



Meeting: **AUDIT & GOVERNANCE COMMITTEE**
Date: **WEDNESDAY, 26 OCTOBER 2022**
Time: **5.00 PM**
Venue: **COUNCIL CHAMBER - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**
To: **Councillors K Arthur (Chair), G Ashton (Vice-Chair), A Lee, J Mackman, K Franks, J Duggan and N Reader**

Agenda

1. Apologies for Absence

2. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

3. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the Audit and Governance Committee held on 27 July 2022.

4. Chair's Address to the Audit and Governance Committee

5. Audit Action Log (Pages 7 - 8)

To review the Audit Action Log.

6. Audit and Governance Work Programme (Pages 9 - 12)

To note the current Work Programme and consider any amendments.

7. Applications for Use of Regulation of Investigatory Powers Act 2000: Oct 2021- Oct 2022 (RIPA) (A/22/6) (Pages 13 - 16)

Members are asked to note that there have been no applications for authorisations pursuant to the Regulation of Investigatory Powers Act 2000 between 1st October 2021 and 1st October 2022.

8. Corporate Complaints & Compliments Annual Report, April 2021 - March 2022 and Local Authority Ombudsman Annual Review Letter 2022 (A/22/7) (Pages 17 - 22)

To receive the report, which asks the Committee to provide comments and note the Corporate Complaints Annual Report and the Ombudsman Annual Report.

9. External Audit Completion Report 2021-22 (A/22/8) - APPENDIX A TO FOLLOW (Pages 23 - 24)

To receive the report of the external auditor, which asks the Committee to consider the work of the external auditor during the financial year ending 31 March 2022.

10. Statement of Accounts 2021-22 (A/22/9) (Pages 25 - 164)

To receive the report, which asks the Committee to approve the Statement of Accounts for the financial year 2021-22.

11. Internal Audit, Counter Fraud and Information Governance Progress Report (A/22/10) (Pages 165 - 192)

To receive the report from the Audit Manager (Veritau), the Counter Fraud Manager (Veritau), and the Information Governance Manager (Veritau), which asks the Committee to note the update on progress made in delivering the internal audit, counter fraud and information governance work for 2022-23; and the plans for work to be completed.

12. Private Session

That, in accordance with Section 100(A) (4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following items as there will be disclosure of exempt information as defined in paragraph 3 of Schedule 12(A) of the Act.

13. Consideration of Internal Audit Reports (A/22/11) (Pages 193 - 218)

To consider the Internal Audit report as outlined.

Janet Waggott

Janet Waggott, Chief Executive

<p>Date of next meeting (5.00pm) Wednesday, 25 January 2023</p>
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Enquiries relating to this agenda, please contact Dawn Drury on 01757 292065
ddrury@selby.gov.uk.

Recording at Council Meetings

Recording is allowed at Council, Committee and Sub-Committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Officer on the above details prior to the start of the meeting. Any recording must be conducted openly and not in secret.

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Minutes

Audit & Governance Committee

Venue:	Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Wednesday, 27 July 2022
Time:	5.00 pm
Present:	Councillors K Arthur (Chair), G Ashton (Vice-Chair), K Franks and J Duggan
Officers present:	Karen Iveson (Chief Finance Officer), Abi Medic (Audit Manager, Mazars LLP), Ed Martin (Audit Manager, Veritau), Daniel Clubb (Corporate Fraud Manager, Veritau); and Dawn Drury (Democratic Services Officer)

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Mackman and N Reader.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 MINUTES

The Committee considered the minutes of the Audit and Governance Committee meeting held on 27 April 2022.

RESOLVED:

To approve the minutes of the Audit and Governance Committee meeting held on 27 April 2022.

4 CHAIR'S ADDRESS TO THE AUDIT AND GOVERNANCE COMMITTEE

The Chairman advised the Committee, that with his agreement, one further meeting of the Audit and Governance Committee had been added to the Committee Calendar on Wednesday 26 October 2022, and asked

that Members amend their diaries accordingly.

It was noted that further information would be provided regarding the additional Committee date as part of the next agenda item.

5 AUDIT AND GOVERNANCE WORK PROGRAMME 2022-23

Members were informed that the Statement of Accounts 2021-22 that were listed on the Audit and Governance work programme to be presented at Committee on the 28 September 2022 would not be available for that date. Therefore, it was noted that one additional meeting of the Committee had been added to the Committee Calendar on Wednesday 26 October 2022.

Members were of the opinion that the two meetings should be combined, and the Democratic Services Officer was requested to contact officers to ensure that any deadlines would not be missed by moving the meeting back one month.

RESOLVED:

- i. To note the Work Programme.**
- ii. To ask the Democratic Services Officer to explore the possibility of combining the September and October 2022 Audit and Governance Committee meetings to just one date on the 26 October 2022.**

6 EXTERNAL AUDIT PROGRESS REPORT (A/22/1)

The Manager, Mazars LLP presented the report which set out a summary of external audit work completed to date on the 2020-21 financial statements along with the progress made on the 2021-22 audit planning work.

The Committee were informed that in terms of the Audit Certificate for 2020-21, the external auditor had been awaiting guidance from the National Audit Office (NAO) regarding the testing required to be undertaken on the Council's Whole of Government Accounts (WGA) return. It was noted that the guidance had now been received and work had begun to complete the required testing; following completion the Audit Certificate for 2020-21 would be issued, and the 2020-21 audit would be formally closed.

Members heard that work in respect of the Housing Benefit Subsidy return 2020-21 was complete, and the return had been submitted to the Department for Work and Pensions (DWP) on 19 May 2022.

In terms of the financial statements audit for 2021-22, Members were informed that planning work was scheduled to commence in mid-August and the findings would be presented at the next meeting of the Audit and Governance Committee.

RESOLVED:

To note the report.

7 DRAFT ANNUAL GOVERNANCE STATEMENT (AGS) 2021-22 (A/22/2)

The Committee received the draft Annual Governance Statement presented by the Chief Finance Officer, who explained that the report provided an assessment of the Council's governance environment for 2021-22 and would form part of the Statement of Accounts which would be brought to Committee in October 2022.

Member's attention was drawn to the accompanying Action Plan which identified significant control issues, and it was highlighted that some progress had been made in the action relating to performance management, which had been on the action plan for a significant period.

A number of questions were asked in relation to Performance & Development Review's (PDR's) in terms of the percentage of PDR's which had not been completed, the individual staff numbers involved, how this compared over previous years, and whether PDR's had not taken place within certain teams for a particular reason. The Chief Finance Officer was unable to provide an answer to the queries but stated that she would speak with the officers concerned and circulate the information to the Committee.

Members expressed concerns with PDR's not being undertaken in a timely manner, as it was felt that PDR's were an important factor not only in the retention, morale, and professional development of staff, but also a mitigating action against the risk of non-delivery of the Council's priorities.

Members were assured that performance was monitored in other ways, and that both the Leader of the Council and the Chief Executive were aware and keeping a close watch on the situation.

RESOLVED:

To note the draft Annual Governance Statement.

8 ANNUAL REPORT OF THE HEAD OF INTERNAL AUDIT 2021-22 (A/22/3)

The Committee received the report, presented by the Audit Manager, Veritau, which provided a summary of the internal audit work undertaken in 2021-22, along with an opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control.

The report also set out the counter fraud and information governance work carried out during the year 2021-22.

The Audit Manager, Veritau confirmed that the overall opinion of the Head

of Internal Audit on the governance, risk management and control framework operated by the Council was that it provided Reasonable Assurance.

Members noted that at the beginning of 2021-22, the Council had been recovering from the impact of the Covid-19 pandemic on its working practices and, since then significant and increasing resource had been redirected to the preparations for Local Government Reorganisation (LGR).

The Committee heard that the report included the outcome of Veritau's internal audit Quality Assurance and Improvement Programme, it was explained that the Internal Charter set out how internal audit at the Council would be provided in accordance with the Public Sector Internal Audit Standards (PSIAS). It was noted that between autumn 2020 and autumn 2021, Veritau had undertaken a fundamental review of internal audit practices which had resulted in the development of a new three-year strategy that detailed how the internal audit service would be improved.

The Audit Manager, Veritau advised, that based on the results of the quality assurance process the Head of Internal Audit had concluded that the internal audit service provided by Veritau generally conformed to the PSIAS.

The Corporate Fraud Manager, Veritau presented the section of the report related to the Council's counter fraud activity in 2021-22, which highlighted that actual savings of £16k had been achieved through fraud investigation; in addition, warnings were issued to two individuals for failing to provide information in relation to the Single Person Discount, and investigation work had assisted in the recovery of a council owned property.

The Committee heard that there had been a change in the type of fraud investigations carried out by the counter fraud team in 2021-22, with the highest proportion of cases, at 43%, in relation to suspicions of Council Tax related fraud; while Covid-19 grant fraud had reduced in number to 29% of cases.

The Committee noted that in addition to the fraud work carried out, Veritau had shared intelligence updates from their work with other local authorities and national contacts to alert officers to potential identities and bank accounts which had been used to commit fraud.

Members acknowledged that the threat of cybercrime had increased in 2021-22 as Councils and other organisations were targeted by increasingly sophisticated frauds. It was noted that to help combat this trend following an increase in mandate fraud noted both regionally and nationally, the counter fraud team had worked with officers to review and update processes within the Council to prevent fraudsters re-directing payments.

The Audit Manager, Veritau presented the section of the report related to the information governance work carried out during 2021-22, which highlighted the progress made with the reviews of the Council's Information Asset Register and Privacy Notices, completion of work to enable compliance with surveillance regulation and ongoing work to support the Council with information requests and information incidents.

RESOLVED:

To note the reports.

9 RISK MANAGEMENT ANNUAL REPORT 2021-22 (A/22/4)

The Committee received the report from the Audit Manager, Veritau, which summarised the risk management activity during the year 2021-22, whilst also showing the proposed actions to be taken to embed sound risk management processes within the Council for the current 2022-23 municipal year.

The Committee heard that the ambition for 2022-23 was to ensure that Selby District Council was represented at the LGR Strategic Risk Management Group to make sure that the Council was well positioned to influence and shape the risk management arrangements for the new authority. Members acknowledged that, against this backdrop of change, further development activity planned for the Council's own risk management arrangements would no longer take place.

The Audit Manager, Veritau advised Members that during the final year of operation for the Council the risk management activity would comprise of regular reporting of the corporate risk register to Extended Leadership Team and to the Audit and Governance Committee, a continuation of risk drop-in and training sessions for officers and members; and ongoing support for the review and maintenance of service-based risk registers.

RESOLVED:

To note the report.

10 CORPORATE RISK REGISTER 2022-23 (A/22/5)

The Committee received the report, presented by the Audit Manager, Veritau who explained that this report contained the twice-yearly update on movements within the Corporate Risk Register, which was last reported to the Committee in January 2022.

The Committee was informed that there was a total of 12 risks on the Council's Corporate Risk Register for 2022-2023, with no new risks being added. It was highlighted that the Corporate Risk Register included four risks with a score of 12 or more (high risk), this was the same as reported in January however, three of the four risks had increased scores.

Members noted that the risks "failure to deliver corporate priorities" and "organisational capacity" had both increased from a score of 12 to 16, it

was explained this was due to the significant capacity challenges being faced by the Council, with key staff leaving and difficulties experienced when recruiting.

Finally, the risk 'economic environment' had also increased from a score of 6 to 9, it was confirmed that this was a reflection of steep inflationary increases that threatened consumer confidence and of the continued challenges in the labour supply.

A Councillor again raised concerns and asked a number of questions in relation to the risks "failure to deliver corporate priorities" and "organisational capacity", as it was stated within the report that the mitigating action was that clear priorities must be cascaded via staff PDR's and one to one's. It was highlighted by the Councillor that, as had been discussed at agenda item 7, there was a lack of prioritisation and completion of PDR's by officers.

Officers were requested to circulate the strategies which underpinned the risks "failure to deliver corporate priorities" and "organisational capacity", to show what stringent action was being taken to mitigate the two risks.

The Chief Finance Officer explained that the Council had a Council Plan 2020-30 which was available to read on the Council website, along with a Corporate Communications Plan which was circulated both internally and externally.

RESOLVED:

- i. To note the status of the Corporate Risk Register.**
- ii. To ask officers to circulate the two strategies which underpinned the risks "failure to deliver corporate priorities" and "organisational capacity" to Councillors.**

The meeting closed at 5.50 pm.



Audit and Governance Committee: Action Log 2022-23

Record of progress on resolutions and action points

Date	Minute number and subject	Action Point	Update(s)	Officer(s)	Status
27 Jul 2022	No 7 - Draft Annual Governance Statement & No 10 - Corporate Risk Register Performance & Development Reviews (PDR's)	Members asked a number of questions in relation to the percentage of PDR's which had not been completed, the individual staff numbers involved, how this compared over previous years, whether PDR's had not taken place within certain teams for a particular reason; and which strategies underpinned two risks detailed within the CRR.	A response to the matters raised at Audit and Governance Committee in July 2022 relating to PDR's was emailed to Members on 10 October 2022	Head of Business Development & Improvement	Completed

Last updated: 17 October 2022

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Audit & Governance Committee Work Programme 2022-23

Date of Meeting	Topic	Action Required
27 July 2022	Review of Action Log	To consider the latest Action Log
	External Audit Progress Report	To review the progress of the external auditor
	Draft Annual Governance Statement (AGS) 2021-22	To comment and note the draft Annual Governance Statement 2021-22
	Annual Report of the Head of Internal Audit 2021-22	To consider and note the Annual Report of the Head of Internal Audit 2021-22. To note the outcome of the internal audit quality assurance and improvement programme and the confirmation that the internal audit service conforms with the Public Sector Internal Audit Standards To note the counter fraud and information governance work undertaken during the year.
	Risk Management Annual Report 2021-22	To consider and note the Risk Management Annual Report for 2021-22, and the proposed actions for 2022-23.
	Corporate Risk Register 2022-23	To review and note the Corporate Risk Register.
	Consideration of Internal Audit Reports	To consider any Internal Audit Reports that have concluded 'Limited Assurance' or 'No Assurance'

26 October 2022	Review of Action Log	To consider the latest Action Log
	Regulation of Investigatory Powers (RIPA)	To receive an update on the Regulation of Investigatory Powers
	Local Government and Social Care Ombudsman and Corporate Complaints Annual Review Letter 2021-22	To receive the Local Government and Social Care Ombudsman Annual Review Letter 2021-22
	External Audit Completion Report 2021-22	To receive the Audit Completion Report from the external auditors
	Internal Audit, Counter Fraud and Information Governance Progress Report	To review progress against the Internal Audit, Counter Fraud and Information Governance plans
	Statement of Accounts 2021-22	To approve the Statement of Accounts for the financial year 2021-22
	Consideration of Internal Audit Reports	To consider any Internal Audit Reports that have concluded 'Limited Assurance' or 'No Assurance'

25 January 2023	Review of Action Log	To consider the latest Action Log
	Information Requests Annual Report 2022	To note the annual report for 2022 in relation to information requests
	External Audit Progress Report	To review the progress of the external auditor
	External Auditors Annual Report	To consider the External Auditor's Annual Report
	Corporate Risk Register	To review the Corporate Risk Register
	Internal Audit, Counter Fraud and Information Governance Progress Report	To review progress against the Internal Audit, Counter Fraud and Information Governance plans
	Consideration of Internal Audit Reports	To consider any Internal Audit Reports that have concluded 'Limited Assurance' or 'No Assurance'
	Review of Annual Governance Statement Action Plan 2021-22	To review the Annual Governance Statement Action Plan 2021-22

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Report Reference Number: A/22/6

To: Audit & Governance Committee
Date: 26 October 2022
Status: Non-Executive
Ward(s) Affected: All
Author: Alison Hartley, Solicitor to the Council
Lead Officer: Alison Hartley, Solicitor to the Council

Title: Applications for Use of Regulation of Investigatory Powers Act 2000:
Oct 2021- Oct 2022

Summary:

A revised RIPA Policy was approved and took effect from 1st October 2021. It is best practice to report to Members annually as to the number of applications for RIPA Authorisation even where there have been none.

Recommendations:

To note that there have been no applications for authorisations pursuant to the Regulation of Investigatory Powers Act 2000 between 1st October 2021 and 1st October 2022.

Reasons for recommendation

The Council has a duty under RIPA 2000 to demonstrate how requests for covert directed surveillance activities are determined and recorded. Part of the role of the Audit and Governance Committee is to monitor the Council's use and authorisation of covert surveillance under the Regulation of Investigatory Powers Act 2000; providing the information enables oversight.

1. Introduction and background

The Regulation of Investigatory Powers Act ("RIPA") controls and regulates surveillance, and other means of gathering information, which public bodies employ in the discharge of their functions, and that process can be used as a defence against certain human rights claims. The Investigatory Powers Commissioner (IPCO) oversees the authorisation and use of covert tactics by statutorily empowered public authorities and as part of this the Council is inspected every three years to review management of covert activities.

The Council was inspected in February 2021.

The revised RIPA Policy has regard to up-to-date Codes of Practice and is amended to update reference to the Investigatory Powers Commissioner's Office as the overseeing body.

To reflect the rarity of use of the powers by SDC, the number of authorising officers has been restricted to five at a senior level.

The process of authorisation and recording has been revised so that it links to the guidance and up to date home office forms on the internet.

The policy now includes reference to reviewing the RIPA policy and reporting of use or non-use of RIPA authorisations to A&G annually.

The purpose of this report is to confirm non-use of RIPA authorisations during the period Oct 2021 – Oct 2022

2. Alternative Options Considered

n/a

3. Implications

3.1 Legal Implications

It would put the Council at risk of legal challenge for breach of legislation if the Policy were not in place.

4.2 Financial Implications

There are no financial implications as a direct result of this report. Failure to comply with RIPA would put the Council at risk of legal challenge for breach of legislation. Breach of the legislation can result in a fine.

4.3 Policy and Risk Implications

Failure to comply with RIPA would put the Council at risk of legal challenge for breach of legislation.

4.4 Corporate Plan Implications

n/a

4.5 Resource Implications

n/a

4.6 Other Implications

n/a

4.7 Equalities Impact Assessment

n/a

5. Conclusion

The current RIPA Policy reflects the current legislation and guidance following the IPCO Inspection in 2021 to ensure that any consideration regarding use of **covert** surveillance by SDC Officers complies with the law. In accordance with the IPCO recommendations Members are informed that there have been no applications for RIPA Authorisations made at SDC between Oct 2021 and Oct 2022.

6. Background Documents

[RIPA codes - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Application for use of directed surveillance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[RIPA forms - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Changes to local authority use of RIPA - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Contact Officer:

Alison Hartley
Solicitor to the Council
ahartley@selby.gov.uk

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Report Reference Number: A/22/7

To: Audit and Governance Committee
Date: 26 October 2022
Status: Non-Executive Decision
Author: Allison Heap, Customer Service Manager
Lead Officers: Suzan Harrington, Director of Corporate Resources & Commissioning
Alison Hartley, Solicitor to the Council & Monitoring Officer

Title: Corporate Complaints & Compliments Annual Report, April 2021 – March 2022 and Local Authority Ombudsman Annual Review Letter 2022

Summary:

Selby District Council is committed to customer service. We believe that the needs of our customers are our top priority, and we are committed to putting our customers first by improving the quality of our services and our customers' experience of them. We are keen to understand where services can improve as changes are made to a deliver a greater digital service.

The Council adopted a Complaints Policy in 2017, which was amended in 2020 in respect of dealing with vexatious customers. In this policy we have made a commitment to publish our performance on dealing with complaints every quarter as part of the Corporate Performance Report and to publish an annual complaints report.

The annual report is an opportunity to inform on service area improvement, this report covers April 2021 – March 2022

As previously advised, this report also includes information and a link to the Ombudsman Annual Report to provide a comprehensive picture of complaints handling at this Council.

Recommendations:

That the Audit and Governance Committee note and provide comments on the Corporate Complaints Annual Report and the Ombudsman Annual Report.

Reasons for recommendation

In our Complaints Policy we have made a commitment to publish an annual complaints report. This report includes how we have performed in responding to complaints and how we have used complaints to inform service improvement. Including Ombudsman information within the same report provides Members with a full picture of complaints handling and its effect on continually improving standards at Selby District Council.

1.0 Introduction and background -

- 1.1 Complaints arrive into the Council in varying ways; telephone, email, and letter. The central point for receipt, recording and administration is Customer Services, who triage to assess the type of complaint received. The assessment is to establish if the complaint is a service area complaint, which can be initially dealt with by the Customer Service team, or if there is a requirement for the Customer Service team to log as a corporate complaint and trigger the designated timelines.
- 1.2 Compliments are usually received direct from a service area, a line manager or a colleague plus via the web, where a customer can log their feedback. The Customer Service team log details of the named member of staff or team and the service area, with brief details of the customer's comments.
- 1.3 Customer Services monitor complaints for responses to Stage 1, Stage 2 and Ombudsman complaints and they issue reminders to colleagues for completion dates.

During the last financial year, 27 complaints have been dealt with as a service area complaint, providing a timely response and minimising the risk of escalation to a corporate complaint.

- 1.4 Information is gathered monthly and quarterly for Stage 1, Stage 2, and Ombudsman complaints, including details of the numbers received and if they have been responded to in the required timeframe. This information is then recorded in KPI reports and published on the web.

2.0 Complaints Performance Report:

Stage 1 Corporate Complaint's

- 2.1 The tables below illustrate a comparison of Stage 1 complaints for the last two financial years, and the data that forms part of the current KPI and the yearly return of the council's performance: -

2020-2021: -

Service Area	Total	On time	Late	Not Justified	Partially Justified	Justified	No data provided
Operational	26	23	3	11	5	1	9
Planning	18	15	3	1	2	0	15
Legal	1	1	0	1	0	0	0

Democratic	1	1	0	1	0	0	0
Licensing	0	0	0	0	0	0	
Contracts	4	4	0	2	2	0	0
Business Dev	0	0	0	0	0	0	0
Comm. & Partnership	0	0	0	0	0	0	0
Total	52	46	6	15	9	1	27

2021-2022: -

Service Area	Total	On time	Late	Not Justified	Partially Justified	Justified	No data provided
Prop and Commercial	16	15	1	4	10	2	0
Planning	20	11	9	6	3	7	4
Legal	0						
Democratic	0						
Licensing							
Contracts	4	4		2	2		
Business Dev	1	1			1		
Housing	7	4	3	4			3
Environmental Health	3	3		3			
Benefits and Taxation	2	2		2			
Total	53	40	13	21	16	9	7

2.2 These figures illustrate Stage 1 complaints have remained at a similar figure. Late responses have increased, however information regarding complaint justification has increased. Complaints where no data outcome has been received from service areas represents 13% of all complaints received, compared to 25% from the previous year.

Stage 2 Corporate Complaints

2.3 The tables below illustrate a comparison of Stage 2 complaints for the last two financial years, and the data that forms part of the current KPI and the yearly return of the council's performance: -

2020-2021: -

Service Area	Total	On time	Late	Not Justified	Partially Justified	Justified	No data provided
Operational	9	5	4	2	0	0	7
Planning	13	9	4	1	0	0	12
Legal	1	0	1	0	0	0	1
Contracts	2	2	0	0	1	0	1
Business Dev	0	0	0	0	0	0	0
Comm. & Partnership	0	0	0	0	0	0	0
Total	25	16	9	3	1	0	21

2021-2022: -

Service Area	Total	On time	Late	Not Justified	Partially Justified	Justified	No data provided
Housing	5	5		4			1
Planning	12	7	5	5	1	1	5
Benefits and Taxation	1	1		1			
Contracts	1	1		1			
Property and Commercial	3	2	1	3			
Total	22	16	6	14	1	1	6

2.4 These figures illustrate Stage 2 complaints have decreased slightly, late responses have also decreased slightly, information regarding complaint justification has increased, providing more data on the complaint outcome.

