CIPFA issued its “Statement on the Role of the Chief Finance Officer in Local Government (2015)”. The Annual Governance Statement (AGS) reflects compliance with this statement for reporting purposes.

**2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK**

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

The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:

- Identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives;
- Evaluate the likelihood of those risks occurring;
- Assess the impact should those risks occur; and
- Manage the risks efficiently, effectively and economically

## STATEMENT OF ACCOUNTS 2019/20

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The governance framework has been in place at Forest of Dean District Council for the year ended 31<sup>st</sup> March 2020 and up to the date of approval of the Annual Statement of Accounts.

Since March 2020, the Council has been managing the impact of Covid-19 which has had a significant impact on the Council and our residents, requiring us to change the way we deliver services, and driving the creation of new services in order to meet the needs of our residents.

Although Covid 19 only impacted on the Council from March 2020 onwards, the Annual Governance Statement incorporates the current governance arrangements and how these have changed during 2020/2021 as a consequence of the pandemic.

### 3. THE GOVERNANCE ENVIRONMENT

The key elements of the Council's governance arrangements are outlined in the Local Code of Corporate Governance. The governance framework includes arrangements for:

- Identifying and communicating the Council's vision of its purpose and intended outcomes for citizens and service users;
- Reviewing the Council's vision and its implications for the Council's governance arrangements;
- Measuring the quality of services for users, ensuring that they are delivered in accordance with the Council's objectives and ensuring that they represent the best use of resources;
- Defining and documenting the roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication;
- Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- Reviewing and updating Financial Rules, Contract Rules, Constitution, Scheme of Delegation and supporting procedure notes / manuals, which clearly define how decisions are taken and the processes and controls required to manage risks;
- Ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- Ensuring the Council's financial management arrangements conform with the governance requirements of the *CIPFA* Statement on the Role of the Chief Financial Officer in Local Government (2015);
- Undertaking the core functions of an Audit Committee, as identified in *CIPFA's* Audit Committees: Practical Guidance for Local Authorities;
- Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- Whistleblowing and for receiving and investigating complaints;
- Identifying the development needs of members and senior officers in relation to their strategic roles, supported by the appropriate training;
- Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation; and
- Incorporating good governance arrangements in respect of partnerships, including shared services and other joint working and reflecting these in the Council's overall governance arrangements.



The main areas of the Council's governance framework, and the key evidence of delivery, are set out below, under the headings of the core principles and sub-principles from the CIPFA/SOLACE "Delivering Good Governance in Local Government: Framework (2016)

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

- Behaving with Integrity
- Demonstrating strong commitment to ethical values
- Respecting the rule of the law

- The roles and responsibilities of Members generally and all office holders are set out in the Council's Constitution, along with the way in which the various elements of the Council interact and complement each other. The Constitution is supported and underpinned by a separate Code of Conduct for Members and a joint Member / Officer Protocol, which sets out guidelines as to behaviour and practical issues. This is further supported by Publica's<sup>1</sup> Business Conduct rules which set out guidelines for staff on behavioural issues.
- Declarations are made at meetings by Members and Officers, where appropriate, and are recorded in the minutes of the meeting. The Members' Code of Conduct requires Members to make declarations of interest when necessary, these are also recorded.
- Registers of interest are completed annually by Members and published on the Council's website. A register of gifts and hospitality received by Members is maintained by the Monitoring Officer.
- An employee declaration is completed annually by all staff. A register of gifts and hospitality is maintained by Human Resources.
- The Monitoring Officer and Section 151 Officer report directly to the Head of Paid Service and are members of the Corporate Leadership Team.
- Internal audit reviews are designed to ensure services are complying with internal and external policies and procedures / statutory legislation. Where non-compliance is identified, this is reported to Management and to Members via the Council's Audit Committee.
- Whistleblowing policies have been updated and have been ratified by Cabinet. A Gloucestershire wide counter-fraud unit helps prevent and detect fraud and corrupt practices, including misuse of power. The service reports to Audit Committee and the Publica Board twice a year.
- The Council has put in place a robust set of emergency governance measures to monitor and respond to the Covid-19 pandemic, which has very quickly had an extraordinary impact across the Council, our services, residents and communities. These measures are in line with national Emergency Management protocols and involve working with Partner Councils and its main service providers including Publica.
- Meetings are minuted, with decisions and key actions recorded appropriately. The Council continues to publish key decisions, in line with legal best practice. The Council has implemented regular updates to and conversations with Members and across the organisation, with extended use of conference call platforms as well as mass emails.
- The Communications service has been fully mobilised to ensure communications through all

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<sup>1</sup> Publica is a local authority owned company, jointly owned by Cheltenham Borough Council and Cotswold, Forest of Dean and West Oxfordshire District Councils. Over 95% of staff formally employed by Forest of Dean District Council are now employed by Publica which delivers services on behalf of the Council.

