



## Public Document Pack

North Devon Council  
Brynsworthy Environment Centre  
Barnstaple  
North Devon EX31 3NP

K. Miles  
Chief Executive.

To: All Members of the Council  
and Chief Officers

**NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.20 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND**

### **EXTRAORDINARY COUNCIL MEETING**

**YOU ARE HEREBY SUMMONED** to attend a Extraordinary meeting of **NORTH DEVON COUNCIL** to be held in the Crematorium Meeting Room - North Devon Crematorium on **WEDNESDAY, 20TH OCTOBER, 2021 at 7.30 pm.**

**(NOTE: From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](https://www.northdevon.gov.uk))**

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. Business brought forward by or with the consent of the Chair
3. Declarations of Interest  
**(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).**
4. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted

Information).

## **PART A**

### **5. Statement of Accounts 2020/21**

(a) Report by Chief Financial Officer (attached) (Pages 7 - 112)  
Chair of the Governance Committee to report the recommendations of the Governance Committee held on 20 October 2021.

(b) Annual Governance Statement 2020/21 (attached) (Pages 113 - 154)  
To consider the recommendations of the Governance Committee held on 20 October 2021. Chair of Governance Committee to report.

(c) Letter of Representation on behalf of the Council (attached) (Pages 155 - 158)

It is RECOMMENDED “that the letter of representation on behalf of the Council be approved and signed by the Chief Financial Officer”. To consider the recommendation of the Governance Committee held on 20 October 2021. Chair of Governance Committee to report.

### **6. Appointment of Senior Solicitor and Monitoring Officer (Pages 159 - 162)**

To receive the recommendations of the Appointments Committee held on 6 October 2021 and to appoint the Senior Solicitor and Monitoring Officer. Report by Director of Resources and Deputy Chief Executive and minutes of the Appointments Committee held on 6 October 2021 (attached).

## **PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

12.10.21

## **GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL**

### Part 4, Council Procedure Rules of the Constitution

#### **The basics**

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

#### **The rules of Question Time**

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of a committee when that item is being received or under consideration by the Council.



## **North Devon Council protocol on recording/filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.



## North Devon Council

Report Date: 20 October 2021

Topic: Statement of Accounts 2020/21

Report by: Chief Financial Officer

### 1. INTRODUCTION

1.1. The Accounts and Audit Regulations require that the Local Authority prepare a Statement of Accounts in accordance with proper practices and that the Accounts be formally approved. This report summarises the requirements of the Regulations and submits the 2020/21 Statement of Accounts for Council to approve.

### 2. RECOMMENDATIONS

2.1. It is recommended that the attached Statement of Accounts 2020/21 be approved, and that the Chairman of the Council sign and date the Statement of Accounts as required by the Accounts and Audit Regulations.

### 3. REASONS FOR RECOMMENDATIONS

3.1. There is a statutory requirement to approve and sign the annual accounts.

### 4. REPORT

4.1. The Accounts and Audit Regulations require that the chair of the Committee or meeting, which approves the Accounts, must sign and date them. The expressed intention is that the chair's signature should formally represent the completion of the Council's approval process of the Accounts.

4.2. The external auditors (Grant Thornton UK LLP) have audited the Accounts and their report was presented to the Governance Committee on 20 October 2021.

4.3. Attached as **Appendix A** are the Council's Statement of Accounts for the financial year ended 31 March 2021.

### 5. RESOURCE IMPLICATIONS

5.1. As contained in the report and statement of accounts.

### 6. EQUALITIES ASSESSMENT

6.1. There are not any equalities implications anticipated as a result of this report.



## 7. CONSTITUTIONAL CONTEXT

7.1. Article 4.5.3 of Part 2 paragraph:

7.2. The Final Accounts report the actual financial performance achieved in the year and sets out the Council's overall financial position including its Assets and Liabilities. Under regulations issued under the Local Government Act 2000, the power to approve the Final Accounts is a function exercised by full Council.

## 8. STATEMENT OF CONFIDENTIALITY

8.1. This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 9. BACKGROUND PAPERS

9.1. The background papers are available for inspection and kept by the author of the report.

## 10. STATEMENT OF INTERNAL ADVICE

10.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers:

Jon Triggs, Director of Resources and Deputy Chief Executive

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## Narrative Report

### Introduction

The purpose of the narrative report is to provide the reader with an easy to understand guide to the most significant financial matters reported in the accounts. It also acts as the Council's annual report, which highlights the major influences on the Council's spending and comments on the Council's overall financial position and performance against the Corporate Plan and Key Performance Indicators.

### The Challenges

The Covid-19 pandemic has had, and will continue to have a considerable impact upon the Council. The government's lockdowns announced in March 2020, November 2020 and more recently in January 2021 meant many businesses were forced to close – significantly impacting on the local economy and upon sources of core income to the Council. In addition, the Council has incurred additional expense ensuring the most vulnerable in our community are cared for; the homeless are kept safe during this period and ensuring that key front-line services such as collecting waste and recycling are maintained throughout the crisis.

The Council has had to adapt and be flexible in its approach, ensuring the above resource is deployed efficiently and effectively and have also supported local businesses by administering and paying out over £70million in government funded business grants to businesses in the district. In addition to this around £20million of further support has been awarded in the expanded retail discount off business rate bills to 1100 businesses.

Throughout 2020-21 Central government announced and paid local authorities four tranches of support funding totalling £1,575,000 for North Devon. The Council also claimed £160,000 in respect of the job retention scheme and received £251,000 New Burdens funding for administering the above business grants. Central government also supported local authorities by paying 75% of any lost income after Councils incurred the first 5% variance on their budget. This much needed government support mitigated the initial budget pressures being experienced in 2020-21 and protected the budget through a really challenging financial year.

As part of closing the year-end accounts for 2019-20 when the pandemic started and also when closing the 2020-21 accounts; we have looked at the amount of debt outstanding to the Council and have reviewed the level of bad debt provision made and increased some areas of the provision to ensure that we prudently make provision for any impact from the pandemic. Any such increased provision cost is accounted for within the 2020-21 figures and included within the overall outturn surplus shown in these financial statements.

Of course, it is still early days in terms of the recovery and these provisions are estimates; however they will be monitored ongoing and reported as part of in-year reporting as the true scale of its impact on the Council's finances will be felt during 2021-22 when the furlough scheme ends for our customers and government funded schemes drop away as we come out of the pandemic.

The pandemic has had and continues to have a profound impact on all aspects of life in North Devon; through 2020-21 and 2021-22 the Council has and will continue to adopt a pro-active approach to ensure that it responds to the emerging needs of residents and businesses.

Regular financial monitoring will continue to ensure the Council takes all necessary remedial action where it can, with a continued focus on delivering key services to our communities against the financial backdrop of considerable reduced resources.

The Council recognises that the impact the world economic conditions has had on public finances will continue well beyond 2020-21. The Council's Corporate Plan was approved in September 2019 to reflect the changed landscape we were already facing pre-pandemic, due to significant cuts to government grant support. We are forecasting reductions beyond 2021-22 due to the uncertainty surrounding on-going government funding to local authorities.

The Corporate Plan has identified four key priority areas, which are:

1. We achieve financial security
2. Become focused on delivering the best for our customers
3. Our environment is cherished and protected
4. We plan for North Devon's future

Due to cuts in government grant and the poor economic situation, the Council has reduced its revenue budget by around £4m (to £13m for 2020-21) with a reduction in workforce of around 130 posts since the start of the 2010 spending review. Income streams have also been affected by the current poor economic conditions.

### **Meeting the Challenges – the Medium Term Financial Strategy 2021-2025**

The Council already operates a robust financial planning regime through its approved rolling financial plan (the Medium Term Financial Strategy). This plan seeks to achieve Council Tax increases in line with Central Government guidelines, at the same time, achieving budget improvements to help meet new challenges and priorities set out in the Council's Corporate Plan.

The Council's Medium Term Financial Strategy (MTFS) 2021-2025 was approved by Full Council in February 2021. The plan underpins and provides the financial cornerstone of the Corporate Plan, which will shape the Council's activities. It is good practice that it is refreshed on an annual basis to ensure that the Council's forward looking financial position is considered particularly in the current economic climate.

Core income from areas such as car parks, sale of recyclable materials, commercial waste and pannier market continue to be detrimentally impacted as a result of the Covid-19 pandemic. Whilst some government funding has been provided through the 75% income loss reimbursement scheme to mitigate this impact in 2020-21; and extended to now also include the first 3 months of 2021-22 (April to June 2021) it

remains difficult to predict when stability and, or any significant improvement will return to the economy and it therefore continues to be a source of major risk to the Council's budget ongoing.

Continued pressure and uncertainty on the Council's funding sources remains as the Government's Fair Funding Review and Business Rates Retention changes, originally planned for 2021-22 year has again been delayed by a further year until April 2022.

The Council previously accepted the Government's offer of a 4-year financial settlement through to the 2019-20 year. By accepting the 4-year settlement helped the Council to plan ahead with greater certainty and to provide a financial platform to delivery upon our corporate plan. However, due to the funding review changes above now being delayed, the financial settlement for 2021-22 year is again only a one-year funding announcement, which leaves local authorities with much greater uncertainty in being able to plan further ahead.

The MTFs looks at the changing financial situation of the Council over the future four financial years for 2021-22 to 2024-25. The starting position is the Budget 2021-22, which is rolled forward. However, the unknown future year government funding levels result in so much uncertainty, we have prudently based the future year forecast for 2022-23 year on a worse-case scenario of losing £916,000 of core funding/business rates and £919,000 reduction of New Homes Bonus grant.

The refreshed forecasted cumulative budget gap / (surplus) for 2021-22 to 2024-25 is shown as follows:

Years	2021-22 £m	2022-23 £m	2023-24 £m	2024-25 £m
Budget gap / (surplus)	0	2.270	2.785	2.890

Clearly, this creates a large budget gap to bridge moving forwards however it is crucial that both Officers and Members understand the potential financial context that we 'could' end up with, subject to any transitional arrangements the government put in place. This clearly focuses minds on becoming more efficient within the services we currently provide and becoming entrepreneurial in the way we deliver services into the future and move towards a more commercially minded Council to generate additional income for the revenue budget.

In order to agree some parameters around this approach, Members approved a Commercialisation Strategy at Full Council in November 2020. This strategy set out the context of the financial parameters we are working within and how it should move forwards to enable the Council to become a more efficient, business like operation and increase revenue generation to bridge the future predicted budget gaps.

The Council has been preparing and positioning itself for on-going budget reductions and will continue to work on options to deliver savings and efficiencies necessary towards bridging the budget gaps through to 2024-25 year.

Further remedial action will be required including close management of vacancies, reviewing reserve contributions and a general search for savings and income generation opportunities to meet the Council's on-going programme of investment and improvement in services, whilst meeting the challenge of reduced funding.

The challenges of 2020-21 have now been dealt with and have been absorbed within our future financial plans, where necessary.

### **The Financial Statements**

The accounts contain a number of separate but inter-related statements. These are described below.

#### **Comprehensive Income and Expenditure Statement**

The Comprehensive Income and Expenditure Statement shows the income and expenditure for all the Council's services and the net surplus/deficit for the year, before taking account of transactions provided under statute, which are shown in a separate statement called Movement in Reserves Statement.

Expenditure and income on every day running costs, such as officers' salaries, premises, transport, supplies and services is contained in the Council's revenue account, the Comprehensive Income and Expenditure Statement.

#### **Movement in Reserves Statement**

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus (or Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

#### **Review of the Financial Year ended 31 March 2021**

The business of managing the Council's finances presents a number of significant challenges with around £60m passing through our books in a year.

The Council originally budgeted to spend £13.380m in 2020-21. As at 31 December 2020, the Council was forecasting a net surplus of £28,000 against the budget.

The last quarter of the financial year has seen some favourable variances since the last reported position; notably additional income from Planning, Building Control and rental income, in particular Butchers Row; reduced spend on Temporary Accommodation and some further reductions on general supplies and services .

It is pleasing to report that the final out turn position is a budget surplus of (£593,000) against original budget, which is an overall movement of (£565,000) from the last forecast at quarter 3. The following table shows this movement:

Service and Cost Area	Qtr 3 Variance to Budget £	Outturn Variance to Budget £	Movement Qtr 3 to Outturn £
Temporary Accommodation	110,000	44,000	(66,000)
Deposits	(30,000)	(23,000)	7,000
General Supplies & Services	0	(64,000)	(64,000)
Covid Compliance Grant	0	(49,000)	(49,000)
Other	0	(12,000)	(12,000)
<b>Environmental Health &amp; Housing</b>	<b>80,000</b>	<b>(104,000)</b>	<b>(184,000)</b>
Rental income	59,000	(31,000)	(90,000)
Rates	21,000	6,000	(15,000)
Housing Benefits Subsidy / Collection Fund	135,000	135,000	0
Lynton Agency Income Reduction	67,000	50,000	(17,000)
Water Charges	0	(15,000)	(15,000)
Other	(10,000)	(24,000)	(14,000)
<b>Resources</b>	<b>272,000</b>	<b>121,000</b>	<b>(151,000)</b>
Leisure & Theatres	417,000	425,000	8,000
Legal income	9,000	8,000	(1,000)
Grant income	0	(33,000)	(33,000)
Democratic Representation & Management	(19,000)	(19,000)	0
Other	0	(38,000)	(38,000)
<b>Corporate &amp; Community Services</b>	<b>407,000</b>	<b>343,000</b>	<b>(64,000)</b>
Works & Recycling Employees Agency Covid-19	363,000	363,000	0
Works & Recycling Employees Other	(34,000)	(86,000)	(52,000)
Works & Recycling Vehicle costs	(6,000)	(44,000)	(38,000)
Works & Recycling Trade Waste Tipping Charges	(72,000)	(82,000)	(10,000)
Works & Recycling Supplies & Services	46,000	2,000	(44,000)
Works & Recycling Bulk Haulage	(51,000)	(5,000)	46,000
Works & Recycling Reserve Contribution	0	75,000	75,000
Works & Recycling Trade Waste income	197,000	176,000	(21,000)
Works & Recycling Recycling Credits	(14,000)	(48,000)	(34,000)
Works & Recycling Shared Savings Scheme Covid-19	72,000	72,000	0
Works & Recycling Shared Savings Scheme	(66,000)	(66,000)	0
Works & Recycling Recycling Sales	208,000	120,000	(88,000)
Works & Recycling Garden Waste	(15,000)	(43,000)	(28,000)
Works & Recycling Other	7,000	(8,000)	(15,000)
Car Parks Pay & Display income	1,275,000	1,459,000	184,000
Car Parks Other income (Ringo, Season Tickets, PCN)	268,000	215,000	(53,000)
Car Parks Ringo charge	0	(18,000)	(18,000)
<b>Operational Services</b>	<b>2,178,000</b>	<b>2,082,000</b>	<b>(96,000)</b>
Harbour reduced income	24,000	24,000	0
HR Prof Fees, Further Education, Management Development	(60,000)	(60,000)	0
ICT Software	0	(5,000)	(5,000)
Streamline charges	26,000	21,000	(5,000)
Other	(33,000)	(19,000)	14,000
<b>Corporate Services</b>	<b>(43,000)</b>	<b>(39,000)</b>	<b>4,000</b>
Place Employees	25,000	0	(25,000)
Planning fee income	80,000	(91,000)	(171,000)
Building Control income	60,000	14,000	(46,000)
Pannier Market income	116,000	118,000	2,000
Other	(8,000)	(18,000)	(10,000)
<b>Place</b>	<b>273,000</b>	<b>23,000</b>	<b>(250,000)</b>
Additional Vacancy saving	(91,000)	(189,000)	(98,000)

Service and Cost Area	Qtr 3 Variance to Budget £	Outturn Variance to Budget £	Movement Qtr 3 to Outturn £
Reduction in Travel Allowances	(36,000)	(64,000)	(28,000)
Borrowing costs	(132,000)	(150,000)	(18,000)
Business Rates Growth reduction	302,000	287,000	(15,000)
Job Retention Scheme	(160,000)	(160,000)	0
New Burdens	(268,000)	(251,000)	17,000
Estimated 75% Government Reimbursement for lost income	(1,510,000)	(1,411,000)	99,000
Contribution to Repairs Fund Reserve	40,000	240,000	200,000
Contribution to Earmarked Reserves	150,000	268,000	118,000
Additional Government Funding Covid-19	(1,575,000)	(1,575,000)	0
Covid-19 Initial Response - PPE and work environment	85,000	0	(85,000)
Other	0	(14,000)	(14,000)
<b>Other</b>	<b>(3,195,000)</b>	<b>(3,019,000)</b>	<b>176,000</b>
<b>Total</b>	<b>(28,000)</b>	<b>(593,000)</b>	<b>(565,000)</b>

The original budget for 2020-21 included a forecast to achieve £200,000 worth of salary vacancy savings, this was exceeded by £189,000 giving an overall actual saving of £389,000.

The movement from Quarter 3 of £565,000 can be attributed to:

- £307,000 Additional income from Planning, Building Control and rental income, in particular Butchers Row.
- £82,000 additional COVID support grant for EH&H and Corporate and Community, where no additional support was bought in and extra duties were covered by existing resources.
- £123,000 EH&H housing underspend, from less Temporary Accommodation cost and savings on general supplies and services.
- £53,000 Other smaller savings from various Heads of service

The Business Rate Retention scheme was introduced in April 2013 which sees Billing authorities receive a 'baseline' funding but in addition they are exposed to the risks and rewards of retaining a proportion of the income collected. This exposure is mitigated by participation in the Devon-wide pool that collates all of the Business Rate growth and decline and returns a share of the impact to each local authority.

As at 31<sup>st</sup> March 2021 the Collection Fund reserve balance held is £9,810,252. This earmarked reserve was created to deal with the timing impacts of the Collection Fund (Business Rates), which ensures the revenue budget is not unduly affected in the year the taxes are collected. Collection Fund deficits/surpluses are reversed out to bring the revenue account back to the budgeted figure for the year; the deficits/surpluses are recovered/distributed in the following financial years. This reserve includes an £8,660,000 balance that will be utilised in 2021/22 and 2022/23 to mitigate timing differences of business rate reliefs awarded in 2020/21 that from an accounting perspective impact over the next two financial years; thus leaving the fund reserve with a residue balance of £1,150,000 protection against future volatility. This is an increase of £417,000 on the previous year end reserve balance.

From the revenue budget surplus of £593,000, it was proposed to set aside this amount into the following earmarked reserves as follows:-

- (£375,000) COVID budget management reserve – government funding for Q1 built into the base budget, this provides extra protection for Q2 and the rest of the financial year
- (£118,000) – Economic Development reserve – to bolster capacity for future building and regeneration projects
- (£50,000) General fund reserve – leaves the reserve in the recommended range of 5 - 10%, but provides more protection due to the volatile climate we are currently experiencing
- (£50,000) Environmental Initiatives reserve – To fund climate action group projects (revenue costs)

The recommended level of general fund balance is 5%-10% of the Council’s net revenue budget. It is pleasing to report that the combination of in year measures and robust budget management saw the Council through the financial pressures and resulted in a general fund reserve balance at 31 March 2021 of £1,210,000, which is a level of 9.1%.

Within the accounts the Council also holds balances in relation to the North Devon Crematorium, which is provided under a joint operation with Torridge District Council. The Council’s Balance Sheet contains a General Balance of £60,000 and Earmarked Reserve Balances of £231,000 for Crematorium capital reserve and £297,000 for Crematorium equipment replacement reserve, which represents North Devon’s estimated 60% of the share of the Crematorium total holding.

The Council’s net expenditure on the Comprehensive Income and Expenditure Statement was financed from the following sources:

	2020-21 £000	%
Council Tax	8,969	45%
Government Grants	2,790	14%
Covid Funding	3,201	16%
Non Domestic Rates	4,946	25%
	<b>19,906</b>	100%

## Balance Sheet

The Balance Sheet shows the assets and liabilities of the Council as a whole at 31 March 2021. There are a number of detailed notes that break these figures down and provide further information.

These include details of capital expenditure of the Council on fixed assets such as land and buildings; as distinguished from revenue expenditure or running costs.

During 2020-21, the Council invested £6.166m from its capital resources, analysed as follows:

	2020-21 £000
New assets being constructed	3,764
Purchase of vehicles and IT equipment	945
Providing grants and assistance	1,290
Statutory and Landlord Functions	167
<b>Total</b>	<b>6,166</b>

This compares to £5.454m spent in 2019-20.

Back in 2008-09, the method of accounting for certain elements traditionally accounted for as Capital Expenditure changed. Expenditure incurred on items, which includes disabled facilities grants and affordable housing, is now shown in the accounts as Revenue Expenditure Funded from Capital under Statute. It was previously known as deferred charges.

The legislation still allows the expenditure to be funded from capital resources such as capital receipts. However, the expenditure must be accounted for within the cost of services of the Comprehensive Income and Expenditure Statement together with any grants received to offset expenditure. The difference between expenditure and grant received is reversed out through the Movement in Reserves Statement in order that there is no impact on Council Tax. The reversal reflects the fact that the expenditure has already been funded from capital resources and a corresponding entry is made to the Capital Adjustment Account to reflect this.

The Council plans to spend the following sums in the period 2021-22 to 2024-25:

2021-22	£24.716m
2022-23	£4.935m
2023-24	£2.573m
2024-25	£4.395m
<b>Total</b>	<b>£36.619m</b>

This investment will be financed by:

Capital receipts/borrowing	£18.866m
Earmarked reserves	£2.241m
External grants and contributions	£15.512m
<b>Total</b>	<b>£36.619m</b>

The Balance Sheet contains the Authority's Revenue Reserves, which are summarised below:

31/03/20 £000		31/03/21 £000
1,161	General Revenue Account	1,210
5,395	Earmarked Reserves	16,350
<b>6,556</b>		<b>17,560</b>

## Pension Liabilities

The Net Cost of Services within the Comprehensive Income and Expenditure Statement includes current service costs and past service costs. Net Operating Expenditure includes the Council's share of the return on pension's assets and the net interest cost of the Council's liability due to under-funding.

During the autumn of 2019 our actuary undertook the latest 3-yearly review of the Pension scheme and costs; with the next review due in 2022-23 year. The Local Government Pension Scheme has been reviewed nationally to ensure it meets the objectives of being viable and acceptable to both employees and the employer.

With the effect of the re-valuation of the pension fund and a range of other factors; such as a change in the discount rate assumption, which the actuaries are required to use; the net liability on the pension fund has increased from £55.6m to £71.5m. The Council's liability relating to the Devon County Council defined benefit pension scheme is included within the Balance Sheet and further details is shown in Note 42.

The amount the Council contributes to the Pension Fund is re-assessed every three years; the most recent review was in the autumn of 2019 and took effect from April 2020. The Council has adjusted its contributions in line with the Actuaries recommendations, which have been factored into the Medium Term Financial Strategy (MTFS) 2021-2025.