LGA Ombudsman Complaints

2.5 The figures below illustrate an increase in complaints escalated to the LGA Ombudsman. However, the majority when assessed by the LGO were not investigated. The LGO reported a nil return for complaints upheld for SDC for the last financial year.

2020-2021: -

Received	Investigated	Not investigated	Complaint upheld	Complaint not upheld
7	3	4	0	3

2021-2022: -

Received	Investigated	Not investigated	Complaint upheld	Complaint not upheld
12	2	10	0	2

2.6 The Ombudsman Service published the Annual Statistics on its website for 21/22 at [Selby District Council - Local Government and Social Care Ombudsman](#) None of the complaints made against SDC were upheld during this period.

Compliments

2.7 The figures below show an overall decrease in the number of compliments received and the service areas concerned.

2020-2021: -

Received	Contact Centre	Assets	Lifeline	Housing	CT& Bens	Contracts	Planning
134	67	26	3	8	2	27	1

2021-2022: -

Received	Contact Centre	Assets	Lifeline & DFG	Data & Systems	Housing	EH	CT& Bens	Contracts	SDC & CX
80	25	20	3	3	7	3	3	12	4

Other Complaints

2.7 Separate from the complaint's procedure, MP enquires continue to come direct to Customer Services, who facilitate a response in a timely manner. In the last financial year 47 MP enquiries have been received and referred for response.

This enables the designated officer to have an overview of varying complaints received which assists with appropriate escalation of complaints and decreases duplication of complaints across MP enquiries, corporate complaints, and service area complaints.

3.0 Legal Implications

3.1 Clear and lawful policies and procedures in place to consider complaints and learn from them reduces the risk of legal challenges and increases the efficiency of Council administration. Oversight by Members is important in terms of transparency and openness.

Financial Implications

- 3.2 With stronger complaint administration and key data on lessons learnt, this may assist with claims against the Council for compensation for delays with complaint handling.

4. Conclusion

Complaint administration has returned to Customer Services. A designated officer within the team has been assigned to this duty. The Officer collates information on complaints for the yearly return.

The administration of Corporate complaints, Ombudsman correspondence and MP enquiries is managed in Customer Services to provide a more holistic approach with the intention of minimising confusion for customers and colleagues.

Corporate complaints are a tool to provide vital feedback for the Council to improve our performance. The return by Departments of Stage 1 & Stage 2 monitoring sheets to Complaints Administration has provided information advising on the outcome of the complaint.

During this report period, Leadership support and Customer services have provided strong administrative support, assisting with responses at service level, to avoid matters escalating to corporate complaints.

Corporate complaints remain at a similar figure over the last two financial years, with more information received from colleagues in regard to the complaint outcome of not justified, justified and partially justified.

As we move to North Yorkshire Council, the joint corporate policy is intended to continue to strengthen the council's relationship with our customer base and evidence the value we place on complaints received.

It can be inferred from the Ombudsman Annual Review Report [selby district council.pdf \(lgo.org.uk\)](#) that Selby District Council's improvements to complaints handling procedures continue to impact on outcomes of Ombudsman Complaints, resulting in improved reputation and increased efficiency of process.

Members are asked to note the information in this report.

Contact Officers:

Allison Heap,
Customer Services Manager
Email aheap@selby.gov.uk
Alison Hartley,
Solicitor to the Council
Email ahartley@selby.gov.uk



Report Reference Number: A/22/8

To: Audit and Governance Committee
Date: 26 October 2022
Author: Dawn Drury, Democratic Services Officer
Lead Officer: Karen Iveson, Chief Finance Officer

Title: External Audit Completion Report 2021-22

Summary:

The report from the external auditor, Mazars, is provided for comment and noting.

Recommendations:

To consider the External Audit Completion Report.

Reasons for recommendation

The Audit and Governance Committee is required, in accordance with Part 3 of the Constitution, to consider reports of the external auditor and inspection agencies relating to the actions of the Council.

1. Introduction and background

1.1 The report has been submitted by the external Auditor, Mazars and updates the Committee on progress in delivering external audit for the financial year ending 31 March 2022.

2. The Report

2.1 The report is attached at appendix A and sets out a summary of external audit progress during the financial year ending 31 March 2022.

2.2 The report also sets out key emerging national issues and developments that may be of interest to the Committee in respect of external audit.

2.3 The Committee will have the opportunity to ask questions of officers and the external auditors at the meeting.

3. Implications

None.

4. Conclusion

4.1 The Committee is asked to consider the report.

5. Background Documents

None.

6. Appendices

Appendix A – External Audit Completion Report 2021-22

Contact Officer:

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Report Reference Number: A/22/9

To: Audit and Governance Committee
Date: 26 October 2022
Author: Christopher Chapman, Accountant
Lead Officer: Karen Iveson, Chief Finance Officer
Executive Member: Cllr Cliff Lunn, Executive Lead Member for Finance and Resources

Title: Statement of Accounts 2021/22

Summary: The purpose of this report is to enable Councillors to undertake an examination of the Council's financial accounts for the financial year 2021/22 and seek approval of them.

Recommendations:

Dependent upon whether the audit is concluded by the audit date, the recommendations are as follows :-

- a. **If audit is complete that Members approve the Statement of Accounts 2021/22.**
- b. **If the audit is not complete, that Members approve delegation to the Chair of the Committee and the S151 Officer to sign off the Statement of Accounts when the audit is completed, subject to there being no material changes.**
- c. **To authorise the Chief Finance Officer to sign the letter of representation as set out in draft in the External Auditors report subject to the completion of the audit.**

1. Introduction and background

- 1.1 The Accounts and Audit Regulations 2015 require members to approve the Council's audited statutory accounts by 31st July 2022 following the financial year-end. However, due to the effects of the Covid-19 pandemic and continued pressure on audit firms, this deadline was extended until 30th November 2022 for the 2021/22 Accounts.
- 1.2 At the time of writing this report there is still an element of audit work outstanding, which may potentially lead to changes to the Final Statement of Accounts, as detailed in the report below. The Committee will be updated should any changes be necessary.

1.3 The accounts have been produced under the requirements of International Financial Reporting Standards (IFRS).

2. The Report

2.1 The Statement of Accounts represents the culmination of the formal financial reporting obligations placed upon the Council and the content of the Accounts presented is largely prescribed by the statutory and professional guidance.

2.2 The Council's Statement of Accounts for 2021/22 is attached for approval at Appendix A. The Accounts have been prepared in accordance with the code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the code) published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

2.3 It is important that the Council has sound financial, governance and resource management arrangements in place to ensure that the resources are available and used to support the Council's priorities, improve services and secure value for money for our citizens.

2.4 Specifically in respect of financial statements, members are expected to "exercise collective responsibility for, and prioritise, financial reporting and demonstrate robust challenge and scrutiny."

2.5 To assist Councillors in this regard, an explanatory paper is attached at Appendix B.

2.6 The Statement of Accounts also contains a Narrative Statement which highlights the key financial issues during 2021/22 and considers these in the context of the Council's future financial challenges and objectives.

2.7 Councillors are asked to consider the Statement of Accounts in detail along with the supporting notes, and either raise issues with the Chief Finance Officer prior to the meeting so that a response can be prepared or discuss any such matters as necessary and appropriate at the meeting of the committee.

2.8 The draft accounts were made available for public inspection from 28th July to 9th September. As per 2020/21, this is a departure from previous normal practice in which the unaudited accounts are published on 31 May each year. The Department of Levelling Up, Housing and Communities passed new legislation, Accounts and Audit Amendment Regulations 2021, which relate to financial years ending 31 March 2021 and 31 March 2022. The amendment stipulates that unaudited accounts must be published by 31 July in each of these years but local authorities can choose to publish earlier. Selby District Council elected to publish the unaudited accounts on 26th July 2022. The auditor was available to answer queries regarding the accounts during this period.

2.9 At the time of writing, some elements of the audit remain outstanding. The elements outstanding relate to the current valuation of Selby

Business Centre, Council Disclosures around Capital Commitments under Contract and a number of other areas of minor testing, these are detailed in section 2 of the Auditors report in this Agenda. The receipt of the letter of assurance from the North Yorkshire Pension Fund Auditors is also still awaited, and is anticipated in November following completion of the Audit of the Fund.

- 2.10 As such, as some elements of the audit are ongoing it is proposed that Members approve delegation to the Chair of the Committee and the S151 Officer to sign off the Statement of Accounts and the Letter of Representation, upon completion of these outstanding elements, barring no material changes to the accounts.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None as a consequence of this report.

3.2 Financial Issues

The financial implications are as given in the report.

4. Conclusion

- 4.1 Production of the Annual Statement of Accounts is a statutory requirement. The Statement of Accounts is the financial expression of the Council's overall worth and financial standing.

5. Background Documents

- 5.1 2021/22 closedown working papers.

Contact Officer:

Christopher Chapman – Accountant

Appendices:

Appendix A: 2021/22 Statement of Accounts
Appendix B: Explanatory paper to the Accounts

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SELBY DISTRICT COUNCIL



STATEMENT OF ACCOUNTS 2021/2022

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SELBY DISTRICT COUNCIL

STATEMENT OF ACCOUNTS

2021/22

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Copies of this and previous years accounts are available for viewing, along with other information about the Council's services on the Authority's website at www.selby.gov.uk or from Selby District Council, Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT. Selby District Council will on request, provide this document in Braille, **large print** or audio format. If English is not your first language and you would like a translation of this document in an alternative language please telephone - 01757 705101.

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NARRATIVE STATEMENT

1. Introduction

The purpose of this Narrative Statement is to provide an easily understandable guide to the most significant matters reported in the accounts, and an explanation in overall terms of the Council's financial position. The Narrative Statement also includes an explanation of the purpose of each statement and the inter-relationship between statements. The accounts presented are of a Single Entity as the Council has no relationships that require it to prepare Group Accounts.

2. The Council's Accounts

The accounts have been compiled using the "Code of Practice on Local Authority Accounting in the UK 2021/22" (the Code) published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The code is based on International Financial Reporting Standards. The financial figures contained within the statements and their supporting notes are rounded as appropriate and this is shown on the statement or note. The accounts contain the following statements for the year 1 April 2021 to 31 March 2022:

Accounting Policies - This explains the basis of the figures in the accounts and the principles on which the Statement of Accounts has been prepared by the Council.

Statement of Responsibilities for the Statement of Accounts - This statement sets out the respective responsibilities of the Council and the Chief Finance Officer for the accounts.

Movement in Reserves Statement - This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be utilised to fund expenditure or reduce local taxation) and other 'unusable reserves'. The surplus or (deficit) on the provision of services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income & Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The net increase/decrease before transfers to earmarked reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Comprehensive Income & Expenditure Statement - This statement shows the accounting net cost in the year of providing services for which the Council is responsible in accordance with generally accepted accounting practices, rather than the amount to be funded from income from local taxpayers (such as Council Tax and National Non-Domestic Rates). The Council raises taxation, collects fees & charges and receives grant funding to cover expenditure in accordance with regulations; however this funding is different to the true accounting costs incurred by the Council. The reconciliation of these two positions are shown in the Movement in Reserves Statement.

Balance Sheet - This shows the net value of the Council in terms of the balances and reserves at the Council's disposal, its long-term indebtedness, long term liabilities, net current assets employed in its operation and summarised information on the non-current assets held. The net assets of the Council (assets less liabilities) are matched by reserves held by the Council. Reserves are reported in two categories - usable and unusable. Usable reserves are those reserves that the Council may use to provide services, subject to the need to maintain them at a prudent level and any statutory limitations on their use. Unusable reserves are those that the Council is not able to use to provide services. They include reserves that hold unrealised gains and losses (e.g. 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'.

NARRATIVE STATEMENT

2. The Council's Accounts continued

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

Housing Revenue Account (HRA) Income and Expenditure Statement - The Council must account separately for the local authority housing function, and it is ringfenced from the General Fund so that rents cannot be subsidised from Council Tax or vice versa. It shows the major elements of housing revenue expenditure - maintenance, administration and capital financing - and how rents and other income meet these. The Council charges rents in accordance with accounting regulations; and therefore this may be different from the accounting cost.

Movement on the Housing Revenue Account (HRA) Statement - This shows how the HRA Income and Expenditure Statement surplus or deficit for the year reconciles to the movement on the Housing Revenue Account balance for the year. The overall objectives and the general principles for its construction are the same as those generally for the Movement in Reserves Statement.

The Collection Fund - This is a statement and shows the transactions of the Council as a billing authority in relation to Non-Domestic Rates and the Council Tax collections, and illustrates the way in which these funds have been distributed to precepting bodies such as North Yorkshire County Council, the Government and the General Fund. The Council has a statutory obligation to maintain a separate Collection Fund.

Annual Governance Statement - This statement sets out the internal control framework operated by the Council during 2021/22 and presents a review of the effectiveness of the system as required by the CIPFA/SOLACE Framework issued in 2007.

3. Structure of the Council's Accounts

The Council has to manage spending on services within a statutory framework, making sure that spending keeps within cash-limited budgets. This requires keeping:

- A General Fund to account for day-to-day spending on most Council services.
- A separate Housing Revenue Account.
- A separate Collection Fund Account.
- A capital programme to account for investment in non-current assets needed for the delivery of Council services.

The way each of these is funded is also different:

- General Fund services are paid for from government grant, council tax, non-domestic rates and service charges.
- Housing income comes from housing rents.
- The Collection Fund is financed by income from taxpayers.
- The capital programme is funded in various ways - long-term borrowing, external finance, capital receipts from the sale of Council non-current assets and from revenue budget contributions.

NARRATIVE STATEMENT

4. Revenue Spending in 2021/22

2021/22 has been a challenging year, with financial impacts for the year as a result of Covid-19 continuing to be recorded monthly in returns to the Department for Levelling Up, Housing and Communities (DLUHC). The March 2022 return shows that there are additional costs, delayed savings and income losses of £2,399k across both the General Fund and Housing Revenue Account when compared to pre-covid budget levels with particularly high impacts on leisure services which have been slow to recover. Many of these losses were built into the 2021/22 budget. The Council received (£388k) emergency Covid funding from the Government and (£86k) for compensation for losses in sales, fees and charges.

Emergency grants for business as well as test and trace scheme have continued throughout 2021/22. The Council has administered over £8.5m in emergency grants for businesses and individuals., council tax hardship funds, provided business support and assisted communities to reopen.

The increase in inflation this year has had some impacts including higher than expected increase in the Environmental Waste contract but the greater impacts of these increases are expected to occur in future years. Pressures on the broader economy and availability of supplies has impacted on the delivery of some projects in the capital programme.

Resources to deliver have been stretched this year, the pandemic as well as the increasing focus of delivering Local Government Reorganisation in time for the creation of the new Council on 1st April 2023 has resulted in increased workloads and has put pressure on capacity to deliver the planned expenditure programmes. This is reflected in the outturn figures and sums carried forward for the capital programmes and Programme for Growth.

Revenue expenditure for 2021/22 is summarised in the Comprehensive Income and Expenditure Statement. This shows the costs of all the Council's services and how the net expenditure has been funded. The following charts show where the Council's money comes from and what it is spent on.

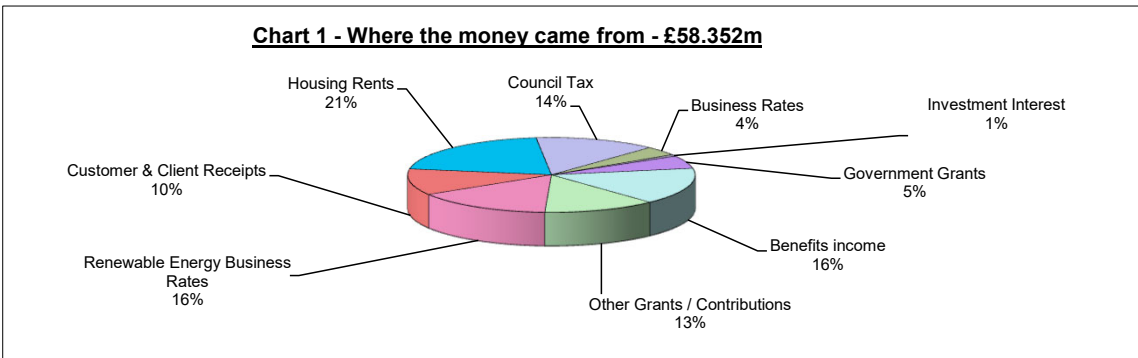
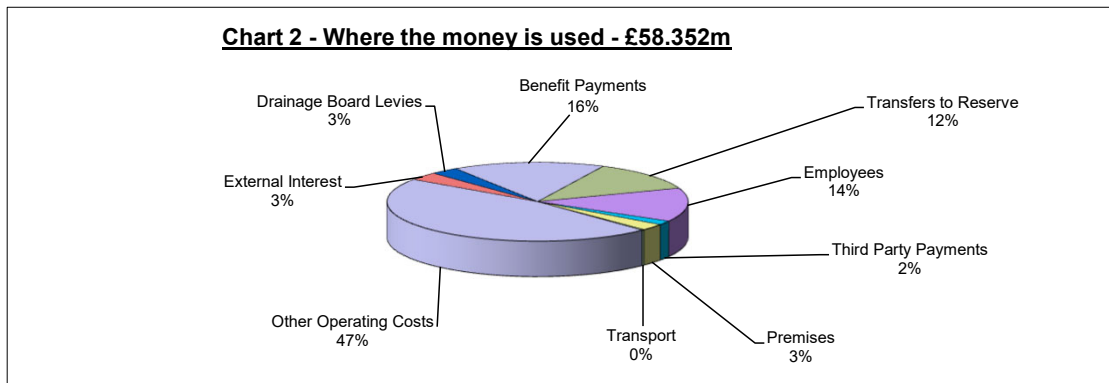


Chart 1 above shows income received in the year of £58.352m. 34% (£19.9m) of this is received from the government as direct grants, mainly to fund benefit payments and formula (or indirect) grants, i.e. grants that are not ring-fenced for specific purposes. Council Tax provides a further £8.0m, which includes £2.1m for Parish Council precepts, and the Council's share of business rates retention contributes £2.2m, with £9.0m in business rates from renewable energy facilities. Housing Rents provide £12.1m.



NARRATIVE STATEMENT

4. Revenue Spending in 2021/22 continued

Chart 2 on the previous page shows a significant proportion of the Council's money £9.5m is spent on Housing benefit payments. Other operating costs total £27.2m, which include the running costs of services including the HRA and contracts for recycling, refuse collection, street cleansing, grounds maintenance, gas servicing, leisure contracts and financing the capital programme. £8.0m was spent on employee costs. Other costs include drainage board levies at £1.8m, interest payable costs £1.9m and the costs of running & maintaining council non-dwelling property £1.5m. A net £7.2m has been transferred to reserves, made up of £3.6m budgeted and £0.6m additional HRA surplus for future usage on capital investment on our dwellings, £1.3m to support HRA Self Financing debt and the net General Fund surplus £1.6m transferred to the Business Rate Equalisation Reserve.

Financial Performance in 2021/22 Compared to Agreed Budget

The latest approved budget anticipated a surplus position for the General Fund after budgeted transfers to reserves and a transfer to the Housing Revenue Account Major Repairs Reserve (MRR) of £3.589m. The out-turn position was a General Fund surplus of £1.588m and the Housing Revenue Account surplus was £4.234m. The performance against budgets for General Fund services and the Housing Revenue Account are shown separately in the following paragraphs.

General Fund

	Latest Approved Budget £'000	Actual £'000	Difference £'000
Income			
Investment Income	(300)	(374)	(74)
Recharges	(11,440)	(10,845)	596
Customer & Client Receipts	(6,010)	(6,094)	(84)
Government and Other Grants	(19,259)	(19,745)	(486)
	(37,009)	(37,057)	(48)
Expenditure			
Employees	8,863	8,598	(265)
Premises	996	1,021	25
Supplies and Services	18,746	18,447	(299)
Transport	152	124	(28)
Benefit Payments	9,917	9,627	(290)
Support Services	8,085	7,688	(398)
Third Party Payments	973	973	-
Internal Drainage Board Levies	1,807	1,760	(47)
Interest Payable and Similar Charges	75	75	0
Contingency	-	-	-
Budget Savings	-	-	-
Parishes Precepts	2,102	2,102	(1)
	51,716	50,415	(1,301)
Net Operating Expenditure	14,707	13,357	(1,350)
Revenue Support Grant	-	-	-
Renewables Income	(9,172)	(9,172)	-
Business Rates	(2,402)	(2,402)	-
Council Tax Precept (including Parish Precepts)	(7,976)	(7,976)	-
Collection Fund Surplus (Surplus) / Deficit	(8)	(8)	-
Net (surplus) / deficit	(4,852)	(6,201)	(1,350)
Other Non Cash Adjustments	313	309	(3)
Transfers to / (from) Reserves	4,539	4,305	(235)
Year End (Surplus) / Deficit	0	(1,588)	(1,588)

NARRATIVE STATEMENT

4. Revenue Spending in 2021/22 continued

The previous table shows a variance against the General Fund of £1.588m. The table below looks at the major variances and gives a brief explanation as to why they have occurred. Councillors and officers continually review budgets to achieve efficiency savings.

General Fund		
	Variance £'000	Reason for Variance
Employees	(265)	Savings on salaries across the Council are due to the natural turnover of staff resulting in vacancies and staffing levels being carefully managed.
Government Grants	(486)	Covid Support and New burdens funding.
Investment Income	(74)	The Council's investments have performed better than anticipated generating average returns of 0.24% on investments
Support Services & Recharges	198	Shortfall in recharges to the HRA driven by savings from Property Service salaries, due to a number of vacancies in the team.
Benefit Payments	(44)	A reduction in case loads offset by an increase in debtors for overpayments & an increase in the bad debt provision
Streetscene Contract	(277)	Significant savings on commodity payments calculated using cost for bulking, haulage and processing waste has been offset by income received for recyclable materials.
Premises Costs	25	Additional grass cutting costs outside of the agreed contract and play area repairs has driven the overspend
Transport	(28)	Various car allowance savings across services as a result of reduced travelling due to continuing Covid-19 restrictions and vacant posts..
Planning Fee Income	(135)	Improvement in the income received for Planning Applications
Land Charges Income	(61)	An improved position for Land Charges income due to the volume of searches requested
Building Control	(52)	Performance dividend allocated to partner councils when reserve levels are exceeded.
Drainage Board Levies	(47)	Inflation increases anticipated when setting the budget were higher than the actual levies.
ICT Costs	(52)	Service savings across ICT software support and maintenance costs
Property Income	(122)	The impact of Covid 19 on businesses hasn't been as severe as anticipated and units have remained occupied, also income received for the use of The Summit as a vaccination centre.
Recycling Income	(102)	Strong volume of collections and high values received for recyclable materials
Miscellaneous	(67)	Numerous smaller and compensating variances contributing towards the final deficit including movements to and from reserves and capital charges.
Total	(1,588)	

Investment income for the General Fund exceeded budget by £74k due to the level of funds available for investment an average of £82.112m. These funds were available on a temporary basis and the levels of funds available were mainly dependent on the timing of business rates and precept payments. The Council achieved an average return on its investments of 0.24% for the year through pooling arrangements in place with NYCC and investment in property funds.