## STATEMENT OF ACCOUNTS 2019/20

our channels to support public health advice / information and council service and support information to reach audiences externally and internally. A bespoke Communications strategy was quickly put in place to help key audiences feel ‘informed, reassured, safe and inspired’, and is evaluated and adapted as the pandemic situation develops and needs change.

## STATEMENT OF ACCOUNTS 2019/20

### **B. Ensuring openness and comprehensive stakeholder engagement**

- Openness
- Engaging comprehensively with institutional stakeholders
- Engaging with individual citizens and service users effectively

- Annual accounts are published in a timely manner to help communicate the Council's financial position and performance.
- The Council's Corporate Plan 2019-2023 (approved by full Council in December 2019) is available to the public on the Council's website.
- All Committee, Cabinet and Council reports clearly outline their purpose, so the community can understand what is trying to be achieved. Reports also address financial, legal, equalities, risk and climate change implications to aid understanding of the potential impact of their recommendations.
- The roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions are defined in the Council's Constitution
- A Scheme of Delegation for officers is included within the Constitution
- Communication channels with staff include one-to-one meetings, a weekly update email from Directors (Keeping you connected) and an online portal.
- A Customer Feedback form is available publicly for handling comments, complaints and compliments.
- Ensuring clear channels of communication with all sections of the community and other stakeholders
- The ability for members of the public to ask questions at Cabinet meetings, Overview and Scrutiny Committee meetings and meetings of the Full Council.
- A report is produced quarterly regarding the performance of the Council and the achievement of its aims and objectives. The report is presented to the Cabinet and published on the Council's website.
- The Council publishes transparency data on its website which includes supplier payments, senior management structure charts and the Annual Pay Policy Statement. Where data is not available in the published data sets, instructions are available on how to make a Freedom of Information request and the procedure that will be followed to answer the request.
- Restrictions imposed as a result of the pandemic disrupted the normal democratic meeting and decision making procedures. Emergency powers contained within the Council's Constitution have provided the necessary facilities to allow decisions to be made by the Head of Paid Service, the S.151 Officer or the Monitoring Officer.
- Although Committee meetings had to be suspended, committees with decision making powers were able to be convened using remote participation by the appropriate members.

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

- Defining outcomes
- Sustainable economic, social and environmental benefits

- The Council's corporate priorities, expressed in its Corporate Plan as high level areas of focus, set out what the Council hopes to achieve; on its own or in partnership with others. These priorities are supported by the Code of Corporate Governance as good governance should underpin all the work of the Council.
- An annual business planning process is conducted by Publica, which is informed by the

## STATEMENT OF ACCOUNTS 2019/20

corporate priorities, legislation and government guidance.

- All the areas of focus (corporate priorities) are underpinned by the following principles:
  - Creating social value - we will consider the social, economic, environmental and biodiversity impacts of any activity or venture and in all our decision making
  - Considering our impact on climate change – we will consider the impact on climate change in all our decision-making, aiming to make the council (and the District) carbon neutral by 2030
  - Seeking value for money – we will aim for the highest quality and for the best value in all our decision-making to secure financial sustainability for the council and therefore secure service delivery for the future by thinking about both short and longer term implications.
- Detailed proposals arising from the corporate priorities are individually assessed and are included within decision making reports.
- The financial implications of delivering against the Council’s priorities are included within the Council’s Medium Term Financial Strategy, revenue budgets and capital programme. These key financial documents are updated annually in advance of the forthcoming financial year.
- The Council recognises that the Covid-19 crisis has had a significant financial impact and will have a long term effect on the level of resources available to the Council. As part of its Medium Term Financial Strategy (MTFS) the Council will continue to assess its medium term financial position and update its assumptions about the resources available to, and the investment needs of, the Council in light of the consequences of the Covid-19 crisis.
- The Council is also facing financial pressure from a combination of additional cost, lost income and the delay to the delivery of savings agreed as part of the Council’s MTFS. In response to the Covid-19 emergency, the Government announced financial support packages for small businesses, and those in the retail, hospitality and leisure sectors. The support took the form of two grant funding schemes; the Small Business Grant Fund (SBGF) (including a discretionary grant scheme) and the Retail, Hospitality and Leisure Grant Fund (RHLG). Local authorities were responsible for administering these schemes, and the Government has committed to providing the funding for these payments
- The Covid-19 crisis will also have a significant financial impact on the Council’s capital programme. At this stage, it is too early to say what this impact is and officers are currently working through revised project and costing plans for the current suite of capital projects. The Covid-19 crisis has significantly altered the economic circumstances, as a result officers will need to reassess the level of capital resources expected to be available for the new capital strategy and to take time to consider the right use of our capital resources to support the Council plans for the economic renewal of the district