### **Borrowing for Capital Investment**

The Council has forecast that the capital investment can be fully funded over the investment period. However, the timing and realisation of capital receipts can be impacted by events beyond the control of the Council.

The Council is able to manage its cash flows for projects through internal borrowing and also has authority to borrow from the Public Works Loan Board (PWLB) as outlined in the Treasury Management Annual Investment Strategy.

At the 31<sup>st</sup> March 2021 total external borrowing was £500,000. The timing of any future borrowing is dependent on how the authority manages its treasury activity and due to current low interest rates and reduced returns on investments it is prudent for the Council to 'internally borrow' and use these monies to fund the Capital Programme.

### **Cash Flow Statement**

This statement summarises the inflows and outflows of cash arising from external transactions for both capital and revenue purposes.

### **Collection Fund**

These statements represent the transactions of the Collection Fund, a statutory fund separate from the main accounts of the Authority. The Fund accounts independently for income from council tax and non-domestic rates on behalf of those authorities for which the income has been raised.

### **Accounting Policies**

This section describes the accounting concepts and policies adopted in the preparation of the accounts. It contains a number of technical notes, none of which are unusual or which differ from the concepts adopted by the majority of other Local Authorities. The Council complied with all recommended accounting practices contained within the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21, which is recognised by statute as representing proper accounting practices. These principles provide the basis by which authorities present their net cost of services in the statement of accounts i.e. the classifications of service to be detailed in the service expenditure analysis in the top half of the Comprehensive Income and Expenditure Statement.

### **International Financial Reporting Standards (IFRS)**

International Financial Reporting Standards (IFRSs) are a suite of accounting standards used across the world and are the equivalent of the Financial Reporting Standards (FRSs) that were previously used in the United Kingdom. The 2020-21 financial statements have been produced in accordance with the above standards.

### **Notes to the Accounts**

There are a number of disclosure notes that provide additional information and further explanation to the content of the statements. A glossary of terms is available on request.

### **Balances as at 31 March 2021**

The Council will hold a General Fund Balance of £1.210m and Earmarked Reserve balances of £16.350m at 31 March 2021; providing overall total reserves of £17.560m. These balances enable North Devon Council to remain in a strong financial position to deal with the risks it faces and to continue to deliver upon its priorities set out earlier in the Corporate Plan.

Councillor David Worden .....  
Leader

Ken Miles .....  
Chief Executive

**Key Performance Indicators: 2019–20 and 2020–21 year**

The following performance information was reported as part of Performance & Financial Management for Quarter 4 of 2020-21 to the Strategy & Resources meeting held 5<sup>th</sup> July 2021. It covers the following areas:

- Planning
- Waste and Recycling
- Finance
- Property Services
- Building Control
- Customer Services & Communications
- Environmental Health and Housing

PI Code & Short name	Year	Performance Data Q1	Performance Data Q2	Performance Data Q3	Performance Data Q4	Year End Target	Year End Result	Current Target	Latest Note & History
<b>Planning</b>									
NI 155 <b>Number</b> of affordable homes delivered (cumulative)	2019 - 2020	28	45	74	178		178		
	2020 - 2021	5	40	71	100		100		
NI 157a <b>Percentage</b> of major applications processed within 13 weeks	2019 - 2020	83%	90%	100%	100%		93.25%	45%	
	2020 - 2021	100%	100%	100%	67%		91.75%		
NI 157b <b>Percentage</b> of minor planning applications processed within 8 weeks	2019 - 2020	91%	95.19%	96.6%	95%		94.45%	75%	
	2020 - 2021	97%	93%	96%	98%		96%		
NI 157c <b>Percentage</b> of other applications processed within 8 weeks	2019 - 2020	95%	95.68%	94.1%	96%	85%	95.2%	85%	
	2020 - 2021	91%	98%	98%	98%	85%	96.25%		

PI Code & Short name	Year	Performance Data Q1	Performance Data Q2	Performance Data Q3	Performance Data Q4	Year End Target	Year End Result	Current Target	Latest Note & History
<b>Waste &amp; Recycling</b>									
L82(i) Total percentage domestic waste recycled or composted	2019 - 2020	50.91%	50.77%	47.78%	46.07%			46%	Quarter 4 figures not yet available
	2020 - 2021	51.90%	53%	47.10%					
<b>Finance</b>									
BV8 Percentage of invoices paid on time	2019 - 2020	96.52%	95.76%	95.70%	95.70%	97%	95.92%	97.00%	
	2020 - 2021	96.20%	93.30%	91.30%	92.33%	97%	93.28%		
BV9 Percentage of Council Tax collected	2019 - 2020	28.59%	55.63%	82.33%	96.81%	98%	96.81%	98%	
	2020 - 2021	27.47%	54.63%	81.41%	96.01%	98%	96.01%		
BV78a (M) Speed of processing - new Housing Benefit/Council Tax Benefit claims	2019 - 2020	21.5	17.3	17.8	21.3	28	19.5	28	
	2020 - 2021	27	27.6	23.8	24.1	28	25.6		
BV10 Percentage of Non-domestic Rates Collected	2019 - 2020	31.96%	57.45%	81.30%	97.07%	99.05%	97.07%	99.05%	
	2020 - 2021	21.07%	57.23%	81.68%	95.23%	99.05%	95.23%		
<b>Property Services</b>									
L728 Percentage of the gross internal area of the investment estate currently let	2019 - 2020	95.21%	98.26%	98.26%	98.26%				
	2020 - 2021	98.16%	95.21%	95.21%	95.23%				
L168 Income per car park P&D ticket	2019 - 2020	July £1.69	Sept £1.74	Dec £1.62	Mar £1.41			£1.76	
	2020 - 2021	July £1.79	Sept £1.79	Dec £1.51	Mar £1.40				

PI Code & Short name	Year	Performance Data Q1	Performance Data Q2	Performance Data Q3	Performance Data Q4	Year End Target	Year End Result	Current Target	Latest Note & History
<b>Building Control</b>									
L300 <b>Percentage</b> of Building Regulation Full Plan applications determined in 2 months	2019 - 2020	99%	96%	100%	100%	95%	98.75%	95%	
	2020 - 2021	98%	99%	99%	97%	95%	98.75%		
L301 <b>Percentage</b> of Building Regulation Applications examined within 3 weeks	2019 - 2020	84%	90%	98%	99%	95%	92.75%	95%	
	2020 - 2021	99%	100%	99%	98%	95%	99%		
L302 Average time to first response <b>(Days)</b>	2019 - 2020	12	10	8	7	10	9	10	
	2020 - 2021	5	7	7	7	10	7		
<b>Customer Service &amp; Communications</b>									
L999 <b>Percentage</b> of Feedback Customer Satisfaction	2019 - 2020	57%	49%	40%	59%	50%		50%	Due to lockdown unable to send enough surveys to gauge a sufficient satisfaction result for PI
	2020 - 2021	N/A	N/A	N/A	N/A				
L997 <b>Percentage</b> of Customer Service Satisfaction	2019 - 2020	95%	92%	93%	93%	90%	93%	90%	Unable to send enough surveys due to lockdown. We be able to gauge a sufficient result.
	2020 - 2021	83%	N/A	N/A	N/A	90%			
L998 <b>Percentage</b> of Media Satisfaction Annual	2019 - 2020	Annual				90%	100%	90%	Survey not carried out this year
	2020 - 2021	Annual				N/A	100%		

Environmental Health & Housing									
PI Code & Short name	Year	Performance Data Q1	Performance Data Q2	Performance Data Q3	Performance Data Q4	Year End Target	Year End Result	Current Target	Latest Note & History
LEHH014 Food Hygiene Interventions Completed	2019 - 2020	91	301	457	796	892	796		187 total interventions, although some of these may not have been scheduled as due for 2021. Inspections due 2021 - 5/429 = 1.2% Naturally, Covid restrictions have significantly affected our ability to be compliant with the usual CoP. Other directives as a result of Covid have directed resource to compliance with new restrictions & other reactive work as required
	2020 - 2021	16	2	88	187	429			
LEHH015 Percentage of Food Hygiene Due Interventions Completed	2019 - 2020	10.2%	43.8%	66.3%	88.7%	100%	88.7%	100%	As noted above
	2020 - 2021	2.5%	0.3%	0.6%	1.2%	100%			
LEHH016 Housing Options - Number of Homelessness Prevented & Relieved	2019 - 2020	162	165	113	166		606	Data Only	Prevent 90, Relief 45
	2020 - 2021	102	153	104	135				

LEHH017 Housing Options - <b>Number</b> of Households Accommodated in Temporary Accommodation	2019 - 2020	24	37	29	30		121	Data only	
	2020 - 2021	36	33	33	38		140		
LEHH019 Housing Standards - <b>Number</b> of DFG's Completed & <b>Monies Paid</b>	2019 - 2020	20	68	104	167		96		Cumulative totalling £1,120,562.62
	2020 - 2021	30	56	102	214				
LEHH026 <b>Number</b> of NDC Lets Through DHC	2019 - 2020	70	71	87	88			Data only	
	2020 - 2021	48	98	70	98				
LEHH020 Housing Standards – the <b>level</b> of unmet demand for DFGs	2019 - 2020	£269,616	£163,468	£293,164	£361,260			Data only	
	2020 - 2021	£366,156	£227,416	£300,799	£401,850				

## Statement Of Responsibilities For The Statement Of Accounts

### The Authority's Responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts.

The Accounts and Audit Regulations require the person presiding at the meeting that has approved the Statement of Accounts to sign and date the Accounts accordingly. The Chairman's signature is set out below:

.....  
Chairman, North Devon Council

Date: 20 October 2021

### The Chief Financial Officer's Responsibilities

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

In preparing this Statement of Accounts, the Chief Financial Officer has:

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

The Chief Financial 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.

I certify that the Statement of Accounts presents a true and fair view of the financial position of North Devon Council as at 31 March 2021 and its income and expenditure for the year ended 31 March 2021.

Jon Triggs, Chief Financial Officer

Date: 20 October 2021

## Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement In Reserves Statement.

2019/20				2020/21		
Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Gross Expenditure £000	Gross Income £000	Net Expenditure £000
4,574	(3,448)	1,126	Corporate & Community	4,863	(3,390)	1,473
5,214	(3,590)	1,624	Environmental Health & Housing	4,930	(3,255)	1,675
24,461	(21,545)	2,916	Resources	23,975	(21,282)	2,693
3,162	(1,870)	1,292	Place	2,882	(1,510)	1,372
3,799	(659)	3,140	Corporate Services	2,347	(379)	1,968
10,436	(7,033)	3,403	Operational Services	10,999	(5,383)	5,616
<b>51,646</b>	<b>(38,145)</b>	<b>13,501</b>	<b>Cost of services</b>	<b>49,996</b>	<b>(35,199)</b>	<b>14,797</b>
2,104	(326)	1,778	Other operating expenditure (Note 12)	2,413	(76)	2,337
1,686	(425)	1,261	Financing and investment income and expenditure (Note 13)	1,194	(399)	795
32	(14,978)	(14,946)	Taxation and non-specific grant income and expenditure (Note 14)	5,869	(25,775)	(19,906)
<b>55,468</b>	<b>(53,874)</b>	<b>1,594</b>	<b>(Surplus) or deficit on Provision of Services</b>	<b>59,472</b>	<b>(61,449)</b>	<b>(1,977)</b>
0	(2,901)	(2,901)	Surplus or deficit on revaluation of property, plant and equipment assets	0	(5,068)	(5,068)
0	(9,596)	(9,596)	Re-measurements of the net defined benefit liability	13,749	0	13,749
<b>0</b>	<b>(12,497)</b>	<b>(12,497)</b>	<b>Other Comprehensive (Income)/Expenditure</b>	<b>13,749</b>	<b>(5,068)</b>	<b>8,681</b>
<b>55,468</b>	<b>(66,371)</b>	<b>(10,903)</b>	<b>Total Comprehensive (Income)/Expenditure</b>	<b>73,221</b>	<b>(66,517)</b>	<b>6,704</b>

## Movement In Reserves Statement

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus (or Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance £000	Earmarked General Fund Reserves £000	Total General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Balance at 31<sup>st</sup> March 2019</b>	1,161	5,468	6,629	0	2,389	9,018	18,713	27,731
<b><u>Movement in Reserves during 2019/20</u></b>								
Total Comprehensive Income and Expenditure	(1,594)	0	(1,594)	0	(1,594)	12,497	10,903	
Adjustments between accounting basis and funding basis under regulations (Note 10)	1,521	0	1,521	0	779	2,300	(2,300)	0
Transfers to/(from) Earmarked Reserves (Note 11)	73	(73)	0	0	0	0	0	0
<b>Increase/decrease in 2019/20</b>	<b>0</b>	<b>(73)</b>	<b>(73)</b>	<b>0</b>	<b>779</b>	<b>706</b>	<b>10,197</b>	<b>10,903</b>
<b>Balance at 31<sup>st</sup> March 2020 carried forward</b>	<b>1,161</b>	<b>5,395</b>	<b>6,556</b>	<b>0</b>	<b>3,168</b>	<b>9,724</b>	<b>28,910</b>	<b>38,634</b>

	General Fund Balance £000	Earmarked General Fund Reserves £000	Total General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Balance at 31<sup>st</sup> March 2020</b>	1,161	5,395	6,556	0	3,168	9,724	28,910	38,634
<b><u>Movement in Reserves during 2020/21</u></b>								
Total Comprehensive Income and Expenditure	1,977	0	1,977	0	0	1,977	(8,681)	(6,704)
Adjustments between accounting basis and funding basis under regulations (Note 10)	9,027	0	9,027	0	(708)	8,319	(8,319)	0
Transfers to/(from) Earmarked Reserves (Note 11)	(10,955)	10,955	0	0	0	0	0	0
<b>Increase/decrease in 2020/21</b>	<b>49</b>	<b>10,955</b>	<b>11,004</b>	<b>0</b>	<b>(708)</b>	<b>10,296</b>	<b>(17,000)</b>	<b>(6,704)</b>
<b>Balance at 31<sup>st</sup> March 2021 carried forward</b>	<b>1,210</b>	<b>16,350</b>	<b>17,560</b>	<b>0</b>	<b>2,460</b>	<b>20,020</b>	<b>11,910</b>	<b>31,930</b>

## Balance Sheet

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

31 <sup>st</sup> March 2020		Notes	31 <sup>st</sup> March 2021
£000			£000
84,171	Property, Plant and Equipment	15	90,763
923	Heritage Assets	16	923
4,927	Investment Property	17	5,098
249	Intangible Assets	18	282
112	Long Term Debtors	19	709
<b>90,382</b>	<b>Long Term Assets</b>		<b>97,775</b>
146	Inventories	20	154
4,097	Short Term Debtors	22	17,384
16,621	Cash and Cash Equivalents	23	23,861
500	Short Term Investments		0
<b>21,364</b>	<b>Current Assets</b>		<b>41,399</b>
(757)	Short Term Borrowing	19	0
(9,891)	Short Term Creditors	25	(28,874)
(761)	Donated Assets Account	35	(761)
(763)	Provisions	26	(726)
<b>(12,172)</b>	<b>Current Liabilities</b>		<b>(30,361)</b>
(501)	Long Term Borrowing	19	(501)
(55,566)	Defined Benefit Pension Scheme Liability	42	(71,548)
(4,803)	Capital Grants Receipts in Advance	35	(4,764)
(70)	Other Long Term Liabilities		(70)
<b>(60,940)</b>	<b>Long Term Liabilities</b>		<b>(76,883)</b>
<b>38,634</b>	<b>Net Assets</b>		<b>31,930</b>
9,724	Usable Reserves		20,020
28,910	Unusable Reserves	27	11,910
<b>38,634</b>	<b>Total Reserves</b>		<b>31,930</b>

## Cash Flow Statement

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

<b>2019/20</b>		<b>2020/21</b>
<b>£000</b>		<b>£000</b>
1,594	Net (surplus) or deficit on the provision of services	(1,977)
(7,775)	Adjustments to net surplus or deficit on the provision of services for non cash movements	(6,741)
148	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	54
(6,033)	Net cash flows from Operating Activities (Note 28)	(8,664)
4,444	Investing Activities (Note 29)	5,031
(6,183)	Financing Activities (Note 30)	(3,607)
(7,772)	Net (increase) or decrease in cash and cash equivalents	(7,240)
(8,849)	Cash and cash equivalents at the beginning of the reporting period	(16,621)
<b>(16,621)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>(23,861)</b>

## Collection Fund

These Statements represent the transactions of the Collection Fund, a statutory fund separate from the main accounts of the Authority. The Fund accounts independently for income from council tax and non-domestic rates on behalf of those authorities for which the income has been raised.

### 2020/21 Collection Fund

	Business Rates £000	Council Tax £000	Total £000	Notes
<b><u>INCOME</u></b>				
Council Tax Receivable	0	69,848	69,848	40
Business Rates Receivable	11,819	0	11,819	41
Transitional Protection Payments Payable	(445)	0	(445)	
	11,374	69,848	81,222	
<b><u>Contribution to Previous Year's Deficit</u></b>				
Central Government	0	0	0	
North Devon Council	0	0	0	
Devon County Council	73	0	73	
Devon & Somerset Fire & Rescue Service	0	0	0	
Devon and Cornwall Police (PCC)	0	0	0	
	73	0	73	
<b>Total Income</b>	<b>11,447</b>	<b>69,848</b>	<b>81,295</b>	
<b><u>EXPENDITURE</u></b>				
<b><u>Apportionment of Previous Year Surplus</u></b>				
Central Government	157	0	157	
North Devon Council	57	57	114	
Devon County Council	0	428	428	
Devon & Somerset Fire & Rescue Service	1	27	28	
Devon and Cornwall Police (PCC)	0	65	65	
	215	577	792	
<b><u>Precepts, Demands and Shares</u></b>				
Central Government	15,892	0	15,892	
North Devon Council	12,714	8,887	21,601	
Devon County Council	2,861	49,761	52,622	
Devon & Somerset Fire & Rescue Service	318	3,051	3,369	
Devon and Cornwall Police (PCC)	0	7,662	7,662	
	31,785	69,361	101,146	
<b><u>Charges to Collection Fund</u></b>				
Write offs of uncollectable amounts	75	74	149	
Increase/(Decrease) in provision for bad debts	297	830	1,127	
Increase/(Decrease) in provision for appeals	46	0	46	
Disregarded amounts	353	0	353	
Cost of Collection	212	0	212	
	983	904	1,887	
<b>Total Expenditure</b>	<b>32,983</b>	<b>70,842</b>	<b>103,825</b>	
(Deficit)/Surplus for the year	(21,536)	(994)	(22,530)	
Balance at beginning of the year	(115)	1,473	1,358	
<b>(Deficit)/Surplus at 31 March 2021</b>	<b>(21,651)</b>	<b>479</b>	<b>(21,172)</b>	

The (£21,651k) represents the overall deficit on the non-domestic rate element of the Collection Fund at 31 March 2021. Of this balance 40% is attributable to North Devon Council, which equates to (£8,660k).

The £479k represents the overall surplus on the council tax element of the Collection Fund at 31 March 2021. Of this balance 13% is attributable to North Devon Council, which equates to £62k.

## 2019/20 Collection Fund

	Business Rates £000	Council Tax £000	Total £000	Notes
<b><u>INCOME</u></b>				
Council Tax Receivable	0	66,925	66,925	40
Business Rates Receivable	32,349	0	32,349	41
Transitional Protection Payments Payable	(405)	0	(405)	
	31,944	66,925	98,869	
<b><u>Contribution to Previous Year's Deficit</u></b>				
Central Government	215	0	215	
North Devon Council	285	0	285	
Devon County Council	205	0	205	
Devon & Somerset Fire & Rescue Service	7	0	7	
Devon and Cornwall Police (PCC)	0	0	0	
	712	0	712	
<b>Total Income</b>	<b>32,656</b>	<b>66,925</b>	<b>99,581</b>	
<b><u>EXPENDITURE</u></b>				
<b><u>Apportionment of Previous Year Surplus</u></b>				
Central Government	0	0	0	
North Devon Council	0	77	77	
Devon County Council	0	574	574	
Devon & Somerset Fire & Rescue Service	0	36	36	
Devon and Cornwall Police (PCC)	0	81	81	
	0	768	768	
<b><u>Precepts, Demands and Shares</u></b>				
Central Government	15,539	0	15,539	
North Devon Council	12,431	8,282	20,713	
Devon County Council	2,797	46,994	49,791	
Devon & Somerset Fire & Rescue Service	311	2,937	3,248	
Devon and Cornwall Police (PCC)	0	7,207	7,207	
	31,078	65,420	96,498	
<b><u>Charges to Collection Fund</u></b>				
Write offs of uncollectable amounts	259	278	537	
Increase/(Decrease) in provision for bad debts	43	332	375	
Increase/(Decrease) in provision for appeals	74	0	74	
Disregarded amounts	225	0	225	
Cost of Collection	209	0	209	
	810	610	1,420	
<b>Total Expenditure</b>	<b>31,888</b>	<b>66,798</b>	<b>98,686</b>	
(Deficit)/Surplus for the year	768	127	895	
Balance at beginning of the year	(883)	1,346	463	
<b>(Deficit)/Surplus at 31 March 2020</b>	<b>(115)</b>	<b>1,473</b>	<b>1,358</b>	

The (£115k) represents the overall deficit on the non-domestic rate element of the Collection Fund at 31 March 2020. Of this balance 40% is attributable to North Devon Council, which equates to (£46k). The £1,473k represents the overall surplus on the council tax element of the Collection Fund at 31 March 2020. Of this balance 9.8% is attributable to North Devon Council, which equates to £144k.

## Notes To The Accounts

### 1. Accounting Policies

#### i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2020/21 financial year and its position at the year-end of 31<sup>st</sup> March 2021. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those Regulations require to be prepared in accordance with proper accounting practices.

These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, supported by International Financial Reporting Standards (IFRS).

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

These statements have been compiled on the basis of the Council remaining a going concern and all amounts have been rounded to the nearest £1,000.

#### ii. Comprehensive Income and Expenditure Statement

Expenditure on services and income relating to or derived from those services is classified in the Comprehensive Income and Expenditure Statement in accordance with CIPFA Code of Local Authority Accounting in the UK. The 2020/21 Code requires that authorities present expenditure and income on services on the basis of its reportable segments. These reportable segments are based on the authority's internal management reporting structure. Previously there was a requirement to present expenditure and income in accordance with the Service Expenditure Code of Practice (SERCOP).

#### iii. Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risk and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the

transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.

- Revenue from council tax and business rates is measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received including services provided by employees are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue 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 debts may not be settled, the balance sheet of debtors is written down and a charge made to revenue for the income that might not be collected.
- A de minimis level of £5,000 is normally applied to any manual adjustments made.
- The Council has adopted IFRS 15 Revenue from Contracts with Customers in accordance with the Code, however, this has had no material impact upon the Financial Statements.