NARRATIVE STATEMENT

4. Revenue Spending in 2021/22 continued

Non cash adjustments included in surplus/deficit on service provision are accounting adjustments made to the accounts that are reversed out within 'other non-cash adjustments' and will not impact on the Council Tax Payer. The variance comprises of the gain/loss on disposal on non-current assets, contribution of housing capital receipts to the government pool, recognised capital grants and contributions and pension fund adjustments.

Other non cash adjustments are accounting adjustments made to the accounts so that these accounting costs do not impact on the Council Tax Payer. The variance is made up of the variances in non-current asset depreciation, capital accounting & funding adjustments and pension fund adjustments.

Housing Revenue Account

The Housing Revenue Account (HRA) was estimated to make a surplus of £3.589m which was budgeted to be transferred to the Major Repairs Reserve (MRR) to support funding of the capital programme, HRA balances and debt repayment. The out-turn position is a surplus of £4.234m, this additional surplus has also been transferred to the Major Repairs Reserve to support future investment in the housing stock.

	Latest Approved Budget £'000	Actual £'000	Difference £'000
Income			
Investment Income	(38)	(65)	(27)
Housing Rents	(12,302)	(12,111)	191
Garage Rents	(107)	(91)	16
Other Income	(168)	(192)	(24)
	(12,616)	(12,459)	157
Expenditure			
Employees	123	70	(53)
Premises	725	746	21
Supplies and Services	1,260	1,268	9
Support Services	2,808	2,788	(20)
Transport	147	112	(35)
Debt Management Expenses	6	6	-
Interest Payable and Similar Charges	2,065	1,847	(218)
Contingency	75	-	(75)
Provision for Bad & Doubtful Debts	271	82	(189)
Budget Savings	-	-	-
	7,479	6,919	(560)
Net (surplus) / deficit	(5,137)	(5,541)	(403)
Other Non Cash Adjustments	1,575	1,338	(237)
Transfers to / (from) Reserves	(27)	(32)	(5)
(Surplus) / Deficit available for distribution	(3,589)	(4,235)	(645)
Transfers (to) / from MRR	(3,589)	(4,235)	(645)
Year End (Surplus) / Deficit	-	-	-

The table shows a difference against the HRA Budget of £0.645m. The table following looks at the major variances and gives a brief explanation as to why they have occurred. Councillors and officers continually review budgets to achieve efficiency savings.

NARRATIVE STATEMENT

4. Revenue Spending in 2021/22 continued

Housing Revenue Account		
	Variance £'000	Reason for Variance
Employees	(53)	Saving on staff salaries, particularly against anticipated agency
Premises Costs	21	Impact of repairs costs to boilers through new gas servicing contract and specialist cleaning costs at the Community Centres, offset by savings on grounds maintenance and solid fuel servicing.
Supplies & Services	9	Increased Bank and Audit costs, pre-development work offset by housing system and tenant participation savings.
External Interest Payable	(218)	Saving from not taking out additional PWLB borrowing to support Housing Development Scheme due to delays to the programme.
Other Income	(24)	Income from alternative heating system installs and recharges.
Contingency	(75)	Unspent in the year - held as unspent in year to help offset the shortfall in savings.
Rent - Dwellings	191	Deficit in rents impacted by Covid-19 on households and delays in the 1 for 1 replacement of homes sold through RTB.
Investment Income	(27)	Earnings from investments have exceeded budget from a better return on cash balances and Bank of England base rate increases.
Support Services	(20)	Lower recharges to HRA due to vacancies in the trades team.
Provision for Bad & Doubtful Debts	(189)	Sufficient provision in place for Debt Impairment therefore lower contribution required.
Other non cash adjustments	(237)	Reduced revenue contributions to support borrowing for housing development which wasn't taken out in the year.
Other Sundry variances	(23)	Numerous smaller and compensating variances contributing towards the final surplus.
Total	(645)	

Other non cash adjustments are the accounting adjustments made to the accounts to reverse out impairment and depreciation charges and the profit/loss on disposal of non-current assets. It also includes capital accounting adjustments and pension fund adjustments.

Within both the General Fund and HRA a number of projects and financial commitments were not completed by 31 March 2021 and financial resources are being carried forward to 2021/22 to complete these projects. The total value of carry forwards is £2.851m (£0.544m Housing Revenue Account, £2.307m General Fund).

The detailed Core Financial Statements and accompanying notes are shown on pages 20 to 104.

5. Capital Expenditure

In 2021/22 the Council spent £8.010m (2020/21 £9.254m) on its capital programme (£0.952m General Fund and £7.058m Housing Revenue Account). An analysis of where the money was spent and the sources of funding are shown in the following two tables:

Capital Programme Analysis	Original Budget £'000	Revised Budget £'000	Actual £'000	Proportion %
Council Dwelling Improvements	8,260	7,099	6,643	82.9%
Council Dwelling acquisition and construction	2,638	20	-	0.0%
Equipment & Vehicles, including Intangible Assets (e.g. computer software)	670	424	305	3.8%
Other Land and Buildings, including Community Assets	1,200	599	109	1.4%
Home Improvement Grants and Loans and Disabled Facilities Grants	926	511	571	7.1%
Empty Homes Programme	200	600	382	4.8%
Loans to Selby District Housing Trust	2,800	-	-	0.0%
Total	16,694	9,253	8,010	100%

NARRATIVE STATEMENT

5. Capital Expenditure continued

Where the money came from	Actual £'000	Proportion %
Prudential / Internal Borrowing	(187)	2.3%
Capital Receipts	(101)	1.3%
Major Repairs Reserve	(6,676)	83.3%
Grants and Contributions	(612)	7.6%
Revenue and Reserves	(434)	5.4%
Total	(8,010)	100%

Explanation of variances against budget

The Council planned to spend £16.7m on its capital programme in 2021/22. This was revised down to £9.3m during the year, £1.45m on General Fund and £7.8m on its Housing Investment. However there was an underspend of £0.5m on the General Fund and £1.243m on the Housing Revenue Account. The underspend on the General Fund was due a number of projects likely to commence in 2022/23 or span a number of years including moving the Contact Centre to the Civic Centre, Car Park improvement schemes, ICT schemes which cross multiple years, Empty Homes purchases and Council Play Area Maintenance. The HRA underspend was influenced heavily by Covid 19 providing challenges such as access to property both by lockdown and concerns around virus transmission, shielding, self isolation and materials shortages. Multi year contracts are being drawn up to maximise value for money. The majority of these budget savings will be carried forward to 2022/23 to complete, continue or progress these schemes.

The major items of capital expenditure in 2021/22 were as follows:

	Actual £'000
Leisure & Sports Facilities	43
IT Hardware & Software	119
Empty Property Grants	43
Energy Efficiency Programme	871
Health & Safety Improvement Programme	544
Property Refurbishment Programme	4,489
Property Investment Programme	739
Environmental Improvement Plan	33
Car Parks	31
Private Sector Home Improvement loans	33
Disabled Facilities Grants	495
Waste Collection Fleet	186
Purchase & Distribution of Recycling Bins	-
Housing developments	382
Other capital initiatives	2
Total	8,010

NARRATIVE STATEMENT

6. Borrowing Facilities and Capital Borrowing

The Council's ability to borrow is governed by the Local Government Act 2003 and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is able to determine its own programmes for capital investment in fixed assets that will assist in the delivery of its services to the citizens of the Selby District, subject to that programme being affordable, prudent and sustainable.

The Council did not take out new external borrowing during 2021/22 but used internal borrowing to fund the purchase of a new waste collection vehicle. This involves using cash held by the council which generates low returns in the current climate rather than borrowing externally from the Public Works Loan Board (PWLb) at higher rates.

7. Collection Fund

At 31 March 2022 there is a net deficit on the Collection Fund of £3.1m. The Council Tax element is a surplus of £2.29m of which £2.01m is owed to North Yorkshire County Council, The North Yorkshire Police and Crime Commissioner, Police and The North Yorkshire Police, Fire and Crime Commissioner, Fire and Rescue Authority. There is a deficit of £5.4m for non-domestic rates. Of the deficit £2.7m is owed by the central government and £541k by North Yorkshire County Council and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority.

8. Pensions Liability

The Council participates in the Local Government Pension Scheme, administered by North Yorkshire County Council. The Pension Liability shown in the Balance Sheet decreased from £10.988m at 31 March 2021 to £6.927 at 31 March 2022 based on the assumptions used at the 2019 Triennial Valuation. This liability is set out in detail in note 43 and has been brought about as the value of liabilities exceeds the fair value of assets on an accounting basis. It has a substantial impact on the net worth of the Council as recorded in the Balance Sheet, but the statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. During 2016/17 a substantial payment of £9.4m was made to decrease the pension liability, this was funded by earmarked reserves. The remaining deficit on the scheme will be made good by contributions over the remaining working life of employees as assessed by the scheme actuary. The next triennial valuation due in 2022 will give an updated position on the funding level of the Council and employer contribution rates will be set to reflect this.

9. Significant Points to Note in Respect of the Balance Sheet

The Balance Sheet on page 21 shows that the net worth of the Council increased by £14.5m to £217.3m. Significant movements on the balance sheet include an increase in non-current assets of £7.7m, largely due to increase in Property Plant & Equipment of £6.9m, arising primarily from the acquisition in year of a new Property, Selby Business Centre, for £2.6m, together with the revaluation of the Council's Housing Stock. Other key movements to mention are decrease of £3.5m in Short Term Debtors, which has been driven by an decrease in the balance due at year end from the DLUHC in relation to the NNDR pool. Cash and Cash Equivalents has also increased by £12.4m in year, driven by the decrease in Debtors and Increase in Creditors over the course of the year, as well as a result of the timings of various schemes within the Capital Programme and the Programme for Growth. Useable reserves decreased marginally by £0.6m, driven by a decrease in year in the Major Repairs Reserves of £2.4m, as the Housing Revenue Account Capital Programme progressed. This decrease was offset by £1m increases over the year to both earmarked General Fund Reserves, and the Capital Receipts Reserve.

In 2021/22 the Council received capital receipts of £1.513m (£969k HRA & £0.54m General Fund) from the sale of council houses and other land and buildings. Of the £969k taken for the HRA £472k was paid over to the government as part of 'pooling arrangements' for council house sales.

10. Review of the Council's Current Financial Position

At the 31 March 2022 the Council's usable reserves stood at £65.742m compared to £66.228m at the end of 2020/21. Included within these figures are £3.0m (£1.5m General Fund and £1.5m HRA) of unallocated revenue reserves. The remaining usable reserves include £48.22m earmarked reserves, £6.5m major repairs reserve and £7.4m capital receipts reserve. The latter two represent sums set aside to meet the cost of future capital programme costs.

The Section 151 officer annually undertakes a risk assessment to calculate a minimum level for reserves. For 2020/21 the minimum level was calculated to be £1.5m for General Fund and £1.5m for the Housing Revenue Account. The Medium Term Financial Plan assumes increases to reserves over the next few years to ensure that future demands can be met.

NARRATIVE STATEMENT

11. Changes in Accounting Practices & Policies

This set of Accounts is prepared under International Financial Reporting Standards (IFRS) as set out in the Code of Practice on Local Authority Accounting in the United Kingdom - A Statement of Recommended Practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). The IFRS requires that accounting policies are applied retrospectively.

Accounting policies are defined by the Code of Practice as "the specific principles, bases, conventions, rules and practices applied by an entity in preparing and presenting financial statements". The starting premise is that accounting policies prescribed by the Code should be followed, but need not be applied if the effect of applying them is not material. The accounting policies of the Council have been reviewed for ongoing compliance with IFRS and amended as required.

Changes in accounting policies are only permitted if the change is required by the Code or where the change results in the financial statements providing more reliable and relevant information. A change in circumstances or adoption of policies for "new" transactions, events or conditions that did not occur or were not material previously are not classed as changes in accounting policies.

There have been no significant changes in accounting policy for the 2021/22 accounts.

12. Future Developments

As we look ahead to preparations for Local Government re-organisation in North Yorkshire, 2022/23 will be Selby District Council's final year. The process of future planning and budgeting in 2022/23 will be for the new council but the pressures facing this Council will be relevant to the new single Council which will come into existence from the 1st April 2023 when Selby District Council will cease to exist. Therefore, the risks and pressures being faced in the medium term are identified in the following paragraphs.

Local Government Reorganisation: After consultation the Government announced in July 2021 their decision that the current county, district and borough councils were to be replaced by a new single council for North Yorkshire in April 2023. Considerable work and resources are now being dedicated to ensuring that the new single council is safe and legal by vesting day on 1st April 2023. This means there is additional pressure on resources to deliver in the final year of Selby District Council. There will also be costs associated with resourcing this additional work and £750k has been set aside for this in 2022/23. In this period prior to vesting day the accounts for Selby District Council will continue to be constructed on a 'going concern' basis - with any assets and liabilities transferring to the successor authority.

Funding from Central Government: Reductions in central government funding are set to continue for the foreseeable future. The Council is not in a Business Rates Pool. The Council is also in receipt of significant cash windfalls from renewable energy facilities. This income remains in doubt as the government considers the future system of business rates retention for local authorities, so the Council has resolved to earmark it for future growth related projects and to help to manage future risk.

Economic Climate: The economy continues to present challenges for the Council. 2022/23 will continue to see some financial impacts of the covid-19 pandemic in particular higher leisure costs as the sector continues to recover. The cost of living crisis which is influenced by the war in Ukraine and the impacts of the Brexit process continue to create additional uncertainty in the economy at present, in particular with risk to supplier costs through increasing inflation and the availability of materials. At April 2022, CPIh stands at 7.8% and RPI at 13.1% putting increasing cost pressures on supplies of materials as well as index linked contracts. It is likely that there will be pressure from Unions for a higher pay award as a result of the cost of living crisis. These increases make it more challenging to be able to deliver services. The Council continues to progress its housing development plans for the future which will increase demand on services including the waste and recycling service. This could see increased costs as a consequence of higher collections but also higher income from council tax. In addition, the future of the New Homes Bonus and Lower Tier Services grant funding remain uncertain. The Council's financial strategy and medium term financial plan recognise these challenges and seek to provide financial resilience through savings and efficiencies and through the use of reserves and balances where appropriate. For example using one-off resources to facilitate spend to save initiatives to deliver on-going savings and improved value for money.

NARRATIVE STATEMENT

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The District Council'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 responsibility for the administration of those affairs. In this Council, that officer is the Chief Finance Officer (Section 151 Officer).
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the statement of accounts.

The Chief Finance Officer's responsibilities

The Chief Finance Officer (s151) is responsible for the preparation of the Council's statement of accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this Statement of Accounts the Chief Finance Officer (s151) has:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with the Local Authority Code.

The Chief Finance Officer (s151) has also:

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

Certification of the Accounts

I hereby certify that the Statement of Accounts on pages 19 - 103 present a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2022.

Karen L. Iveson

CPFA

Chief Finance Officer (s151)

Dated

26.07.2022

Approval of the Accounts

This Statement of Accounts was approved by a resolution of the Audit and Governance Committee of Selby District Council on 26 October 2022

Councillor K Arthur

Chair of Audit Committee

(Signed on the 26 October 2022 following a resolution of the Audit & Governance Committee)

Dated

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COMPREHENSIVE INCOME & EXPENDITURE STATEMENT

This Statement shows the economic cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; which is different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement. The Comprehensive Income and Expenditure Statement reconciles the year on year change in the net assets and Reserves held in the Balance Sheet.

The statement is divided into two sections; the Surplus or Deficit on the Provision of Services and the Other Comprehensive Income and Expenditure. The Surplus or Deficit on the Provision of Services represents the IFRS-based accountancy cost of delivering services by the County Council. The line items making up the Net Cost of Services have been amended from standard defined categories for local government, to a format which now more closely reflects the operational structure of the Council.

Other Comprehensive Income and Expenditure includes movements in the fair value of assets and actuarial movements on pension balances that are not reflected within the Surplus or Deficit of Provision of Services. All the results described above derive from continuing activities of the organisation.

2020/21				2021/22			
Expenditure £'000	Income £'000	Net Exp. £'000		Expenditure £'000	Income £'000	Net Exp. £'000	Notes
34,968	(15,359)	19,609	Corporate Services & Commissioning	35,506	(14,906)	20,601	
3,222	(1,143)	2,079	Economic Development, Regeneration and Place	6,117	(2,703)	3,414	
1,149	(354)	795	Legal & Democratic	1,206	(357)	849	
2,282	(12,452)	(10,170)	Finance	7,090	(12,497)	(5,407)	
41,621	(29,308)	12,313	Cost of Services	49,919	(30,463)	19,457	
		3,724	Other Operating Expenditure			3,883	9
		1,518	Financing and Investment Income & Expenditure			828	10
		(28,282)	Taxation and Non-Specific Grant Income			(28,414)	11
		(10,727)	(Surplus) or Deficit on Provision of Services			(4,246)	
			Other Comprehensive Income and Expenditure				
		(288)	Surplus or deficit on Revaluation of Property, Plant and Equipment Assets			(3,781)	27.1
		83	Impairment Losses on Non-Current assets charged to the Revaluation Reserve			126	27.1
		(887)	Remeasurement of the net defined benefit liability			(6,524)	43
		(1,092)	Total Other Comprehensive Income and Expenditure			(10,179)	
		(11,819)	Total Comprehensive Income and Expenditure			(14,425)	

	General Fund Balance £000	Earmarked GF Reserves £000	Housing Revenue Account £000	Earmarked HRA Reserves £000	Major Repairs Reserve £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Total Unusable Reserves £000	Total Council Reserves £000
Balance at 31 March 2020 carried forward	(1,503)	(33,680)	(1,499)	(2,168)	(6,937)	(5,843)	(540)	(52,171)	(138,838)	(191,009)
<u>Movement in reserves during 2020/21</u>										
(Surplus) or deficit on provision of services	(7,886)	0	(2,841)	0	0	0	0	(10,727)	0	(10,727)
Other Comprehensive Expenditure and Income	0	0	0	0	0	0	0	0	(1,092)	(1,092)
Total Comprehensive Expenditure and Income	(7,886)	0	(2,841)	0	0	0	0	(10,727)	(1,092)	(11,819)
Adjustments between accounting basis & funding basis under regulations (note 7)	(5,657)	0	4,891	0	(1,990)	(552)	(132)	(3,440)	3,440	0
Net Increase/Decrease before Transfers to Earmarked Reserves	(13,543)	0	2,050	0	(1,990)	(552)	(132)	(14,167)	2,348	(11,819)
Transfers to/from Earmarked Reserves (note 8)	13,543	(13,564)	(2,051)	2,072	0	0	0	0	0	0
(Increase) /Decrease movement in Year	(0)	(13,564)	(1)	2,072	(1,990)	(552)	(132)	(14,167)	2,348	(11,819)
Balance at 31 March 2021 carried forward	(1,503)	(47,244)	(1,500)	(96)	(8,927)	(6,395)	(672)	(66,338)	(136,490)	(202,828)
<u>Movement in reserves during 2021/22</u>										
(Surplus) or deficit on provision of services	(2,719)	0	(1,527)	0	0	0	0	(4,246)	0	(4,246)
Other Comprehensive Expenditure and Income	0	0	0	0	0	0	0	0	(10,179)	(10,179)
Total Comprehensive Expenditure and Income	(2,719)	0	(1,527)	0	0	0	0	(4,246)	(10,179)	(14,425)
Adjustments between accounting basis & funding basis under regulations (note 7)	1,550	0	1,815	0	2,383	(992)	86	4,842	(4,842)	0
Net Increase/Decrease before Transfers to Earmarked Reserves	(1,169)	0	288	0	2,383	(992)	86	596	(15,021)	(14,425)
Transfers to/from Earmarked Reserves (note 8)	1,169	(958)	(288)	77	0	0	0	0	0	0
(Increase) /Decrease movement in Year	(0)	(958)	(1)	77	2,383	(992)	86	596	(15,021)	(14,425)
Balance at 31 March 2022 carried forward	(1,503)	(48,202)	(1,501)	(18)	(6,544)	(7,387)	(586)	(65,742)	(151,511)	(217,253)

MOVEMENT IN RESERVES STATEMENT

BALANCE SHEET

31-Mar-21 £'000		31-Mar-22		Notes
		£'000	£'000	
195,900	Property Plant & Equipment	202,812		12
3,936	Investment Property	4,003		16
663	Intangible Assets	647		17
4,649	Long Term Investments	5,458		18
3,152	Long Term Debtors	3,117		19
208,300	Total Non-current Assets	216,037		
-	Short Term Investments	-		18
7,606	Short Term Debtors	4,093		18,19,22
67,213	Cash and Cash Equivalents	79,628		23
74,820	Total Current Assets	83,721		
283,120	Total Assets		299,758	
(15)	Short Term Borrowing	(20)		18
(12,568)	Short Term Creditors	(14,718)		24
(2,409)	Provisions	(2,690)		25
(1,479)	Grants Receipts In Advance	(5,318)		37
(16,471)	Total Current Liabilities	(22,746)		
(52,833)	Long Term borrowing	(52,833)		18
(10,988)	Other Long Term Liabilities: Defined Benefit Pension Scheme	(6,927)		43
	Finance Leases	-		40
(63,821)	Total Long Term Liabilities	(59,760)		
(80,292)	Total Liabilities		(82,506)	
202,828	Net Assets		217,252	
(66,338)	Usable Reserves		(65,742)	26
(136,490)	Unusable Reserves		(151,510)	27
(202,828)	Total Reserves		(217,252)	

Karen Iveson
CPFA
Chief Finance Officer (s151)

Dated 26.07.2022

CASH FLOW STATEMENT

2020/21 £'000		2021/22 £'000	Notes
(10,727)	Net (Surplus)/Deficit on the Provision of Services	(4,246)	
(2,687)	Adjustments to net (surplus)/deficit on the provision of services for non-cash movements	(19,200)	28
1,607	Adjustments for items included in the net (surplus)/deficit on the provision of services that are investing and financing activities	2,818	28
(11,807)	Net Cash Flow from Operating Activities	(20,628)	
6,792	Investing Activities	8,537	29
4,913	Financing Activities	(323)	30
(102)	Net (increase) or decrease in cash and cash equivalents	(12,414)	
(67,111)	Cash and cash equivalents at the beginning of the reporting period	(67,213)	
(67,213)	Cash and cash equivalents at the end of the reporting period	(79,627)	23

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1a. Expenditure & Funding Analysis

The Expenditure and Funding Analysis demonstrates how the funding available to the Council for the year has been used in providing services in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. This statement also shows how this expenditure is allocated for decision making purposes between the Council's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Further details can be seen in Note 31 to the Core Financial Statements (page 72-73).