### **D. Determining the interventions necessary to optimise the achievement of the intended outcomes**

- Determining interventions
- Planning interventions
- Optimising achievement of intended outcomes

- The Council has, with three other councils, created a company, Publica Group Support Ltd, to deliver more efficient and improved services. Processes have been/are being aligned to ensure consistency across the partner councils, without diminishing local choice.
- In addition to the creation of Publica, the Council continues to secure savings through improved use of its assets and investments

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- The Council has processes in place to identify and respond to external changes, for example: changes to legislation and regulation, emerging risks and opportunities. Corporate processes such as risk management, performance management processes, budget monitoring and other management processes are designed to capture and incorporate these external factors and to enable the Council to respond appropriately.
- The Strategic risk register is discussed by Corporate Leadership Team and reported quarterly to the Audit Committee.
- Projects and services retain their own risk registers and elevate any high/red risks to Corporate Leadership Team for consideration.
- Key performance indicators are identified and reported quarterly.
- Budgets are prepared annually in accordance with objectives, strategies and the Medium Term Financial Strategy, following consultation with customers, stakeholders and officers.
- The Medium Term Financial Strategy is a live document and can be reviewed, updated and reported as necessary, to respond to the changing environment.
- As we move forward we will continue to analyse the impact of Covid-19 and understand how the pandemic has impacted our strategic priorities, we will need to understand and manage a variety of impacts, including financial, service delivery, and health and wellbeing. Recovery Planning has now commenced, this planning will review and anticipate the challenges we may face during 2020 and beyond in order for the Council to plan, review and respond to the changing needs of residents. This exercise will help improve our resilience by helping us to plan and resource what and how a new "business as usual" service is. We will continue to work with residents to help them protect themselves and others as well as recover from the health and economic crisis.

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

- Developing the entity's capacity
- Developing the capability of the entity's leadership and other individuals
- One of the reasons behind the creation of Publica was to increase capacity across the four partner councils by sharing common processes and procedures and eliminating (as far as possible) single points of failure. By working in partnership, the Councils are able to share the cost of commissioning bespoke, specialist advice.
- The move to provision of services via a wholly owned company has provided the opportunity to engage with a number of Non-Executive Directors that bring a wealth of experience from a range of different economic sectors.
- There is a Scheme of Delegation at Member level covering the Council, Cabinet, individual Cabinet Members and other committees. Similarly, there is a scheme of delegation for officer decisions at Executive, Non-Executive and Regulatory meetings. These are reviewed and revised as structures change.
- Financial rules are in place and are reviewed and revised as required.
- An induction programme is available to new employees and Members alike. Training is also provided for both Members and officers on an on-going basis as appropriate and necessary.

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Members on certain committees (e.g. Planning and Licensing) are required to undertake training before serving on these committees and during 2019/2020 there was an obligation on Members of the Planning Committee to attend at least 50% of the planning training provided throughout the year.

- A cross-party Member Development Group is in place which receives feedback on gaps in Councillor knowledge and seeks to fill those gaps with relevant training and learning sessions.
- The Head of Paid Service and the Leader of the Council have clear responsibilities. Roles and responsibilities are contained within the Constitution along with the Member/Officer Protocol.