**iv. 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 highly liquid 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 Authority's cash management.

**v. Material Items**

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

**vi. 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 estimate are accounted for prospectively i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless otherwise stated) 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.

**vii. Charges to Revenue for Non Current Assets**

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

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

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement (equal to either an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance).

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance by way of an adjusting transaction with the Capital Adjustment Account in the Movement In Reserves Statement for the difference between the two.

**viii. Employee Benefits**Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Authority.

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards.

In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

Post Employment Benefits

Employees of the Authority are members of the Local Government Pension Scheme (LGPS), administered by Devon County Council.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority.

Local Government Pension Scheme

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

- The liabilities of the Devon County pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.00% (annualised yield on the Merrill Lynch AA rated corporate bond yield curve).
- The assets of the Devon County pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
  - Quoted securities – current bid price
  - Unquoted securities – professional estimate
  - Unitised securities – current bid price
  - Property – market value
- The change in the net pensions liability is analysed into the following components:
  - Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statements to the services for which the employees worked.
  - Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.
  - Net interest cost – the net interest expense for the authority – the change during the period in the net defined benefit liability that arises from the passage of time; charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit liability at the beginning of the period – taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments.
  - Return on plan assets – excluding amounts included in net interest on the net defined benefit liability - charged to the

## Pensions Reserve as Other Comprehensive Income and Expenditure

- Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- Contributions paid to the Devon County pension fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

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

### Discretionary Benefits

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

### **ix. Events after the Reporting Period**

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

- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect,

disclosure is made in the notes of the nature of the events and their estimated financial effect.

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

**x. Financial Instruments**

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost.

Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

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

Financial Assets

Financial assets are subsequently measured in one of two ways:

- amortised cost – assets whose contractual terms are basic lending arrangements (i.e. they give rise on specified dates to cash flows that are solely payments of principal or interest on the principal amount outstanding, which the Council holds under a business model whose objective is to collect those cash flows)
- Fair value – all other financial assets

Amortised cost assets are measured in the Balance Sheet at the outstanding principal repayable (plus accrued interest). Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) are based

on the carrying amount of the asset, multiplied by the effective rate of interest for the instrument. Any gains or losses in fair value that might arise are not accounted for until the instrument matures or is sold.

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

Changes in the value of assets carried at fair value (described as Fair Value through Profit or Loss) are debited/credited to the Financing and Investment Income and Expenditure line in the CIES as they arise.

As North Devon Council does not hold any equity investments there has been no impact of the introduction of IFRS 9; all the Financial Instruments held by North Devon Council relate to surplus cash invested in fixed term temporary deposit investments and notice accounts held for the interest they accrue.

IFRS 15 revenue from contracts with customers has been adopted by the 2018/19 Accounting Code with an application date of 1<sup>st</sup> April 2018. IFRS 15 introduces a five step process for recognising revenue based on the transfer of control rather than the previous transfer of risk and reward. There has been no material impact on the revenue recognised in relation to the contracts entered into by North Devon Council.

**xi. Foreign Currency Translation**

Where the Authority has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31<sup>st</sup> March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

The Authority has a policy to deal in sterling only; therefore there are no foreign currency transactions in 2020/21.

**xii. Government Grants and Contributions**

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

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

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

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

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

**xiii. Intangible Assets**

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

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

An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

There were no impairments, disposals or abandonment of intangible assets during 2020/21.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

**xiv. Interests in Companies and Other Entities**

The Authority has no material interests in companies and other entities that have the nature of Subsidiaries, Associates and Joint Ventures and requiring the preparation of group accounts.

Although the Council does not have arrangements that give rise to the full adoption of Group Accounts the North Devon Crematorium has been treated as a Joint Operation with Torridge District Council.

The arrangements are based upon an estimated 60:40 split of all assets and liabilities. The Comprehensive Income and Expenditure Statement and Balance Sheet include this Authority's share (60%) of the income, expenditure, assets and liabilities of the Crematorium.

**xv. Inventories and Long Term Contracts**

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the FIFO costing formula.

Long-term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services and the value of works and services received under the contract during the financial year.

**xvi. Investment Property**

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

Investment properties are measured initially at cost and subsequently at fair value, based on the highest and best price at which the asset could be exchanged between knowledgeable parties at arms length. Properties are not depreciated but are re-valued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

#### **xvii. Leases**

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

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

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment and accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

#### The Authority As Lessee

##### *Finance Leases*

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they incurred.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement)

Property, plant and equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Authority at the end of the lease period).

The Authority is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution on the General Fund Balance by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### Operating Leases

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

### The Authority as Lessor

#### Finance Leases

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet 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.

A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- Finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement)

The gain credited to the Comprehensive Income and Expenditure Statement 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 in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement.

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

### Operating Leases

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

### **xviii. Overheads and Support Services**

Costs of overheads and support services are not recharged to front line services and are shown in the Comprehensive Income and Expenditure Statement in the cost of services, which is line with our internal reporting method.

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

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

### Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably.

Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. Expenditure is treated as revenue expenditure in nature unless the expenditure exceeds £10,000. (Exceptions to this would include where schemes cross financial years and where we have projects attracting specific grant income that must be applied to capital expenditure).

### Measurement

Assets are initially measured at cost, comprising:

- The purchase price
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management
- The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located

The Authority does not capitalise borrowing costs incurred whilst assets are under construction.

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

Donated assets are measured initially at current value. The difference between current value and any consideration paid is credited to the Taxation and Non Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets 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.

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

- Infrastructure, community assets and assets under construction – depreciated historical cost
- All other assets – existing use value – Where prices for comparable properties are available in an active market, properties are valued at market value taking into account the existing use. Where no market exists or the property is specialised, current value is measured at depreciated replacement cost (DRC).

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

Where decreases in value are identified, they are accounted for by:

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

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

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

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).

- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

## Depreciation

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

Depreciation is calculated on the following bases:

- Dwellings and other buildings – straight line allocation over the useful life of the property as estimated by the valuer, ranging from 5 up to 100 years
- Vehicles, plant, furniture and equipment – straight line allocation ranging from 3 to 25 years
- Infrastructure – straight line allocation ranging from 5 to 100 years

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

The Authority holds one asset containing major components, namely Brynsworthy Environment Centre. The valuation of this asset has been accounted for separately with different estimated lives and thus been depreciated separately within the financial statements.

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

## Surplus Assets and Disposals

Surplus assets are measured for their economic benefit at fair value under IFRS 13.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to Government. The balance of receipts is required to be credited to the Capital Receipts Reserve and can then only be used for new capital investment (or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement (England and Wales))). 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 fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

## **xx Heritage Assets**

Heritage assets are valued at cost, insurance valuation or other appropriate methods depending on the nature of the asset.

The Authority's Heritage Assets are held in the Authority's Museum and surrounding grounds. The Museum has a number of collections of heritage assets, which are held in support of the primary objective of the Authority's Museum, ie increasing the knowledge, understanding and appreciation of the Authority's history and local area.

Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The Authority's collections of heritage assets are deemed to have indeterminate lives hence the Authority does not consider it appropriate to charge depreciation.

The carrying amount of heritage assets are reviewed where there is evidence of impairment for heritage assets, eg where an item has suffered physical deterioration or breakage or where doubts arise to its authenticity. Any impairment is recognised and measured in

accordance with the Authority's general policies on impairment – see above note on property, plant and equipment in this summary of significant accounting policies. The Museum may occasionally dispose of heritage assets that have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment.

## **xxi. Provisions, Contingent Liabilities And Contingent Assets**

### Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential and a reliable estimate can be made of the amount of the obligation. For instance, the Authority 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 in the year that the Authority becomes aware of the obligation and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

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

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

### Contingent Liabilities

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

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

#### Contingent Assets

A contingent asset arises where an event has taken place that gives the Authority 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 Authority.

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

#### **xxii. Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement.

When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

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

#### **xxiii. Revenue Expenditure Funded From Capital Under Statute**

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

#### **xxiv. VAT**

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

## **xxv. Minimum Revenue Provision**

The Prudential code requires that all capital expenditure is financed by a credit to the Capital Adjustment Account. If funding is not immediately available then a capital financing requirement (CFR) arises.

Essentially the CFR has to be mitigated over time on a prudent basis by making a “minimum revenue provision”. This is a charge to the General Fund made from the “Adjustments between Accounting Basis and Funding Basis under Regulation” and the Capital Adjustment account. The basis of estimation adopted by the Authority comprises of the following elements:

1. Finance leases have the capital financing applied on a straight line basis over the life of the lease contract.
2. All other assets that are not finance leases have their capital financing calculated on a straight line basis over the life of the asset.

## 2. EXPENDITURE & FUNDING ANALYSIS

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

### 2020/21

	As reported for resource management	Adjustments to arrive at the net amount chargeable to the General Fund	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting Basis	Net expenditure in the Comprehensive Income and Expenditure Statement
	£000	£000	£000	£000	£000
Corporate & Community Services	2,950	0	2,950	(1,477)	1,473
Environmental Health & Housing Resources	1,567	0	1,567	108	1,675
Place	1,306	435	1,741	952	2,693
Corporate Services	1,100	0	1,100	272	1,372
Operational Services	2,404	0	2,404	(436)	1,968
	3,674	0	3,674	1,942	5,616
<b>Net Cost of Services</b>	<b>13,001</b>	<b>435</b>	<b>13,436</b>	<b>1,361</b>	<b>14,797</b>
Other Income & Expenditure	(13,594)	(10,846)	(24,440)	7,666	(16,774)
<b>(Surplus) or Deficit</b>	<b>(593)</b>	<b>(10,411)</b>	<b>(11,004)</b>	<b>9,027</b>	<b>(1,977)</b>

### 2019/20

	As reported for resource management	Adjustments to arrive at the net amount chargeable to the General Fund	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting Basis	Net expenditure in the Comprehensive Income and Expenditure Statement
	£000	£000	£000	£000	£000
Corporate & Community Services	1,991	0	1,991	(864)	1,127
Environmental Health & Housing Resources	1,335	0	1,335	289	1,624
Place	1,858	68	1,926	990	2,916
Corporate Services	950	0	950	342	1,292
Operational Services	2,921	0	2,921	219	3,140
	1,660	0	1,660	1,743	3,403
<b>Net Cost of Services</b>	<b>10,715</b>	<b>68</b>	<b>10,783</b>	<b>2,719</b>	<b>13,502</b>
Other Income & Expenditure	(10,956)	246	(10,710)	(1,197)	(11,907)
<b>(Surplus) or Deficit</b>	<b>(241)</b>	<b>314</b>	<b>73</b>	<b>1,522</b>	<b>1,595</b>

### 3. NOTE TO THE EXPENDITURE & FUNDING ANALYSIS

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

#### 2020/21

	Investment properties reported at Directorate level Note (a)	Transfers To/From Earmarked Reserves (b)	Provisions and Reserve Transfers (c)	Total to arrive at amount charged to the General Fund	Adjustment for capital purposes Note (d)	Net change for the Pensions adjustment Note (e)	Other differences Note (f)	Total adjustment between funding and accounting basis
	£000	£000	£000	£000	£000	£000	£000	£000
Corporate & Community Services	0	0	0	0	(1,704)	226	1	(1,477)
Environmental Health & Housing Resources	0	0	0	0	(115)	222	1	108
Place	435	0	0	435	686	265	1	952
Corporate Services	0	0	0	0	17	253	2	272
Operational Services	0	0	0	0	163	(600)	1	(436)
	0	0	0	0	1,348	592	2	1,942
<b>Net Cost of Services</b>	<b>435</b>	<b>0</b>	<b>0</b>	<b>435</b>	<b>395</b>	<b>958</b>	<b>8</b>	<b>1,361</b>
Other Income & Expenditure	(435)	(10,954)	543	(10,846)	(2,185)	1,275	8,576	7,666
<b>(Surplus) or Deficit</b>	<b>0</b>	<b>(10,954)</b>	<b>543</b>	<b>(10,411)</b>	<b>(1,790)</b>	<b>2,233</b>	<b>8,584</b>	<b>9,027</b>

#### 2019/20

	Investment properties reported at Directorate level Note (a)	Transfers To/From Earmarked Reserves (b)	Provisions and Reserve Transfers (c)	Total to arrive at amount charged to the General Fund	Adjustment for capital purposes Note (d)	Net change for the Pensions adjustment Note (e)	Other differences Note (f)	Total adjustment between funding and accounting basis
	£000	£000	£000	£000	£000	£000	£000	£000
Corporate & Community Services	0	0	0	0	(1,153)	287	2	(864)
Environmental Health & Housing Resources	0	0	0	0	24	263	2	289
Place	68	0	0	68	659	330	1	990
Corporate Services	0	0	0	0	9	331	2	342
Operational Services	0	0	0	0	136	81	2	219
	0	0	0	0	1,022	718	3	1,743
<b>Net Cost of Services</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>697</b>	<b>2,010</b>	<b>12</b>	<b>2,719</b>
Other Income & Expenditure	(68)	73	241	246	(2,468)	1,450	(179)	(1,197)
<b>(Surplus) or Deficit</b>	<b>0</b>	<b>73</b>	<b>241</b>	<b>314</b>	<b>(1,771)</b>	<b>3,460</b>	<b>(167)</b>	<b>1,522</b>

- (a) The authority includes investment properties in the Resources Directorate, however, this is reported in the financial statements under Financing and investment income and expenditure below cost of services and therefore, this table shows the item being reallocated.
- (b) The authority makes in-year transfers to/from Earmarked Reserves.
- (c) The in-year net surplus is transferred to Earmarked Reserves (See Narrative Report) for details
- (d) In general this column adds in depreciation, impairments and revaluation gains and losses. It also adjusts for capital disposals with a transfer of the income on the disposal and the amounts written-off. Minimum Revenue Provision (MRP) is deducted because it is not chargeable under generally accepted practices. Adjustments are also made to recognise capital grant income.
- (e) This shows which lines have been affected by the removal of pension contributions and replaced with IAS 19 debits and credits.
- (f) This column includes timing differences for debits and credits relating to premiums or discounts on debt settlement and variations in the amount chargeable for NDR and Council Tax under statute and the Code.

#### **4. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED**

Paragraph 3.3.4.3 of the Code of Practice requires that the Authority discloses 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 requirement applies to accounting standards that come into effect for financial years commencing on or before 1 January of the financial year in question.

There are no changes in accounting requirements for 2021-22 that are anticipated to have a material impact on the Council's financial performance or financial position.

In response to the Covid 19 pandemic, CIPFA/LASAAC deferred the implementation of IFRS 16 Leases in the public sector until 1 April 2022. This will require lessees to recognise assets subject to leases as right-of-use assets on their balance sheet, along with corresponding lease liabilities (there are exceptions for low-value and short-term leases). Impact on future years not yet known.

#### **5. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES**

In applying the accounting policies set out in Note 1. above, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- There is a high degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.

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

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

The items in the Authority’s Balance Sheet at 31<sup>st</sup> March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

<u>Item</u>	<u>Uncertainties</u>	<u>Effect if actual results differ from assumptions</u>
Property, Plant and Equipment	<p>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 Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.</p> <p>Asset values are based upon market prices, and are periodically reviewed to ensure the Council does not materially misstate its non-current &amp; investment assets. The Council's Valuers provided valuations as at 31<sup>st</sup> March 2021.</p> <p>The Covid-19 pandemic has had a global impact on financial markets. This makes judgements around valuations much more challenging as the previous market evidence which is used to inform valuations is less reliable given the substantially increased market uncertainty.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall.</p> <p>A reduction in the estimated valuations would result in reductions to the revaluation reserve, and/or a loss recorded as appropriate to the Comprehensive Income and Expenditure statement. The net book value of assets subject to potential revaluation is £84m. If the valuations on these assets were to reduce/increase by 10% there would be a movement on the revaluation reserve or Comprehensive Income and Expenditure statement of £8.4m.</p>
Property Plant and	<p>Valuations are generally undertaken within guidance provided by the</p>	

<u>Item</u>	<u>Uncertainties</u>	<u>Effect if actual results differ from assumptions</u>
Equipment and Investment Properties	<p>Royal Institution of Chartered Surveyors (RICS) “Red Book”. RICS current guidance is that valuations should be reported on the basis of “material valuation uncertainty”. This means that less certainty and a higher degree of caution should be attached to valuations than would normally be the case.</p> <p>A significant proportion of our assets, 41% by value, in excess of £34m, and over half of those within the top 20, are valued on a DRC basis. The continued volatility in the construction sector and specifically with construction costs, creates an ongoing uncertainty in this sector. For example a 10% upward movement in constructions costs will have an effect on overall value at a minimum of the same percentage, i.e. £3.4m.</p> <p>There is also a level of uncertainty in the market sector, with the ability of tenants to run their business and therefore pay their rents, with the implications of COVID (Staff having to isolate, the end of Furlough support), which needs to be taken into account.</p> <p>Considering the above we as a Council concur with the view of our RICS valuer that Depreciated Replacement Cost and Investment assets totalling £39.498m are subject to the Material Uncertainty in our estimations note within our financial statements.</p> <p>As the future impact of Covid-19 on real estate markets is unknown, property valuations will be kept under review.</p>	

<u>Item</u>	<u>Uncertainties</u>	<u>Effect if actual results differ from assumptions</u>
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability by £2.9m.</p> <p>A 1 year increase in longevity rates would increase the pension liability by £7.3m.</p> <p>However, the assumptions interact in complex ways.</p>
Pension Assets	<p>The value of pension assets is estimated based upon information available at the Balance Sheet date, but these valuations may be earlier than the Balance Sheet date.</p> <p>The Devon County Pension Fund, of which North Devon District Council is an admitted body, holds investments in property. The Devon County Pension Fund property assets attributable to North Devon District Council account for £6.554m (8%) of total assets.</p> <p>The Council receives income from business rates which forms part of its funding of its revenue budget. Due to the uncertain impact of Covid-19 on businesses and potential rateable value appeals it is possible that current assumptions may not be fully accurate.</p>	<p>The actual valuations at the Balance Sheet date, which may not be available until some time later, may give a different value of pension assets, but this difference is not considered to be material.</p>
Business Rates		<p>Whilst the uncertainty around Covid-19 means any estimate of the impact would be highly uncertain, the impact would feed through in to the collection fund balance which would then be taken account of in future years' budgets.</p>
Arrears	<p>At 31<sup>st</sup> March 2021, the Authority had a balance of sundry debtors of £3.431m. A review of significant balances suggested that an impairment of doubtful debtors of 43.8% (£1.504m) was appropriate.</p>	<p>If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional £1.504m to set aside as an allowance.</p>

<u>Item</u>	<u>Uncertainties</u>	<u>Effect if actual results differ from assumptions</u>
	<p>However, in the current economic climate and the uncertainties with COVID-19, it is not certain that such an allowance would be sufficient.</p>	

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price.

## 7. **EVENTS AFTER THE BALANCE SHEET DATE**

The Statement of Accounts was authorised for issue by the Chief Financial Officer (Head of Resources) on 26 July 2021. 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 2021, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

## 8. EXPENDITURE AND INCOME ANALYSED BY NATURE

The authority's expenditure and income is analysed as follows:

2019/20 £000		2020/21 £000
	<b>Expenditure</b>	
16,892	Employee Benefits	15,852
10,454	Other Service Expenses	16,354
20,145	Housing Benefit Payments	19,214
1,476	Interest Payments	1,285
2,086	Precepts & Levies	2,405
4,407	Capital Financing	4,354
8	Loss on Disposal of Non Current Asset	8
<b>55,468</b>	<b>Total Expenditure</b>	<b>59,472</b>
	<b>Income</b>	
(8,369)	Council Tax (Incl Parish Precepts)	(8,969)
(4,820)	Non Domestic Rates	(4,946)
(1,789)	Non Specific Government Grants	(2,171)
(4,750)	Other Government Grants	(13,548)
(19,853)	Housing Benefit Subsidy	(19,095)
(168)	Interest & Investment income	(55)
(2,810)	Other Grants	(3,838)
(10,989)	Receipts	(8,751)
(326)	Gain on Disposal of Non Current Asset	(76)
<b>(53,874)</b>	<b>Total Income</b>	<b>(61,449)</b>
<b>1,594</b>	<b>(surplus)/Deficit on provision of services</b>	<b>(1,977)</b>

## 9. SEGMENT REPORTING

Income received on a segmental basis is analysed below:

2019/20 £000		2020/21 £000
(145)	Corporate & Community Services	(118)
(928)	Environmental Health & Housing	(765)
(1,066)	Resources	(870)
(1,593)	Place	(1,411)
(243)	Corporate Services	(206)
(7,014)	Operational Services	(5,381)
<b>(10,989)</b>	<b>Total analysed on a segmental basis</b>	<b>(8,751)</b>

## 10. **ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS**

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

	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>2020/21</b>						
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,579	0	0	2,579	(2,579)	0
Revaluation (Gain)/loss on Property Plant and Equipment	302	0	0	302	(302)	0
Movements in the fair value of Investment Properties	(258)	0	0	(258)	258	0
Amortisation of intangible assets	87	0	0	87	(87)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	83	0	0	83	(83)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(541)	0	0	(541)	541	0
Capital expenditure charged against the General Fund	(3,980)	0	0	(3,980)	3,980	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,482)	0	3,863	(619)	619	0
Application of grants to capital financing transferred to Capital Adjustment Account	4,571	0	(4,571)	0	0	0
<b>involving the Capital Receipts Reserve:</b>						
		<b>Adjustments primarily</b>				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(152)	152	0	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	(152)	0	(152)	152	0

2020/21	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,579	0	0	2,579	(2,579)	0
Revaluation (Gain)/loss on Property Plant and Equipment	302	0	0	302	(302)	0
Movements in the fair value of Investment Properties	(258)	0	0	(258)	258	0
Amortisation of intangible assets	87	0	0	87	(87)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	83	0	0	83	(83)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(541)	0	0	(541)	541	0
Capital expenditure charged against the General Fund	(3,980)	0	0	(3,980)	3,980	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,482)	0	3,863	(619)	619	0
Application of grants to capital financing transferred to Capital Adjustment Account	4,571	0	(4,571)	0	0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	0	0	0	0	0	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	0	0
<b>Adjustments primarily involving the Pensions Reserve:</b>						

2020/21	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,579	0	0	2,579	(2,579)	0
Revaluation (Gain)/loss on Property Plant and Equipment	302	0	0	302	(302)	0
Movements in the fair value of Investment Properties	(258)	0	0	(258)	258	0
Amortisation of intangible assets	87	0	0	87	(87)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	83	0	0	83	(83)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(541)	0	0	(541)	541	0
Capital expenditure charged against the General Fund	(3,980)	0	0	(3,980)	3,980	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,482)	0	3,863	(619)	619	0
Application of grants to capital financing transferred to Capital Adjustment Account	4,571	0	(4,571)	0	0	0
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	4,822	0	0	4,822	(4,822)	0
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,589)	0	0	(2,589)	2,589	0
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						