EXPENDITURE & FUNDING ANALYSIS FOR 2021/22

Directorate	Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
Corporate Services & Commissioning	15,267	5,335	20,602
Economic Regeneration & Place	3,581	(167)	3,414
Legal & Democratic Services	903	(54)	849
Finance	5,542	(10,949)	(5,407)
Cost Of Services	25,293	(5,835)	19,458
Other Income & Expenditure	(26,173)	2,470	(23,703)
(Surplus) or Deficit	(880)	(3,365)	(4,245)

	£'000
Opening General Fund & HRA Balance	(50,342)
(Surplus) or Deficit	(880)
Closing General Fund and HRA Balance at 31st March 2021	(51,222)

Movement in General Fund Working Balance	(0)
Movement in HRA Balance	(1)
Movement in Earmarked Reserves	(880)
	(881)

EXPENDITURE & FUNDING ANALYSIS FOR 2020/21

Directorate	Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
Corporate Services & Commissioning	16,126	3,484	19,610
Economic Regeneration & Place	2,236	(157)	2,079
Legal & Democratic Services	845	(51)	794
Finance	(5,133)	(5,037)	(10,170)
Cost Of Services	14,074	(1,761)	12,313
Other Income & Expenditure	(25,564)	2,524	(23,040)
(Surplus) or Deficit	(11,490)	763	(10,727)

	£'000
Opening General Fund & HRA Balance	(38,852)
(Surplus) or Deficit	(11,490)
Transfers Capital Grants Unapplied	0
Closing General Fund and HRA Balance at 31st March 2020	(50,342)

Movement in General Fund Working Balance	0
Movement in HRA Balance	(1)
Movement in Earmarked Reserves	(11,490)
	(11,491)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies

i. General Principles

The Statement of Accounts summarises the Council's transactions for the 2021/22 financial year and its position at the year-end of 31 March 2022. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015 which require them 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 2021/22, (known as "the Code of Practice") (which is issued by the Chartered Institute of Public Finance and Accountancy), 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.

ii. Qualitative Characteristics of Financial Statements

(a). Relevance

The accounts have been prepared with the objective of providing information about the Council's financial position, performance and cash flows that is useful for assessing the stewardship of public funds and for making economic decisions.

(b). Reliability

The financial information is reliable as it has been prepared so as to reflect the reality or substance of the transaction, is free from deliberate systematic bias, is free from material error, is complete within the bounds of materiality and cost and has been prudently prepared.

(c). Comparability

In order to aid the understanding of the Statement of Accounts prior year comparable information is provided throughout the prime statements and the notes.

(d). Understandability

These accounts are based on accounting concepts and terminology which require reasonable knowledge of accounting and local government. Every effort has been made to use plain language and where technical terms are unavoidable they have been explained in the glossary contained within the accounts.

(e). Materiality

The concept of materiality has been utilised in preparing the accounts so that insignificant items and fluctuations under an acceptable level of tolerance are permitted provided that in aggregate they would not affect the interpretation of the accounts.

iii. Underlying Assumptions

(a). Accruals Basis

The financial statements, other than cash flow, are prepared on an accruals basis. Income and expenditure is recognised in the accounts in the period in which it is earned or incurred not as the cash is received or paid.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

iii. Underlying Assumptions continued

(b). Going Concern

In July 2020, the Minister for Regional Growth and Local Government announced that the Department for Levelling Up, Housing and Communities (DLUHC) would be publishing the Devolution and Local Recovery White Paper imminently. As a result, Selby District Council jointly submitted a proposal on its vision as to how devolution and local government reorganisation could look across North Yorkshire in the future. The Secretary of State of DLUHC formally sought the views of the public on two proposals and the consultation closed on 19th April 2021. A decision was announced by DLUHC in July 2021 determining that the current county, district and borough councils would be replaced by a new single council for North Yorkshire from 1 April 2023. In the intervening period the accounts and financial plans for Selby District Council will continue to be constructed on a 'going concern' basis - with any assets and liabilities transferring to the successor authority.

iv. Accruals of Income and Expenditure (Debtors and Creditors)

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with recognised accounting policies and the Code of Practice. The accounts reflect sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

- Revenue relating to such things as Council Tax, Non Domestic 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).
- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- In the event that consideration has been paid in advance of the receipt of goods or services or other benefit, an authority shall recognise a debtor (i.e. payment in advance) in respect of that outflow of resources.
- 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 on the balance sheet as inventories.
- In the event that consideration is received but the revenue does not meet the recognition criteria as described above, the Council recognises it as a creditor (i.e. receipt in advance) in respect of that inflow of resources.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the Balance Sheet.
- 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 income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Exceptions to this include electricity and similar periodic payments. These are included at the date of the meter readings rather than apportioned between two financial years. The policy is applied consistently to ensure a full year's expenditure is included and therefore this does not have a material effect on the year's accounts.

v. Cash & 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 three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

vi. Capital Receipts

Amounts in excess of £10,000 received from disposals of assets are credited to the Usable Capital Receipts Reserve, which can then only be used for new capital investment or set aside to reduce the Council's borrowing requirement.

A proportion of receipts relating to Housing Revenue Account dwellings (buildings) is payable into a Government pool, based on a central government formula.

vii. Council Tax Income

Selby District Council is a billing authority and is required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and non-domestic rates. The Fund's key features relevant to accounting for council tax in the core financial statements are detailed below.

In its capacity as a billing authority the Council acts as an agent: it collects and distributes Council Tax income on behalf of the major preceptors and itself. The major preceptors are North Yorkshire County Council, North Yorkshire Police, Fire and Crime Commissioner and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority.

While the Council Tax income for the year credited to the Collection Fund is the accrued income for the year, regulations determine when it should be released from the Collection Fund and transferred to the General Fund of the billing authority or paid out of the Collection Fund to major preceptors. The amount credited to the General Fund under statute is the Council's precept or demand for the year plus the Council's share of the surplus on the Collection Fund for the previous year or less its share of the deficit on the Collection fund for the previous year; and this amount may be more or less than the accrued income for the year in accordance with GAAP, although in practice the difference would usually be small.

Council Tax income included in the Comprehensive Income and Expenditure Statement for the year is the accrued income for the year.

The difference between the income included in the Comprehensive Income & Expenditure Account and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

Since collection of Council Tax is in substance an agency arrangement, the cash collected by the Council as billing authority from Council Tax debtors belongs proportionately to the billing authority and the major preceptors. There will therefore be a debtor/creditor position between the billing authority and each major preceptor to be recognised since the net cash paid to each major preceptor in the year will not be its share of cash collected from Council Taxpayers.

If the net cash paid to a major preceptor in the year is more than its proportionate share of net cash collected from Council Tax debtors/creditors in the year the Council as billing authority shall recognise a debit adjustment for the amount overpaid to the major preceptor in the year and the major preceptor shall recognise a credit adjustment for the same amount to the debtor/creditor position between them brought forward from the previous year.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

vii. Council Tax Income continued

If the cash paid to a major preceptor is less than its proportionate share of net cash collected in the year from Council Tax debtors/creditors the Council as billing authority shall recognise a credit adjustment for the amount underpaid to the major preceptor in the year and the major preceptor shall recognise a debit adjustment for the same amount to the debtor/creditor position between them brought forward from the previous year.

The Cash Flow Statement of the Council includes in Revenue Activities cash flows only of its own share of Council Tax net cash collected from Council Tax debtors in the year; and the amount included for precepts paid excludes amounts paid to major preceptors. The difference between the major preceptors' share of the net cash collected from Council Tax debtors and net cash paid to major preceptors as precepts and settlement of the previous year's surplus or deficit on the Collection Fund is included as a net increase/decrease in other liquid resources.

viii. Charges to Revenue for Non-current Assets

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

- Depreciation attributable to the assets used for 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 they can be written off.
- Amortisation of intangible assets attributable to the service.

The Council does not raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual provision from revenue to contribute towards the prudent reduction in its overall borrowing requirement based on the annual Capital Financing Requirement for capital projects funded from borrowing. Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance (MRP or loans fund principal), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

ix. Employee Benefits

(a). Benefits Payable During Employment

Short term employee benefits are those due to be settled wholly within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the value of annual leave entitlement earned by employees but not taken before the year end which employees can carry forward into the following financial year. Any accrual would be charged to the Surplus or Deficit on Provision of Services in the Comprehensive Income and Expenditure Statement, 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.

(b). Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits. They are charged on an accruals basis at year-end, to the appropriate service in the Comprehensive Income and Expenditure Statement at the point where either the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

ix. Employee Benefits continued

Where termination benefits involve the enhancement of pensions, the General Fund Balance is charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, adjustments are made 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.

(c). Post Employment Benefits (Pensions)

The pension liabilities of the Council are to be accounted for using IAS 19 principles.

Council employees are members of the Local Government Pensions Scheme which is a fully funded defined benefits scheme administered by North Yorkshire County Council.

The liabilities of the North Yorkshire Pension Scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc., and projections of projected earnings for current employees.

Liabilities are discounted to their value at current prices, using the relevant discount rate for the year (based on the indicative rate of return on average weighted 'spot yields' on AA rated bonds).

The assets of the North Yorkshire pension fund attributable to the Council are included in the Balance Sheet at their fair value:

- quoted securities - current bid price
- unquoted securities - professional estimate
- unitised securities - current bid price
- property - market value

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

Service costs, which comprise:

- Current service cost - the increase in liabilities as a result of years of service earned this year. This is allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
- Past service cost - the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years. This is debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.
- Interest cost - the net interest on the net defined benefit liability, i.e. net interest expense for the Council. This is a charge for one year's worth of the discount on the liabilities, as they unwind, and the liabilities become one year closer to payment. This cost is charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

x. Employee Benefits continued

Remeasurement of liabilities will arise on an annual basis and relate to changes in assumptions about the value of assets and liabilities and demographic estimation, which comprise:

- The 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 in the Comprehensive Income and Expenditure Statement.
- Actuarial gains and losses - changes in net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure in the Comprehensive Income and Expenditure Statement.
- Contributions paid to the North Yorkshire Pension Fund - cash paid as employer's contributions to the pension funding settlement of liabilities; not accounted for as an expense.

The General Fund and Housing Revenue Account are charged with the amount payable by the Council to the pension fund in the year, and not the amount calculated according to relevant accounting standards. Any difference between these amounts is adjusted through the Pensions Reserve. This item is shown as a reconciling item within the Movement in Reserves Statement. The Pension Reserve makes adjustments to reverse the notional debits and credits for retirement benefits and replace them with debits for cash paid to the pension fund and any amounts payable to the fund but unpaid at the year-end.

xi. Events After the Balance Sheet Date

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

- Those that provide evidence of conditions that 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 are 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.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xii. Exceptional Items

When items of income and expenditure 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 Council's financial performance.

xiii. Financial Instruments

A Financial Instrument is defined as: "any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another." Although this covers a wide range of items, the main implications are in terms of investments and borrowings held by the Council.

As reflected in The Code, the accounting standard on Financial Instruments, IFRS 9 covers the concepts of recognition, measurement, presentation and disclosure. A financial asset or liability should be recognised on the Balance Sheet when, and only when, the holder becomes a party to the contractual provision of the instrument.

The Council issued Local Government Loan Stock in 1995 and is carried at a lower amortised cost than the outstanding principal and interest, and is charged at a marginally higher effective rate of interest than the rate payable to stockholders, as the balance of the material amount of costs incurred in the stock issue is been financed over the remaining life of the stock.

Financial Assets Measured at Amortised Cost

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

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

Financial Assets Measured at Fair Value through Profit or Loss (FVPL)

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services. The council's current investments that fall under FVPL are in property funds and are measured at market price, as quoted market prices exist for this type of investment. As these gains or losses impact on the General Fund balance, a statutory override has been agreed with the Department for Levelling Up, Housing and Communities, so any loss or gain is reversed and recorded in the Financial Instruments Revaluation Reserve, unless funded from capital in which case through the Capital Adjustments Account. Any gain or loss will only be realised when the investments are sold.

IFRS 9 Financial Instruments sets out that investments in equity should be classified as fair value through profit and loss unless there is an irrevocable election to recognise changes in fair value through other comprehensive income. The Council will assess each investment that falls in to this category on an individual basis and assign an IFRS 9 category (amortised cost, FVPL or Fair Value through other comprehensive income). The assessment will be based on the underlying purpose for holding the financial instrument.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xiii. Financial Instruments continued

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. For the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the CIES is the amount payable for the year according to the loan agreement. Gains and losses (discounts and premiums) on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the CIES. If the Council decides to write off these gains or losses on early repurchase / settlement then this can be done over 10 years or over the life of the new loan or over a shorter more prudent time scale. The CIES is charged with one year related costs with the rest being taken to the Financial Instruments Adjustment Account in the Balance Sheet via the Movement in Reserves Statement - General Working Balance. The accounting policy is to charge gains and losses to Net Operating Expenditure in the year of repurchase / settlement.

The Council issued Local Government Loan Stock in 1995 and is carried at a lower amortised cost than the outstanding principal and interest, and is charged at a marginally higher effective rate of interest than the rate payable to stockholders, as the balance of the material amount of costs incurred in the stock issue is been financed over the remaining life of the stock. This £6.5m loan was repaid during May 2020.

Discounts and/or premiums incurred on the premature repayment or rescheduling of loans prior to April 2009 cannot be attributed to any existing debt and are held in the Financial Instruments Adjustment Account, and will continue to be amortised to the General Fund and Housing Revenue Account over a period which represents the life of the loans repaid.

Expected Credit Loss Model

The Council recognises expected credit losses on all of its financial assets held at amortised Cost, where material.

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

Soft Loans

The Council has the power to advance loans to Voluntary Organisations at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement, charged to the relevant service, for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited at a marginally higher effective rate of interest than the rate receivable from the Voluntary Organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provision requires that the impact of soft loans on the General Working Balance is the interest receivable for the financial year. The reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Working Balance is managed by a transfer to or from the Financial Instruments Revaluation Reserve in the Movement in Reserves Statement.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xiv. Government Grants and Contributions

Government Grants are accrued and credited to income in the period in which the conditions of the grant have been met, and there is reasonable assurance that the grant or contribution will be received. Where income is received in advance of the related expenditure being incurred, any unspent grant funding will be transferred to earmarked or general reserves to reflect future year expenditure commitments. Where the grant or contribution is to fund capital purposes, then the grant income is recognised in the year it is received, although this is subject to any outstanding conditions having been met. Capital grant income recognised in the Comprehensive Income and Expenditure Statement, in advance of the year of that related expenditure is transferred to the Capital Grants Unapplied Reserve. Amounts in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure. 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 by the payer have been satisfied. These conditions are stipulations embedded within the terms and conditions of the agreement which 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 attached to the funding have not been satisfied are carried in the Balance Sheet as Income in Advance 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.

xv. Intangible Assets

Intangible Assets are Non-Current Assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) through custodial or legal rights.

Intangible assets are measured initially at cost and their useful economic life is determined based on the length of time that the benefit of holding these non-current assets will accrue to the Council. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meet 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 lines(s) in the Comprehensive Income and Expenditure Statement to reflect the pattern of consumption of benefits.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xvi. Interest in Companies and Other Entities

The Council has a small share-holding (£2,520) in Veritau North Yorkshire Limited which is a private limited company. Veritau Ltd owns 50% of the share capital and four district councils, one of which is Selby District Council, own 12.5% each. Due to the immaterial value of this shareholding, the Council has chosen not to prepare supplementary Group Accounts.

xvii. Inventories and Long Term Contracts

In accordance with proper accounting practice, inventories (stocks) are valued at the lower of cost and net realisable value. Work in progress is subject to an interim valuation at the year-end and recorded in the Balance Sheet at cost plus any profit reasonably attributable to the works.

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

xviii. Investment Property

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

Investment properties are measured at fair value, based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation 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 sale proceeds greater than £10,000) the Capital Receipts Reserve.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xix. Jointly Controlled Operations and Jointly Controlled Assets

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

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other ventures, with the assets being used to obtain benefits for the ventures. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and the expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

The Council is in partnership with Inspiring Healthy Lifestyles for the delivery of Leisure Services in the District by WLCT. This arrangement for delivery of services is through the mechanism of jointly controlled assets.

xx. Leases

Leases are classified as either finance or operating leases, depending on the extent to which risks and rewards incidental to ownership of a leased asset lie with the lessor or lessee. Whether the lease is a finance lease or an operating lease depends on the substance of the transaction rather than the contract. Leases are classed as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to the ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Land and building elements of a lease are considered separately for the purpose of lease classification.

Arrangements that do not have the legal status of a lease but convey the right to use an asset in return for payment are accounted for under this policy where the fulfilment of the arrangement is dependent on the use of specific assets. This is referred to as an embedded lease (e.g. assets used in delivery of the Street Scene Contract).

(a). The Council 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 current value in existing use, measured at the lease's inception and depreciated over the life of the lease. The recognised asset is matched by a deferred liability for the obligation to pay the lessor over the duration of the lease agreement.

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 of the Comprehensive Income and Expenditure Statement).

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xx. Leases continued

(a). The Council as Lessee continued

Operating Leases - Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from the use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease.

(b). The Council as Lessor

Finance Leases - Where the Council 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 (whether property, plant and equipment or assets held for sale) is written off to the Other Operating Expenditure line of the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same area 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), matched by a lease (long-term debtor) asset in the Balance Sheet.

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 debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement).

Finance Lease income is treated as a capital receipt. 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. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

Operating Leases - Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line of the Comprehensive Income and Expenditure Statement.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxi. Non-Domestic Rates (NDR) Income

With effect from 1 April 2013 the Government's localisation of business rates was introduced and the financing and accounting arrangements for NDR billing and income collection were changed. The following policy applies from 1 April 2013.

Selby District Council is a billing authority and as such is required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and non-domestic rates.

In its capacity as a billing authority the Council acts as an agent: it collects and distributes NDR income on behalf of the government, major preceptors and itself. The major preceptors are North Yorkshire County Council and North Yorkshire Police, fire and Crime Commissioner Fire and Rescue Authority.

While the NDR income for the year credited to the Collection Fund is the accrued income for the year, regulations determine when it should be released from the Collection Fund and transferred to the General Fund of the billing authority or paid out of the Collection Fund to the government and major preceptors. The amount credited to the General Fund under statute is the Council's pre-determined share for the year plus the Council's share of the surplus on the Collection Fund for the previous year or less its share of the deficit on the Collection fund for the previous year; and this amount may be more or less than the accrued income for the year, although in practice the difference would usually be small.

NDR income included in the Comprehensive Income and Expenditure Statement for the year is the accrued income for the year.

The difference between the income included in the Comprehensive Income & Expenditure Account and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

Since collection of NDR is in substance an agency arrangement, the cash collected by the Council as billing authority from NDR debtors belongs proportionately to the billing authority, the government and the major preceptors. There will therefore be a debtor/creditor position between the billing authority and the government and each major preceptor to be recognised since the net cash paid to the government and each major preceptor in the year will not be its share of cash collected from NDR payers.

If the net cash paid to the government and the major preceptors in the year is more or less than its proportionate share of net cash collected from NDR debtors/creditors in the year, then the Council as billing authority shall recognise either a debit or credit adjustment for the amount over or underpaid to the government and major preceptors in the year and the government and major preceptors shall recognise a credit or debit adjustment for the same amount to the debtor/creditor position between them brought forward from the previous year.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxi. Non-Domestic Rates (NDR) Income continued

The Council's Cash Flow Statement only includes the Council's share of NDR net cash flows; and the amount included for precepts paid excludes amounts paid to the government and major preceptors. The difference between the government and major preceptors' share of the net cash collected from NDR debtors and net cash paid to the government and major preceptors is included as a net increase/decrease in other liquid resources.

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

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

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

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

xxiii. Private Finance Initiative (PFI) Scheme

The Council entered into a 30 year PFI scheme in 2003 with South Yorkshire Housing Association to construct and deliver 155 housing units. PFI contracts are agreements to receive services, where the responsibility for making available the non-current assets needed to provide the services passes to the PFI contractor. Payments made by the Council under the contract are charged to the General Fund Revenue Account to reflect the value of services received in each financial year.

The accounting requirements for PFI are based on International Financial Reporting Standards IFRIC 12 "Service Concession Arrangements". This requires PFI assets that are currently off balance sheet to be reviewed and in most cases to be brought onto an organisation's balance sheet during the PFI period, not just at the end of it.

The Council has reviewed its PFI contract. The Council put land into the project and this is currently leased to South Yorkshire Housing Association (SYHA) on a 999 year lease. This land is included in the Council's Balance Sheet. The dwellings are the property of SYHA and will remain their property at the end of the 30 year period and are not therefore included in the Council's Balance Sheet.

PFI credits - Government grants received for the scheme fall short of current levels of expenditure, annual deficits are drawn from an earmarked reserve created to fund contract expenditure.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxiv. Property Plant and Equipment

Property, Plant and Equipment are non-current assets that have physical substance and are held for use in the provision of services, for rental to others or for administrative purposes on a continuing basis (more than one financial year).

Recognition - Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised, provided that the non-current asset yields future economic benefits or service potential to the Council for more than one financial year. Expenditure on repairs and maintenance does not add to an asset's potential to deliver future economic benefits or service potential and is charged to revenue as an expense when it is incurred.

The Council has a de-minimis level for capital expenditure on individual or grouped-up assets of £5k, and generally will not treat expenditure on individual assets below this as capital and such expenditure will be charged to revenue.

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

Donated assets are measured initially at fair value. The difference between fair 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 any such 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.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxiv. Property Plant and Equipment continued

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

- infrastructure, community assets and assets under construction - depreciated historical cost.
- council dwellings - existing use value for social housing (EUV-SH).
- Where there is no market-based evidence of the existing use value of an asset, because of the specialist nature of the asset, depreciated replacement cost (DRC) is used.
- All other assets valuations are determined as the amount that would be paid for the asset in its existing use (existing use value - EUV).

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as an indicator for the value of the asset.

Property, Plant and Equipment held on the balance sheet is revalued sufficiently regularly to ensure that the carrying amount is not materially different from the previously valuation estimate, and as a minimum every five years.

In accordance with the Code, all land and buildings (other than Council Dwellings) are subject to a four year rolling revaluation process, with each year revaluing a different category of assets on a rolling basis. Those assets that are not revalued are subject to an 'overview report', to report upon whether any evidence exists to suggest potential material changes in their valuation for the year. Should there be any indication to suggest that there has been a material change to an asset/s valuation over the course of the year, the asset/s in question will be subject to a full revaluation to ensure it is reflected in the accounts at a true and fair value.

Council Dwellings were valued at 31 March 2021 in order to comply with Resource Accounting for the Housing Revenue Account and are also subject to annual 'desk top reviews' with material changes being reflected in the year in which they occur. The next full revaluation is due as at April 2025.

Increases in values as part of the rolling programme, as a result of in year revaluations prompted by circumstances highlighted in the overview report, or through the desk top reviews, 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 revenue account.

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

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 & Expenditure Statement.

Componentisation - All Property assets containing a building are split into two components - Land and Buildings. The buildings are then further reviewed to assess if there are additional components which should be recognised. This assessment is based on the value of the building and the value of the components. A materiality level has been set below which this additional review will not be done. Only buildings with a valuation greater than £150,000 will be considered for componentisation. The cost of the component should be at least 20% of the value of the building. Components whose value is under this level will be considered if the circumstances are deemed appropriate. Componentisation will only be considered either at the full 5 yearly valuation, or when major capital improvements are undertaken.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxiv. Property Plant and Equipment continued

Impairment - Assets are assessed at 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 & Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income & 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 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 life of the property as estimated by the Valuer.
- Vehicles, plant, furniture and equipment - straight-line allocation over the life of the asset, as advised by a suitably qualified officer.
- Infrastructure - straight-line allocation over 25 years or less if appropriate.

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.

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

Disposals and Non-Current Assets Held for Sale - When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at fair value less costs to sell under the definition of fair value in IFRS 13: – the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This method of measurement will therefore consider the most advantageous market in which the asset could be sold for and does not place sole consideration on the existing use of the Council. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxiv. Property Plant and Equipment continued

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

When an asset is disposed of or decommissioned, the value of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains 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 Revenue Account disposals for council house buildings is payable to the 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 Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxv. Provisions, Contingent Liabilities and Contingent Assets

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

Provisions are charged as an expense to the appropriate service line(s) in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the 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 Council settles the obligation.