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

- Managing risk
- Managing performance
- Robust internal control
- Managing data
- Strong public financial management

- Corporate Leadership Team reviews the Strategic Risk Register on a quarterly basis. The Strategic Risk Register is reported to the Audit Committee and Cabinet on a regular basis.
- Risks are identified when undertaking Internal Audit reviews and reported when necessary.
- Risks relating to the Covid-19 pandemic and the planned recovery of the Council following the major disruption to its services were identified. A register of Covid-19 risks was managed by Publica on behalf of its client Councils with a review of this register carried out on a weekly basis.
- Performance Management measures the quality of service for users to ensure services are delivered in accordance with the Council's objectives and represent best use of resources.
- Performance is measured on a regular basis and reported to Members and Cabinet.
- Minutes of meetings are published and highlight the challenge made by Members to Officers/Cabinet Members.
- The Internal Audit service is provided by SWAP Internal Audit Services and is run in partnership with other local authorities.
- A risk-based Audit Plan is drafted annually following consultation with Officers, Members and the S151 Officer. The Audit Plan is approved at Audit Committee prior to the financial year.
- Audit reports, once completed are discussed with the service manager. Executive summaries, including findings, and progress on the Annual Plan are reported to Audit Committee, on a quarterly basis.
- Recommendations made in audit reports are followed up 6 months after the completion of the audit and priority 1 and 2 findings are reported to Audit Committee.
- The Audit Committee's Terms of Reference are contained within the Constitution, Members have experience of a scrutiny role and training is provided when appropriate.
- A County wide Counter Fraud Unit supports all the Gloucestershire Local Authorities, West Oxfordshire District Council and other third parties. Where investigations identify possible improvements to the internal control framework. The Counter Fraud Unit will liaise with the Internal Audit team to ensure the improvements are followed up and implemented by Management.

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- An ICT Audit and Compliance Manager has been appointed as the Council's Data Protection Officer and therefore has responsibility for Data Protection policies and ensuring that officers are informed and appropriately trained.
- The Council is part of the Gloucestershire Information Sharing Partnership. This enables data to be shared when necessary.
- Audit reviews ensure data is held securely whether electronically or hard-copy.
- The MTFS is reviewed and updated on a regular basis to ensure the Section 151 Officer, Head of Paid Service and Members are aware of the financial standing of the Council.

## STATEMENT OF ACCOUNTS 2019/20

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

- **Implementing good practice in transparency**
- **Implementing good practices in reporting**
- **Assurance and effective accountability**

- Data in respect of transparency is published on the Council's website.
- The Council's Statement of Accounts is produced and published annually in accordance with statutory legislation. Aligned with this is the production of the Annual Governance Statement which identifies how the Council has met its governance reporting obligations
- External Audit recommendations are reported to Audit Committee, following the completion of their annual audit process, follow-ups of recommendations are also reported
- Internal Audit processes ensure compliance with Public Sector Internal Auditing Standards. Internal Audit recommendations are followed-up and reported to Audit Committee, further follow-up is planned if recommendations haven't been actioned in full.

#### **4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers, the annual opinion from the Head of Internal Audit, the officer Corporate Governance Group and comments made by the external auditors, other review agencies and inspectorates.

#### **The Council's process for maintaining and reviewing the effectiveness of the governance framework has included the following:**

Executive Directors, Group Managers, Business Managers and Statutory Officers are required to complete an Annual Assurance Statement at the end of the financial year. These governance declarations provide appropriate management assurance that key elements of the system of internal control are in place and are working effectively and help to identify areas for improvement.

Corporate Leadership Team (including the Section 151 Officer and the Monitoring Officer) reviews the Strategic Risk Register on a quarterly basis and Service/Project Risk Registers are maintained by each Group/Business Manager.

The SWAP Assistant Director (Head of Internal Audit) provides the Audit Committee, as the Committee charged with governance, with an Annual Opinion on the control environment of the Council, which includes its governance arrangements.

Investigation of, and decisions on, allegations of failure to comply with the Members' Code of Conduct are considered and determined by the Monitoring Officer and/or an Independent Standards Panel.

Induction processes are carried out for newly elected Members.

The Section 151 Officer ensures training and awareness sessions are carried out for the Audit Committee periodically.

The External Auditors (Grant Thornton) present progress reports to the Audit Committee.

The External Auditor's Annual Audit Letter and follow-up of management responses to issues



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raised in the Letter or other reports are overseen by the Audit Committee.