2020/21	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,579	0	0	2,579	(2,579)	0
Revaluation (Gain)/loss on Property Plant and Equipment	302	0	0	302	(302)	0
Movements in the fair value of Investment Properties	(258)	0	0	(258)	258	0
Amortisation of intangible assets	87	0	0	87	(87)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	83	0	0	83	(83)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(541)	0	0	(541)	541	0
Capital expenditure charged against the General Fund	(3,980)	0	0	(3,980)	3,980	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,482)	0	3,863	(619)	619	0
Application of grants to capital financing transferred to Capital Adjustment Account	4,571	0	(4,571)	0	0	0
Amount by which council tax income credited is different from council tax income calculated for the year in accordance with statutory requirements	82	0	0	82	(82)	0
Amount by which business rate income credited is different from business rate income calculated for the year in accordance with statutory requirements	8,495	0	0	8,495	(8,495)	0

2020/21	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,579	0	0	2,579	(2,579)	0
Revaluation (Gain)/loss on Property Plant and Equipment	302	0	0	302	(302)	0
Movements in the fair value of Investment Properties	(258)	0	0	(258)	258	0
Amortisation of intangible assets	87	0	0	87	(87)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	83	0	0	83	(83)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(541)	0	0	(541)	541	0
Capital expenditure charged against the General Fund	(3,980)	0	0	(3,980)	3,980	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,482)	0	3,863	(619)	619	0
Application of grants to capital financing transferred to Capital Adjustment Account	4,571	0	(4,571)	0	0	0
<b>Adjustment primarily involving the Accumulated Absences Account:</b>						
Amount by which officer remuneration charged on an accruals basis is different from the remuneration chargeable in the year in accordance with statutory requirements	8	0	0	8	(8)	0
<b>Total Adjustments</b>	<b>9,027</b>	<b>0</b>	<b>(708)</b>	<b>8,319</b>	<b>(8,319)</b>	<b>0</b>

2019/20	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Charges for depreciation and impairment of non current assets	2,471	0	0	2,471	(2,471)	0
Revaluation (Gain)/loss on Property Plant and Equipment	278	0	0	278	(278)	0
Movements in the fair value of Investment Properties	22	0	0	22	(22)	0
Amortisation of intangible assets	49	0	0	49	(49)	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal	8	0	0	8	(8)	0
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	(509)	0	0	(509)	509	0
Capital expenditure charged against the General Fund	(2,994)	0	0	(2,994)	2,994	0
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(3,326)	0	3,326	0	0	0
Application of grants to capital financing transferred to Capital Adjustment Account	2,547	0	(2,547)	0	0	0
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(326)	326	0	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	(329)	0	(329)	329	0

2019/20	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	9	(9)	0	0	0	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	12	0	12	(12)	0
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	6,199	0	0	6,199	(6,199)	0
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,739)	0	0	(2,739)	2,739	0
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited is different from council tax income calculated for the year in accordance with statutory requirements	(10)	0	0	(10)	10	0
Amount by which business rate income credited is different from business rate income calculated for the year in accordance with statutory requirements	(169)	0	0	(169)	169	0
<b>Adjustment primarily involving the Accumulated Absences Account:</b>						
Amount by which officer remuneration charged on an accruals basis is different from the remuneration chargeable in the year in accordance with statutory requirements	12	0	0	12	(12)	0
<b>Total Adjustments</b>	<b>1,522</b>	<b>0</b>	<b>779</b>	<b>2,301</b>	<b>(2,301)</b>	<b>0</b>

## 11. TRANSFER TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2020/21.

	<b>Balance at 31<sup>st</sup> March 2019 £000</b>	<b>Transfers Out 2019/20 £000</b>	<b>Transfer s In 2019/20 £000</b>	<b>Balance at 31<sup>st</sup> March 2020 £000</b>	<b>Transfers Out 2020/21 £000</b>	<b>Transfers In 2020/21 £000</b>	<b>Balance at 31<sup>st</sup> March 2021 £000</b>
Collection Fund (Business Rates)	1,017	(284)	0	733	0	9,077	9,810
Repairs Fund	355	(291)	336	400	(315)	712	797
Community Housing Fund	603	(34)	0	569	(109)	8	468
Capital Funding	522	(225)	100	397	0	0	397
Covid Budget Management	0	0	0	0	0	375	375
Flexible Homelessness Support	0	0	201	201	0	112	313
Vehicles Renewals	26	(104)	250	172	(117)	250	305
Crematorium Equipment Replacement	180	0	60	240	0	57	297
Transformation Economic Development	0	0	0	0	(7)	250	243
Crematorium Capital Works	227	(83)	0	144	(34)	126	236
Office Technology	205	(5)	0	200	0	31	231
Planning Inquiries	212	(151)	132	193	(106)	137	224
Watersports Centre	197	(7)	0	190	(20)	0	170
Local Plans	29	(26)	0	3	(2)	157	158
Digital Transformation	166	(39)	17	144	0	12	156
Strategic Contingency	271	(102)	0	169	(25)	0	144
C Tax Support Scheme	143	(12)	63	194	(80)	30	144
Leisure Centre Replacement	107	(27)	0	80	(27)	89	142
New Homes Bonus	31	(14)	46	63	0	78	141
Rough Sleeper Initiative	57	(32)	100	125	(39)	45	131
CCTV	42	0	37	79	(30)	80	129
Collection Fund (Council Tax)	71	0	46	117	(5)	0	112
Tarka Tennis Surface Replacement	0	0	0	0	0	106	106
Improvement Programme	58	0	13	71	0	13	84
Greensweep	122	(26)	0	96	(16)	0	80
Self Build & Custom Housebuild	33	0	0	33	(30)	75	78
	57	0	15	72	0	0	72

	Balance at 31 <sup>st</sup> March 2019 £000	Transfers Out 2019/20 £000	Transfer s In 2019/20 £000	Balance at 31 <sup>st</sup> March 2020 £000	Transfers Out 2020/21 £000	Transfers In 2020/21 £000	Balance at 31 <sup>st</sup> March 2021 £000
Next Step Accommodation	0	0	0	0	0	52	52
Parks Reserve	0	0	0	0	(64)	116	52
Environmental Initiatives	0	0	0	0	0	50	50
2 <sup>nd</sup> Homes Council Tax	125	0	0	125	(102)	0	23
Covid-19 Funding	0	0	53	53	(53)	0	0
Provision for Brexit	17	0	35	52	(52)	0	0
Other Reserves (balances less than £50,000)	595	(474)	359	480	(103)	253	630
<b>Total</b>	<b>5,468</b>	<b>(1,936)</b>	<b>1,863</b>	<b>5,395</b>	<b>(1,336)</b>	<b>12,291</b>	<b>16,350</b>

The following table shows the purpose of each reserve with a balance at 31<sup>st</sup> March 2021 over £0.250m:

Collection Fund (Business Rates)	To deal with the timing impacts of the Collection Fund (Business Rates transactions)
Repairs Fund	Maintenance of council assets
Community Housing Fund	Housing Enabling
Capital Funding Reserve	Future capital schemes
Covid Budget Management	Ongoing Covid budget pressures
Flexible Homelessness Support	Support for Homelessness
Vehicle Renewals	Works unit vehicle replacement
Crematorium Equipment	Replace Cremators and Filtration Equipment

## 12. OTHER OPERATING EXPENDITURE

	2019/20 £000s	2020/21 £000s
2,057 Parish council precepts		2,376
29 Levies		29
9 Payments to the Government Housing Capital Receipts Pool		0
(317) (Gains)/losses on the disposal of non current assets		(68)
<b>1,778 Total</b>		<b>2,337</b>

## 13. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	2019/20 £000s	2020/21 £000s
25 Interest payable and similar charges		9
1,450 Pensions interest cost and expected return on pensions assets		1,275
(147) Interest receivable and similar income		(54)

	(68) Income and expenditure in relation to investment properties and changes in their fair value	(435)
	<b>1,260 Total</b>	<b>795</b>

## 14. TAXATION AND NON SPECIFIC GRANT INCOMES

	2019/20 £000s	2020/21 £000s
	(8,369) Council tax income	(8,969)
	(4,820) Non domestic rates	(4,946)
	0 Covid Support from MHCLG	(3,201)
	0 Covid Business Support Grants Income	(5,869)
	0 Covid Business Support Grants Expenditure	5,869
	(1,789) Non ring fenced government grants	(2,790)
	32 CTS grant paid to parishes	0
	<b>(14,946) Total</b>	<b>(19,906)</b>

## 15. PROPERTY, PLANT AND EQUIPMENT

	Other Land and Buildings £000	Vehicles, Plant, Furniture and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under construction £000	Total Property, Plant and Equipment £000
<b>Movements in 2020/21</b>							
<b>GBV or Valuation</b>							
<b>At 1<sup>st</sup> April 2020</b>	78,098	9,617	2,280	292	520	787	91,594
Additions	557	438	30	12	0	3,367	4,404
Donations	0	0	0	0	0	0	0
Revaluation increases/(decreases) recognised in the Revaluation Reserve	5,065	0	0	0	3	0	5,068
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(152)	0	0	0	(150)	0	(302)
De-recognition on revaluations	(1,952)	0	0	0	0	0	(1,952)
De-recognition – disposals	0	(239)	0	0	0	0	(239)
Other movements in cost or valuation	0	0	0	0	0	0	0
<b>At 31<sup>st</sup> March 2021</b>	<b>81,616</b>	<b>9,816</b>	<b>2,310</b>	<b>304</b>	<b>373</b>	<b>4,154</b>	<b>98,573</b>
<b>Accumulated Depreciation and Impairment</b>							
<b>At 1<sup>st</sup> April 2020</b>	783	6,361	279	0	0	0	7,423
Depreciation charge	1,492	1,020	66	0	0	0	2,578
De-recognition on revaluations	(1,952)	0	0	0	0	0	(1,952)

Movements in 2020/21	Other Land and Buildings £000	Vehicles, Plant, Furniture and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under construction £000	Total Property, Plant and Equipment £000
Provision of Services	0	0	0	0	0	0	0
De-recognition – disposals	0	(239)	0	0	0	0	(239)
<b>At 31<sup>st</sup> March 2021</b>	<b>323</b>	<b>7,142</b>	<b>345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,810</b>
<b>Net Book Value</b>							
<b>At 31<sup>st</sup> March 2020</b>	<b>77,315</b>	<b>3,256</b>	<b>2,001</b>	<b>292</b>	<b>520</b>	<b>787</b>	<b>84,171</b>
<b>At 31<sup>st</sup> March 2021</b>	<b>81,293</b>	<b>2,674</b>	<b>1,965</b>	<b>304</b>	<b>373</b>	<b>4,154</b>	<b>90,763</b>

Movements in 2019/20	Other Land and Buildings £000	Vehicles, Plant, Furniture and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under construction £000	Total Property, Plant and Equipment £000
<b>GBV or Valuation</b>							
<b>At 1<sup>st</sup> April 2019</b>	<b>73,925</b>	<b>9,707</b>	<b>2,280</b>	<b>292</b>	<b>520</b>	<b>1,808</b>	<b>88,532</b>
Additions	2,102	556	0	0	0	665	3,323
Donations	0	0	0	0	0	0	0
Revaluation increases/(decreases) recognised in the Revaluation Reserve	2,901	0	0	0	0	0	2,901
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(278)	0	0	0	0	0	(278)
De-recognition on revaluations	(2,233)	0	0	0	0	0	(2,233)
De-recognition – disposals	0	(651)	0	0	0	0	(651)
Other movements in cost or valuation	1,681	5	0	0	0	(1,686)	0
<b>At 31<sup>st</sup> March 2020</b>	<b>78,098</b>	<b>9,617</b>	<b>2,280</b>	<b>292</b>	<b>520</b>	<b>787</b>	<b>91,594</b>
<b>Accumulated Depreciation and Impairment</b>							
<b>At 1<sup>st</sup> April 2019</b>	<b>1,588</b>	<b>6,028</b>	<b>213</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,829</b>
Depreciation charge	1,428	976	66	0	0	0	2,470

Movements in 2019/20	Other Land and Buildings £000	Vehicles, Plant, Furniture and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under construction £000	Total Property, Plant and Equipment £000
De-recognition on revaluations	(2,233)	0	0	0	0	0	(2,233)
Provision of Services	0	0	0	0	0	0	0
De-recognition – disposals	0	(643)	0	0	0	0	(643)
<b>At 31<sup>st</sup> March 2020</b>	<b>783</b>	<b>6,361</b>	<b>279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,423</b>
<b>Net Book Value</b>							
<b>At 31<sup>st</sup> March 2019</b>	<b>72,337</b>	<b>3,679</b>	<b>2,067</b>	<b>292</b>	<b>520</b>	<b>1,808</b>	<b>80,703</b>
<b>At 31<sup>st</sup> March 2020</b>	<b>77,315</b>	<b>3,256</b>	<b>2,001</b>	<b>292</b>	<b>520</b>	<b>787</b>	<b>84,171</b>

### Capital Commitments

At 31<sup>st</sup> March 2021, the Authority has the following capital commitments:

- Boyton House £71,591
- Leisure Provision Seven Brethren £11,044,350

2019/20 commitments were £14,225,838.

### Property, Plant and Equipment Revaluations

The Authority carries out a rolling programme that ensures all surplus assets are measured at Fair Value and that all other classes of assets within Property, Plant and Equipment are measured at Current Value. All Other Land and Buildings are revalued at least every five years.

All valuations were carried out internally by Natalie Hayes BSc (Hons) MRICS Estates Officer, Helen Bond BSc (Hons) MRICS Estates Officer and Naomi Wild BSc (Hons) MRICS Estates Officer, as at 31<sup>st</sup> March each year. (This was changed to a year end valuation for the 19/20 accounts, previously 1<sup>st</sup> April). Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The last valuation was carried out as at 31<sup>st</sup> March 2021.

<b>Other Land and Buildings</b>	
<b>£000</b>	
Valued at Historic Cost	0
Valued at fair value as at:	
31 <sup>st</sup> March 2021	77,578
31 <sup>st</sup> March 2020	2,514

<b>Other Land and Buildings</b>	
<b>£000</b>	
1 <sup>st</sup> April 2018	1,215
1 <sup>st</sup> April 2017	281
1 <sup>st</sup> April 2016	28
<b>Total</b>	<b>81,616</b>

Other Categories of PPE are not shown above as they are all held at Historic cost.

## 16. HERITAGE ASSETS

	<b>31<sup>st</sup> March 2020</b>	<b>31<sup>st</sup> March 2021</b>
	<b>£000</b>	<b>£000</b>
<b>Valuation</b>	<b>923</b>	<b>923</b>

The above heritage assets are reported in the Balance Sheet at insurance valuation, which is based on market values. Further information on the above collections is detailed in notes 46 and 47.

## 17. INVESTMENT PROPERTIES

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

	<b>2019/20 £000</b>	<b>2020/21 £000</b>
Rental income from investment property	278	345
Direct operating expenses arising from investment property	(188)	(167)
<b>Net gain/(loss)</b>	<b>90</b>	<b>178</b>

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

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

	<b>2019/20</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>
Balance at start of year	4,558	4927
Additions:		
• Construction	391	(3)
Disposals	0	(84)
Net gains/(losses) from fair value adjustments	(22)	258
Transfers:		
• To/from Property, Plant and Equipment	0	0
Other changes (IFRS re-statement - from assets held for disposal)	0	0
<b>Balance at the end of the year</b>	<b>4,927</b>	<b>5,098</b>

## Revaluations

The Authority ensures that all Investment Properties are measured at fair value and revalued every year. All valuations were carried out internally by Natalie Hayes BSc (Hons) MRICS Estates Officer, Helen Bond BSc (Hons) MRICS Estates Officer and Naomi Wild BSc (Hons) MRICS Estates Officer. Valuations of Investment Properties were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

## 18. INTANGIBLE ASSETS

The Authority accounts for its software licenses as intangible assets, to the extent that the software license is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

	<b>2019/20</b>	<b>2020/21</b>
	<b>Total</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>
Gross Book Value at start of year	332	484
Purchases	152	120
De-recognition – Disposals	0	0
<b>Gross Book Value at end of year</b>	<b>484</b>	<b>604</b>
Amortisation at start of year	186	235
Amortisation for the period	49	87
De-recognition – Disposals	0	0
<b>Amortisation at end of year</b>	<b>235</b>	<b>322</b>
<b>Net Book Value</b>	<b>249</b>	<b>282</b>

## 19. FINANCIAL INSTRUMENTS

### Categories of Financial Instruments

	<b>Long Term</b>		<b>Current</b>	
	<b>31<sup>st</sup> March 2020 £000</b>	<b>31<sup>st</sup> March 2021 £000</b>	<b>31<sup>st</sup> March 2020 £000</b>	<b>31<sup>st</sup> March 2021 £000</b>
<b>Debtors</b>				
Loans and receivables	112	709	24	23
Financial assets carried at contract amounts	0	0	3,428	3,993
<b>Total included in Debtors</b>	<b>112</b>	<b>709</b>	<b>3,452</b>	<b>4,016</b>
<b>Investments</b>				
Investments	0	0	500	0
<b>Total Investments</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>
<b>Cash and Cash Equivalents</b>				
Cash and Cash Equivalents	0	0	16,621	23,861
<b>Total Cash and Cash Equivalents</b>	<b>0</b>	<b>0</b>	<b>16,621</b>	<b>23,861</b>
<b>Borrowings</b>				
Financial liabilities at amortised cost	(501)	(501)	(757)	0
<b>Total included in Borrowings</b>	<b>(501)</b>	<b>(501)</b>	<b>(757)</b>	<b>0</b>
<b>Creditors</b>				
Financial liabilities carried at contract amount	0	0	(7,893)	(15,906)
<b>Total Creditors</b>	<b>0</b>	<b>0</b>	<b>(7,893)</b>	<b>(15,906)</b>

### Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long term payables and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining life of the instruments, using the following assumptions:

- For loans from the PWLB payable, prevailing borrowing rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures. An additional note to the tables sets out the alternative fair value measurement applying the premature repayment, highlighting the impact of the alternative valuation;
- No early repayment or impairment is recognised.
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	<b>31<sup>st</sup> March 2021</b>	
	<b>Carrying Amount</b>	<b>Fair Value</b>
	<b>£000</b>	<b>£000</b>
Long Term Borrowing (PWLB)	(501)	(506)
<b>Total</b>	<b>(501)</b>	<b>(506)</b>

The fair value of the liabilities is higher than the carrying amount because the Council's portfolio of loans includes a fixed rate loan where the interest rate payable is higher than the rates available for similar loans in the market at the balance sheet date.

The authority has a continuing ability to borrow at concessionary rates from the PWLB, rather than from the markets. A supplementary measure of the interest that the authority will pay, as a result of its PWLB commitment for fixed rate loans, is to compare the terms of these loans with the new borrowing rates available from the PWLB. If a value is calculated on this basis, the carrying amount of £500,882 would be valued at £505,810.

If the authority were to seek to repay the loans to the PWLB, the PWLB would raise a penalty charge for early redemption in addition to charging a premium for the additional interest that will not now be paid. The exit price for the PWLB loans including the penalty charge would be £532,112.

The valuation basis adopted in the Fair Value report uses Level 2 Inputs (inputs other than quoted prices that are observable for the financial asset/liability).

All financial investments were under 12 months in duration and so the fair value would be approximate to the carrying value.

Short-term payables and receivables are carried at cost, as this is a fair approximation of their value.

The council provides loans to employees for car loans and the balance outstanding at 31 March 2021 was £25,616. The council has also provided a loan to the Falcons Gymnastics Academy to enable them to construct a new facility at the Tarka Tennis Centre; the balance at 31 March 2021 was £86,610.

The Council received Housing Infrastructure Funding (HIF) from Homes England. This was then paid out in the form of a loan to a property developer for infrastructure works in order to bring forward the development. The loan was for £619,242.

An assessment for soft loan issues has been completed on both of these loans and confirmed the accounting adjustment fell below our materiality level.

As a result, the loans are recognised as receivables in the balance sheet and measured at nominal value.

## 20. INVENTORIES

	2019/20 £000	2020/21 £000
<b>Consumable Stores</b>		
<b>Balance outstanding at start of year</b>	161	146
Purchases	942	908
Recognised as an expense in the year	(957)	(900)
<b>Balance outstanding at year end</b>	<b>146</b>	<b>154</b>

## 21. CONSTRUCTION CONTRACTS

At 31<sup>st</sup> March 2021, the Authority had the following construction contracts in progress.

- Boyton House £71,591
- Leisure Provision Seven Brethren £11,044,350

(31<sup>st</sup> March 2020 - £14,225,838).

## 22. SHORT TERM DEBTORS

	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
Central government bodies	342	11,496
Other local authorities	687	3,134
Other entities and individuals	5,248	5,318
<b>Gross debtors</b>	<b>6,277</b>	<b>19,948</b>
Provision for Bad Debts	(2,180)	(2,564)
<b>Net debtors</b>	<b>4,097</b>	<b>17,384</b>

- Other entities and individuals in 2020/21 includes £1,166k relating to Housing Benefit debtors
- Other entities and individuals in 2019/20 includes £1,313k relating to Housing Benefit debtors
- Central Government Bodies includes £10,162k in respect of Collection Fund

### Debtors for Local Taxation

The tables below show the net position after impairment of the outstanding debt. The impairment has been arrived at using trend analysis based on previous years' experience. These figures are included in Note 22 Short Term Debtors above.

<b>Council Tax</b>	2019/20 £'000	2020/21 £'000
Up to one year	122	151

<b>Council Tax</b>	<b>2019/20</b>	<b>2020/21</b>
One to three years	38	77
Over three years	1	2
<b>Total</b>	<b>161</b>	<b>230</b>

<b>Non-Domestic Rates</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£'000</b>	<b>£'000</b>
Up to one year	223	210
One to three years	33	68
Over three years	1	2
<b>Total</b>	<b>257</b>	<b>280</b>

## 23. CASH AND CASH EQUIVALENTS

<b>31<sup>st</sup> March 2020 £000</b>		<b>31<sup>st</sup> March 2021 £000</b>
2	Cash held by the Authority	2
557	Bank current accounts	773
16,062	Short term deposits with banks and building societies	23,086
<b>16,621</b>	<b>Total Cash and Cash Equivalents</b>	<b>23,861</b>

## 24. ASSETS HELD FOR SALE

As at 31<sup>st</sup> March 2021 the Authority had no assets held for sale.