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

Contingent liabilities are not included in the accounts but disclosed as a note to the accounts. Only material types of liability will be disclosed with an estimate of the financial effect where known and any uncertainties relating to amounts or timing.

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

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential. The disclosure will indicate the nature of the contingent asset and an estimate of its value.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1b. Accounting Policies continued

xxvi Reserves

The Council maintains separate balances for the General Fund and Housing Revenue Account to or from which appropriations are made for annual surpluses or deficits.

The Council also sets aside specific amounts as earmarked 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 revenue 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.

Capital Reserves, consisting of the Major Repairs Reserve and Useable Capital Receipts can only be used for capital purposes and are not available for revenue purposes.

In addition certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement and employee benefits that do not represent usable resources for the Council. These reserves are explained in the relevant policies.

xxvii. Revenue Expenditure Funded From Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but 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 Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so there is no impact on the level of council tax.

xxviii. Value Added Tax (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.

2. Accounting Standards that have been Issued but have not yet been adopted

Changes in accounting policies are retrospective unless alternative transitional arrangements are specified in the Code, i.e. the accounts have to be cleared of the effects of previous accounting policy and the new policy applied as if that policy had always been applied. This requires the recalculation of balances and comparative transactions to apply the policy from the date the income, asset or liability was first recognised. In addition, the Code requires an authority to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code.

A complete set of financial statements is defined in the Code. This includes a Balance Sheet as at the beginning of the earliest comparative period (i.e. a third Balance Sheet) when an authority applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

2. Accounting Standards that have been Issued but have not yet been adopted continued

CIPFA continue to consider the implications of adopting IFRS 16 – Leases. This standard was originally expected to be adopted in the Statements of Accounts for 2020/2021 but was then deferred and expected to be adopted in 2022/23. However, as a result of only 9% of local authority accounts in England meeting the audit publication deadline of 30 September 2021 the Department of Levelling-up Housing and Communities asked CIPFA in December 2021 to consider ways in which the Code may ameliorate this crisis position. In response, CIPFA issued an emergency consultation on exploratory proposals for making time-limited changes to the Code and subsequently made the decision to defer the implementation of IFRS 16 until 1 April 2024.

Other standards that have been issued but not yet adopted by the CIPFA Code of Practice include:

- Annual Improvements to IFRS Standards 2018–2020. The annual IFRS improvement programme notes 4 changed standards:

- IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS

- IAS 37 (Onerous contracts) – clarifies the intention of the standard

- IAS 41 (Agriculture) – one of a small number of IFRSs that are only expected to apply to local authorities in limited circumstances.

None of the matters covered in the annual improvements are dealt with in detail in the 2022/23 Code. During the consultation process on the 2022/23 Code CIPFA/LASAAC did not envisage them having a significant effect on local authority financial statements.

- Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16)

Any impact on the Statement of Accounts will be assessed at the time of adoption by the CIPFA Code of Practice, but based on our initial assessment we do not expect any of the changes to be material.

3. Critical Accounting Judgements In Applying Accounting Policies

In applying the accounting policies the Council 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:

Classification of Leases

The Council has undertaken an analysis to classify the leases that it holds both as a lessor and a lessee, as either operating or finance leases. In deciding whether these transactions should be classified as leases, and which type of lease, under the accounting arrangements for ISA 17 Leases, it has been necessary to make judgements about the underlying economic substance of the lease agreement.

Arrangements Containing a Lease

The Council is deemed to control the assets that fall within contractual and other arrangements which involve the provision of a service using specific underlying assets and which are therefore considered to contain a lease. This affects the Street Scene and Leisure contracts. The accounting treatment for leases has been applied to these arrangements to determine whether the lease contained within them is a finance or operating lease and as a result additional assets are recognised as Property, Plant and Equipment in the Council's Balance Sheet.

Heritage Properties

The Council reviewed its assets in accordance with the accounting policy and as a result determined that no properties should be disclosed as heritage properties.

Assets Held For Sale

The Council has reviewed all assets in accordance with the accounting policy and determined that no properties currently need to be reclassified.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

4. Assumptions Made About The Future and Other Major Sources of Estimation

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

The items in the Council's Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year are set out in the following paragraphs.

Valuation and Revaluation of Property Plant and Equipment

Property (Non-Council Dwellings) is revalued over the course of a four year rolling valuation programme. Where assets are not revalued in year, they subject to an overview report, reviewing whether any indication of a material change to their valuation exists, and, where this is the case, the asset/s in question are revalued in year to ensure they are reflected at a true and fair value. Assets are further reviewed annually for indicators of impairment. Judgements are required to make an assessment as to whether there is an indication for impairment. The impairment tests include whether there has been any material damage to the asset as well as an examination of capital expenditure incurred in the financial year to ascertain whether it has resulted in an increase in value or an impairment of an asset. The influence of external market factors on the value of assets are also reviewed annually. This work is undertaken by the Valuers employed by the Council. If the actual results differ from the assumptions the value of property, plant and equipment will be over or understated. This would be picked up adjusted for as part of the rolling revaluation programme.

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. If the Council fails to sustain its current maintenance programme, the useful economic life of an asset may be reduced. If the useful life of assets is reduced then depreciation increases and the carrying amount of an individual asset may fall.

The material judgement in choice of accounting policy relates to the valuation of the Council's dwellings stock. The dwellings stock constitutes the majority of the Council's property plant and equipment base. The guidance issued by the Department for Communities and Local Government permits two valuation methods: the Beacon Approach and the Discounted Cash Flow Approach. The Council has chosen the Beacon Approach which groups properties according to their type and values them accordingly at Open Market Value, then applies a multiplication factor of 41% (previously 31% prior to 2016/17) to reflect Existing Use (Social Housing), as it is felt that this more accurately reflects the value of the stock.

The Council has also made a material judgement on the value level at which non land assets will be considered for componentisation. The threshold has been set at £150,000 and components will only be reflected if they constitute more than 20% of this total.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged by North Yorkshire County Council (the Pension Fund Administrators) on behalf of the Council to provide the expert advice about the assumptions that are to be applied.

The effects on the net pension 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 of £2,787k, while a 0.1% increase in salary inflation assumptions would result in an increase in the pension liability of £179k.

The net pension's liability was based on the 2019 actuarial valuation. However, the assumptions made to calculate the net pension liability are affected by a multitude of factors. The Council's net liability includes a share of the overall Pension Fund investment assets.

Arrears

At 31 March 2022, the Council had a total debtors balance of £5.58m. Against this figure the Council has applied an allowance for Debt Impairment totalling £1.48m.

The provision for bad and doubtful Council Tax debts is 23.9% of total arrears and has been calculated using prescribed formula. It is considered to be an adequate provision, and the Council includes its share of this sum in its balance sheet. The provision for bad and doubtful debts for national non-domestic rates has been calculated by a detailed analysis of the status of the debtor, including whether or not it is still trading. A provision equal to 37.1% of total arrears has been made, and the Council includes its share in its balance sheet.

Business Rates Appeals

The introduction of the Business Rates Retention Scheme from 1 April 2013 has led to local authorities being liable for their proportionate share of any cost of the cost of any successful appeals against business rates charged for all years, including those prior to 1 April 2013. The estimate has been calculated using details of appeals lodged with the Valuation Office and historic data on previous successful appeals. The 2010 rating list has been closed for appeals for some time so allowances are now only made for outstanding cases. The estimate for the 2017 rating list is based on intelligence from the Valuation Office Agency and information about appeals from the previous list.

5. Material Items of Income and Expenditure

The Council paid out a total of £9.414m in housing benefits in 2021/22 (£10.259m in 2020/21), and this was funded by government subsidy.

The Valuation Office has determined that part of the rating income collected is due to renewable energy. This element is 100% allocated to this Council and is not part of the usual split of Business Rates Income. The Council received £9.073m in income in relation to this in 2021/22 (£9.003m in 2020/21).

The Council's Programme for Growth saw two material transactions of note over the course of the 2021/22 financial year. These were the acquisition of Selby Business Centre, for a sum of £2,584k, and a £2,000k revenue payment to the Two Ridings Community Foundation to support Community Projects in Selby District. These transactions are reflected in the Council's Balance Sheet/Asset Register, and Income and Expenditure Statements accordingly.

6. Events After the Balance Sheet Date

The draft Statement of Accounts were authorised by the Chief Finance Officer s151 on 26.07.2022. 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 March 2022, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

6. Events After the Balance Sheet Date continued

The financial statements and notes have not been adjusted for any events which took place after 31 March 2022 as they provide information that is relevant to an understanding of the Authority's financial position but do not relate to conditions at that date.

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Council in the year, in accordance with proper accounting practice, to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure. The following sets out a description of the reserves that the adjustments are made against.

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

Housing Revenue Account Balance. This reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or, if in deficit, that is required to be recovered from tenants in future years.

Major Repairs Reserve. The Council is required to maintain the Major Repairs Reserve, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have yet to be applied at the year-end.

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

Capital Grants Unapplied. This reserve holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations continued

2021/22	General Fund Balances £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:						
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Charges for depreciation and impairment of non-current assets	(1,570)	(2,006)				3,576
Revaluation losses on Property, Plant and Equipment	105	(2,293)				2,188
Amortisation of intangible assets	(59)					59
Capital grants and contributions applied						-
Revenue expenditure funded from capital under statute	(831)					831
Soft Loans				(36)		36
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposals to the Comprehensive Income and Expenditure Statement	(305)	(739)				1,044
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Statutory provision for the financing of capital investment	822	1,333				(2,155)
Capital expenditure charged against the General Fund and HRA Balances	2,433	261				(2,694)
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	1,205				(1,205)	
Application of grants to capital financing transferred to the Capital Adjustment Account					1,290	(1,290)
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	544	1,068		(1,612)		
Use of the Capital Receipts Reserve to finance new capital expenditure				185		(185)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals						
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(472)			472		

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations continued

2021/22	General Fund Balances £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Deferred Capital Receipts Reserve:						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement						
Adjustments primarily involving the Major Repairs Reserve:						
Transfer from the HRA to meet future capital and debt redemption costs		4234	-4234			
Use of the Major Repairs Reserve to finance pension deficit payment						
Use of the Major Repairs Reserve to finance new capital expenditure		59	6,617			(6,676)
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	2					(2)
Adjustments primarily involving the Financial Instrument Revaluation Reserve						
Fair Value revaluations - Financial Instruments held at Fair Value through Profit & Loss	808					(808)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 43)	-3,221	-102				3,323
Employer's pensions contributions and direct payments to pensioners payable in the year	860					(860)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	1229					(1,229)
Cost of Services	1,550	1,815	2,383	(992)	86	(4,842)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations continued

2020/21	General Fund Balances £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:						
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Charges for depreciation and impairment of non-current assets	(1,605)	(1,970)				3,575
Revaluation losses on Property, Plant and Equipment	437	(874)				437
Amortisation of intangible assets	(61)	-				61
Capital grants and contributions applied						-
Revenue expenditure funded from capital under statute	(443)			73	370	-
Soft Loans	-			(70)		70
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposals to the Comprehensive Income and Expenditure Statement	(144)	(489)				633
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Statutory provision for the financing of capital investment	289	1,260				(1,549)
Capital expenditure charged against the General Fund and HRA Balances	490	29				(519)
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	503				(503)	
Application of grants to capital financing transferred to the Capital Adjustment Account						
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	260	844		(1,104)		
Use of the Capital Receipts Reserve to finance new capital expenditure				235		(235)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals						
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(315)			315		

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations continued

2020/21	General Fund Balances £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Deferred Capital Receipts Reserve:						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement						
Adjustments primarily involving the Major Repairs Reserve:						
Transfer from the HRA to meet future capital and debt redemption costs		6,532	(6,532)			
Use of the Major Repairs Reserve to finance pension deficit payment						
Use of the Major Repairs Reserve to finance new capital expenditure		(337)	4,542			(4,205)
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	2					(2)
Adjustments primarily involving the Financial Instrument Revaluation Reserve						
Fair Value revaluations - Financial Instruments held at Fair Value through Profit & Loss	(33)					33
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 43)	(2,321)	(111)				2,432
Employer's pensions contributions and direct payments to pensioners payable in the year	945	7				(952)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	(3,661)					3,661
Cost of Services	(5,657)	4,891	(1,990)	(552)	(132)	3,440

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

8. Earmarked Reserves

The Council has reserves which have been set up voluntarily to earmark resources for future spending plans. This note sets out the amounts set aside from the General Fund and the Housing Revenue Account during the accounting period and the amounts posted back to meet General Fund and Housing Revenue Account expenditure over the same period. The major reserves, and the intended purpose of those reserves are described in more detail below:

	Balance at 31-Mar-20 £'000	Transfers Out £'000	Transfers In £'000	Balance at 31-Mar-21 £'000	Transfers Out £'000	Transfers In £'000	Balance at 31-Mar-22 £'000	See Notes Below
General Fund								
Asset Management	(1,072)	57	(200)	(1,215)	51	(200)	(1,363)	8.1
Business Rates Equalisation	(4,976)	208	(3,592)	(8,360)	3,331	(10,638)	(15,667)	8.2
Car Loan Bonds	(6)	-	(0)	(6)	-	(0)	(6)	8.3
Carried Fw'd Budgets	(271)	271	(635)	(635)	635	(1,539)	(1,539)	8.4
Contingency	(370)	100	(459)	(729)	100	(500)	(1,129)	8.5
Discretionary Rate Relief Fund	(240)	-	-	(240)	-	-	(240)	8.6
District Election	(64)	0	(34)	(98)	-	(38)	(136)	8.7
ICT Replacement	(393)	280	(227)	(340)	206	(263)	(397)	8.8
NYCC Collaboration	(50)	-	-	(50)	-	-	(50)	8.9
Pensions Reserve	(0)	-	-	(0)	-	(97)	(97)	8.10
PFI Scheme	(3,393)	446	(294)	(3,241)	455	(286)	(3,071)	8.11
Programme for Growth	(5,601)	1,424	(8,797)	(12,975)	5,624	(8,000)	(15,350)	8.12
Special Projects Unallocated	(8,043)	8,569	(9,033)	(8,507)	8,507	-	0	8.13
ROS Maintenance	(134)	-	-	(134)	-	-	(134)	8.14
Spend to Save	(419)	49	-	(370)	46	-	(324)	8.15
Affordable Housing	(7,996)	-	-	(7,996)	265	(5)	(7,736)	8.16
Covid-19 Grants	-	-	(1,882)	(1,882)	1,549	(232)	(564)	8.17
Local Plan	(649)	233	(50)	(466)	119	(50)	(397)	8.18
Total	(33,679)	11,639	(25,203)	(47,243)	20,889	(21,847)	(48,201)	
Housing Revenue Account								
Carried Fw'd	(2,167)	2,167	(96)	(96)	96	(19)	(18)	8.4
Total	(2,167)	2,167	(96)	(96)	96	(19)	(18)	

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

8. Earmarked Reserves continued

- 8.1. The Asset Management reserve has been created to fund repairs and improvements to the Corporate Land & Buildings, Depots and Leisure Centres.
- 8.2. The Business Rates Equalisation reserve provides mitigation for business rates shortfalls as the Council is below 'safety net' for the purposes of the business rates retention scheme and it provides resources to mitigate General Fund deficits pending delivery of savings.
- 8.3. The Car Loans Bond reserve exists to cover the potential event that an employee defaults on the repayment of their car loan.
- 8.4. A reserve to provide resources to fund budgets carried forward into the new financial year for schemes which have been delayed from prior years.
- 8.5. To fund contingency items throughout the year.
- 8.6. The Discretionary Rate Relief Fund has been created to meet the costs of the new policy.
- 8.7. To spread the cost of funding expenditure on the District Elections every 4 years.
- 8.8. The ICT Replacement reserve is to fund the purchase new computer equipment and upgrade of systems.
- 8.9. The NYCC Collaboration reserve has been created to meet implementation costs of the project.
- 8.10. To dampen the impact of future years' employers pensions costs increases.
- 8.11. To hold government grant and SDC contributions to pay for the housing PFI project .
- 8.12. The Programme for Growth reserve provides funds for capital or 'one-off' revenue projects to support delivery of the Council's Corporate Plan.
- 8.13. The Special Projects Unallocated is the reserve for projects not yet allocated
- 8.14. The Recreation and Outdoor Space (ROS) Maintenance reserve holds funds received through S106 agreements for recreation and open spaces maintenance.
- 8.15. The Spend to Save reserve provides 'up front' investment for initiatives that generate revenue budget
- 8.16. Developers contributions received towards provision of affordable housing.
- 8.17. Income received for Covid Business Grant Schemes not yet spent
- 8.18. To fund delivery of the District wide Local Plan.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

9. Other Operating Expenditure

2020/21 £'000		2021/22 £'000
1,906	Payments of Precepts to Parishes	2,102
1,739	Levies payable (Drainage Boards)	1,760
315	Contribution of Housing Capital Receipts to Government Pool	472
(236)	(Gain) / Loss on Disposal of Non-Current Assets	(450)
-	(Gain) / Loss on Disposal of Intangible Assets	-
3,724	Total	3,883

10. Financing and Investment Income and Expenditure

2020/21 £'000		2021/22 £'000
1,990	Interest Payable on Debt	1,922
2	Interest Element of Finance Leases	-
228	Net interest on the net defined benefit liability	222
(20)	Income and Expenditure in relation to investment properties and changes in their fair value	(67)
33	Financial Assets held at FVPL, changes in Fair Value	(808)
(716)	Investment Interest Income	(441)
1,518	Total	828

11. Taxation and Non-Specific Grant Income

2020/21 £'000		2021/22 £'000
(7,797)	Council Tax	(8,152)
(8,632)	Non-domestic Rates	(8,943)
10,364	NDR top-ups/tariffs and safety net income	9,881
-	Small Business Empty Property Rate Relief	-
(8,118)	Business Rates - Renewable Energy	(9,073)
(14,099)	Non Service Related Government Grants	(12,127)
-	Recognised Capital Grants and Contributions	-
(28,282)	Total	(28,414)

12. Property, Plant and Equipment

Movement on Non-Current Assets

The tables on the following two pages show the movement in value of the Council's non-current assets. The value of the Council's housing stock, and other properties owned by the Council are valued annually by a qualified firm of external valuers, either by way of a desk top review exercise, or a full valuation (carried out every 5 years for Council Housing Stock, or as part of the 4 year rolling programme for other Land and Buildings). They also indicate the extent that any capital expenditure carried out on the housing stock has affected the value of individual properties.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment continued
Movement on Non-Current Assets continued

2021/22	Council Dwellings £'000	Other Land and Buildings £'000	Assets under Construction £'000	Surplus Assets £'000	Infra-structure £'000	Community Assets £'000	Vehicles Plant & Equipment £'000	Total Valued Assets £'000	Leased Vehicles & Equipment £'000	Total £'000
Cost or Valuation at 31 March 2021	161,663	28,137	83	631	772	269	9,695	201,251	3,072	204,323
Adjustment to opening balance								-	-	-
Movement in 2021/22										
Additions	7,053	2,817	-	-	-	-	263	10,133	-	10,133
Transfers	-	-	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	2,976	369	-	-	-	-	-	3,345	-	3,345
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the Provision of Services	(4,048)	(153)	-	-	-	-	-	(4,201)	-	(4,201)
Derecognition - disposals	(795)	(375)	-	-	-	-	-	(1,170)	-	(1,170)
Value as at 31 March 2022	166,849	30,796	83	631	772	269	9,958	209,358	3,072	212,430
Accumulated Depreciation and Impairment at 31 March 2021	0	(1,183)	-	-	(292)	(50)	(3,827)	(5,352)	(3,072)	(8,425)
Adjustment to opening balance	-	-	-	-	20	-	-	20	-	20
Movement in 2021/22										
Transfers										
Depreciation for the Year	(1,946)	(752)	-	-	(24)	-	(871)	(3,594)	-	(3,594)
Depreciation written out to the (Surplus)/Deficit on the Provision of Services	1,720	225	-	-	-	-	-	1,945	-	1,945
Depreciation written out to the Revaluation Reserve	226	209	-	-	-	-	-	435	-	435
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the (Surplus)/ Deficit on the Provision of Services	-	-	-	-	-	-	-	-	-	-
Derecognition - disposals	-	-	-	-	-	-	-	-	-	-
Other movements in Depreciation and Impairment	-	-	-	-	-	-	-	-	-	-
Value as at 31 March 2022	0	(1,501)	-	-	(296)	(50)	(4,698)	(6,545)	(3,072)	(9,618)
Net Book Value										
at 31 March 2022	166,850	29,295	83	631	476	219	5,259	202,813	0	202,812
at 31 March 2021	161,664	26,954	83	631	480	219	5,868	195,899	0	195,898

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment continued
Movement on Non-Current Assets continued

2020/21	Council Dwellings £'000	Other Land and Buildings £'000	Assets under Construction £'000	Surplus Assets £'000	Infra-structure £'000	Community Assets £'000	Vehicles Plant & Equipment £'000	Total Valued Assets £'000	Leased Vehicles & Equipment £'000	Total £'000
Cost or Valuation										
at 31 March 2020	158,592	29,841	51	634	786	269	5,553	195,727	3,072	198,799
Adjustment to opening balance								-	-	-
Movement in 2020/21										
Additions	4,173	495	32	-	(14)	-	4,142	8,828	-	8,828
Transfers	-	-	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	1,947	(2,114)	-	-	-	-	-	(167)	-	(167)
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the Provision of Services	(2,502)	(58)	-	(3)	-	-	-	(2,563)	-	(2,563)
Derecognition - disposals	(547)	(27)	-	-	-	-	-	(574)	-	(574)
Value as at 31 March 2021	161,663	28,137	83	631	772	269	9,695	201,251	3,072	204,323
Accumulated Depreciation and Impairment										
at 31 March 2020	0	(1,114)	-	-	(255)	(50)	(2,992)	(4,411)	(2,999)	(7,410)
Adjustment to opening balance	-	-	-	-	-	-	-	-	-	-
Movement in 2020/21										
Transfers										
Depreciation for the Year	(1,875)	(755)	-	-	(37)	-	(836)	(3,503)	(73)	(3,576)
Depreciation written out to the (Surplus)/Deficit on the Provision of Services	1,694	410	-	-	-	-	-	2,104	-	2,104
Depreciation written out to the Revaluation Reserve	181	274	-	-	-	-	-	455	-	455
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the (Surplus)/ Deficit on the Provision of Services	-	-	-	-	-	-	-	-	-	-
Derecognition - disposals	-	2	-	-	-	-	-	2	-	2
Other movements in Depreciation and Impairment	-	-	-	-	-	-	-	-	-	-
Value as at 31 March 2021	0	(1,183)	-	-	(292)	(50)	(3,828)	(5,353)	(3,072)	(8,425)
Net Book Value										
at 31 March 2021	161,664	26,954	83	631	480	219	5,867	195,898	0	195,898
at 31 March 2020	158,593	28,727	51	634	531	219	2,561	191,316	73	191,389

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

13. Depreciation Methodologies

Depreciation is generally provided on all non-current assets other than freehold land, and is charged from the date of purchase up to the date of disposal. Enhancements to the Council housing stock are assumed to take place at the start of the year.

The Council depreciates its assets on a straight line basis over the expected life of the asset after allowing for a residual value.