Quarterly performance reports, including the budget position, are presented to the appropriate Member panel and Cabinet, demonstrating performance management against agreed performance indicators and budgets.

The Audit Committee normally reviews the Annual Governance Statement. However, due to the coronavirus pandemic, the Audit Committee was unable to meet in March 2020. Members of the Audit Committee were invited to comment on the AGS and Local Code of Corporate Governance as individual members of the Committee in June 2020.

The Audit Committee reviews the Annual Statement of Accounts, the Treasury Management Strategy and reports from both Internal Audit (SWAP) and External Audit (Grant Thornton), including quarterly progress reports.

Full Council approves the annual budget and reviews and approves the Treasury Management Strategy, following recommendations from the Audit Committee.

Internal Audit monitors the quality and effectiveness of systems of internal control. Audit reports include an opinion that provides management with an independent judgement on the adequacy and effectiveness of internal controls. Reports including recommendations for improvement are detailed in an action plan agreed with the relevant Business Manager/Group Manager.

The Annual Internal Audit Opinion for 2019/2020, in respect of the areas reviewed during the year, was 'Reasonable assurance'. Of the 28 audits completed, 8 were rated as giving 'Substantial assurance' and 2 as giving 'Partial assurance'.

The Council's Financial Rules and Contract Rules are kept under review and revised periodically.

Other explicit review/assurance mechanisms, such as the Annual Report from the Local Government Ombudsman and reports from SWAP or Grant Thornton are also reviewed.

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**5. REVIEW OF GOVERNANCE ACTION PLAN FOR 2019/2020**

When preparing its 2018/19 statement the Council identified a number of areas which required focus and attention. These have been actively monitored throughout the year and progress is detailed in the table below:

	<b>Key Area of Focus</b>	<b>Proposed Actions</b>	<b>Progress</b>
1.	Improve the monitoring of performance and risk of strategic partnerships	<ul style="list-style-type: none"> <li>• Compile a list of strategic partnership and existing reporting lines</li> <li>• Nominate a lead commissioner from the Corporate Leadership Team for key strategic partnerships</li> <li>• Request an audit from SWAP to assist in identifying specific areas of focus</li> </ul>	<ul style="list-style-type: none"> <li>• The Head of Paid Service has been confirmed as the lead commissioner for key strategic partnerships.</li> <li>• The remaining actions are carried forward into the 2020/21 annual governance plan.</li> </ul>
2.	Peer review actions	<ul style="list-style-type: none"> <li>• Implement actions arising from the Council's Peer Review in 2018</li> </ul>	<ul style="list-style-type: none"> <li>• All actions from the Peer Review have been implemented.</li> </ul>
3.	New Corporate plan	<ul style="list-style-type: none"> <li>• Gather all relevant evidence e.g. demographic data, health, economic and community safety profiles</li> <li>• Hold workshops with new Cabinet to look at current issues</li> <li>• Develop new Corporate Plan for adoption by Full Council in October 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Data and evidence gathered.</li> <li>• Workshop with Cabinet held in June 2019.</li> <li>• New Corporate Plan approved by Full Council in December 2019, following extended consultation with Members and partner organisations.</li> </ul>

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	<b>Key Area of Focus</b>	<b>Proposed Actions</b>	<b>Progress</b>
4.	Transitional Governance	<ul style="list-style-type: none"> <li>Plan and deliver induction programme for the new Council</li> <li>Update Constitution to reflect new Committee sizes and processes</li> <li>Actively monitor performance of new arrangements to identify any further improvements</li> <li>Invite the Independent Remuneration Panel to review members expenses in September 2019, to report to Full Council in October 2019</li> </ul>	<ul style="list-style-type: none"> <li>Induction training programme carried out for all Members of the new Council.</li> <li>Constitution updated to reflect new Committee sizes and processes following Full Council approval in March 2019.</li> <li>In the autumn of 2019, the Independent Remuneration Panel reviewed a specific request to consider a special responsibility allowance for the Vice Chair of the Planning Committee. The Panel's recommendation was reported to and approved by Full Council in December 2019. The Panel carried out a full review of Member allowances in January 2020 which was reported to Full Council in February 2020.</li> </ul>

**6. GOVERNANCE ACTION PLAN FOR 2020/21**

In preparing this statement and reviewing the effectiveness of the governance arrangements a number of areas have been identified where the Council needs to focus attention and improve arrangements over the next financial year. These areas of work are planned to strengthen the control framework and are set out in the table below.