## 25. SHORT TERM CREDITORS

	<b>31<sup>st</sup> March 2020 £000</b>	<b>31<sup>st</sup> March 2021 £000</b>
Central government bodies	5,653	24,893
Other local authorities	2,186	1,212
Other entities and individuals	2,051	2,769
<b>Total</b>	<b>9,890</b>	<b>28,874</b>

- Central Government Bodies includes £12,620k in respect of Covid Grants
- Central Government Bodies includes £11,863k in respect of Collection Fund

## 26. PROVISIONS

	<b>Redundancy and Early Retirement £000</b>	<b>Business Rate Appeals £000</b>	<b>Holiday Pay £000</b>	<b>Total £000</b>
<b>Balance at 31<sup>st</sup> March 2020</b>	<b>133</b>	<b>630</b>	<b>0</b>	<b>763</b>
Additional provisions made in 2020/21	0	332	0	332
Amounts used in 2020/21	(56)	(314)	0	(369)
<b>Balance at 31<sup>st</sup> March 2021</b>	<b>77</b>	<b>648</b>	<b>0</b>	<b>726</b>

## 27. UNUSABLE RESERVES

31 <sup>st</sup> March 2020 £000		31 <sup>st</sup> March 2021 £000
31,583	Revaluation Reserve	35,895
53,151	Capital Adjustment Account	56,405
0	Deferred Capital Receipts Reserve	0
(55,566)	Pensions Reserve	(71,548)
(59)	Collection Fund Adjustment Account	(8,635)
(199)	Accumulated Absences Account	(207)
<b>28,910</b>	<b>Total Unusable Reserves</b>	<b>11,910</b>

### Revaluation Reserve

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

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- 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 are consolidated into the balance on the Capital Adjustment Account.

2019/20 £000		2020/21 £000
29,290	<b>Balance at 1<sup>st</sup> April</b>	31,583
5,678	Upward revaluation of assets	7,515
(2,776)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(2,447)
(609)	Difference between fair value depreciation and historical cost depreciation	(756)
	Accumulated gains on assets sold or scrapped	
<b>31,583</b>	<b>Balance at 31<sup>st</sup> March</b>	<b>35,895</b>

### Capital Adjustment Account

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

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 10 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2019/20 £000		2020/21 £000
51,550	<b>Balance at 1<sup>st</sup> April</b>	53,151
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(1,861)	• Charges for depreciation and impairment of non current assets	(1,824)
(278)	• Revaluation Gains / (Loss) on Property, Plant and Equipment	(302)
(49)	• Amortisation of intangible assets	(87)
(1,588)	• Revenue expenditure funded from capital under statute	(1,644)
(21)	• Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(83)
	<b>Capital financing applied in the year:</b>	
329	• Use of the Capital Receipts Reserve to finance new capital expenditure	147
1,588	• Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,644
0	• Capital grant income relating to Housing Infrastructure Fund that has been credited to the Comprehensive Income and Expenditure Statement and applied to capital financing	619
2,994	• Capital expenditure charged against the General Fund and HRA balances	3,985
509	• Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	541
(22)	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	258
<b>53,151</b>	<b>Balance at 31<sup>st</sup> March</b>	<b>(56,405)</b>

## Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing

years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs.

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

<b>2019/20</b>		<b>2020/21</b>
<b>£000</b>		<b>£000</b>
(61,702)	<b>Balance at 1<sup>st</sup> April</b>	(55,566)
9,596	Actuarial gains or (losses) on pensions assets and liabilities	(13,749)
(6,199)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(4,822)
2,739	Employer's pensions contributions and direct payments to pensioners payable in the year	2,589
<b>(55,566)</b>	<b>Balance at 31<sup>st</sup> March</b>	<b>(71,548)</b>

### Collection Fund Adjustment Account

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

<b>2019/20</b>		<b>2020/21</b>
<b>£000</b>		<b>£000</b>
(238)	<b>Balance at 1<sup>st</sup> April</b>	(59)
179	Amount by which council tax and business rates is charged to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	(8,576)
<b>(59)</b>	<b>Balance at 31<sup>st</sup> March</b>	<b>(8,635)</b>

### Accumulated Absences Account

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

2019/20 £000		2019/20 £000
(187)	<b>Balance at 1<sup>st</sup> April</b>	(199)
187	Settlement or cancellation of accrual made at the end of the preceding year	199
(199)	Amounts accrued at the end of the current year	(207)
<b>(199)</b>	<b>Balance at 31<sup>st</sup> March</b>	<b>(207)</b>

## 28. CASH FLOW STATEMENT – OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

2019/20 £000		2020/21 £000
1,594	Net surplus/deficit on the provision of service	(1,977)
(1,522)	Net amount debited to the general fund (note 10)	(9,027)
1,142	Removed as part of note 10 that do form part of the cash movement	11,857
(509)	Minimum Revenue Provision (MRP)	(541)
(1,926)	Capital items removed that are part of note 10 and are not in the I&E	(3,795)
227	Movement in Provisions	38
	<b>(Add back)</b>	
10	Other non-cash items	(5)
(16)	Movement in Stock	9
(343)	Movement in Debtors	13,498
(4,838)	Movement in Creditors	(18,775)
	<b>Remove interest paid and received to include in note 29</b>	
148	Interest received	54
0	Interest paid	0
<b>(6,033)</b>	<b>Net Cash flow from operating activities</b>	<b>(8,664)</b>

## 29. CASH FLOW STATEMENT – INVESTING ACTIVITIES

2019/20 £000		2020/21 £000
5,425	Purchase of property, plant and equipment, investment property and intangible assets	5,970
(500)	Purchase of short term and long term investments	(500)
0	Other payments for investing activities	0
(333)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(385)
(148)	Proceeds from short term and long term investments	(54)
<b>4,444</b>	<b>Net cash flows from investing activities</b>	<b>5,031</b>

## 30. CASH FLOW STATEMENT – FINANCING ACTIVITIES

2019/20 £000		2020/21 £000
(6,183)	Other receipts from financing activities	(3,607)
0	Repayments of short and long term borrowing	0
<b>(6,183)</b>	<b>Net cash flows from investing activities</b>	<b>(3,607)</b>

## 31. TRADING OPERATIONS

Included within the Comprehensive Income and Expenditure Statement are the following trading activities:

		<b>2019/20</b>	<b>2020/21</b>
		<b>£000</b>	<b>£000</b>
Car Parks	Turnover	(3,470)	(1,836)
	Expenditure	1,535	1,723
	<b>(Surplus)/Deficit</b>	<b>(1,935)</b>	<b>(113)</b>
South Molton Cattle Market	Turnover	(30)	(30)
	Expenditure	10	10
	<b>(Surplus)/Deficit</b>	<b>(20)</b>	<b>(20)</b>
Barnstaple Pannier Market	Turnover	(173)	(54)
	Expenditure	279	250
	<b>(Surplus)/Deficit</b>	<b>106</b>	<b>196</b>
Corporate Properties/Industrial Units	Turnover	(990)	(927)
	Expenditure	1,124	827
	<b>(Surplus)/Deficit</b>	<b>134</b>	<b>(100)</b>
Ilfracombe Harbour	Turnover	(346)	(410)
	Expenditure	653	544
	<b>(Surplus)/Deficit</b>	<b>307</b>	<b>134</b>
Seaside Undertakings	Turnover	(44)	(43)
	Expenditure	0	0
	<b>(Surplus)/Deficit</b>	<b>(44)</b>	<b>(43)</b>
Trade Waste	Turnover	(682)	(538)
	Expenditure	670	586
	<b>(Surplus)/Deficit</b>	<b>(12)</b>	<b>48</b>
Trade Recycling	Turnover	(103)	(93)
	Expenditure	80	110
	<b>(Surplus)/Deficit</b>	<b>(23)</b>	<b>17</b>
<b>Net (surplus)/deficit on trading operations</b>		<b>(1,487)</b>	<b>119</b>

## 32. MEMBERS' ALLOWANCES

The Authority paid the following amounts to Members of the Council during the year:

	<b>2019/20</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Allowances	250,088	248,158
Expenses	10,413	(1,144)
<b>Total</b>	<b>260,501</b>	<b>247,014</b>

### 33. OFFICERS' REMUNERATION

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

<b>2020/21</b>	<b>Salary, fees and allowances £</b>	<b>Bonuses £</b>	<b>Expenses/ Allowances £</b>	<b>Compensation for loss of office £</b>	<b>Pension contribution £</b>	<b>Total £</b>
Chief Executive	94,324	0	963	0	16,507	<b>111,794</b>
Head of Resources	58,494	0	1,203	0	10,236	<b>69,933</b>
Head of Environmental Health and Housing Services	58,494	0	963	0	10,236	<b>69,693</b>
Head of Place (1)	52,401	0	863	0	9,170	<b>62,434</b>
Head of Operational Services (2)	0	0	0	0	0	<b>0</b>

(1) The Head of Place Post has been vacant since 21<sup>st</sup> February 2021

(2) The Head of Operational Services Post has been vacant since 20<sup>th</sup> March 2020

<b>2019/20</b>	<b>Salary, fees and allowances £</b>	<b>Bonuses £</b>	<b>Expenses/ Allowances £</b>	<b>Compensation for loss of office £</b>	<b>Pension contribution £</b>	<b>Total £</b>
Chief Executive (1)	37,560	0	466	130,170	5,822	<b>174,018</b>
Chief Executive (2)	69,046	0	940	0	11,267	<b>81,253</b>
Head of Environmental Health and Housing Services	56,928	0	1,316	0	8,824	<b>67,068</b>
Head of Resources	56,928	0	1,937	0	8,824	<b>67,689</b>
Head of Corporate and Community Services	14,232	0	241	0	2,206	<b>16,679</b>
Head of Operational Services	55,493	0	1,546	0	8,601	<b>65,640</b>
Head of Place (1)	55,514	0	998	0	8,605	<b>65,117</b>

(1) The Chief Executive Left the Authority on 30<sup>th</sup> June 2019

(2) The replacement Chief Executive was appointed on 1<sup>st</sup> July 2019 having previously occupied the Head of Corporate Services Post

(3) The Head of Corporate Services Post has been vacant since 30<sup>th</sup> June 2019

(4) The Head of Operational Services left the Authority on 20<sup>th</sup> March 2020

The Authority's other employees, other than Senior Officers, receiving more than £50,000 remuneration for the year (excluding employer's pensions contributions) were paid the following amounts:

Remuneration Band	Number of Employees	
	2019/20	2020/21
£50,000 - £54,999	0	2
£55,000 - £59,999	0	0
£60,000 - £64,999	0	0
£65,000 - £69,999	1	0
£70,000 - £74,999	0	0
£75,000 - £79,999	0	0
£80,000 - £84,999	0	0
£85,000 - £89,999	0	0

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

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	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20 £	2020/21 £
£0 - £20,000	0	0	1	0	1	0	3,000	0
£20,001 - £40,000	0	0	0	0	0	0	0	0
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	0	0
£150,001 - £200,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3,000</b>	<b>0</b>

There were no exit packages in 2020/21

The cost of exit packages in 2019/20 was £3,000 and this cost is offset by ongoing annual revenue savings achieved by the exit packages of £4,200.

## 34. EXTERNAL AUDIT COSTS

	2019/20 £000	2020/21 £000
Fees payable to (external auditors) with regard to external audit services carried out by the appointed auditor for the year	48	(*) 53
Refund from PSAA in relation to prior year	-4	0
Fees payable to (external auditors) for Housing Benefit certification for the prior year	25	23
<b>Total</b>	<b>69</b>	<b>76</b>

(\*) The actual cost of the 2020/21 External Audit is £58k but will be paid in 2021/22

## 35. GRANT INCOME

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

	2019/20 £000	2020/21 £000
<b>Credited to Taxation and Non Specific Grant Income</b>		
Council Tax (Incl Parish Precepts)	(8,369)	(8,969)
Non Domestic Rates	(4,820)	(4,946)
New homes bonus grant	(1,446)	(1,837)
Formula Grant	(16)	(16)
Rural Services Grant	(310)	(310)
Transparency Code Set up Grant	(8)	(8)
New Burdens Grant	(9)	0
Covid Grants	0	(5,868)
Covid Support	0	(3,201)
Housing Infrastructure Fund (HIF)	0	(619)
<b>Total</b>	<b>(14,978)</b>	<b>(25,774)</b>
<b>Credited to Services</b>		
Housing benefit admin grant & additional grant	(256)	(268)
Housing benefit subsidy	(19,853)	(19,095)
NNDR Admin Grant	(209)	(212)
CTB Admin Grant	(99)	(101)
Discretionary Housing Payment	(158)	(193)
Disabled facilities grant	(1,364)	(1,427)
Museum Extension	(641)	(38)
Tarka 3G Pitch	(445)	0
North Devon Leisure Centre	(825)	(2,543)
Covid-19 Funding	(53)	(1,062)
Homelessness Grant	(414)	(315)
Domestic Violence	(330)	(229)
Commuted Sums / S106 Contributions	(1,314)	(417)
Other Grants	(1,451)	(892)
<b>Total</b>	<b>(27,412)</b>	<b>(26,792)</b>

The Authority has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them. The balances at the year-end are as follows:

	31 <sup>st</sup> March 2019 £000	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
<b>Capital Grants Receipts in Advance</b>			
S106/Commuted sum – Community facilities	(20)	(20)	(20)
S106/Commuted sum – Affordable housing	(405)	(365)	(410)
Commuted sums – Public open space	(1,383)	(1,987)	(1,941)
S106/Commuted sum – Car parking	(190)	(190)	(190)
S106/Commuted sum – Sustainable transport	(8)	(8)	(8)
S106/Commuted sum – Public conveniences	(15)	(15)	(15)
S106/Commuted sum – Heritage fund	(80)	(80)	(50)
S106/Commuted sum - Healthcare	0	0	0
S106/Commuted sum - CCTV	(11)	(11)	(11)
S106/Commuted sum - Biodiversity	(21)	0	0
S106/Commuted sum – Flood Defence	(97)	(97)	(97)
Land Release Fund	(1,146)	(2,030)	(2,022)
<b>Total</b>	<b>(3,376)</b>	<b>(4,803)</b>	<b>(4,764)</b>

	31 <sup>st</sup> March 2019 £000	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
<b>Donated Assets Account</b>			
Falcons Gymnastics	(761)	(761)	(761)

## 36. RELATED PARTIES

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

### Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills, housing benefits). Total grants received from government departments are set out in the subjective analysis in Note 8.

### Members

Members of the Council have direct control over the Council's financial and operating policies. The total of Members' allowances paid in 2020/21 is shown in Note 32.

During 2020/21 works and services to the value of £0 were commissioned from companies where members had an interest (2019/20 £30). Where contracts were entered into in prior years they were in full compliance with the Council's Standing Orders and Financial Regulations. In all instances, the 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 any of these transactions are recorded in the Register of Members' Interest open to public inspection during office hours.

The Council received £208,608 (£208,608 in 2019/20) in the year from the North Devon Joint Crematorium Committee being the proportion due of the Committee's annual surplus.

### 37. CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

	2019/20 £000	2020/21 £000
<b>Opening Capital Financing Requirement</b>	4,633	4,668
<u>Capital Investment:</u>		
Property, Plant and Equipment	3,324	4405
Investment Properties	391	(3)
Intangible Assets	151	120
Revenue Expenditure funded from Capital under Statute	1,588	1,644
	5,454	6,166
<u>Sources of Finance:</u>		
Capital receipts	329	157
Government grants and other contributions	3,976	5,115
Sums set aside from revenue:		
Direct revenue contributions	605	509
MRP/Loans fund principal	509	541
	5,419	6,322
<b>Closing Capital Financing Requirement</b>	<b>4,668</b>	<b>4,512</b>
<u>Explanation of movements in year:</u>		
Increase in underlying need to borrowing (supported by government financial assistance)	0	0
Increase/(Decrease) in underlying need to borrowing (unsupported by government financial assistance)	35	(156)
Assets acquired under finance leases	0	0
Assets acquired under PFI/PP contracts	0	0
<b>Increase/(decrease) in Capital Financing Requirement</b>	<b>35</b>	<b>(156)</b>

## 38. LEASES

### Authority as Lessee

#### *Finance Leases*

As at 31<sup>st</sup> March 2020, the Authority had no lessee finance leases.

#### *Operating Leases*

The Authority uses photocopiers & printers financed under terms of an operating lease. The amount paid under these arrangements in 2020/21 was £14,440 (2019/20 £17,308). The Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 requires charges to be made evenly throughout the period of the lease.

The Authority was committed at 31<sup>st</sup> March 2021 to making payments of £10,042 under operating leases in 2021/22.

	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
Not later than one year	0	5
Later than one year and not later than five years	15	5
Later than five years	0	0
	15	10

### Authority as Lessor

#### *Finance Leases*

The Authority has one finance lease arrangement relating to Plot 4, Seven Brethren Bank for a period of 150 years effective from 26 August 2011. The lease amount is a peppercorn rent of £1 per annum.

#### *Operating Leases*

The Authority leases out property and equipment under operating leases for the following purposes:

- For the provision of community services, such as sports facilities, tourism services and community centres
- For economic development purposes to provide suitable affordable accommodation for local businesses

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

	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
Not later than one year	428	440
Later than one year and not later than five years	1,018	1,109
Later than five years	3,080	2,987
<b>Minimum lease payments</b>	<b>4,526</b>	<b>4,536</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.

### 39. IMPAIRMENT LOSSES

During the 2020/21 valuation process no Impairment or Impairment reversals were identified. (2019/20 – None were identified).

### 40. COUNCIL TAX

Council Tax income is calculated by adding together the amounts required by North Devon Council, Devon County Council, Devon and Cornwall Police, Devon & Somerset Fire & Rescue Service and local Parish Councils. This amount, the Precept, is then divided by the North Devon District tax base of 34,569.45 to give an average Council Tax liability for a Band D property.

For Council Tax purposes the number of dwellings in each valuation band converted to a Band D equivalent was as follows:

Band	Band D Equivalent Numbers
-A	8.47
A	4,314.12
B	7,115.36
C	7,859.54
D	7,308.08
E	5,260.23
F	2,545.58
G	964.97
H	79.50
Allowance for non collection at 2.5%	(886.40)
<b>Council Tax Base</b>	<b>34,569.45</b>

Individual taxpayer's liability will depend upon the valuation band of the property they occupy.

### 41. BUSINESS RATES

The introduction of the new Business Rates Retention Scheme in April 2013 has necessitated a new Collection Fund Statement in relation to Business Rates; under the new regime North Devon Council has joined a Devon wide pool in order to mitigate any losses and share any gains due to changes in the local economy.

The Council collects non-domestic rates for its area that are based on local rateable values multiplied by a uniform rate. The total non-domestic rateable value as at 31st March 2021 was £92.393m. In 2020/21 the rate was 49.9p in the pound for small businesses and 51.2p in the pound for others as prescribed by the Government.

The total amount, less certain reliefs and other deductions, is paid from the Collection Fund to a combination of Central Government, Devon County Council and Devon & Somerset Fire & Rescue Service via the Devon Wide Pool which is managed by Plymouth City Council.

## 42. DEFINED BENEFIT PENSION SCHEMES

### Participation in Pension Schemes

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

The Authority participates in two post employment schemes:

- The Local Government Pension Scheme, administered locally by Devon County Council – that is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- Arrangements for the award of discretionary post retirement benefits upon early retirement – this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pensions liabilities and cash has to be generated to meet actual pensions payments as they eventually fall due.

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- **Investment risk.** The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges;
- **Interest rate risk.** The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cashflows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way;

- **Inflation risk.** All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation; and
- **Longevity risk.** In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

### Transactions Relating To Post Employment Benefits

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

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

Comprehensive Income and Expenditure Account	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2019/20 £000	2020/21 £000	2019/20 £000	2020/21 £000
Cost of services:				
• Current service cost	3,692	3,496	0	0
• Past service cost	1,005	0	0	0
Financing and Investment Income and Expenditure:				
• Net Interest cost	1,450	1,275	0	0
Administration expenses	52	51	0	0
<b>Total post employment benefit charged to the Surplus or Deficit on the Provision of Services</b>	<b>6,199</b>	<b>4,822</b>	<b>0</b>	<b>0</b>
Movement in reserves statement:				
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for the past employment benefits in accordance with the Code	6,199	4,822	0	0
Actual amount charged against the General Fund Balance for pensions in the year:				
Employers' contributions payable to scheme	(2,502)	(2,358)	(237)	(231)

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31<sup>st</sup> March 2021 is a loss of £13.7m.

## Assets and Liabilities In Relation To Post Employment Benefits

Reconciliation of present value of the Fund liabilities:

	Funded Liabilities: Local Government Pension Scheme		Unfunded Liabilities: Discretionary Benefits	
	2019/20 £000	2020/21 £000	2019/20 £000	2020/21 £000
Opening balance at 1 <sup>st</sup> April	130,672	118,686	3,216	3,057
Current service cost	3,692	3,496	0	0
Past service cost	1,005	0	0	0
Interest cost	3,176	2,816	0	0
Contributions by scheme participants	612	623	0	0
Actuarial (gains)/losses arising on changes in financial assumptions	(12,330)	31,536	78	286
Actuarial (gains)/losses arising on changes in demographic assumptions	(1,322)	(1,379)	0	0
Experience (gains)/losses on defined benefit obligation	(3,205)	(1,532)	0	0
Benefits paid	(3,614)	(4,208)	0	0
Unfunded pension payments	0	0	(237)	(231)
Closing balance at 31 <sup>st</sup> March	118,686	150,038	3,057	3,112

Reconciliation of fair value of the Fund (plan) assets:

	Local Government Pension Scheme	
	2019/20 £000	2020/21 £000
Opening balance at 1 <sup>st</sup> April	72,186	66,177
Interest income	1,726	1,541
Return on assets (less interest)	(7,389)	15,162
Other actuarial gains/(losses)	206	0
Employer contributions	2,739	2,589
Contributions by scheme participants	612	623
Administration expenses	(52)	(51)
Benefits paid	(3,851)	(4,439)
Closing balance at 31 <sup>st</sup> March	66,177	81,602

The expected return on Fund assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date.

Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on Fund assets in the 2020/21 year was £16,703,000 (£5,663,000 in 2019/20).

### Impact of McCloud /Sargeant judgment

The Barnett Waddingham valuation provided includes an allowance to reflect the Court of Appeal judgment in respect of the McCloud and Sargeant cases which relates to age discrimination.

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

## Guaranteed Minimum Pension (GMP) Equalisation

On 23 March 2021, the Government published the outcome to its Guaranteed Minimum Pension Indexation consultation, concluding that all public service pension schemes, including the LGPS, will be directed to provide full indexation to members with a GMP reaching State Pension Age (SPA) beyond 5 April 2021. This is a permanent extension of the existing 'interim solution' that has applied to members with a GMP reaching SPA on or after 6 April 2016.

The actuary's valuation assumption for GMP is that the Fund will pay limited increases for members that have reached SPA by 6 April 2016, with the Government providing the remainder of the inflationary increase. For members that reach SPA after this date, the actuary has assumed that the Fund will be required to pay the entire inflationary increase. Therefore, the actuary's assumption is consistent with the consultation outcome and they do not believe that it is necessary to make any adjustments to the value placed on the liabilities as a result of the above outcome.