An external valuer has assessed the useful life of all Council owned buildings, which have been determined as follows:

	Estimated Useful Life (years)
Buildings	
Council Dwellings - Traditional Construction	55 - 60
Council Dwellings - Non-Traditional Construction	20 - 40
Garages	8
Operational Buildings	8 - 43
Non-Operational Buildings	15
Other Assets	
Vehicles, Plant & Equipment	5 - 15

14. Commitments Under Capital Contracts

The Council is required to disclose any significant commitments under capital contracts. These commitments relate to contractual obligations entered into but not discharged by 31 March 2022, and commitments to meet items in the proposed capital programme where contracts have not been entered into, which are not already reflected within the accounts.

The Council has authorised expenditure in future years of £32.001m, of which £17,507m was contractually committed at 31 March 2022. The table below analyses this sum into the individual programmes.

Expenditure approved and contracted at 31-Mar-21 £'000		Expenditure approved and contracted at 31-Mar-22 £'000	Period of Investment
7,276	Modernisations to HRA land & buildings	17,507	3 Years
75	Asset Management Plan Leisure Centres, Park & Play Areas	305	2 Years
-	ICT Systems & Infrastructure	326	3 Years
7,351	Total	18,138	

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

15. Revaluations

The following statement shows the progress of the Council's programme for the revaluation of assets. The valuation of Council assets is undertaken by external valuers, carried out by G Tyerman BSc, MRICS of Align Property Partners. The basis of valuation is set out in the statement of accounting policies and the numbers below include the desktop review. No revaluation is undertaken in relation to Vehicles, Plant, Furniture and Equipment.

The five yearly full inspection and revaluation for Council Dwellings was undertaken in 2019/20, with the Dwellings being subject to a Desktop Review in 2021/22. For other land and buildings, the four year rolling programme saw the in-year revaluation of the Council's Car Parts and Corporate Buildings and Depots class of assets. All other land and buildings were subject to an overview report.

	Council Dwellings £'000	Other Land and Buildings £'000	Total £'000
Valued at current value :	166,850	10,226	177,076
Revalued in 2020/21:		20,002	20,002
Total:	166,850	30,228	197,078

16. Investment Properties

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

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

2020/21 £'000		2021/22 £'000
4,060	Opening Balance	3,936
-	Investment Property Acquisitions	-
-	Transfers (to)/from Property, Plant and Equipment	-
(124)	Net gains/(losses) from fair value adjustments	67
3,936	Closing Balance	4,003

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

17. Intangible Assets

2020/21				2021/22		
Software Licenses £'000	Other Intangible £'000	Total £'000		Software Licenses £'000	Other Intangible £'000	Total £'000
			Balance at start of year			
1,145	192	1,337	Original Cost	1,261	192	1,453
(562)	(167)	(729)	Accumulated amortisation	(623)	(167)	(790)
583	25	607	Net carrying amount at start of year	638	25	663
116	-	116	Expenditure in Year	42	-	42
-	-	-	Disposals in Year	-	-	-
(61)	-	(61)	Amortisation for the year	(59)	-	(59)
-	-	-	Amortisation derecognised on disposal	-	-	-
638	25	663	Net carrying amount at end of year	621	25	647
			Comprising:			
1,261	192	1,453	Gross carrying amounts	1,303	192	1,495
(623)	(167)	(790)	Accumulated amortisation	(682)	(167)	(849)
638	25	663		621	25	647

The intangible assets relate to current IT projects. Software licences are held for the Access to Services, Planning Public Access, Internal / External e-mail, Finance, Revenues & Benefits and Housing IT projects. Other Intangibles mainly relate to consultancy costs for these projects. The assets are shown at historical cost and will be amortised over 5 years on a straight line basis.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

18. Financial Instrument Balances

Changes as a result of the adoption of IFRS 9 - Financial Instruments

Following the CIPFA Code adoption of IFRS 9, the Council now recognises and measures financial assets at either amortised cost, at fair value through profit and loss or at fair value through other comprehensive income. Financial assets have therefore been reclassified into these new categories.

Categories of Financial Instruments

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments. Notes 20 and 46 provide further information.

Fair Values of Assets and Liabilities

Selby District Council holds units within two Property Funds. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Council's financial statements are categorised within the fair value hierarchy. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Council can access at the measurement date. Level 2 inputs are those other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Level 3 are unobservable inputs for the asset or liability. Property Fund investments are held at Net Asset Value, as per the Investment Manager's Annual Statement, therefore classified as a Level 2 input.

	Long-Term		Current	
	31-Mar-21 £'000	31-Mar-22 £'000	31-Mar-21 £'000	31-Mar-22 £'000
Fair Value the Profit or Loss	4,649	5,458	-	-
Amortised Cost:				
Loans	3,153	3,117	19	17
Other Debtors	-	-	4,153	1,962
	7,802	8,575	4,172	1,979
Fair Value through other comprehensive income - designated equity instruments	-	-	-	-
Fair Value through other comprehensive income - Other	-	-	-	-
Total Financial Assets	7,802	8,575	4,172	1,979
Non-Financial Assets	-	-	-	-
Total Financial Assets	7,802	8,575	4,172	1,979
Financial Liabilities				
Fair Value through Profit or Loss	-	-	-	-
Amortised Cost:				
PWL & LGS Stock Loans	(52,833)	(52,833)	(15)	(20)
Finance lease liabilities	-	-	-	-
Total Financial Liabilities	(52,833)	(52,833)	(15)	(20)
Non-Financial Liabilities:				
Creditors	-	-	(4,975)	(5,958)
Borrowings	-	-	-	-
Total Financial Liabilities	(52,833)	(52,833)	(4,990)	(5,978)
Cash and Cash Equivalents				
Financial assets carried at contract amounts	-	-	67,024	80,513
Financial liabilities carried at contract amounts	-	-	189	(885)
Total Cash and Cash Equivalents	-	-	67,213	79,628

19. Long Term Debtors

	Long-Term		Current	
	31-Mar-21 £'000	31-Mar-22 £'000	31-Mar-21 £'000	31-Mar-22 £'000
Soft Loans	29	29	3	-
Employee Loans	27	22	14	15
Mortgages - Ex Council Houses	-	-	2	2
Repair Assistance Loans	233	233	-	-
Loan to Selby Housing Trust	2,864	2,833	-	-
Total Long Term Debtors	3,153	3,117	19	17

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

20. Financial Instruments Gains, Losses and Fair Values

	2020/21		2021/22	
	Surplus / Deficit on Provision of Services £'000	Other Comprehensive Income & Expenditure £'000	Surplus / Deficit on the Provision of Services £'000	Other Comprehensive Income & Expenditure £'000
Net Gains / Losses on				
Investment in equity instruments designated at Fair Value	33	-	(808)	-
Interest Revenue				
Financial Assets measured at amortised cost	(716)	-	(441)	-
Interest Expense	1,992	-	1,922	-
Net (gain) / loss for the year	1,309	-	673	-

The fair values of Selby District Council have been calculated using Link's method as follows:

	31 March 2021		31 March 2022	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
PWLB	52,833	85,268	52,833	77,152
Other Market Debt	-	-	-	-
Financial Liabilities	52,833	85,268	52,833	77,152

The fair value is higher than the carrying amount because the authority's portfolio of loans are all at fixed rates where the interest rate payable is higher than for similar loans at the balance sheet date. This commitment to pay interest above current market rates increases the amount that the authority would have to pay if the lender requested or agreed to early repayment of the loans.

The fair value of Public Works Loan Board (PWLB) loans measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount and the fair value measures the additional interest that the authority will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates.

However, the authority has a continuing ability to borrow at concessionary rates from the PWLB rather than from the markets. A supplementary measure of the additional interest that the authority will pay as a result of its PWLB commitments 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 £52.8m would be valued at £64.3m. But, if the authority were to seek to avoid the projected loss by repaying 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 the difference between the two valuations.

21. Inventories

The stock held by the Council is supplies for building maintenance which is used on council dwellings.

31-Mar-21 £'000		31-Mar-22 £'000
-	Opening Balance	-
256	Purchases in Year	325
(256)	Usage in Year	(325)
-	Closing Balance	-

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

22. Debtors & Prepayments

31-Mar-21 £'000		31-Mar-22 £'000
3,047	Amounts falling due in one year:	611
1,433	Central Government Bodies	335
4,432	Other Local Authorities	4,631
	Other Entities and Individuals	
8,912		5,577
(1,306)	Less Provisions and Impairment Allowance	(1,484)
7,606	Total	4,093

22.1 Debtors for Local Taxation

The past due but not impaired amount for local taxation (council tax and non-domestic rates) can be analysed by age as follow:

31-Mar-21 £'000		31-Mar-22 £'000
1,180	Less than one year	478
973	More than one year	1,099
2,153	Total	1,577

23. Cash and Cash Equivalents

	Balance at 31-Mar-21 £'000	Balance at 31-Mar-22 £'000	Cash Movement £'000
Cash in hand	1	1	-
Cash at bank	189	(885)	(1,074)
Cash Equivalents	67,023	80,512	13,489
Total	67,213	79,628	12,415

The value of cash and cash equivalents has increased over the year, which is mainly due to Renewable Business Rates receipts and delays in the Capital programme.

The Council hold £275k in cash funds received from Inspiring Healthy Lifestyles which relate to performance and pension bonds on the Leisure Contract held with this organisation. These bonds are held in the event of a default against the pension fund or in the event of a material breach by Inspiring Healthy Lifestyles in their delivery of the contract to provide leisure services to Selby District Council and subject to the requirements of the agreements in place, are repayable to Inspiring Healthy Lifestyles at the end of the contract period. It has not been determined appropriate to include these balances on the Balance Sheet of Selby District Council, however if they were to be included in the assets of the Council, the net impact on the Balance Sheet as at 31 March would be determined to be nil, as a matching liability would also be required to be included to reflect the fact that no such default against pension fund or material contract breach has occurred as at 31 March.

The Council hold £40.8k in election bank accounts which are to be used to cover costs associated with the European, North Yorkshire County and Parliamentary Elections. These cash balances do not legally belong to the District Council and are used to cover costs incurred by the Central Government Cabinet Office in holding these elections. The District Council have chosen to therefore exclude these cash balances and any potential future costs & liabilities on the basis the District Council is acting as an agent of the Cabinet Office.

24. Creditors

31-Mar-21 £'000		31-Mar-22 £'000
(5,643)	Central Government Bodies	(6,035)
(223)	Other Local Authorities	(1,443)
(6,305)	Other Entities and Individuals	(7,055)
(397)	Section 106 Receipts (see note 24.1)	(185)
(12,568)	Total	(14,718)

24.1. Section 106 Receipts

Section 106 receipts are monies paid to the Council by Developers as a result of the grant of planning permission, where works are required to be carried out or new facilities provided as a condition of that permission (e.g. creation of a play area). The sums are restricted to being spent only in accordance with the agreement concluded with the Developer. The balances of Section 106 receipts held by the Council during the year were as shown in the following table.

	Balance at 31-Mar-21 £'000	Income £'000	Expenditure £'000	Balance at 31-Mar-22 £'000
Open Space Schemes	(246)	(130)	217	(159)
Health Care Facilities	(28)	-	28	-
Education	-	(463)	463	-
Public Transport / Traffic	(97)	(174)	271	-
Waste & Recycling	(24)	(15)	15	(24)
Total	(395)	(782)	994	(183)

Parish Councils can apply for the release of funds from the Open Space Schemes monies applicable to their Parish by submitting a proposed scheme to the Council. On approval of the scheme the monies will be paid over to the Parish Council in staged payments. The contributions from Developers relating to traffic management, public transport, education and health care schemes are received by the Council and then paid over to the appropriate authority. Section 106 receipts are also used to fund Affordable Housing, which are allocated to Council Earmarked reserves for future housing development schemes. The balance held at 31 March 2022 was £9.021m.

25. Provisions

	Industrial Units £'000	Redundancy & Retirement £'000	Property Searches £'000	NNDR Appeals £'000	Total £'000
Balance at 1 April 2020	(47)	-	(33)	(2,481)	(2,561)
Additional provisions made in 2020/21	3	-	-	(304)	(301)
Amounts used in 2020/21	-	-	-	453	453
Unused amounts reversed in 2020/21	-	-	-	-	-
Balance at 31 March 2021	(44)	-	(33)	(2,332)	(2,409)
Additional provisions made in 2021/22	44	-	-	(631)	(587)
Amounts used in 2021/22	-	-	-	306	306
Unused amounts reversed in 2021/22	-	-	-	-	-
Balance at 31 March 2022	-	-	(33)	(2,657)	(2,690)

The provision for property searches relates to the settlement of refund of fees claims relating to access to land charges data. The provision has been recognised at the best estimate of the claims, interest and costs that will be payable. Industrial Units had a provision released in 2021/22 in relation to rental income shares from the units between partners Selby District Council and North Yorkshire County Council where confirmation of a new charging mechanism was awaiting implementation.

The NNDR Appeals provision is a result of the new Business Rates Retention Scheme. The Council is now liable for its proportionate share of the cost of refunds for successful appeals against business rates for 2013/14 and all earlier financial years. The provision has been recognised at the best estimate of the amount that may be refunded should the appeals be successful. The estimate has been calculated using the Valuation Office ratings list of appeals and an analysis of successful appeals to date, with an assumption that as the rating list is almost five years old most appeals will have been submitted and will be settled shortly.

The provision for Redundancy and Retirement relates to the pension strain and costs associated with the corporate restructure and other projects.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

26. Usable Reserves

The Council keeps a number of reserves in the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans. These Reserves can be analysed between Usable (i.e. the balances are available to support the delivery of Council Services) and Unusable (i.e. they are kept to manage accounting processes for non-current assets, financial instruments, and retirement benefits and do not represent usable resources for the Authority). Unusable Reserves are detailed in note 27.

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement, and set out in detail in note 7. Descriptions of each reserve are shown after the following table.

2020/21 £'000		2021/22 £'000	Note
	Usable Reserves		
(1,503)	General Fund	(1,503)	26.1
(47,340)	Earmarked Reserves	(48,220)	26.2
(1,500)	Housing Revenue Account	(1,501)	26.3
(8,927)	Major Repairs Reserve	(6,544)	26.4
(6,395)	Capital Receipts Reserve	(7,387)	26.5
(672)	Capital Grants Unapplied	(586)	26.6
(66,338)	Total	(65,742)	

26.1. General Fund

This is a non-earmarked balance which is set aside to cover unforeseen events and the risk of inflation increases. The Council has a minimum level for this balance set at £1.5m. Any amounts above this may be used to support the budget and future council tax levels within the context of the Council's financial strategy.

26.2. Earmarked Reserves

The Council has reserves which have been set up voluntarily to earmark resources for future spending plans. The details of these reserves are set out in note 8.

26.3. Housing Revenue Account

These are non-earmarked balances which are set aside to cover unforeseen events and the risk of inflation increases within the Housing Revenue Account. The Council has a minimum level for these balances set at £1.5m. Any amounts above this may be used to support the budget within the context of the Council's financial strategy.

26.4. Major Repairs Reserve

This is an earmarked balance which is used to support capital expenditure on the Council's Housing stock. Its purpose is to hold funds for the housing capital programme or the repayment of HRA debt until such time as they are required.

26.5. Capital Receipts Reserve

Usable capital receipts are created from the income arising from the sale of non-current assets and other capital income including the sale of intangible assets which are assets that have no physical substance, receipts from loans, right to buy discounts and covenants which are used to finance capital expenditure. They are held in this reserve until such time as they are required.

26.6. Capital Grants Unapplied Reserve

This reserve holds grants and contributions that the Council has received from central government and other organisations towards the costs of capital expenditure that have not been used at the balance sheet date, but which will be used in the future. The contributions held in this reserve do not have conditions attached to either the timing of their use or the purpose for which they may be utilised or both.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

27. Unusable Reserves

Unusable reserves are those that are kept to manage accounting processes for non-current assets, financial instruments, and retirement benefits and do not represent usable resources for the Authority. Usable Reserves are detailed in note 26.

Details of each of the reserves, together with movements in the year, are shown after the table.

2020/21 £'000		2021/22 £'000	Note
	Unusable Reserves		
(21,245)	Revaluation Balances		
	Revaluation Reserve	(24,464)	27.1
294	Held at Fair Value through P&L Financial Instrument Reserve	(514)	27.2
	Adjustment Accounts		
(129,613)	Capital Adjustment Account	(135,315)	27.3
-	Financial Instruments Adjustment Account	(2)	27.4
-	Deferred Capital Receipts Reserve	-	27.5
10,988	Pensions Reserve	6,927	27.6
3,086	Collection Fund Adjustment Account	1,858	27.7
(136,490)	Total	(151,510)	

27.1. Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council 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 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.

2020/21 £'000		2021/22 £'000
(21,495)	Balance brought forward at 1 April	(21,245)
(3,251)	Upwards revaluation of assets	(5,388)
2,963	Downward revaluation of assets and impairment losses not charged to the surplus/deficit on the Provision of Services	1,607
(288)	Surplus/(Deficit) on revaluation of non-current assets not posted to the (Surplus)/Deficit on the Provision of Services	(3,781)
455	Difference between fair value depreciation and historical cost depreciation	436
83	Accumulated losses on assets sold or scrapped	126
538	Amount written off to the Capital Adjustment Account	562
(21,245)	Balance carried forward at 31 March	(24,464)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

27. Unusable Reserves continued

27.2. Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the Council arising from increases in the value of its investments that are held at Fair Value through Profit or Loss. The balance is reduced when investments with accumulated gains are:

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

2020/21 £'000		2021/22 £'000
261	Balance brought forward at 1 April	294
33	Upward revaluation of investments	(808)
-	Downward revaluation of investments not charged to the surplus/deficit on the Provision of Services	-
33	Total movement on the reserve in Year	(808)
294	Balance carried forward at 31 March	(514)

27.3. Capital Adjustment Account

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

The Account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2020/21 £'000		2021/22 £'000
(127,426)	Balance brought forward at 1 April	(129,613)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
3,575	Charges for depreciation and impairment of non-current assets	3,576
437	Revaluation to reverse historic impairment of Property, Plant & Equipment previously charged to Income and Expenditure Account	2,188
61	Amortisation of intangible assets	59
443	Revenue expenditure funded from capital under statute	831
716	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposals to the Comprehensive Income and Expenditure Statement	1,170
5,232		7,824
(538)	Adjusting amounts written out of the Revaluation Reserve	(562)
4,694	Net written out amount of the cost of non-current assets consumed in the year	7,262

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

27. Unusable Reserves continued

27.3. Capital Adjustment Account continued

2020/21 £'000		2021/22 £'000
4,694	Net written out amount of the cost of non-current assets consumed in the year	7,262
	Capital financing applied in the year:	
(308)	Use of the Capital Receipts Reserve to finance new capital expenditure	(185)
(4,205)	Use of the Major Repairs Reserve to finance new capital expenditure	(6,676)
-	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	-
(370)	Application of grants to capital financing from the Capital Grants Unapplied Account	(1,290)
(1,260)	HRA voluntary set aside for debt repayment	(1,333)
(211)	Minimum Revenue Provision - Borrowing	(822)
(78)	Minimum Revenue Provision - Leases	-
(519)	Capital expenditure financed from revenue	(2,694)
(6,951)	Total capital financing applied in the year	(13,000)
70	Loan Adjustments	36
-	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	-
(129,613)	Balance carried forward at 31 March	(135,315)

27.4. Financial Instruments Adjustment Account

This account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefitting from gains per statutory provisions. The Council has used the Account to manage premiums paid and discounts received on the early redemption of loans. Premiums are debited to the Comprehensive Income and Expenditure Statement when they are incurred, but reversed out of the General Fund Balance to the Account in the Movement in Reserves Statement. Over time, the expense is posted back to the General Fund Balance in accordance with statutory arrangements for spreading the burden on council tax.

2020/21 £'000		2021/22 £'000
2	Balance brought forward at 1 April	-
(2)	Soft Loan adjustment	(2)
(2)	Total movement on the account in Year	(2)
-	Balance carried forward at 31 March	(2)

The Available-for-Sale Financial Instruments Reserve and the Financial Instruments Adjustment Account are two reserves that help to manage the accounting requirements for financial instruments. Financial instruments are required to be carried at fair value and the outcome of proper accounting practices for the Comprehensive Income and Expenditure Statement is different from that required for assessing the impact on local taxes. These reserves are matched by borrowings and investments within the Balance Sheet and are not resources available to the Council.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

27. Unusable Reserves continued

27.5. Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal on non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Council does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2020/21 £'000		2021/22 £'000
-	Balance brought forward at 1 April	-
-	Principal Repayments in year transferred to the Capital Receipts Reserve	-
-	Balance carried forward at 31 March	-

27.6. Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the 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 Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid, however during 2016/17 the Council took a decision to make an early repayment to the pension deficit of £9.4m.

2020/21 £'000		2021/22 £'000
10,395	Balance brought forward at 1 April	10,988
(887)	Remeasurement of the net defined benefit liability	(6,524)
2,432	Reversal of items relating to retirement benefits debited or credited to the (Surplus)/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	3,323
(952)	Employer's pensions contributions and direct payments to pensioners payable in the year	(860)
10,988	Balance carried forward at 31 March	6,927

27.7. Collection Fund Adjustment Account

This account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

27.7. Collection Fund Adjustment Account continued

2020/21 £'000		2021/22 £'000
(575)	Balance brought forward at 1 April	3,086
3,661	Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements	(1,228)
3,086	Balance carried forward at 31 March	1,858

28. Cash Flow Statement - Operating Activities

The analysis for the adjustments to the net (surplus)/deficit on the provision of services for non-cash movements is shown below.

2020/21 £'000		2021/22 £'000
(4,053)	Depreciation, amortisation, impairment and revaluations	(5,756)
581	Movement in creditors	(6,173)
2,968	Movement in debtors	(4,098)
-	Movement in provision for debt impairment	-
-	Movement in inventories	-
-	Movement in provisions	-
(1,545)	Movement in pensions liability	(2,463)
(716)	Carrying amount of non-current assets sold	(1,170)
78	Other non-cash items charged to the provision of services	460
(2,687)		(19,200)

The analysis for the adjustments to the net (surplus)/deficit on the provision of services that are investing and financing activities are shown in the following table.