<b>No.</b>	<b>Key Area of Focus</b>	<b>Planned Actions</b>
1	Performance management framework	<ul style="list-style-type: none"> <li>Development of new performance management framework, linked to new Corporate Plan.</li> </ul>
2	Impact of Covid-19	<ul style="list-style-type: none"> <li>Learn from Covid-19 response and take forward best practice into future governance arrangements</li> <li>Support the economic and community recovery of the Forest of Dean District, ensuring that the environment and addressing the climate emergency are intrinsically linked with all recovery work.</li> <li>Keep the Covid-19 related financial impact on the Council under review and produce revised MTFS mid-year.</li> </ul>
3.	Capital Investment Strategy	<ul style="list-style-type: none"> <li>Development and implementation of new Investment Strategy for Recovery and Regeneration, to support corporate priorities and enhance social, environmental and economic wellbeing.</li> </ul>
4.	Audit recommendations	<ul style="list-style-type: none"> <li>Ensure outstanding audit recommendations (including where timescales were affected by Covid-19) are addressed and revised timescales agreed.</li> </ul>
5.	Business Continuity	<ul style="list-style-type: none"> <li>Review all business continuity plans in the light of the Covid-19</li> </ul>

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		experience, working with the Local Resilience Forum and the Civil Protection Team to review our BCP template and Corporate Recovery Guide.
6.	Improve the monitoring of performance and risk of strategic partnerships	<ul style="list-style-type: none"><li>• Conclude review of strategic partnerships.</li><li>• Consider commissioning a non-opinion report from SWAP on best practice in monitoring performance and risk of strategic partnerships.</li></ul>

### 7. APPROVAL OF LEADER AND HEAD OF PAID SERVICE

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Audit Committee, and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

**Signed on behalf of Forest of Dean District Council:**

**Tim Gwilliam**  
**Leader of the Council**

**Peter Williams**  
**Head of Paid Service**

**Date:**

**Date:**

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

### Report on the Audit of the Financial Statements

#### Opinion

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

In our opinion, the financial statements:

give a true and fair view of the financial position of the Authority as at 31 March 2020 and of its expenditure and income for the year then ended;

have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20; and

have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

#### Basis for opinion

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

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

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

Covid-19 and Brexit are amongst the most significant economic events currently faced by the UK, and at the date of this report their effects are subject to unprecedented levels of uncertainty, with the full range of possible outcomes and their impacts unknown. We applied a standardised firm-wide approach in response to these uncertainties when assessing the Authority's future operational arrangements. However, no audit should be expected to predict the unknowable factors or all possible future implications for an authority associated with these particular events.

#### Conclusions relating to going concern

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

the Chief Financial Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

the Chief Financial Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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

## STATEMENT OF ACCOUNTS 2019/20

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

### **Emphasis of Matter – effects of Covid-19 on the valuation of land and buildings, property investments and pension fund property assets**

We draw attention to Note 4 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Authority's land and buildings, investment property and the Authority's share of the pension fund's property investments at 31 March 2020. As disclosed in Note 4 to the financial statements, the outbreak of Covid-19 has impacted global financial markets and market activity has been impacted. A material valuation uncertainty was therefore disclosed in both the Authority's property valuer's report and the pension fund's property valuation reports. Our opinion is not modified in respect of this matter.

### **Other information**

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

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

We have nothing to report in this regard.

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

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

We have nothing to report in this regard.

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

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

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

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

we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or

we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or

we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or;

we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or

we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

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

## STATEMENT OF ACCOUNTS 2019/20

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### **Responsibilities of the Authority, the Chief Financial Officer and Those Charged with Governance for the financial statements**

As explained more fully in the Statement of Responsibilities set out on page 16, 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 Chief Financial Officer. The Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20, for being satisfied that they give a true and fair view, and for such internal control as the Chief Financial Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

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

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

#### **Conclusion**

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

#### **Responsibilities of the Authority**

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

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

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

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

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

**Report on other legal and regulatory requirements - Certificate**

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

**Use of our report**

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

Alex Walling, Key Audit Partner  
for and on behalf of Grant Thornton UK LLP, Local Auditor

Bristol

20 November 2020