## Fund History

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
<b>Present value of liabilities:</b>					
Local Government Pension Scheme	131,203	128,927	130,672	118,686	150,038
Discretionary benefits	3,690	3,464	3,216	3,057	3,112
<b>Fair value of assets in the Local Government Pension Scheme Surplus/(deficit) in the scheme:</b>					
Local Government Pension Scheme	67,807	69,707	72,186	66,177	81,602
<b>Surplus/(deficit) in scheme:</b>					
Local Government Pension Scheme	(63,396)	(59,220)	(58,486)	(52,509)	(68,436)
Discretionary benefits	(3,690)	(3,464)	(3,216)	(3,057)	(3,112)
<b>Total</b>	<b>(67,086)</b>	<b>(62,684)</b>	<b>(61,702)</b>	<b>(55,566)</b>	<b>(71,548)</b>

- The discount rate assumption has fallen from 2.35% p.a. to 2.00% p.a.
- The pension increase assumption has increased from 1.90% p.a. to 2.80%. This assumption is based on the Consumer Prices Index.
- The salary increase assumption has increased from 2.90% p.a. to 3.80%.

The combined effect of these changes has increased the value of the net liability. It may be helpful to also refer to the sensitivity analysis table at the end of this note, as this illustrates the effect of changing the assumptions.

The liabilities show the underlying commitments that the Authority has in the long run to pay post employment (retirement) benefits. The total liability of £71.5m has a substantial impact on the net worth of the Authority as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy:

- The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary.
- Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in the year to 31<sup>st</sup> March 2022 is £2,420,000. Expected contributions for the discretionary benefits scheme in the year to 31<sup>st</sup> March 2022 are £232,000.

### **Basis for Estimating Assets And Liabilities**

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

Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries and are based on the latest full valuation of the scheme as at 31 March 2021.

The demographic assumptions are projected using the CMI\_2020 Model.

2019/20	Actuarial Assumptions	2020/21
	Mortality assumptions:	
	Longevity at 65 for retiring today:	
22.9	• Men	22.6
24.1	• Women	23.9
	Longevity at 65 for retiring in 20 years:	
24.3	• Men	24.0
25.5	• Women	25.4
2.7%	Rate of inflation – RPI	3.2%
1.9%	Rate of inflation – CPI	2.8%
2.9%	Rate of increase in salaries	3.8%
1.9%	Rate of increase in pensions	2.8%
2.35%	Discount rate	2.0%
50%/75%	Take up of option to convert annual pension into retirement lump sum	50%/75%

The discretionary benefits arrangements have no assets to cover its liabilities. The Local Government Pension Scheme’s assets consist of the following categories, by proportion of the total assets held:

	31 <sup>st</sup> March 2020	31 <sup>st</sup> March 2020	31 <sup>st</sup> March 2021	31 <sup>st</sup> March 2021
	£000	%	£000	%
UK Equities	8,806	14%	9,038	11%
Overseas Equities	28,460	43%	42,142	52%
Gilts	2,824	4%	2,775	3%
Property	6,234	10%	6,554	8%
Cash	771	1%	842	1%
Target Return Portfolio	8,689	13%	7,682	9%
Infrastructure	2,851	4%	3,306	4%
Alternative Assets	4,075	6%	5,604	7%
Private Equity	0	0%	0	0%
Other Bonds	3,467	5%	3,659	5%
<b>Total</b>	<b>66,177</b>	<b>100%</b>	<b>81,602</b>	<b>100%</b>

## Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the above table.

The sensitivity analysis shown below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes, while all other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated.

The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on the actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Impact on the present value of total obligation	+0.1% £000	0.0% £000	-0.1% £000
Adjustment to discount rate	150,209	153,150	156,152
Adjustment to long term salary increase	153,510	153,150	152,793
Adjustment to pension increases	155,765	153,150	150,586

Impact on the present value of total obligation	+1 year £000	None £000	-1 year £000
Adjustment in longevity	160,513	153,150	146,138

## 43. CONTINGENT LIABILITIES

At 31 March 2021, the Authority had no contingent liabilities.

## 44. CONTINGENT ASSETS

The Council has lodged a High Court claim against the Royal Mail for Value Added Tax on postage previously paid and for compound interest. The initial value of the claim, subject to verification and updating as the litigation progresses, amounts to £0.5 million. As receipt of the payment is uncertain it has not been included within these accounts.

## 45. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Authority'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 Authority
- Liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments
- Re-financing risk – the possibility that the Authority might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms
- Market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates or stock market movements.

The Authority'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 Financial Services, under policies approved by the Council in the annual treasury management strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

### Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which is available on the Authority's website.

The Annual Investment Strategy requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits with a financial institution located in each category.

The credit criteria in respect of financial assets held by the Council are detailed below:

This Authority uses the creditworthiness service provided by Link Asset Services. This service uses a sophisticated modeling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- sovereign ratings to select counterparties from only the most creditworthy countries

The full Investment Strategy for 2020/21 was approved by Full Council on 26 February 2020 and is available on the Council's website.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies of £23.86m 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 irrecoverability applies to all of the Authority's deposits, but there was no evidence at 31<sup>st</sup> March 2021 that this was likely to crystallise.

The following analysis summarises the Authority's maximum exposure to credit risk on other financial assets, based on experience of default and uncollected amounts over the last five years, adjusted to reflect current market conditions.

	<b>Amount at 31<sup>st</sup> March 2021 £000</b>	<b>Historical experience of default %</b>	<b>Adjusted for market conditions at 31<sup>st</sup> March 2021 %</b>	<b>Estimated maximum exposure to default at 31<sup>st</sup> March 2021 £000</b>	<b>Estimated maximum exposure to default at 31<sup>st</sup> March 2020 £000</b>
	A	B	C	(A x C)	
Customers – debtors*	3,431	43.85%	43.85%	1,504	1,460

\*Excluding statutory debtors – Council Tax/NNDR

No credit limits were exceeded during the reporting period and the Authority does not expect any losses from non-performance by any of its counterparties in relation to deposits.

The Authority does not generally allow credit for customers, such that £3.431m is past its due date for payment. The past due amount can be analysed by age as follows:

	31 <sup>st</sup> March 2020 £000	31 <sup>st</sup> March 2021 £000
0 to 6 months	1,898	1,378
6 months to 1 year	265	159
1 to 2 years	562	579
More than 2 years	1,047	1,315
<b>Total</b>	<b>3,772</b>	<b>3,431</b>

Collateral - During the reporting period the council held no material collateral as security.

### Liquidity Risk

The Authority manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Treasury Management Code. This seeks to ensure that cash is available when needed.

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

As at 31<sup>st</sup> March 2021 all sums owing are due to be paid in less than one year.

### Refinancing and Maturity risk

The Authority maintains a debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer-term financial liabilities and longer-term financial assets.

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

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and

- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day-to-day cash flow needs, and the spread of longer-term investments provide stability of maturities and returns in relation to the longer-term cash flow needs.

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period (approved by Council in the Treasury Management Strategy):

	Approved minimum limits	Approved maximum limits	Actual 31 March 2021 £000s	Actual 31 March 2020 £000s
Less than 1 year	0%	60%	0	750
Between 1 and 2 years	0%	60%	0	0
Between 2 and 5 years	0%	100%	0	0
Between 5 and 10 years	0%	100%	500	500
More than 10 years	0%	90%	0	0
<b>Total</b>			<b>500</b>	<b>1,250</b>

## Market Risk

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

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise;
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances)
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- Investment at fixed rates – the fair value of the assets will fall (no impact on revenue balances)

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investment will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement, if material.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. Financial Services will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

**Price Risk** - The Authority does not generally invest in equity shares or marketable bonds.

### Foreign Exchange Risk

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

## 46. HERITAGE ASSETS: SUMMARY OF TRANSACTIONS

	Valuation Movement of Heritage Assets										Value at 31/03/2020 £000
	Orig- inal £000	2012 /13 £000	2013 /14 £000	2014 /15 £000	2015 /16 £000	2016 /17 £000	2017 /18 £000	2018 /19 £000	2019 /20 £000	2020 /21 £000	
Pottery	149	7	0	0	0	0	0	0	0	0	156
Carpet	184	9	0	0	0	0	0	0	0	0	193
Decorative Arts	51	2	0	0	0	0	0	0	0	0	53
Other	415	22	32	17	0	0	0	35	0	0	521
<b>Total Valuation</b>	<b>799</b>	<b>40</b>	<b>32</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>923</b>

## 47. HERITAGE ASSETS: FURTHER INFORMATION ON THE MUSEUM'S COLLECTIONS

The Museum of Barnstaple & North Devon opened in 1989. The collections are derived from the North Devon Athenaeum, (est. 1889, previously the Barnstaple Literary and Scientific Institution), the Borough of Barnstaple Museum in St. Anne's Chapel (est. 1924) and more recent collections. They include natural history, archaeology, social history, fine, and decorative art.

Some collections including the Royal Devon Yeomanry collections, art and social history belonging to the North Devon Athenaeum, and some church silver are held on loan and are not considered to be Heritage Assets of the council.

A number of items within the collections have been acquired with grant aid from the V&A purchase grant fund and the Art Fund, which would have to be repaid in the event of sale of the items concerned.

The (council owned) collection currently comprises over 47,000 items:

### **Social History**

Over 23,500 items, mostly collected in the last 30 years, mainly domestic and household items with a North Devon provenance, and material representing local trades and industries. Important collections include the Borough of Barnstaple Fire Engine, Shapland and Petter design archive and the collection of James Ravilious photographs.

### **Fine Art**

Just over 200 drawings and paintings, mostly local topographic views. Well-represented artists include Brian Chugg, F.R.Lee and Francis Carruthers Gould.

### **Decorative Arts**

Around 1800 items, the most important being the Huguenot table carpet, Landkey Parish table, the North Devon Pottery collections and furniture by Shapland and Petter. Important examples of North Devon silver include a collection of spoons and the Barnstaple Dissenters' silver.

### **Natural History**

Nearly 10,000 natural history specimens, including the historic collections of the North Devon Athenaeum and more recent scientific collections. The Sharland herbarium is of particular importance.

### **Geology**

Over 5500 specimens including the Partridge and Townsend Hall collections, highly important for Devonian geology, including a number of type and figured specimens.

### **Archaeology**

Historic collections and stray finds and excavated material. The museum is the collecting institution for all archaeological investigations in the Northern part of Devon. There are substantial excavation archives relating to the post-mediaeval Barnstaple pottery industry and a very small ethnographic collection.

### **Heritage Assets of Particular Importance**

The most valuable items in the collection are as follows:

Huguenot Table Carpet	£192,973
Barnstaple Borough Fire Engine	£65,000
Dissenters silver	£10,121
Shapland & Petter display cabinet	£11,695

Bowl with lid by George Fishley	£23,391
Brannam Pottery exhibits	£132,857
Silver Spoons	£23,391
Overmantel 17th Century	£8,000
Landkey Parish Table	£10,000

The valuations are mostly based on the curator's assessment of market changes since the items were acquired. In the case of the Huguenot table carpet, which is a unique item, the valuation is based on a compensatory sum should it be destroyed.

### **Preservation and Management**

The Museum of Barnstaple & North Devon has a rolling programme of conservation work and each year spends around £500 on remedial and preventive conservation work. Last year an additional £18000 was invested in remedial conservation by the National Lottery Heritage Fund.

The Museum of Barnstaple & North Devon is a professionally staffed and fully Accredited Museum and has the necessary documentation and collections care procedures in place, including the Collections Development Policy approved by Council and Collections Care Plan. Day to day collections care is carried out by the Museum Collections Officer, under the direction of the Museum Manager.

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

## Report on the Audit of the Financial Statements

### Opinion on financial statements

We have audited the financial statements of North Devon District Council (the 'Authority') for the year ended 31 March 2021, which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2021 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 2020/21; 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, as required by the Code of Audit Practice (2020) ("the Code of Audit Practice") approved by the Comptroller and Auditor General. 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.

### Conclusions relating to going concern

We are responsible for concluding on the appropriateness of the Director of Resources and Deputy Chief Executive's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify the auditor's opinion. Our conclusions are based on the audit evidence obtained up to the date of our report. However, future events or conditions may cause the Authority to cease to continue as a going concern.

In our evaluation of the Director of Resources and Deputy Chief Executive'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 2020/21 that the Authority's financial statements shall be prepared on a going concern basis, we considered the inherent risks associated with the continuation of services provided by the Authority. In doing so we had regard to the guidance provided in Practice Note 10 Audit of financial statements and regularity of public sector bodies in the United Kingdom (Revised 2020) on the application of ISA (UK) 570 Going Concern to public sector entities. We assessed the reasonableness of the basis of preparation used by the Authority and the Authority's disclosures over the going concern period.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Authority's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

In auditing the financial statements, we have concluded that the Director of Resources and Deputy Chief Executive's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

The responsibilities of the Director of Resources and Deputy Chief Executive with respect to going concern are described in the 'Responsibilities of the Authority, the Director of Resources and Deputy Chief Executive and Those Charged with Governance for the financial statements' section of this report.

#### **Other information**

The Director of Resources and Deputy Chief Executive 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 obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

#### **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 in April 2020 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 '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 matters 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, the other information published together with the financial statements in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

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

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

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

### **Responsibilities of the Authority, the Director of Resources and Deputy Chief Executive and Those Charged with Governance for the financial statements**

As explained in the Statement of Responsibilities, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Director of Resources and Deputy Chief Executive. The Director of Resources and Deputy Chief Executive 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 2020/21, for being satisfied that they give a true and fair view, and for such internal control as the Director of Resources and Deputy Chief Executive 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 Director of Resources and Deputy Chief Executive 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 Governance 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.

**Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the Authority and determined that the most significant, which are directly relevant to specific assertions in the financial statements, are those related to the reporting frameworks (international accounting standards as interpreted and adapted by the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the Local Government Act 2003, and the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992) and the Local Government Finance Act 2012.
- We enquired of senior officers and the Governance Committee, concerning the Authority's policies and procedures relating to:
  - the identification, evaluation and compliance with laws and regulations;

- the detection and response to the risks of fraud; and
- the establishment of internal controls to mitigate risks related to fraud or non-compliance with laws and regulations.
- We enquired of senior officers, internal audit and the Governance Committee, whether they were aware of any instances of non-compliance with laws and regulations or whether they had any knowledge of actual, suspected or alleged fraud.
  - We assessed the susceptibility of the Authority’s financial statements to material misstatement, including how fraud might occur, by evaluating officers’ incentives and opportunities for manipulation of the financial statements. This included the evaluation of the risk of management override of controls. We determined that the principal risks were in relation to journals, accounting estimates and critical judgements made by management.
- Our audit procedures involved:
  - evaluation of the design effectiveness of controls that the Director of Resources and Deputy Chief Executive has in place to prevent and detect fraud;
  - journal entry testing, with a focus on management override of controls;
  - challenging assumptions and judgements made by management in its significant accounting estimates in respect of land and buildings, investment property and defined benefit pensions liability valuations;
  - assessing the extent of compliance with the relevant laws and regulations as part of our procedures on the related financial statement item.
- These audit procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error. However, detecting irregularities that result from fraud is inherently more difficult than detecting those that result from error, as those irregularities that result from fraud may involve collusion, deliberate concealment, forgery or intentional misrepresentations. Also, the further removed non-compliance with laws and regulations is from events and transactions reflected in the financial statements, the less likely we would become aware of it.
- Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's.
  - understanding of, and practical experience with audit engagements of a similar nature and complexity through appropriate training and participation
  - knowledge of the local government sector
  - understanding of the legal and regulatory requirements specific to the Authority including:
    - the provisions of the applicable legislation
    - guidance issued by CIPFA, LASAAC and SOLACE

- the applicable statutory provisions.
- In assessing the potential risks of material misstatement, we obtained an understanding of:
  - the Authority's operations, including the nature of its income and expenditure and its services and of its objectives and strategies to understand the classes of transactions, account balances, expected financial statement disclosures and business risks that may result in risks of material misstatement.
  - the Authority's control environment, including the policies and procedures implemented by the Authority to ensure compliance with the requirements of the financial reporting framework.

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

#### **Matter on which we are required to report by exception – the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources**

Under the Code of Audit Practice, we are required to report to you if, in our opinion, we have not been able to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

Our work on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources is not yet complete. The outcome of our work will be reported in our commentary on the Authority's arrangements in our Auditor's Annual Report. If we identify any significant weaknesses in these arrangements, these will be reported by exception in a further auditor's report. We are satisfied that this work does not have a material effect on our opinion on the financial statements for the year ended 31 March 2021.

#### **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 undertake our review in accordance with the Code of Audit Practice, having regard to the guidance issued by the Comptroller and Auditor General in April 2021.

This guidance sets out the arrangements that fall within the scope of 'proper arrangements'. When reporting on these arrangements, the Code of Audit Practice requires auditors to structure their commentary on arrangements under three specified reporting criteria:

- Financial sustainability: how the Authority plans and manages its resources to ensure it can continue to deliver its services;
- Governance: how the Authority ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness: how the Authority uses information about its costs and performance to improve the way it manages and delivers its services.

We document our understanding of the arrangements the Authority has in place for each of these three specified reporting criteria, gathering sufficient evidence to support our risk assessment and commentary in our Auditor's Annual Report. In undertaking our work, we consider whether there is evidence to suggest that there are significant weaknesses in arrangements.

#### **Report on other legal and regulatory requirements – Delay in certification of completion of the audit**

We cannot formally conclude the audit and issue an audit certificate for North Devon District Council for the year ended 31 March 2021 in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice until we have completed our work on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources and issued our Auditor's Annual Report.

#### **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.

Peter Barber, Key Audit Partner  
for and on behalf of Grant Thornton UK LLP, Local Auditor

Bristol  
Date:

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## **ANNUAL GOVERNANCE STATEMENT 2020/21**

### **1. Executive Summary**

North Devon Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility the council is responsible for putting in place proper arrangements for the governance of its affairs, and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council must exercise corporate governance which is consistent with the principles of the CIPFA/SoLACE Framework “Delivering Good Governance in Local Government 2016” (“The Framework”). This Annual Governance Statement (AGS) explains how the council complies with the framework and also meets the requirements of the Accounts and Audit Regulations in relation to the publication of a statement on internal control.

The Council is committed to address governance issues and to keep arrangements under review, and has sound evidence to the effect that there is a system of governance in place which meets the principles of the Framework and is fit for purpose.

The Council’s perspective has been informed by an Internal Audit of the governance arrangements, carried out in July 2021 by the Devon Audit Partnership, which has provided a reasonable assurance that the arrangements for governance are sound, whilst highlighting some issues, non-compliance and scope for improvement. Key concerns identified are referred to in this statement, and in Appendix A, which comprises an assessment of how the CIPFA principles are met, where governance can be seen in action, and the assurance received and the issues identified.

### **2. The purpose of the governance framework**

Confidence in public sector governance is of critical importance, given the huge investments by taxpayers in local services and the need to ensure that resources are not wasted. This Annual Governance Statement is to help provide that confidence by formally recognising, recording and publishing the council’s governance arrangements.

The Framework requires local authorities to be responsible for ensuring that:-

- Their business is conducted in accordance with all relevant laws and regulations
- Public money is safeguarded and properly accounted for

- Resources are used economically, efficiently and effectively to achieve agreed priorities which benefit local people.

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

Our governance framework derives from core principles in the Framework. They are:

- a) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law,
- b) Ensuring openness and comprehensive stakeholder engagement
- c) Defining outcomes in terms of sustainable economic, social and environmental benefits,
- d) Determining the interventions necessary to optimise the achievement of the intended outcomes,
- e) Developing the entities capacity, including the capability of its leadership and the individuals within it,
- f) Managing risks and performance through robust internal controls and strong public financial management,
- g) Implementing good practices in transparency, reporting and audit to deliver effective accountability.

CIPFA has also recommended that, in addition to the normal content of the Annual Governance Statement, councils should make specific comment about the impact of the Covid-19 pandemic on its governance arrangements. These comments have been incorporated into a further core principle (h) which is under the heading “Operational and Governance matters due to the Covid 19 pandemic.”

The authority’s financial management arrangements conform with the governance requirements of the CIPFA “*Statement on the Role of the Chief Financial Officer in Local Government*” (2016) as set out in the Application Note to the Framework.

### **3. Key Elements of the Council’s Governance Framework**

#### **3.1 Council and Strategy and Resources Committee**

- Set the budget, strategies and the corporate objectives
- Receive performance reports

#### **3.2 Governance Committee**

- Oversight of ethics and governance issues
- Dealing with complaints
- Receiving audit reports
- Risk Management
- Receiving performance reports
- Holding Strategy and Resources Committee to account
- Considering service plans

## 3.4 Senior Management Team

- Receiving performance reports
- Managing behaviours
- Dealing with health and safety issues
- Risk Management

## 3.5 Corporate Risk Group

- Identifying corporate risks and reporting

## 3.6 Statutory Officers

- Ensuring that the Council acts properly and lawfully

## 3.7 Internal Audit

### **4. How we comply with the framework**

In conjunction with Internal Audit, compliance with the Framework in meeting the principles, where governance can be seen in action, and the assurance received and issued identified, have been assessed in detail and are exhibited in full in Appendix A. This statement, therefore, should be read alongside the assessment.

Under the headings below, the actions recommended by the assessment are highlighted.

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

These actions have been recommended:

- Training as to the new members' Code of Conduct should be provided by the Head of Governance
- The register of the Members' interests should be up-dated
- A review of the complaints procedure should be undertaken
- More staff surveys should be undertaken to assess staff wellbeing
- An Annual Equality Report should be produced
- The constitution should be up-dated to reflect the changes in the governance structure of the Council

### **Principle B - Ensuring openness and comprehensive stakeholder engagement**

These actions have been recommended:

- Report more clearly how the Council budget is being spent
- Remove information from the Council's website which is no longer applicable
- Up-date the statistics concerning Freedom of Information requests

- Review the conclusions from the follow-up Peer Review
- Consider the need for a Communications and Engagement Strategy

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

These are the recommended actions:

- Review and up-date the Corporate Plan and Council priorities
- Progress the recommendations within the Devon Districts Procurement Strategy 2019-2022, and update the Procurement Sustainability Strategy
- Consider how to provide more summary information on Council performance, Performance and Financial Management

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

This recommended action emerges:

- Rationalise the number of performance indicators so that they constitute the core indicators which monitor and report on performance

## **Principle E - Developing the entities capacity, including the capability of its leadership and the individuals within it**

The assessment did not highlight any recommended actions, but it did identify that a new structure of senior management responsibilities was in the process of being created. A lack of capacity at senior management level has been identified in Local Government Association reviews, with several senior manager posts being vacant over a significant period.