2020/21 £'000		2021/22 £'000
870	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,612
737	Capital grants credited to the (surplus)/deficit on the provision of services	1,205
-	Any other items for which the cash effects are investing or financing cash flows	-
1,607		2,817

The cash flow for operating activities include the following items:

2020/21 £'000		2021/22 £'000
(716)	Interest received	(441)
1,990	Interest paid	1,922
1,274		1,481

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

29. Cash Flow Statement - Investing Activities

2020/21 £'000		2021/22 £'000
8,449	Purchase of property, plant and equipment, investment property and intangible assets	10,804
-	Purchase of short-term and long-term investments	-
52	Other payments for investing activities	62
(859)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(1,026)
-	Proceeds from short-term and long-term investments	-
(850)	Other receipts from investing activities	(1,303)
6,792	Net cash flow from investing activities	8,537

30. Cash Flow Statement - Financing Activities

2020/21 £'000		2021/22 £'000
-	Cash receipts of short and long-term borrowing	-
-	Other receipts from financing activities	-
78	Cash payments for the reduction of the outstanding liabilities relating to finance leases	-
6,466	Repayment of short and long-term borrowing	-
(1,631)	Other payments for financing activities	(323)
4,913	Net cash flow from financing activities	(323)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

31. Expenditure and Funding Analysis (further details)

Adjustments from GF & HRA to arrive at the Comprehensive Income and Expenditure Statement amounts

2021/22	Adj for Capital Purposes	Net change for the Pensions Adj	Other Differences	Total Adjustments
Corporate Services & Commissioning	5,860	(525)	-	5,335
Economic Regeneration & Place	28	(195)	-	(167)
Legal & Democratic Services	-	(54)	-	(54)
Finance	(9,634)	(86)	(1,229)	(10,949)
Net Cost of Services	(3,746)	(860)	(1,229)	(5,835)
Other Operating Expenditure	(853)	3,323	-	2,470
Difference between General Fund Surplus or Deficit and Expenditure Statement Surplus or Deficit	(4,599)	2,463	(1,229)	(3,365)

2021/22 Expenditure and Income Analysed by Nature

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

Expenditure/Income

	£'000
Income	
Fees, charges and other service income	(6,252)
Interest and investment income	(2,152)
Income from NDR & Council Tax	(19,470)
Benefits Subsidy	(9,396)
Government Grants	(11,117)
HRA Property Rent	(12,273)
Total Income	(60,660)
Expenditure	
Employee Benefits Expenses	10,973
Premises	1,737
Supplies & Services	19,511
Transport	189
Benefit Payments	9,540
Interest Payments	3,855
Third Party Payments	1,714
Depreciation, amortisation, Impairment and Revaluations	4,562
Precepts & Levies	3,861
Capital Receipts Pool Payment	472
Total Expenditure	56,414
(Surplus) / or Deficit on Provision of Services	(4,246)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

31. Expenditure and Funding Analysis (further details)..... Continued

Adjustments from GF & HRA to arrive at the Comprehensive Income and Expenditure Statement amounts

2020/21	Adj for Capital Purposes	Net change for the Pensions Adj	Other Differences	Total Adjustments
Corporate Services & Commissioning	4,065	(582)	-	3,483
Economic Regeneration & Place	28	(185)	-	(157)
Legal & Democratic Services	-	(50)	-	(50)
Finance	(8,560)	(135)	3,661	(5,034)
Net Cost of Services	(4,467)	(952)	3,661	(1,758)
Other Operating Expenditure	92	2,432	-	2,524
Difference between General Fund Surplus or Deficit and Expenditure Statement Surplus or Deficit	(4,375)	1,480	3,661	766

2020/21 Expenditure and Income Analysed by Nature

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

Expenditure/Income

	£'000
Income	
Fees, charges and other service income	(4,568)
Interest and investment income	(2,220)
Income from NDR & Council Tax	(18,802)
Benefits Subsidy	(10,322)
Government Grants	(11,361)
HRA Property Rent	(12,185)
Total Income	(59,458)
Expenditure	
Employee Benefits Expenses	9,544
Premises	1,640
Supplies & Services	15,156
Transport	308
Benefit Payments	10,379
Interest Payments	3,725
Third Party Payments	377
Depreciation, amortisation, Impairment and Revaluations	3,642
Precepts & Levies	3,645
Capital Receipts Pool Payment	315
Total Expenditure	48,731
(Surplus) / or Deficit on Provision of Services	(10,727)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

32. Officers' Remuneration

The following tables set out the remuneration disclosures for Senior Officers whose salary is less than £150k but equal to or more than £50k per year. This covers all Posts held where remuneration packages exceed £50k and therefore no further disclosure required in relation to employee remuneration over £50k.

2021/22			Total		
Post Title	Salary (including fees & allowances) £'000	Benefits in Kind (car allowance) £'000	Remuneration excluding pension contributions 2021/22 £'000	Employer's pension contributions £'000	Total Remuneration including pension contributions 2021/22 £'000
Chief Executive	92	4	96	12	109
Director of Corporate Services & Commissioning	86	1	87	11	98
Director of Economic Regeneration & Place	86	1	87	12	99
Head of Business Development & Improvement	64	1	65	9	73
Head of Commissioning, Contracts & Procurement	60	1	61	8	69
Head of Community, Partnerships & Customers	49	1	50	9	59
Head of Operational Services to 31/01/2022	53	1	54	7	61
Head of Economic Development Regeneration	59	1	60	9	68
Head of Planning	61	1	62	8	71
Solicitor to the Council	66	1	67	9	76
	677	13	690	93	783

The Chief Executive post was created in partnership with North Yorkshire County Council (NYCC) from October 2013. The salary included above represents 80% of the Partnership costs, of an annual salary of £108,605 for SDC. The Chief Finance Officer S151 is a joint role (Chief Finance Officer SDC and Assistant Director Strategic Resources, NYCC) employed directly by North Yorkshire County Council and shared 50:50 between the two councils. The Head of Economic Development Regeneration post was created in partnership with LEP from July 2018 - September 2021. The salary included above represents 80% of the Partnership costs. The Head of Community, Partnerships and Customers is seconded to NYCC from P7 onwards. The recharge is calculated quarterly as 2 days per week at Grade 5c

32. Officers' Remuneration continued.....

2020/21 Post Title	Salary (including fees & allowances) £'000	Benefits in Kind (car allowance) £'000	Total Remuneration excluding pension contributions 2020/21 £'000	Employer's pension contributions £'000	Total Remuneration including pension contributions 2020/21 £'000
Chief Executive	90	4	95	14	108
Director of Corporate Services & Commissioning	8	-	8	1	9
Director of Economic Regeneration & Place	53	1	54	9	63
Head of Business Development & Improvement	85	1	86	13	99
Head of Commissioning, Contracts & Procurement	63	1	64	10	74
Head of Community, Partnerships & Customers	59	1	60	9	69
Head of Operational Services	61	1	62	9	71
Head of Economic Development Regeneration	63	1	64	10	74
Head of Planning	51	1	52	8	60
Solicitor to the Council to 23rd September 2019	59	1	60	9	69
Solicitor to the Council wef 23rd September 2019	65	1	66	10	76
	659	12	671	100	771

The Council has no other employees who receive more than £50k remuneration, excluding employers pension contributions.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

32. Exit Packages

The Council approved termination of the contract of 0 employees in 2021/22 (3 in 2020/21), incurring liabilities of £0k (£63k in 2020/21). The number of exit packages and total cost per band are shown in the following table. These costs have arisen due to the Council's organisational and functional review. The numbers 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		
		2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	
£'000	£'000							£'000	£'000	
0	-	20,000	-	-	2	-	-	-	18	-
20,001	-	40,000	-	-	-	-	-	-	-	-
40,001	-	60,000	-	-	1	-	-	-	45	-
60,001	-	80,000	-	-	-	-	-	-	-	-
80,001	-	100,000	-	-	-	-	-	-	-	-
100,001	-	150,000	-	-	-	-	-	-	-	-
Total			-	-	3	-	-	-	63	-

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

33. Surpluses / Deficits on Significant Trading Operations

Trading operations are activities of a commercial nature financed substantially by charges to recipients of the service. The Council offers a Commercial Waste Service and despite being impacted upon by Covid-19 this service generated a surplus of £109.1k for 2021/22.

34. Agency Services

The Council acts as agent for central government, North Yorkshire County Council and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority in the collection of non-domestic rates, and as agent for North Yorkshire County Council, North Yorkshire Police and Crime Commissioner and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority in the collection of council tax. Further details are given in the notes to the Collection Fund.

35. Members Allowances

The cost of Members Allowance payments is included within Legal & Democratic costs and in 2021/22 amounted to £218k (£201k in 2020/21). The 2021/22 figures include a £500 allowance paid to the vice chair (2020/21 £200 Vice Chair). The payments can be allocated as follows:

2020/21 £'000		2021/22 £'000
200	Allowances	215
1	Expenses	2
201	Total	218

36. External Audit Costs

The Council's external auditors are Mazars. The Council incurred the following fees relating to the audit of the Statement of Accounts, certification of grant claims and statutory inspections:

2020/21 £'000		2021/22 £'000
44	Fees due to the External Auditors with regard to external audit services carried out by the appointed auditor.	72 *
14	Fees payable to the External Auditors for the certification of grant claims and returns.	14
58	Total	86

* The Audit Fee in 2021/22 shown includes additional fees charged in relation to the 2020/21 Audit of £18.8k

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

37. Grant Income

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

2020/21 £'000		2021/22 £'000
	<u>Credited to Taxation and Non-specific Grant Income</u>	
-	Revenue Support Grant	-
(8,118)	Renewable Energy Business Rates	(9,073)
	Non-Service Related Government Grants	
(2,534)	New Homes Bonus	(1,671)
(287)	New Burdens Grants	(899)
(4,620)	Sect. 31 NNDR Relief Grants	(3,181)
(5,263)	COVID-19 - Business	(6,056)
(1,379)	COVID-19 - Service	(297)
(16)	Other Small Grants	(23)
(22,217)	Total	(21,200)
	<u>Credited to Services</u>	
	Other Government Grants:-	
(5,761)	Rent Allowances	(5,142)
(4,413)	Rent Rebates	(4,103)
(503)	Private Sector/Disabled Facilities Home Improvement Works (General Fund)	(503)
-	Supporting People	(96)
(182)	Housing Benefits Admin & Counter Fraud Grant	(170)
(278)	Private Finance Initiative	(278)
-	Programme for Growth	(1,028)
-	Discretionary Housing Payments Grant	(95)
(398)	Other Small Grants	(48)
(11,535)	Total	(11,463)

The Council has previously received a number of grants, contributions and donations that were not recognised as income as they had conditions attached to them at the balance sheet date that required the monies or property to be returned to the giver if they are not utilised for the intended purpose. Capital grant receipts in advance are sums of money received from the Government and other organisations to contribute towards the costs of non-current assets and other capital expenditure such as grants to other organisations. When the conditions for the grant are met it is transferred to the Comprehensive Income and Expenditure Statement. Should the conditions not be met then the grant is repaid. All capital grants received in year have been fully utilised. A new line for Covid-19 Business Grants received where conditions have not presently been met as at 31.03.21 has been disclosed below. The full balances at the year-end are as follows:

	Long-Term		Current	
	31-Mar-21 £'000	31-Mar-22 £'000	31-Mar-21 £'000	31-Mar-22 £'000
<u>Grants Receipts in Advance</u>				
Individual Electoral Registration	-	-	(10)	(10)
Better Care Fund	-	-	(69)	(69)
Covid-19 Business Grants	-	-	(1,369)	(437)
Transformation Challenge Award	-	-	(31)	(31)
Local Cultural Consortia	-	-	-	(36)
Council Tax Rebate Scheme	-	-	-	(4,734)
Total	-	-	(1,479)	(5,317)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

38. Related Party Transactions

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

Central Government

Central Government has significant influence over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. housing benefits, council tax bills). Grants received from Government Departments and recognised as income in the year are disclosed in Note 37, together with receipts in advance not yet recognised as income.

Members

Members of the Council have direct control over the council's financial and operating policies. The total of member allowances paid in 2021/22 is shown in Note 35.

Some Members are directors and/or trustees of various entities in their own private capacity. During 2021/22 the following material transactions took place with organisations in which Members have an interest. In all instances contracts and grants were made with proper consideration of declarations of interest.

No. of Members With an Interest	2020/21 Transactions £'000	2020/21 Balance Owed £'000		No. of Members With an Interest	2021/22 Transactions £'000	2021/22 Balances Owed £'000
1	-	-	Sherburn and Elmet Community Trust	1	20	-
-	-	-	Selby District Vision	1	16	-
1	215	-	Selby Housing Trust	2	(23)	(21)
2	1,739	-	Various Selby District Drainage Boards	4	1,760	-
-	-	-	Selby District AVS	2	24	-
-	-	-	Barlby & Osgodby Parish Council	1	173	-
1	19	-	CEF's	-	-	-
5	1,973	-	Total	11	1,970	(21)

The register of Members' Interest is open to public inspection at the Civic Centre during office hours, on application.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

38. Related Party Transactions continued

Officers

In 2021/22 there were no material related party transactions requiring disclosure in relation to officers who have the authority and responsibility for planning, directing and controlling the activities of the Council.

The Chief Executive post was created in partnership with North Yorkshire County (NYCC) Council in October 2013 and is split 80% Selby District Council and 20% as Assistant Chief Executive (NYCC). The Chief Finance Officer (S151) is a director of Veritau North Yorkshire Ltd and is fully employed as an Assistant Director in Strategic Resources at North Yorkshire County Council. A Head of Service of the Council acts as a Managing Director of Selby and District Housing Trust. A member of the Housing Team acts as the Company Secretary of Selby and District Housing Trust.

The total value of services provided by Veritau Limited in 2021/22 to Selby District Council was £143k (2020/21 £141k)

Three Council posts are currently seconded on a part time basis to North Yorkshire County Council. This arrangement is to support the ongoing Local Government Reorganisation process underway within North Yorkshire

Other Public Bodies

During the year the Council made payments to other public bodies, which are not considered to be related parties as they are subject to common control by central government and include payments of precepts to North Yorkshire County Council, North Yorkshire Police and Crime Commissioner and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority.

The internal audit, counter-fraud and information governance services is being provided by Veritau North Yorkshire Limited. The Council has a share-holding of £2.5k in Veritau North Yorkshire Limited which was acquired when the North Yorkshire Audit Partnership ceased, paid for by the Council's share of the balances remaining in the former partnership.

The Council is a full partner along with Scarborough, Hambleton, Richmondshire and Ryedale District Council (the host authority) to provide Building Control services on behalf of the five councils. A joint committee manages the Partnership with an equal number of representatives from each council. The agreed financial arrangements are that each partner is required to pay a fixed fee for non-chargeable services and receive a share of any surpluses over the maximum agreed reserve balance of £250,000. The Partnership produce their own set of accounts and these can be requested from Ryedale District Council.

During 2021/22 Selby District Council has paid a management fee of £68k (£67k in 2020/21) to cover non-chargeable costs as part of the arrangement with the North Yorkshire Building Control Partnership. The balance on the Partnerships reserve is estimated at 31 March 2022 as £250k of which £50k belongs to Selby (31 March 2021 reserve of £250k with Selby's share being £50k).

The Council made no further net payment of loan principal to Selby & District Housing Trust loans in 2021/22. At the end of 2021/22 the loans balances stood at £2.777m and is repayable over a 30 year period at an interest rate of between 3.55% to 4.87%. The Council has made loans to Selby and District Housing Trust to cover the cost of developing affordable housing for rent in the district. The Trust has also commissioned the Council to manage these dwellings on their behalf during the year and in addition one hour per week is provided for Managing Director, Company Secretary and Accountant duties. The Housing Manager post is grant funded.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

39. Capital Expenditure and Financing

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

2020/21 £'000		£'000	2021/22 £'000
54,024	Opening Capital Financing Requirement		56,466
	Capital investment		
8,796	Property Plant & Equipment - Council Owned	10,133	
-	Property Plant & Equipment - Leased	-	
32	Assets Under Construction	-	
116	Intangible assets	42	
	Revenue Expenditure Funded from Capital Under Statute (REFCUS) -		
373	Grants	738	
-	Property Fund Investment	-	
	Long term debtor Loan		
11		33	
9,328	Total Capital Investment		10,946
	Sources of finance		
(81)	Capital receipts	(240)	
(532)	Government grants and other contributions	(1,314)	
(4,724)	Sums Set Aside from Revenue (Assets/Soft Loans/REFCUS)	(9,344)	
(1,260)	HRA voluntary set aside for debt repayment	(1,333)	
(211)	MRP / Loans Fund Principal	(822)	
(78)	MRP - Lease Principal	-	
-	Reduction in lease liability re Leisure & Street Scene Vehicles	-	(13,053)
56,466	Closing Capital Financing Requirement		54,359
	Explanation of movements in year		
-	Increase in underlying need to borrow (supported by government financial assistance)	-	
3,992	Increase in underlying need to borrow (unsupported by government financial assistance)	48	
-	Assets acquired under finance leases	-	
(1,260)	HRA voluntary set aside for debt repayment	(1,333)	
(211)	MRP / Loans Fund Principal	(822)	
(78)	MRP - Lease Principal	-	
-			(2,107)
2,442	Increase / (decrease) in Capital Financing Requirement		(2,107)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

39. Capital Expenditure and Financing continued.....

Revenue Expenditure Funded from Capital Under Statute

This is expenditure which is classified as capital but which does not result in a tangible asset for the Council. Examples are where capital grants are given to third parties e.g. improvement grants or expenditure on property not owned by the Council. During 2021/22 the Council funded £738k (£373k in 2020/21) of capital expenditure through this method. The main areas of REFCUS spend related to £495k of Disabled Facilities Grants, £43k of Empty property Grants, £86k as part of the Town Centre Revitalisation Programme Grant Scheme & £103k through the Heritage Action Zone, High Street Shop Front Project.

40. Leases

Authority as a Lessee

Finance Leases

The Council does not currently have any finance leases in its own right. However its contractor for the Street Scene Contract, Enterprise, has finance leases for the vehicles that are used for delivering the service and as such these assets have to be included in the Council's balance sheet. Those vehicles have been fully depreciated over the term of the original contract, any additional vehicles used for the provision of services are supplied on a temporary hire basis. In addition Inspiring Healthy Lifestyles, who run the leisure service on behalf of the Council, have leased gym equipment and this is also included in the Council's Balance Sheet. This equipment has now been fully depreciated over the term of the original contract

Assets acquired under Finance Leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts.

31-Mar-21 £'000		31-Mar-22 £'000
-	Vehicles, Plant, Furniture & Equipment (Vehicles)	-
-	Vehicles, Plant, Furniture & Equipment (Equipment)	-
-		-

The Council is committed to making payments in respect of a Street Scene contract with Enterprise and a Leisure Management contract with Inspiring Healthy Lifestyles. The embedded financial leases form just part of the costs and as such should be seen as part of the whole costs of the service delivery. In 2016/17 the original contract period for Street Scene expired, and was extended with the existing fleet, any additional vehicles are used on a short term hire basis.

31-Mar-21 £'000		31-Mar-22 £'000
-	Finance lease liabilities (net present value of minimum lease payments):	-
-	Current	-
-	Non-current	-
-	Finance costs payable in future years	-
-		-

Minimum lease payments will be payable over the following periods:

	Minimum Lease Payments Payments		Finance Lease Liabilities	
	31-Mar-21 £'000	31-Mar-22 £'000	31-Mar-21 £'000	31-Mar-22 £'000
Not Later Than One Year	-	-	-	-
Later than One Year and not later than five years	-	-	-	-
Later than Five years	-	-	-	-
	-	-	-	-

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

40. Leases continued

Operating Leases

Vehicles, Plant, Furniture and Equipment - the authority uses photocopiers and vehicles, financed under terms of an operating lease. The amount paid under these arrangements in 2021/22 was £76k (£77k in 2020/21).

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

31-Mar-21 £'000		31-Mar-22 £'000
77	Not later than one year	76
307	Later than one year and not later than five years	229
-	Later than five years	-
384		306

The expenditure charged to the Comprehensive Income & Expenditure Statement during the year in relation to these was:

31-Mar-21 £'000		31-Mar-22 £'000
101	Minimum lease payments	57
-	Contingent rents	-
-	Sub lease payments (receivable)	-
101		57

The expenditure was charged to the following lines on the Comprehensive Income & Expenditure Statement:

31-Mar-21 £'000		31-Mar-22 £'000
14	Central Services to the Public	5
3	Environmental and Regulatory Services	4
84	Local Authority Housing (HRA)	47
101		57

Authority as a Lessor

Finance Leases

Selby District Council has no finance lease for which it acts as a lessor.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

40. Leases continued

Operating Leases

The Council acts as a lessor for a number of industrial units. These units are intended to be used as set-up premises for fledging businesses, and long-term tenants are not expected. The income received from these tenants during the year was £157k (£102.3k in 2020/21).

The future minimum lease payments receivable under non-cancellable leases in future years are, for 2022/23, determined to be nil as tenants are able to cancel leases with only three months notice:

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

41. Assets Recognised Under PFI Arrangements

The Council is party to a Private Finance Initiative (PFI) scheme with South Yorkshire Housing to build social housing. The Council does not recognise any assets in its balance sheet under PFI arrangements because they are the property of South Yorkshire Housing Association (SYHA) and will remain in their ownership on expiry of the contract. In 2021/22 the authority made payments of £455k (£446k in 2020/21). The contract expires in 2035.

42. Impairment Losses

During 2021/22 the Council has not recognised any impairment losses (as was the case in 2020/21). Any such losses would be shown by class of asset in notes 12 and 15.

43. Retirement Benefits

Participation in Pension Schemes

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

43. Retirement Benefits continued

The Council participates in the Local Government Pension Scheme, administered by North Yorkshire County Council and called the North Yorkshire Pension Fund - this is a funded scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The North Yorkshire Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pension Fund Committee of North Yorkshire County Council. Policy is determined in accordance with the Pension Fund Regulations. The investment fund managers of the fund are appointed by the Pension Fund Committee in consultation with the Corporate Director - Strategic Resources and the funds investment consultant and independent advisor.

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

Transactions Relating to Retirement Benefits

The Council recognises the cost of retirement benefits in the reported net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made 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 and the HRA via the Movement 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.

2020/21 £'000	North Yorkshire Pension Fund	2021/22 £'000
	Comprehensive Income and Expenditure Statement	
	<i>Net Cost of Services:</i>	
2,141	current service cost	3,069
33	past service costs (gains)	-
-	settlement and curtailments	-
30	administration expenses	32
	<i>Financing and Investment Income and Expenditure:</i>	
228	net interest expense	222
2,432	Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	3,323
	<i>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	
(15,768)	return on plan assets	111
(917)	experience (gain) / loss	307
-	actuarial (gains) / losses arising on changes in demographic assumptions	(903)
15,798	actuarial (gains) / losses arising on changes in financial assumptions	(6,039)
(887)	Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(6,524)
	Movement in Reserves Statement	
(2,432)	reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(3,323)
	Actual Amount charged against the General Fund Balance for pensions in the year:	
952	employers' contributions payable to the scheme	860

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

43. Retirement Benefits continued

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefit plans is as follows:

2020/21 £'000		2021/22 £'000
93,076 (82,088)	Present value of the defined benefit obligation Fair value of plan assets	89,388 (82,461)
10,988	Net liability arising from defined benefit obligation	6,927

Reconciliation of the Movements in the Fair Value of Scheme Assets

2020/21 £'000		2021/22 £'000
65,914 1,504	Opening Fair Value of Scheme Assets Interest income	82,088 1,711
15,768	Remeasurement gain/(loss) - the return on plan assets, excluding the amount included in the net interest expense	(111)
952	Contributions from employer	860
400	Contributions from employees into the scheme	421
(2,420)	Benefits Paid	(2,476)
(30)	Other	(32)
82,088	Closing Fair Value of Scheme Assets	82,461

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2020/21 £'000		2021/22 £'000
(76,309) (2,141)	Opening Balance at 1 April Current Service Cost	(93,076) (3,069)
(1,732)	Interest Cost	(1,933)
(400)	Contributions from Scheme Participants	(421)
917	Remeasurement gain / (loss) - Experience Gains / (Losses)	(307)
-	- Actuarial Gains / (Losses) arising from changes in demographic assumptions	903
(15,798)	- Actuarial Gains / (Losses) arising from changes in financial assumptions	6,039
(33)	Past Service Costs	-
-	Curtailments	-
2,420	Benefits Paid	2,476
(93,076)	Closing Balance at 31 March	(89,388)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

43. Retirement Benefits continued

Local Government Pension Scheme Assets

The fair value of scheme assets are as follows:

Total 2020/21 £'000		Quoted 2021/22 £'000	Unquoted 2021/22 £'000	Total 2021/22 £'000
2,709	Cash and Cash Equivalents	907	-	907
47,447	Equity Instruments	45,931	-	45,931
	Bonds			
1,724	- Corporate	6,349	-	6,349
13,298	- Government	13,853	-	13,853
15,022	Sub-total Bonds	20,203	-	20,203
5,007	Property	6,102	-	6,102
11,903	Other	3,216	6,102	9,318
82,088	Total Assets	76,359	6,102	82,461

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. North Yorkshire Pension Fund liabilities have been assessed by AON Solutions UK Limited, an independent firm of actuaries, estimates being based on the latest full valuation of the scheme as at 31 March 2022.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

43. Retirement Benefits continued

The main assumptions used in their calculations have been:

At 31-Mar-21		At 31-Mar-22
	<i>Longevity at 65 for current pensioners (in years):</i>	
21.9	Men	21.8
24.0	Women	23.8
	<i>Longevity at 65 for future pensioners (in years):</i>	
23.6	Men	23.5
25.8	Women	25.7
2.70%	Rate of CPI inflation	3.00%
3.95%	Rate of increase in salaries	4.25%
2.70%	Rate of increase in pensions	3.00%
2.10%	Rate for discounting scheme liabilities	2.70%

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

The impact of changes on the defined benefit obligation in the scheme are set out in the table below.