The process is now complete, and the following Heads of Service are all in post from 1<sup>st</sup> September 2021:

- Head of Paid Service/Chief Executive
- Director of Resources and Deputy Chief Executive
- Head of Customer Focus
- Head of Environmental Enhancement
- Head of Governance
- Head of Organisational Development
- Head of Place and Regeneration
- Head of Planning, Housing and Health
- Head of Programme Management and Performance

## **Principle F - Managing risks and performance through robust internal controls and strong public financial management**

In summary, the following has emerged:

- Internal audit reported on Risk Management in December 2020, the report providing a Reasonable Assurance, although there are some recommendations which remain to be implemented. The audit programme has included a review of the majority of the core financial systems used by the Council, with no significant issues being identified.
- The external auditors have provided an unqualified opinion on the Council's financial statements for 2019-20
- Internal audit has provided an overall "Reasonable Assurance" that there are generally sound systems of governance, risk management and control in place across the Council
- A limited assurance for Cyber Security has been provided by Devon Audit Partnership in March 2021, with an action plan in place to address the weaknesses identified
- Internal Audit has recommended an Action Plan for the Council to undertake a compliance assessment against the new Financial Management Code, as required by CIPFA

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

The assessment at Appendix A highlights that the implementation of good practices in transparency is evidenced by the Annual Governance Statement itself, which is discussed by the Governance Committee and subsequently Full Council. Audit recommendations are reported to the Governance Committee, and progress towards completion is tracked and reported. Performance monitoring reports are considered by the Strategy and Resources Committee and then Full Council. External audits are undertaken every year and evidenced through the Annual Audit Letter.

## **Principle H – Operational and Governance matters due to the Covid 19 pandemic**

An internal audit report has been conducted in relation to safe staff operations during Covid 19, and this provided a Reasonable Assurance that staff were properly supported during the emergency. Regular Senior Management Team meetings were held to co-ordinate the response to the pandemic, and regular staff briefings given to keep staff up to date with developments. Risk assessments were carried out in all

business areas, new risks were assessed, and mitigating action applied where necessary.

## **5 Evaluation of the Effectiveness of Governance**

### **5.1 Background**

The Council has conducted its annual review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by

- the work of council officers who have responsibility for the development and maintenance of governance environment
- the annual report of internal audit, and
- comments made by the external auditors and other review agencies and inspectorates
- assurance work completed during the year and up until the point that this Annual Governance Statement is approved.

The main processes that have been relied upon by North Devon Council in reviewing and maintaining the effectiveness of the system of internal control are highlighted below.

### **5.2 Internal Audit**

Internal Audit is responsible for objectively reviewing the Council's internal systems of control with a view to reporting on and making recommendations to management with regard to their effectiveness for managing business risk and achieving the organisation's objectives

Internal Audit reviews are designed to assess the effectiveness of the internal controls on which the council relies for managing risk. There is an annual risk-based internal audit plan approved by the Governance Committee. During the year Internal Audit has undertaken a number of audits, the recommendations from which have been reported to SMT on a regular basis.

All outstanding Audit actions that are contained within the Internal Audit Reports are contained within a report that is presented to the Governance Committee. The Governance Committee takes an active role in ensuring actions are completed.

The effectiveness of Internal Audit in carrying out this function is assessed by the Governance Committee.

The service is provided through an external supplier, the Devon Audit Partnership, enabling access to a wide variety of skills and specialist practitioners. The Internal Auditors have stated that there a generally sound system of governance, risk management and control in place.

### **5.3 External Audit**

The Council has appointed Grant Thornton as its external auditors.

The Audit findings for North Devon District Council for the year ended 31<sup>st</sup> March 2020 were that no material errors or adjustments to the financial statements were identified, and no adjustments were identified that resulted in an adjustment to the Council's Comprehensive Income and Expenditure Statement. The headline conclusion was that NDDC has proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

## 5.4 Other external agencies

The **Local Government and Social Care Ombudsman** (LGSCO) has publicly available records in respect of complaints received about each council. For 2020/2021, it appears that 7 complaints were received in relation to NDDC, with the largest number (4) coming from the Planning area, whilst 2 involved housing, and one involved environmental services. In the preceding four years the numbers were 17, 25, 23, and 23 respectively.

Only two of the complaints were upheld after a detailed investigation.

The LGSCO has pointed out that some care should be taken in comparing the figures with those from previous years, as the Ombudsman did not accept new complaints and did not investigate existing cases between March and June 2020, because of Covid 19. This clearly reduced the number of complaints it received and decided.

The **LGA Peer Review** which took place in 2016 has been referenced in previous Annual Governance Statements. The Council undertook a further Peer Challenge in November 2019, and a report as to the outcomes was received in February 2020, but the onset of the Covid-19 pandemic has interrupted the reporting-back process and progress in implementing the recommendations. However, the recent appointment of new Heads of Service has addressed the perceived lack of capacity at senior management level.

## 5.5 Statutory Officers (i.e. Head of Paid Service, Chief Financial Officer, and Monitoring Officer)

No formal reports have been made by any statutory officer.

## 5.6 Senior Management Team

The Senior Management Team meets each week to develop policy issues and also considers internal control issues, including risk management, performance management, compliances, efficiency and value for money, and financial management.

During the year all external and internal audit reports are considered by the Senior Management Team before agreement of the recommendations. This ensures that any action that stems from them is properly integrated into the Council's activity.

The Senior Management Team reviews and updates the Corporate Risk Register, supported by the Corporate Risk Management Group.

The Council's performance is reviewed quarterly. The Senior Management Team are the first step in the chain of monitoring and action that culminates in Strategy and

Resources Committee decisions on the Performance and Financial Management Report.

Senior Management Team exercise control over all appointments and any staffing changes, including direct replacements have to be supported by business cases and approved by the Team.

All members of Senior Management Team have responsibility for maintaining a system of sound internal controls and management processes within their area of responsibility, and for reviewing their effectiveness. Each has completed an **Assurance Statement** for their area confirming that a sound system of internal control has been in place throughout the financial year, and identifying any areas that are less robust.

The composition of the Senior Management Team has been enhanced, from 1<sup>st</sup> September 2021, to address the perceived lack of capacity at senior level. The Team now comprises the Chief Executive, the Deputy Chief Executive, and seven Heads of Service.

## **5.7 Health and Safety**

There are established risk assessment and incident reporting processes. These are supported by framework risk assessments for 'office work', 'office work at home' 'site visits', 'driving at work', and 'attendance at exhibitions'. In addition there is information on a wide range of subjects available.

Following the onset of the Covid-19 pandemic, and the Government guidance for members of staff to work from home, wherever possible, both general and specific risk assessments have been issued to manage the return to work of those who have not been attending the workplace during the pandemic.

The Senior Management Team and the Council's Health Safety, and Welfare Committee (a joint staff/Member/management committee) has met during the year and received incidence statistics with notes of trends and actions taken. These meetings support the Health and Safety Advisor's introduction of improvements and updates to guidance or practices to mitigate risks/incidence issues.

There are reports to the Chief Executive and the Senior Management Team when issues arise.

## **5.8 Information Management and Security**

The Council holds a great deal of information and personal data to support the delivery of services. The security of that information is of paramount importance. The Information Management Group monitors compliance with the Information Security, Email, Internet and Data Protection Policies. It has responsibility for ensuring that procedures are in place to reinforce the policies and for ensuring that specific training and guidance is provided at all levels within the Council. It reports to the Senior Management Team as issues arise. No major issues have been identified.

Both the spirit and the letter of the General Data Protection Regulation have been fully implemented by the Council. Data Protection Champions have been appointed for each service area and these meet with the Data Protection Officer when issues arise. Training of all staff and Councillors has been undertaken and the Data Protection Officer is proactive in dealing with issues and concerns. All breaches are dealt with in

accordance with the law and relevant guidance and the Data Protection Officer ensures that any changes that are highlighted by breaches are introduced. In the Data Protection Officer's absence, two other senior officers are briefed to deal with any emergency data protection issues arising.

## 6. Accountability and Action Plans

North Devon Council has reviewed its governance arrangements under the auspices of this Annual Governance Statement, and in doing so it has been valuably informed by Devon Audit Partnership's audit of the governance arrangements.

Whilst the Council is very pleased to note the audit opinion of "reasonable assurance" that there is a generally sound system of governance, risk management and control in place, the Council is committed to ensuring the continuous improvement of the corporate governance arrangements. This can be achieved by continual assessment and by addressing the action points which have been highlighted

We have been advised on the implications of the result of the review of the effectiveness of the governance framework to address weaknesses and ensure continuous improvement of the system is in place.

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

Signed:

Councillor David Worden .....  
Leader

Ken Miles .....  
Chief Executive

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Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law		
How We Meet these Principles	Where You Can See Governance in action (details provided on the NDC website)	Assurance Received and Issues Identified
<p><b>Behaving with integrity</b></p> <p>There are Codes of Conduct for Members (conforming to the LGA guidance) and Staff (Employees Code of Conduct (May 2016)).</p> <p>Members Code of Conduct training is carried out by the Monitoring Officer (last done in May 2019)</p> <p>In terms of Culture, there has been a sustained approach in the last couple of years to instill a culture of openness and to encourage officers to come forward with issues and concerns.</p> <p>Governance Committee – one of primary responsibility is to consider compliance with rules, regulations, propriety etc.</p>	<p>Codes of conduct for members are kept up to date and were last reviewed and updated in Jun 2021. This latest code for Councillors puts increased emphasis on the individual responsibility of members.</p> <p>Members and Employees <a href="#">Code of Conduct</a> explains how staff are expected to behave.</p> <p><a href="#">Terms of reference and minutes of the Governance Committee.</a></p>	<p>A new Code of Conduct for Councillors and Co-opted Members was discussed and reviewed by the Governance Committee on 8<sup>th</sup> June 2021, and adopted by Council on 21<sup>st</sup> July 2021</p> <p><b>ACTION – training on the Members Code will need to be provided again by the new Head of Governance</b></p> <p>Adherence to legislation (and Council regulations) related to the areas reviewed</p>

**Annual Governance Statement (2020/21)**

<p>Councillors make declarations of interest at all Council meetings attended, which are published with minutes and held on our website.</p> <p>Registers of Interests are held. Interests held by staff are completed by them on the Myinsite section. In addition, the statement of accounts includes declarations of related party transactions for each member and senior officers.</p> <p>Gifts &amp; hospitality rules exist for Members and Staff which are available on the internal intranet under the Myinsite section.</p> <p>Our Whistleblowing policy was reviewed in June 2021.</p> <p>We have a clear complaints procedure on our website. Customer Care guidelines are listed on our internal Insite.</p> <p>We take the Health and Safety of our Staff extremely seriously; this is supported by risk assessments (particularly related to the C-19 emergency, a H&amp;S Committee exists to discuss issues / risks). Updates, guidance and direction have been actively provided to officers on reducing the C-19 risk etc.</p>	<p>Requirement detailed in the <a href="#">Constitution</a> (as per the Localism Act 2011).</p> <p><a href="#">Register of interests</a> held on the intranet</p> <p><a href="#">Complaints procedure</a> on the intranet.</p> <p><a href="#">Customer Charter provided on the NDC website.</a></p> <p><a href="#">Health and Safety Policy – Statement, Organisation, Sick management policy.</a></p>	<p>is confirmed in each internal audit undertaken.</p> <p><b>ACTION - the Register of Interest needs updating as it was last updated in Feb 2019.</b></p> <p>Gifts &amp; Hospitality and Declarations are audited every few years by Internal Audit.</p> <p><b>ACTION - Undertake a review of the Complaints Procedure to confirm that it is operating effectively.</b></p> <p>Internal audit review of Covid-19 Staff Safety provided a Reasonable Assurance (Jan 21). One significant recommendation was for more focus on staff mental health and well being.</p>
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**Annual Governance Statement (2020/21)**

<p>We provide new Members and staff with induction training on appointment.</p> <p>We evaluate the on-going training needs of Members. Member training programme covering wide range of topics, after Elections (2019) and then refresher training 2 years later which Member Services working on now.</p> <p>We operate an annual appraisal scheme for all staff to identify development and skills needs and assess performance. Training needs are identified through this process, which results in identification of common themes to address through training or education.</p> <p>A Protocol exists in the Constitution which, amongst other things, deals with the relationship between Members and Officers and the access to information</p>	<p>In the <a href="#">Constitution</a></p>	<p>A survey of training needs of Governance Committee members was undertaken as part of the June 2021 meeting and papers can be seen there.</p>
<p><b>Demonstrating strong commitment to ethical values</b></p> <p>Employees Code of Conduct (May 2016)</p> <p>Members' Code of Conduct</p> <p>Protocol on Member/Officer Relations</p>	<p><a href="#">Code of Conduct</a></p>	<p><b>ACTION:</b> Undertake more periodic staff surveys to get a current view on how staff</p>

**Annual Governance Statement (2020/21)**

<p>Guidance for Members and staff on hospitality and gifts</p> <p>Planning code of conduct – written in Constitution.</p> <p>There is a range of key HR policies related to officers:</p> <ul style="list-style-type: none"> <li>➤ A Behaviour Framework has recently been produced through an internal consultative approach, and is being rolled out in July 2021 with five core behaviours, including those relevant to senior management to promote a consistent behaviour approach across the organisation.</li> <li>➤ Framework related to management behaviours and how managers are expected to behave (i.e bullying, harassment, engagement with staff etc).</li> <li>➤ Disciplinary policy and procedure</li> <li>➤ Grievance policy and procedure</li> <li>➤ Family Friendly Policy</li> </ul> <p>All staff have had Equality and Diversity training as part of continuing development.</p> <p>An Employee Handbook has been produced.</p>	<p>Planning protocol in Constitution.</p> <p><a href="#">HR policies.</a></p>	<p>are feeling, and identify if staff have any issues, concerns or trends in areas such as Equality and Diversity, Bullying, Harassment, level of Stress etc.</p>
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**Annual Governance Statement (2020/21)**

<p>legality of decisions and processes and to investigate any alleged breaches.</p> <p>Compliance with CIPFA’s Statement on the Role of the Chief Financial Officer in Local Government (CIPFA, 2015).</p> <p>We comply with the Whistleblowing legislation and have a Whistleblowing policy.</p> <p>We have up-to-date anti-fraud and corruption policies and procedures. These were updated, and approved by Governance Committee in June 2021. Further work to be done by DAP.</p> <p>Compliance with procurement regulations including competing contracts, and publishing list of contracts over £5k via the Contract Register.</p> <p>General legal advice provided for business operations either as a stand-alone piece of advice or specific to a case on which Legal Services are instructed to advise.</p> <p>Role of Monitoring Officer – qualified, experienced individual and team of lawyers and solicitors.</p>	<p><a href="#">Contract Register</a></p>	<p>The adequacy of the anti-fraud and corruption policy and strategy were confirmed by Internal Audit in February 2021.</p> <p>An internal audit on Procurement is currently underway. This includes Recommendations to address weaknesses related to Waivers, and compliance to procurement regulations.</p>
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Principle B: Ensuring openness and comprehensive stakeholder engagement		
How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
<p><b>Openness</b></p> <p>A breakdown on the level of Council Tax Charges, and how we spend the budget is contained on our Website.</p> <p>The public can ask for general information, or specific advice on planning, or other business operations via north devon – there is a contacts page on the NDC site.</p> <p>We publish agendas and minutes for all our meetings on our website. Members of the public are encouraged to attend, and also given opportunity to ask questions. This has continued even during the virtual meetings during the year.</p> <p>There is a process in committee meetings to agree with items are Part A and Part B for members to agree.</p> <p>We have an aim to inform, consult and involve everyone in North Devon.</p>	<p><a href="#">See this page for Council Tax charges, and how the budget is spent.</a></p> <p><a href="#">Contact Us page</a></p> <p><a href="#">Browse meetings section</a> Committee meeting dates, agendas and minutes of committee meetings.</p> <p><a href="#">Taking Part in Meetings</a> section on the intranet explaining how public can visit and participate in council meetings.</p> <p>Consultation and Involvement / Communication Strategy - <a href="#">Consultation and Engagement</a></p>	<p><b>ACTION:</b> While there is a brief summary on how the budget is spent, other District Councils provide clear annual summary reports on costs, delivery, priorities etc. The council should consider how to report more clearly the impact it is having.</p> <p>Customer Services desk help ensure prompt resolution of queries and questions.</p> <p>Notes of our meetings are on the website (with the exception of Part B business and in certain other limited circumstances on an exceptional basis).</p>

## Annual Governance Statement (2020/21)

We publish “key decisions” on the website related to significant expenditure, or significant in terms of its effect on communities living or working in an area (or are these noted in the notes of the relevant Council meeting).

Officer decisions taken by council officers are published on the intranet – and can be searched.

We have a Freedom of Information publication scheme that enables the public to request information from us. These show that requests are largely being dealt with in the 20 working day timescale. We also have a Publication Scheme which contains many council documents.

Procurements are competed through Pro Contract to support fair competition. Generally all contracts worth more than £5,000 are shown on our Contracts Register. We also publish details of spend using our Government Procurement Card.

[Officer Decisions](#)

[Process to make an FOI request.](#)

[Publication Scheme](#)

[Procurement approach, also listed in the Constitution.](#)

[Contract Register](#)

**ACTION:** There is a section on [Browse Forward Plans](#), providing the public with notification on what key decisions will be made by the Executive or officers. As this requirement is no longer required, this webpage should be removed as it contains no current information

**ACTION –** The Freedom of Information statistics should be updated as there is coverage only up to Sept 2020.

**Annual Governance Statement (2020/21)**

<p>We have a standard report template for Council papers to support ease of understanding and report writing.</p> <p>We have a calendar of dates for submitting, publishing and distributing timely Council reports.</p>		
<p><b>Engaging comprehensively with institutional stakeholders</b></p> <p>We actively engage with other local councils. There are regular Chief Exec and Leader meetings with all Devon Councils, Devon Section 151 Officer meetings, similar through the authority with different service groups. Increased meetings through 2020 and 2021 due to pandemic too at all levels.</p> <p>We work closely with Torridge District Council, including a North Devon and Torridge Local Plan to guide development, and have joint committees such as Local Planning with Torridge, Crematorium with Torridge, Building Control with Mid Devon.</p> <p>In February 2020 the Local Government Association undertook a second review to the one in 2016. This did not formally report due to the C-19 emergency, but the</p>	<p><a href="#">Local Plan</a>; Joint committees in place:</p> <p>Engaging apprentices through local colleges to work in the council.</p>	<p>The Local Plan was subject to a Planning Inspectorate review in 2018 which noted the plan was “sound”.</p> <p>Internal Audit of NMD Building Control in September 2020 which provided a Reasonable Assurance.</p> <p>.</p> <p><b>ACTION – discuss the review conclusions from the Local Government follow up</b></p>

**Annual Governance Statement (2020/21)**

<p>recommendations (related to capacity building for senior management, capacity through organ, Commercialisation strategy) have been progressed. The LGA are due to return in September 2021 for a follow up light touch review.</p> <p>We meet with our local colleges of Further Education and key local employers on specific issues.</p> <p>Engagement with other local councils and other public organisations on Climate Change, including jointly employing a Climate Change Officer with Torridge District Council..</p>	<p>There is a specific section on the NDC Website related to <a href="#">business organisations</a>, and a Local Business Bulletin is produced by the Economic Development team providing focused news related to business organisations including support during the C-19 emergency.</p>	<p>review with Council officers when it is completed.</p>
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<p><b>Engaging with individual citizens and service users effectively</b></p> <p>We have a Customer Charter to improve how we interact and resolve queries from members of the public and provide</p> <p>We have community consultations: most recently on Council Tax Reduction Scheme, Revising Hackney Carriage and Private Hire Licensing Policy, and Houses in Multiple Occupation.</p> <p>We have Planning Consultations (in conjunction with Torridge District Council) most recently on the Georgeham Neighborhood Plan.</p> <p>Facility to raise e-petitions (albeit, the last one raised was in 2017).</p> <p>We publish details of consultations and petitions on our website to get the public's views.</p> <p>E-mail newsletters are provided on what is happening in NDC and area – people can sign up to them.</p>	<p><a href="#">Customer Charter</a></p> <p><a href="#">Community Consultations</a></p> <p><a href="#">Planning consultations</a></p> <p><a href="#">Petitions</a></p> <p><a href="#">There is a facility to sign up for newsletters</a> with content that can be customised by the individual for their own interest.</p>	<p><b>ACTION: Consider whether there is a need for a communication and engagement strategy to ensure the Council is reaching out to the community and is accessible in its communications.</b></p>
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Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits		
How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
<p><b>Defining outcomes</b></p> <p>We agreed a North Devon and Torridge Local Plan in October 2018 to shape the future of the area.</p> <p>Our Corporate Plan provides a high level guide to Corporate Priorities, why this is important, and facts and challenges. This includes priorities important for Sustainability (Cherish and protect our environment, and Plan for North Devon’s future). Some elements have been reported on, such as bringing forward the Commercialisation Strategy report to Full Council in November 2020.</p> <p>We have signed up to a Devon Districts Procurement Strategy 2019-22 which includes consideration of Sustainable Procurement, and increased engagement with Small and Medium Sized Enterprises and local businesses.</p>	<p><a href="#">Local Plan</a></p> <p><a href="#">Corporate Plan</a></p>	<p><b>ACTION:</b> Review and update the Corporate Plan and council priorities. This activity was paused due to the C-19 emergency (it is understood that the LGA review will facilitate discussions on the Council priorities).</p> <p><b>Action:</b> progress the recommendations within the Devon Districts Procurement Strategy, and update the Procurement Sustainability Strategy.</p>

**Annual Governance Statement (2020/21)**

<p>We have a NDC Procurement Sustainability strategy (albeit this is dated 2016).</p> <p>We have signed up to the Devon Climate Change Declaration, and recently appointed an officer shared with Torridge District Council to help us.</p>		
<p><b>Sustainable economic, social and environmental benefits - delivering</b></p> <p>We have a Corporate plan, with four corporate priorities and a Delivery Plan related to those priorities. This will be refreshed in the next few months. Our priorities are:</p> <ul style="list-style-type: none"> <li>➤ Delivering the best for our customers.</li> <li>➤ Cherishing and protecting our environment.</li> <li>➤ Planning for the future.</li> <li>➤ Achieving financial security.</li> </ul> <p>We have a Treasury Management function to maximise the return on our capital assets.</p> <p>We are currently developing a Climate Change action plan to support meeting the Net Emissions target. As part of this,</p>	<p><a href="#">Corporate Plan</a></p> <p><a href="#">Budgets and Spending information</a> for:</p> <p>Budget Book 2020-21          Budget 2020-1 and Medium Term Financial Strategy          Statement of Accounts          Capital Investment Plan          Expenditure Data</p>	<p><b>ACTION:</b> Consider how to provide more summary information for the public on <a href="#">Council Performance</a>, <a href="#">Performance and Financial Management</a>, and Performance Indicators as there is no easy to access information on delivery against priorities, plans or indicators.</p> <p>While there is an Asset Management Plan, it is out of date and need re-writing to link to the new Commercialisation Strategy.</p> <p>The recent Internal Audit of Climate Change recognised the good work being done provided a Limited Assurance. We</p>

**Annual Governance Statement (2020/21)**

<p>we have recruited a Climate Change officer (shared with Torridge District Council).</p>		<p>have accepted the recommendations and are working to implement them</p>
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<p><b>Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes</b></p>		
<p><b>How We Meet these Principles</b></p>	<p><b>Where You Can See Governance in action</b></p>	<p><b>Assurance Received and Issues Identified</b></p>
<p><b>Determining interventions</b></p> <p>Our governance is based on committee structure appointed by the council where key decisions are taken. Options are put to appropriate committees for review, discussion and approval – with a favoured officer recommendation for councillors to debate and choose. Decisions are delegated to specific officers as part of the Constitution. Devon Counties Procurement Strategy identified procurement strategy and priorities to address.</p>	<p><a href="#">How the council operates</a></p> <p>Committee Report Procedure</p>	<p>The process for aligning service budgets, plans and objectives has been reviewed and is more effective</p> <p>Internal Audit progress reports showing areas reviewed, assurance opinion and key actions arising. Recommendations are tracked to completion to confirm control weaknesses are resolved.</p>



**Annual Governance Statement (2020/21)**

<p>Calendar of dates for developing and submitting plans and reports for council approval.</p> <p>Schedule for approval of key financial and governance documents such as financial plan.</p> <p>Details of consultations and petitions on our website.</p> <p>Key Performance Indicators have been established and approved for most service elements and are included in the quarterly report to members.</p>		<p><b>ACTION:</b> Work has been undertaken to rationalise down the number of performance indicators. Further work is needed to confirm that these constitute the core indicators that can be used to monitor and report performance in all important sectors.</p>
<p><b>Optimising achievement of intended outcomes</b></p> <p>A Budget Book, and Medium Term Financial Strategy is discussed and agreed with Council.</p> <p>Process is all-inclusive, taking into account the full cost of operations over the medium and longer term.</p> <p>A Treasury Management Strategy is produced ahead of the start of the year, and a mid year and Annual Report produced that goes to Council committees.</p>	<p>The Budget Book for 2020-21 and Medium Term Financial Strategy Plans which are reported to Full Council</p> <p><a href="#">Treasury Management Annual Report</a></p> <p>Strategy and Resource reports</p>	

**Annual Governance Statement (2020/21)**

<p>Risk management and performance monitoring are key measures to support interventions.</p> <p>The Governance Committee is supported by independent internal audit assurance reports provided by Internal Audit (DAP), and the External Auditors' annual opinion on the statement of accounts.</p> <p>Governance Committee meetings are held in a public forum. In 2020-21, these were held via Zoom meeting as per legislation, with the ability of members of the public to attend virtually. Six meetings were held in 2020-21.</p> <p>The plans of work for both Internal and External Audit are considered and approved by the Committee.</p> <p>The Committee will receive regular update reports from both sets of Auditors and will hold management to account for any correcting action that may be required.</p> <p>A new Programme Management Office is being created as part of the new Organisational design for the council. This will support delivery of core priorities and projects.</p>	<p><a href="#">Annual Report from External Auditors</a></p> <p>Annual Report from Internal Audit, contained in the June 2021 Governance Committee papers.</p> <p>Individuals audits and updates from Internal Audit to Governance Committee.</p> <p>Agreement of Internal Audit Annual Plan by the Governance Committee (see March 2020 papers).</p>	<p>External audit compliance to the NAO Code of Audit Practice</p> <p>Conformance of Internal Audit to Public Sector Internal Audit Standards.</p>
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<b>Principle E: Developing the entity’s capacity, including the capability of its leadership and the individuals within it</b>		
<b>How We Meet these Principles</b>	<b>Where You Can See Governance in action</b>	<b>Assurance Received and Issues Identified</b>
<p><b>Developing the entity’s capacity</b></p> <p>We have undertaken a review of internal Governance to improve the council structure and roles / responsibilities of senior management. This review has completed, and the new structure and heads of service posts have been in place since 1<sup>st</sup> September 2021.</p> <p>A range of Key Performance Indicators are held on the use of council facilities including Leisure Centres, Park facilities, refuse collection, car parks (see earlier Action point).</p> <p>Use of NMD Building Control to share activity with Mid Devon.</p> <p>There is a close relationship with Torridge to cooperate i.e. Local Plan.</p> <p>Recruitment of a shared Climate Change Officer in mid 2021.</p>		

**Annual Governance Statement (2020/21)**

<p>Work is underway to improve Business Continuity Planning, including Single Points of Failure and reliance on core suppliers, Service Resumption Plans etc.</p> <p>Significant investment in IT and remote working (particularly since start of the C-19 pandemic).</p>		
<p><b>Developing the capability of the entity’s leadership and other individuals</b></p> <p>We evaluate the on-going training needs of Members. Member training programme covering wide range of topics, after Elections (2019) and then refresher training 2 years later which Member Services working on now.</p> <p>We provide new Members with induction training on appointment.</p> <p>All Managers have been put through a Management Training Programme (this is an ongoing programme).</p> <p>As part of the new management organisation, senior management posts have been widely advertised and were subject to a robust interview process.</p>	<p>Constitution</p> <p>New Councillors Induction Programme</p> <p>Member Development Policy</p> <p>Governance Committee recent Annual Review of the Committee’s Effectiveness (see June 2021 minutes of meeting).</p>	

**Annual Governance Statement (2020/21)**

Every few months there is a “managers forum” to share information, training (i.e. Cyber Security) etc and to cascade information down. This is undertaken every 1 to 2 months.

We take the Health and Safety of our Staff extremely with a H&S committee to discuss any issues or problems and resolve them.

Our business areas are encouraging the professionalisation of staff, engaging apprentices and additional qualifications.

There is a Staff Training Policy. This includes the requirement for Induction training provided to new staff involving a days training on policies, procedures, H&S etc.

All staff have job descriptions setting out their duties clearly and document the personal qualities and attributes required for each post.

We operate an annual appraisal scheme for all staff to identify objectives and monitor delivery against them, and identify development and skills needs and assess performance.

[Training Policy \(2016\)](#)

**Annual Governance Statement (2020/21)**

The Corporate Peer Challenge report in 2016 identified gaps of capacity related to senior management.		
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<b>Principle F: Managing risks and performance through robust internal control and strong public financial management</b>		
<b>How We Meet these Principles</b>	<b>Where You Can See Governance in action</b>	<b>Assurance Received and Issues Identified</b>
<p><b>Managing risk</b></p> <p>The council holds a Corporate Risk Register, supported by Service Risk Registers.</p> <p>A new Risk Management Framework has been created and will be reviewed by the CORGI in September 2021.</p> <p>All reports which go to Committee include a risk assessment as part of the required components on our report template.</p> <p>Risks on our risk register are allocated to individual managers who are named on reports.</p> <p>The Governance Committee actively monitors risks and controls at their meetings, with a formal review every year.</p> <p>DAP provides risk based internal audits where it provides assurance of control</p>	<p>The performance of Devon Audit Partnership in completing the internal audit plan is monitored through regular Governance Committee updates.</p> <p>Internal audit reports that are significant such as providing a Limited Assurance, are discussed in Governance Committee.</p>	<p>DAP report on Risk Management in December 2020 which provided a Reasonable Assurance. Some of the those recommendations still need to be implemented.</p> <p>The audit programme included review of most of the core financial systems used by the council. These did not identify any significant issue.</p>

**Annual Governance Statement (2020/21)**

<p>effectiveness against risks to delivery of business objectives.</p> <p>A new counter fraud policy and strategy was agreed in June 2021 by Governance Committee.</p>		
<p><b>Managing performance</b></p> <p>Our Performance has been mapped to the Corporate Plan; all our Aims have performance measures.</p> <p>Benchmarking information is included where available; a Council –wide subscription to LG Inform Plus is improving the use of benchmarking and is regularly promoted by managers at Team meetings.</p> <p>Calendar of dates for submitting, publishing and distributing timely reports that are adhered to.</p> <p>The agendas and minutes of Strategy and Resources committee are published on our websites.</p> <p>Quarterly performance and financial management report taken to members which sets out financial information and also an appendix table of Key performance indicators and performance</p>	<p>Committee Report Procedure</p> <p>Meetings, agendas etc</p> <p><a href="#">Strategy and Resources Committee</a> minutes and supporting papers</p>	

**Annual Governance Statement (2020/21)**

<p>against service plan actions. Most recent Q4 2020-21 report been to S&amp;R committee July 2021 and Full Council 21 July 2021.</p>		
<p><b>Robust internal control</b></p> <p>Detailed Council Regulations provide guidance and direction on council operations.</p> <p>Despite, until recently, having several vacancies at senior management level, the control framework has been considered to be effective. A review on the future organisational shape has been undertaken at the end of 2020/21, and changes have now been implemented.</p> <p>We have worked with our internal auditors to produce an Assurance Map which highlights strengths and weaknesses to support action prioritisation.</p> <p>We have updated our anti-fraud and corruption Policy and Strategy. We are moving to undertake more in-depth fraud testing in 2021-22.</p> <p>A partnership of Devon public sector organisations provide the internal audit service, and complies with the Public</p>		<p>Our external auditors provided an <i>“Unqualified opinion on the Councils financial statements for 2019-20.”</i></p> <p>Assurance has been provided through internal audit assignment reports, AC progress reports and Annual report.</p> <p>Overall – for the 2020-21 audit year, DAP provided an overall ‘Reasonable Assurance’ - <i>generally sound systems of governance, risk management and control in place across the organisation.</i></p>

**Annual Governance Statement (2020/21)**

<p>Sector Internal Audit Services. An audit programme is delivered each year based on a plan approved by the audit committee.</p> <p>Our Governance Committee attend training offered internally and externally, including training provided by the S151 officer.</p>		
<p><b>Managing data</b></p> <p>We have Data Protection and Information Security Policies in place. This includes a Data Protection Policy, which describes how we handle use and protect personal data.</p> <p>We have mandatory Data Protection and Information Security training for all staff and Members.</p> <p>We have a process to make information available if subject to freedom of information requests.</p>	<p><a href="#">Policies on NDC website, other policies are on our internal intranet.</a></p> <p><a href="#">Process to make an FOI request</a></p>	<p>DAP provided a Limited Assurance for Cyber Security in March 2021- <i>Significant gaps, weaknesses or non-compliance were identified across the organisation.</i> An action plan is in hand to address weaknesses.</p>
<p><b>Strong Public Financial Management</b></p> <p>We publish a Budget Book for each year which includes the Revenue Budget,</p>	<p><a href="#">Budgets and Spending information</a> for: Budget Book 2020-21</p>	<p><b>ACTION: Undertake a compliance assessment against the new Financial Management Code as required by CIFPA.</b></p>

**Annual Governance Statement (2020/21)**

<p>Capital Programme and Medium Terms Financial Strategy.</p> <p>Our annual Medium Term Financial Strategy covers the next five years.</p> <p>We produced a 10 year Capital Strategy (for 2020-2030).</p>	<p>Budget 2020/21 and Medium Term Financial Strategy</p> <p>Statement of Accounts</p> <p>Capital Investment Plan</p> <p>Expenditure Data</p>	<p>Our External auditors noted in their report on the 2019-20 year that <i>“We have completed our risk based review of the Council’s value for money arrangements. We have concluded that NDDC has proper arrangements to secure economy, efficiency and effectiveness in its use of resources.”</i></p>
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**Annual Governance Statement (2020/21)**

<b>Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability</b>		
<b>How We Meet these Principles</b>	<b>Where You Can See Governance in action</b>	<b>Assurance Received and Issues Identified</b>
<p><b>Implementing good practice in transparency</b></p> <p>We publish our Statement of Accounts on our website.</p> <p>Annual Governance Statement produced, and signed by Chief Executive and Leader of the Council. AGS is discussed by Governance Committee and endorsed by Council.</p> <p>Quarterly performance and financial management report taken to members which sets out financial information and also an appendix table of Key performance indicators and performance against service plan actions. Most recent Q4 2020-21 report been to S&amp;R committee July 2021 and Full Council 21 July 2021.</p>	<p><a href="#">Annual Audit Letter</a></p> <p><a href="#">Annual Governance Statement.</a></p>	

**Annual Governance Statement (2020/21)**

<p><b>Implementing good practices in reporting</b></p> <p>We publish our Annual Governance Statement (which includes a list of issues of concern) on our website. The AGS issues highlighted are reported to governance committee as part of the Audit recommendation tracker report of Pentana information, with progress notes</p> <p>We report on our performance quarterly to Strategy and Resources, Policy Development, and Full Council on our performance.</p>	<p><a href="#">Annual Governance Statement</a></p>	
<p><b>Assurance and effective accountability</b></p> <p>We provide the notice of appointment of External Auditor onto our external website – Grant Thornton from 2018 to 2023.</p> <p>External audits are undertaken every year, and the results are published on our intranet.</p> <p>External audit recommendations are progressed to completion. These are checked by EA in the next audit cycle.</p>	<p><a href="#">Audits, Inspections and Assessments</a> – containing the notice of appointment, annual audit letter</p> <p><a href="#">Annual Audit Letter</a></p>	

**Annual Governance Statement (2020/21)**

<p>DAP has completed our annual self-assessment against the Public Sector Internal Audit Standards.</p> <p>Peer reviews have been undertaken, with one completed in 2016. An exercise was also undertaken in February 2020, but due to the emergency the report was not submitted for approval. A follow on LGA review is planned for September 2021.</p>		
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<b>H: Operational and Governance matters due to the Covid 19 Pandemic</b>		
<b>Possible Governance impacts and risks</b>	<b>What we have done</b>	<b>Assurance Received and Issues Identified</b>
<p>Move from an office environment, to one where most staff worked at home. This may have resulted in increased risk related to reduced oversight and control over business operations, such as segregation of duties and approval timescales.</p> <p>Increased risk related to the Health and Safety of our staff, and members of the public.</p>	<p>Regular senior management meetings were held to coordinate the response to the emergency.</p> <p>Regular staff briefings were given to ensure staff kept up to date with developments. These were recorded for those that could not make the briefing, to watch when convenient.</p> <p>Risk Assessments undertaken for all business areas, and mitigating action put in place where necessary.</p> <p>A staff survey was held to assess home working arrangement.</p> <p>Inductions of new staff were supported through virtual contact etc.</p> <p>New risks related to the pandemic were identified, and mitigating action put in place.</p>	<p>An Internal Audit report on Safe Staff Operations during Covid 19 provided a Reasonable Assurance for how staff were supported. This included the results of a survey undertaken of staff, and review of the risk assessments of business areas.</p> <p>All DAP internal audits undertaken assessed how controls were maintained during emergency for that area audited.</p> <p>Reports to members continued to report on delivery of performance and KPIs.</p>

**Annual Governance Statement (2020/21)**

<p>Other risks related to delivery may not have been identified and managed.</p> <p>IT systems may not have been able to support the increased capacity required to work from home for many of our staff.</p> <p>Inability to fully support the introduction and maintenance of health and safety measures required to ensure compliance with C-19 legislation.</p> <p>Inability to issue the significant amount of government grants to individuals and business organisations safely and at pace (while continuing with Business As Usual).</p>	<p>Work from home arrangements implemented effectively, with little impact on delivery.</p> <p>IT / infrastructure improvements implemented prior to, and during the emergency helped in that regard.</p> <p>IT equipment was provided to staff as required.</p> <p>Current council officers were re-tasked to provide the necessary work to ensure compliance with the C-19 regulations.</p> <p>Significant amount of government grants funding was issued at pace and safely using current staff resource. The Council Tax team was utilised to support this activity.</p> <p>The impact on council finances were estimated at an early stage, and plans and priorities were adjusted accordingly.</p> <p>Council meetings were held virtually, and supported all legal requirements for openness.</p>	
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**Annual Governance Statement (2020/21)**

<p>Council meetings could not be held in person due to distancing requirements.</p>	<p>A small number of council meetings early in the emergency were cancelled, but bulk of them were maintained.</p> <p>Meetings followed a set protocol to ensure they were properly held and could allow the effective and efficient operation of business.</p> <p>Maintenance of council buildings continued as per requirements, to support any return to office.</p>	
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Our ref: North Devon DC letter of rep  
Please ask for: Jon Triggs  
Tel: 01271 388221  
Email: jon.triggs@northdevon.gov.uk  
Date: 20 October 2021

Grant Thornton UK LLP  
2 Glass Wharf  
Temple Quay  
Bristol  
BS2 0EL

Dear Sirs

**North Devon District Council  
Financial Statements for the year ended 31 March 2021**

This representation letter is provided in connection with the audit of the financial statements of North Devon District Council for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the Council financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards, and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**Financial Statements**

- i. We have fulfilled our responsibilities for the preparation of the Council's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting the Council and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

## Agenda Item 5c

- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.
- vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- vii. Except as disclosed in the financial statements:
  - a. there are no unrecorded liabilities, actual or contingent
  - b. none of the assets of the Council has been assigned, pledged or mortgaged
  - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The Council's financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.
- xi. The financial statements are free of material misstatements, including omissions.
- xii. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xiii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiv. We have updated our going concern assessment and cashflow forecasts in light of the Covid-19 pandemic. We continue to believe that the Council's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that :

# Agenda Item 5c

- a. the nature of the Council means that, notwithstanding any intention to liquidate the Council or cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements
- b. the financial reporting framework permits the entry to prepare its financial statements on the basis of the presumption set out under a) above; and
- c. the Council's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements

## Information Provided

- xv. We have provided you with:
  - a. access to all information of which we are aware that is relevant to the preparation of the Council's financial statements such as records, documentation and other matters;
  - b. additional information that you have requested from us for the purpose of your audit; and
  - c. access to persons within the Council via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic. from whom you determined it necessary to obtain audit evidence.
- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
  - a. management;
  - b. employees who have significant roles in internal control; or
  - c. others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

- xxii. We have disclosed to you the identity of the Council's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

## Annual Governance Statement

- xxiv. We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

## Narrative Report

- xxv. The disclosures within the Narrative Report fairly reflect our understanding of the Council's financial and operating performance over the period covered by the Council's financial statements.

## Approval

The approval of this letter of representation was minuted by the Council's Governance Committee at its meeting on 20 October 2021.

Yours faithfully

Name            Jon Triggs  
Position        Chief Financial Officer .....

Date            20 October 2021

Name            Councillor Julie Hunt  
Position        Chairman of Council .....

Date            20 October 2021

**Signed on behalf of the Council**



## **North Devon Council**

Report Date: 20<sup>th</sup> October 2021

Topic: Appointment of Senior Solicitor and Monitoring Officer

Report by: Director of Resources and Deputy Chief Executive

### **1. INTRODUCTION**

- 1.1. Under section 5 Local Government and Housing Act 1989 a local authority is required to appoint one of its officers as Monitoring Officer
- 1.2. The role of the Monitoring officer is to ensure that the Council is acting lawfully at all times. There is also a secondary role to deal with complaints regarding breaches of the Code of Conduct.
- 1.3. Following the retirement of the previous Monitoring Officer, Trevor Blatchford, there is now a requirement to appoint a new Monitoring officer in order to comply with the legislative requirements.
- 1.4. The Appointments Committee have carried out an interview process to appoint the post of Senior Solicitor and Monitoring Officer and the recommendations below reflect their decision.
- 1.5. The appointment requires ratification by Full Council as it is a statutory Chief Officer post, carrying the Monitoring Officer role.

### **2. RECOMMENDATIONS**

- 2.1. That Simon Fuller be appointed to the role of Senior Solicitor and Monitoring Officer.
- 2.2. The appointment to commence on the 21<sup>st</sup> October 2021.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1. To give effect to the recommendations of the Appointments Committee
- 3.2. To ensure that the statutory role is filled.

### **4. REPORT**

- 4.1. The role of the Monitoring Officer is varied but the primary purpose is to ensure that the Council acts lawfully. Whilst it is not a statutory requirement, it is normal for the Monitoring Officer to be legally qualified.
- 4.2. The Monitoring Officer is one of the three statutory officers that a Council must appoint alongside the Chief Finance Officer and the Head of Paid Service.
- 4.3. Following the retirement of the previous Monitoring Officer, Trevor Blatchford, it is now necessary to appoint a new Monitoring Officer.



- 4.4. The post was advertised externally and, following shortlisting, interviews were conducted by the Appointments Committee. Their recommendation to Full Council is that Simon Fuller, the current Solicitor and Data Protection Officer, be appointed to the role, a recommendation supported by the Director of Resources and Deputy Chief Executive.

## 5. RESOURCE IMPLICATIONS

- 5.1. There are none arising from this report.

## 6. EQUALITIES ASSESSMENT

- 6.1. There are not any equalities implications anticipated as a result of this report.

## 7. CONSTITUTIONAL CONTEXT

- 7.1. Article 4.5.11 states that the appointment of the Monitoring Officer is a function of Full Council and the Council's employment Rules say similarly.

## 8. STATEMENT OF CONFIDENTIALITY

- 8.1. This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 9. BACKGROUND PAPERS

- 9.1. The following background papers were used in the preparation of this report:  
(The background papers are available for inspection and kept by the author of the report).  
None

## 10. STATEMENT OF INTERNAL ADVICE

- 10.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

**NORTH DEVON COUNCIL**

Minutes of a meeting of Appointments Committee held at Barum Room - Brynsworthy on Wednesday, 6th October, 2021 at 9.30 am

PRESENT: Members:

Councillor Prowse (in the Chair)

Councillors Pearson, Prowse and Yabsley

Officers:

Head of Governance and Director of Resources and Deputy Chief Executive

**8. APPOINTMENT OF CHAIR FOR THE MEETING**

The Director of Resources and Deputy Chief Executive advised the Committee that Councillor Worden, who was Chair of the Committee had given his apologies for this meeting. Therefore, the Committee needed to appoint a Chair for this meeting.

RESOLVED that in the absence of the Chair, that Councillor Prowse be appointed to Chair this meeting.

**9. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Worden.

**10. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**11. EXCLUSION OF PUBLIC AND PRESS AND RESTRICTION OF DOCUMENTS**

RESOLVED:

(a) That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to any individual.

(b) That all documents and reports relating to the item be confirmed as "Not for Publication"

**12. SENIOR SOLICITOR AND MONITORING OFFICER**

The Director of Resources and Deputy Chief Executive outlined the process to each candidate. The interview panel asked questions of each candidate.

# Agenda Item 6

Appointments Committee 6 October 2021  
Appendix A

RESOLVED that it being 12.30 pm, the meeting continue in order for the remaining business to be transacted.

RESOLVED that it being 1.15 pm, the meeting be adjourned for 45 minutes for lunch.

At the end of the interviews, all of the scores from the Panel were collated. The Panel Chair checked individually with each Member to confirm that they were in agreement with recommending the candidate for the post.

RECOMMENDED:

- (a) That the candidate, Simon Fuller, be offered the post of Senior Solicitor and Monitoring Officer;
- (b) That Council resolve to appoint Simon Fuller to the post.

Chair

The meeting ended at 3.50 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.