	Increase in Assumption £'000	Decrease in Assumption £'000
Longevity (increase or decrease in 1 year)	3,003	2,770
Rate of inflation (increase or decrease by 0.1%)	2,787	2,989
Rate of increase in salaries (increase by 0.1%)	179	179
Rate of increase in pensions (increase by 0.1%)	2,989	2,787
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	2,787	2,989

Asset and Liability Matching (ALM) Strategy

The Pension Fund Committee of North Yorkshire County Council has determined the investment strategy which is aimed at growing the Fund's assets to meet benefit obligations when they fall due. As required by the regulations, the suitability of various classes of investments has been considered including assessing the benefit of asset class diversification. The Fund is primarily invested in equities (55.7% of scheme assets) and fixed income (16.8%) with investments also in property and alternatives, the proportions being not materially dissimilar to the comparative year. This strategy is reviewed periodically, dependent on changes to market conditions and the solvency position of the Fund.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

43. Retirement Benefits continued

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20.5 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2022 will be undertaken over 2021/22.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Council anticipates to pay £0.795m expected contributions to the scheme in 2022/23.

The weighted average duration of the defined benefit obligation for scheme members is 20.5 years.

Further information can be found in the North Yorkshire Pension Fund's Annual Report which is available upon request from Financial Services, County Hall, Northallerton, DL7 8AL.

44. Contingent Liabilities

There are no material contingent liabilities relating to the Council as at 31 March 2022.

45. Contingent Assets

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the authority. At the time of publishing the draft Statement of Accounts, the termination of the Summit contract within the leisure service has been agreed in principle but work on the legal agreement is currently on-going. A settlement sum of £510k is anticipated to be received in 22/23.

46. Nature and Extent of Risks Arising From Financial Instruments

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

- Credit Risk - the possibility that other parties might fail to pay amounts due to the Council
- Liquidity Risk - the possibility that the Council might not have funds available to meet its commitments to make payments
- Market Risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movements.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

46. Nature and Extent of Risks Arising From Financial Instruments continued

Financial Instruments are formerly defined as contracts that give rise to a financial assets of one entity and a financial liability or equity instrument of another entity. For the Council, this definition covers the instruments used in Treasury Management activity, including the borrowing and lending of money and the making of investments.

The Council's Treasury Management is provided under a Service Level Agreement by North Yorkshire County Council (NYCC) under the CIPFA Code of Practice on Treasury Management. The code sets out a framework of operating procedures to reduce treasury risk and improve understanding and accountability regarding the Treasury position of the Council.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Deposits are managed through an SLA with North Yorkshire County Council.

Certain customers for goods and services may be assessed if appropriate, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance internal ratings in accordance with parameters set by the Council.

The Council's maximum exposure to credit risk at 31 March 2022 in relation to its investments in banks and building societies is determined to be nil, and all cash balances are held with North Yorkshire County Council and therefore 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 Council's deposits, but there was no evidence at 31 March 2022 that this was likely to occur.

No credit limits were breached during the reporting period and the Council did not have and does not expect any losses from non-performance by any of its counterparties in relation to deposits. The Council has a robust debt recovery policy for its customers and has provisions for debt impairment in its accounts which are reviewed on a regular basis to ensure that they are adequate.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

46. Nature and Extent of Risks Arising From Financial Instruments continued

The Council does not generally allow credit for customers. The past due amount can be analysed by age as shown in the following table:

At 31-Mar-21 £'000		At 31-Mar-22 £'000
3,559	Less than 30 days	897
20	30 - 60 days	262
327	60 - 90 days	562
70	90 - 365 days	26
177	over 365 days	215
4,153		1,962

Liquidity Risk

Through the SLA with North Yorkshire County Council, the Council has access to investments as well as ready access to borrowings from the money markets to cover day to day cash flow need, whilst the PWLB and money markets provide access to longer term funds. There is no significant risk that it will be unable to meet its commitments under financial instruments.

The maturity analysis of financial liabilities is as follows:

At 31-Mar-21 £'000		At 31-Mar-22 £'000
-	Less than one year	-
-	Between one and two years	-
-	Between two and five years	-
52,833	More than five years	52,833
52,833		52,833

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

Market Risk

Interest Rate Risk

The authority is exposed to risk in terms of exposure to interest rate movements on its investments and borrowings. The Council's long term borrowing is at fixed rates which as interest rates have dropped has increased the fair value or increased the penalty which would need to be paid to repay the debt early. However, as borrowings are carried at amortised cost any changes in fair value have no impact on the Comprehensive Income and Expenditure Statement.

The Council has generally been a net investor and as such its earnings from its deposits form a critical element of income for delivery of services. With interest rates at an all time low generating investment income has been particularly challenging.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

46. Nature and Extent of Risks Arising From Financial Instruments continued

With effect from 28 March 2012 the Council, as a consequence of the HRA Self Financing determination payment, has moved to being a net borrower. The new loans of £50.233m were taken at a fixed rate over different periods from 30 years to 50 years to take advantage of the historically low interest rates and to give flexibility for repayments and remove risk associated with variable rate loans when rates start to rise.

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

At 31-Mar-21 £'000		At 31-Mar-22 £'000
-	Increase in interest payable on variable rate borrowings	-
-	Increase in interest receivable on variable rate investments	-
-	Increase in government grant receivable for financing costs	-
-	Impact on Surplus of Deficit on the Provision of Services	-
-	Share of overall impact debited to the HRA	-
-	Decrease in fair value of fixed rate investment assets	-
-	Impact on Other Comprehensive Income & Expenditure	-
12,387	Decrease in fair value of fixed rate borrowings liabilities (no impact on Consolidated Income and Expenditure Statement)	10,819

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

Price risk

This is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices.

The Council does not invest in the equity share market or purchase Gilts.

Foreign exchange risk

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

47. Council Tax

The Council Tax due to the Council as shown on the Comprehensive Income & Expenditure Statement is the amount due to the Council on an accruals basis for the year. It includes the actual surplus/deficit that will be distributed/recovered from the Council in the future. The table below analyses the amount of Council Tax actually paid to the Council on a cash basis in the year adjusted for the accrual.

2020/21 £'000		2021/22 £'000
(7,767) (74)	Council Tax precept for year (District & Parish) (Surplus)/Deficit payable/repayable in year	(7,976) (8)
(7,841) 44	Total Council Tax payable to Council in year Movement in Collection Fund Adjustment Account in year	(7,984) (168)
(7,797)	Council Tax due to Council	(8,152)

48. Non-domestic Rates

The non-domestic rates due to the Council as shown on the Comprehensive Income & Expenditure Statement is the amount due to the Council on an accruals basis for the year. It includes the actual surplus/deficit that will be distributed/recovered from the Council in the future. The table below analyses the amount of non-domestic rates actually paid to the Council on a cash basis in the year adjusted for the accrual.

2020/21 £'000		2021/22 £'000
(11,338) 2,706	Non-domestic rates due for year (including renewables) (Surplus)/Deficit payable/repayable in year	(11,200) 2,257
(8,632)	Non-domestic rates due to Council	(8,943)

49. Capital Expenditure Financed from Revenue

The capital programme can be financed from a variety of sources, one of which is revenue. In 2021/22 £9,344k of capital expenditure was funded from revenue (£4,724k in 2020/21), £6,936k of which was from the Housing Revenue Account (£4,234k in 2020/21), £2,408k (£490k in 2020/21) from the General Fund and £9,344k from various General Fund and HRA reserves (£4,724k in 2020/21).

HOUSING REVENUE ACCOUNT

HRA INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement shows the economic cost in year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement.

2020/21 £'000		2021/22 £'000	Notes
	<u>Expenditure</u>		
2,817	Repairs & Maintenance	2,418	
2,236	Supervision & Management	2,197	
105	Rents, rates, taxes and other charges	134	
2,844	Depreciation and Impairment of non-current assets	4,298	2
40	Debt Management costs	6	
32	Movement in the debt impairment allowance	58	3
8,074	Total Expenditure	9,112	
	<u>Income</u>		
(12,010)	Dwelling rents	(12,111)	
(102)	Non-dwelling rents	(91)	
(743)	Charges for Services and Facilities	(352)	
-	Contributions towards expenditure	-	
(12,855)	Total Income	(12,554)	
(4,781)	Net Cost of HRA Services as included in the Comprehensive Income & Expenditure Statement	(3,442)	
151	HRA services share of Corporate & Democratic Core	259	
21	HRA Share of other amounts included in the whole authority Cost of Services but not allocated to specific services	11	
(4,609)	Net Expenditure / (Income) for HRA Services	(3,172)	
	HRA share of operating income and expenditure included in the Comprehensive Income and Expenditure Statement:		
(121)	(Gain) or loss on sale of HRA non-current assets	(212)	
1,915	Interest payable and similar charges	1,847	11
(101)	Interest and investment income	(65)	
75	Net interest on the net defined benefit liability	75	
-	Capital grants and contributions receivable	-	
(2,841)	(Surplus) / Deficit for the year on HRA services	(1,527)	

MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

2020/21 £'000		2021/22 £'000	Notes
(1,501)	Balance on the HRA at the end of the previous year	(1,501)	
(2,841)	(Surplus) / Deficit for year on the HRA Income and Expenditure Statement.	(1,527)	
4,891	Adjustments between accounting basis and funding under statute	1,815	
2,050	Net (Increase) / Decrease before transfers to or from reserves	288	
(2,050)	Transfers to / (from) earmarked reserves	(288)	
-	(Increase) / Decrease in year on the HRA	(0)	
(1,501)	Balance on the HRA at the end of the current year	(1,501)	

NOTE TO THE MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

2020/21 £'000		2021/22 £'000	Notes
	<u>Adjustments between accounting basis and funding under statute</u>		
-	Difference between interest payable and similar charges including amortisation of premiums and discounts determined in accordance with the code and those determined in accordance with statute.	-	
-	Difference between any other item of income and expenditure determined in accordance with the Code and determined in accordance with statutory HRA requirements.	-	
355	Gain / (loss) on sale of HRA non-current assets.	212	
4,205	Capital expenditure funded by the Housing Revenue Account	6,793	
29	Capital expenditure funded by Earmarked Reserves	261	
	<i>Reversal net charges post employment benefits</i>		
	<i>Actual charge in year</i>		
(105)	HRA share of contributions to / (from) the Pensions Reserve	(102)	
1,990	Transfer to / (from) Major Repairs Reserve	(2,383)	4
(1,583)	Transfer to / (from) the Capital Adjustment Account	(2,965)	
4,891	Total Adjustments between accounting basis and funding under	1,815	
	<u>Transfers to or (from) earmarked reserves</u>		
(2,071)	Transfer to / (from) Housing Carry Forward Budget Reserve	(77)	
(29)	Transfer to / (from) Other Reserves	(261)	
50	Transfer to / (from) ICT Reserve	50	
(2,050)	Total Transfers to / (from) reserves	(288)	

NOTES TO THE HOUSING REVENUE ACCOUNT

1. Housing Revenue Account (HRA) Self Financing

During 2011, the Government announced significant changes to the funding of the HRA. The aim of the government reforms was to enable Councils to manage their housing stock for the benefit of local residents in a transparent, accountable and cost effective way. In practical terms, the self financing initiative put an end to the housing subsidy system and put authorities in a position where stock can be supported from income raised within the HRA. New arrangements were introduced from 1 April 2012, and in future the HRA will be a self sufficient ring fenced account which will retain and use rental income.

2. Depreciation & Impairments

The following amounts were charged to the Account in respect of revaluation and depreciation of assets:

2020/21 £'000		2021/22 £'000
(1,490)	Council Dwellings	(2,407)
162	Other Land, Buildings & Assets	24
(1,328)	Total	(2,382)

The operational / non-operational split of the charges is as follows:

2020/21 £'000		2021/22 £'000
(1,328)	Operational	(2,382)
-	Non-operational	-
(1,328)	Total	(2,382)

The following amounts were charged to the service revenue accounts for impairment and reversal of impairment costs where there has been an increase in value:

2020/21 £'000		2021/22 £'000
4,173	Dwellings	6,681
-	Garages	-
-	Ousegate Hostel	-
-	Edgerton Lodge Hostel	-
-	Community Centres	-
-	Non-operational Land	-
-	Other Operational Buildings	-
4,173	Total	6,681

Impairment occurs because something has happened either to the non-current assets, or to the economic environment in which they are used. A review for impairment of a non-current asset whether carried at historical cost or valuation should be carried out if events or changes in circumstances indicate that the carrying amount of the non-current asset may not be recoverable. The Statement of Accounting Policies gives further information.

NOTES TO THE HOUSING REVENUE ACCOUNT

3. Provision For Debt impairment

The account is charged with the 'top up' required for provision towards debt impairment in respect of rent arrears. An adjustment of £47k was made during the year in respect of rent arrears in 2021/22 (£17k in 2020/21). The total rent arrears provision at 31 March 2022 amounted to £419k (£382k 2020/21). In addition, a further provision has been created for general non rent HRA debtors totalling £34k (£19k in 2020/21).

4. Major Repairs Reserve

The following is a statement of the movements in this reserve during the financial year 2021/22:

2020/21 £'000		2021/22 £'000
(6,937)	Opening Balance	(8,927)
	Amount transferred to the reserve from the Capital Adjustment Account	
(6,532)	Amount transferred to / (from) the reserve to the Housing Revenue Account: - non-current assets	(4,234)
4,542	Debits to the reserve in respect of HRA capital expenditure on: - houses	6,618
(8,927)	Closing Balance	(6,544)

5. Housing Revenue Account Non-Current Assets

The total balance sheet value of non-current assets owned by the Housing Revenue Account is summarised as follows:

01-Apr-20 £'000	31-Mar-21 £'000		01-Apr-21 £'000	31-Mar-22 £'000
995	1,019	Land	1,019	1,082
158,591	161,186	Council Dwellings	161,186	166,850
2,274	2,201	Other Buildings	2,201	2,101
161,860	164,406	Total	164,406	170,033

Assets can be defined as either operational (such as council dwellings and other buildings) or non-operational (such as community land). The split is summarised below:

01-Apr-20 £'000	31-Mar-21 £'000		01-Apr-21 £'000	31-Mar-22 £'000
158,591	161,186	Operational		
2,852	2,782	Dwellings	161,186	166,850
417	438	Other Land & Buildings	2,782	2,408
		Non-operational	438	776
161,860	164,406	Total	164,406	170,033

Vacant Possession Value

The vacant possession value of the houses within the Housing Revenue Account as at 1 April 2021 was £410.911m (£396.997m at April 2020). The substantial difference between the vacant possession value and the balance sheet value of dwellings demonstrates the economic cost to Government of providing council housing at less than open market value.

NOTES TO THE HOUSING REVENUE ACCOUNT

6. Capital Receipts

Capital Receipts totalling £969k (£621k 2020/21) were received by the Housing Revenue Account in 2021/22. The total can be broken down as follows:

2020/21 £'000		2021/22 £'000
	Disposal of Assets:	
45	Other HRA Property & Assets	-
576	Houses	925
-	Land	-
621		925
-	Principal Repaid on Housing Advances	-
-	Repayment of discount received on Right to Buy sales	44
621	Total	969

7. Capital Expenditure

Capital expenditure and sources of financing during the year were as follows:

2020/21 £'000		2021/22 £'000
	Capital expenditure	
61	Vehicles, Plant & Equipment	(58)
1	Empty Homes Purchase	372
27	Housing Development Schemes	6
29	Intangible Assets	-
-	Land and Infrastructure	-
4,453	Improvements to Council Dwellings	6,642
27	Other Property	33
4,598	Total	6,995
	Sources of finance	
(29)	Other Reserves	(261)
(27)	Prudential Borrowing	-
(1)	Capital Receipts	(117)
(4,541)	Revenue contributions	(6,618)
-	Capital Grants	-
-	Major Repairs Reserve	-
(4,598)	Total	(6,995)

8. Rent Arrears

During the year 2021/22 rent arrears as a proportion of gross rent income have increased/decreased to 3.29% (£403k) from 2.98% (£362k) in 2020/21.

31-Mar-21 £'000		31-Mar-22 £'000
362	Rent Arrears at 31 March	403
12	Hostel Arrears	15
(336)	Rent Credits	(359)
(1)	Hostel Credits	(3)
37	Total	56

NOTES TO THE HOUSING REVENUE ACCOUNT

9. Revenue Expenditure Financed From Capital Under Statute (REFCUS)

Legislation in England and Wales allows some expenditure to be classified as capital for funding purposes when it does not result in an asset being carried on the Balance Sheet. The purpose of this is to enable it to be funded from capital resources rather than being charged to the Housing Revenue Account.

10. Housing Stock

The analysis of the HRA housing stock is summarised as follows:

31-Mar-21 (number)			31-Mar-22 (number)
529	Houses and Bungalows	- 1 Bedroom	529
901		- 2 Bedroom	899
968		- 3 Bedroom	959
37		- 4 Bedroom	37
2		- 5 Bedroom	2
215	Flats, Bedsits and Maisonettes	- 1 Bedroom	216
362		- 2 Bedroom	361
1		- 3 Bedroom	1
2	Multi Occupied Dwellings (Hostels)		2
3,017	Total		3,006

11. Capital Asset Charges Accounting Adjustment

The Code of Practice requires an explanation of the capital assets accounting adjustment, calculated in accordance with the Item 8 Credit and Item 8 Debit (General) Determination for the year.

2020/21 £'000		2021/22 £'000
1,915	Interest Payable on the HRA average Capital Financing Requirement (CFR) for the year at the Consolidated Rate of Interest (CRI) calculated in accordance with the determination	1,847
1,915	Total	1,847

In accordance with the calculation for the Capital Asset Charges Accounting Adjustment, interest is payable on the mid-year HRA capital financing requirement, except that where the CFR is negative, where interest is receivable.

The costs of impairment are included as charges to the HRA Income and Expenditure Account. The effect of the capital asset charges accounting adjustment is that the impairment cost is reversed out of the HRA in the Movement on the HRA Statement as this is not a cost to be borne by HRA Tenants. For 2021/22 the impairment charge is £6.681m (£4.173m in 2020/21).

THE COLLECTION FUND

2020/21			2021/22		Notes
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000	
		Income			
(62,694)	-	Income from Council Tax (net of benefits and transitional relief)	(66,038)	-	2
-	(31,844)	Income from NNDR (net of discretionary and mandatory reliefs)	-	(32,730)	3
-	-	Transitional protection payments	-	-	
(62,694)	(31,844)	Total Income	(66,038)	(32,730)	
		Expenditure			
62,210	23,176	Precepts and demands	64,290	23,044	4
-	14,173	Payment to central government	-	14,001	
-	849	Transitional protection payments	-	351	
		Bad and doubtful debts			5
105	12	- Write offs	119	5	
138	233	- Movement in debt impairment provision	133	48	
		Provision for appeals			6
-	56	- Movement in appeals provision	-	813	
		Transfers to General Fund			
-	111	- Costs of collection	-	110	
		Contributions			
585	3	- Towards previous year's Collection Fund Surplus	63	(7,897)	
63,038	38,613	Total Expenditure	64,605	30,475	
344	6,769	(Surplus) / Deficit for the year	(1,433)	(2,255)	
		COLLECTION FUND BALANCE			
(1,201)	892	Balance Brought Forward	(857)	7,661	
344	6,769	(Surplus) / Deficit for the year	(1,433)	(2,255)	
(857)	7,661	Balance Carried Forward	(2,290)	5,406	8

NOTES TO THE COLLECTION FUND

1. General

This account represents the transactions of the Collection Fund, a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to Council Tax and Non Domestic Rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been raised. The costs of administering collection are accounted for in the General Fund.

The year-end surplus or deficit on the Council Tax Collection Fund is to be distributed between billing and precepting authorities on the basis of estimates made by 15 January each year of the year-end balance. That for the National Non-Domestic Rating element is to be distributed between billing, precepting and central government on the basis of estimates made by 31 January each year.

2. Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into nine valuation bands estimating 1 April 1991 values for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the County and District Councils for the forthcoming year and dividing this by the Council Tax Base.

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

Band	Council Tax Setting			Average Charge in year £
	Estimated number of chargeable Properties after effect of discounts	Ratio	Band D equivalent dwellings	
-A	28	5/9	15	1,113.89
A	7,657	6/9	5,105	1,336.67
B	7,483	7/9	5,820	1,559.45
C	7,864	8/9	6,990	1,782.23
D	5,790	1	5,790	2,005.01
E	4,747	11/9	5,802	2,450.57
F	2,488	13/9	3,594	2,896.13
G	906	15/9	1,510	3,341.68
H	52	18/9	104	4,010.02
Total	37,015		34,730	
Impact of anticipated changes to council tax base				
Reduction due to the council tax reduction scheme			(1,930)	
Less allowance for non-collection			(735)	
COUNCIL TAX BASE			32,065	

The adjustment for anticipated changes include: successful appeals against valuation banding, new properties, demolitions, disabled persons relief and exempt properties, plus the impact of legislation on second homes and empty properties.

The basic amount of Council Tax, including the average parish charge, for a Band D property (£1,944.73 for 2020/21 is multiplied by the relevant proportion specified above for each particular Band to give an individual amount due.

In 2013/14 changes in statutory arrangements mean that council tax benefit is no longer received by the Council, instead there is a council tax reduction scheme which is administered locally by each authority, reducing the base over which council tax is recovered.

NOTES TO THE COLLECTION FUND

3. Income from business ratepayers

Under the arrangements for uniform business rates, the Council collects non-domestic rates for its area which are based on local rateable values multiplied by a uniform rate. With effect from 1 April 2021 the total amount, less certain reliefs and other deductions is shared between central government (50%), Selby District Council (40%), North Yorkshire County Council (10%) and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority (1%).

The total non-domestic rateable value at 31 March 2022 was £89.6m (£89.9m in 2020/21). The national non-domestic multiplier for the year was 51.2p (51.2p in 2020/21), with a **reduction/increase** to 49.9p (49.9p in 2020/21) for small businesses. This gives a total sum collectible of £45.864m (£45.983m in 2020/21) before taking into account reliefs and allowances.

4. Precepts and Demands

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
43,616	2,551	North Yorkshire County Council	45,245	2,520
8,502	-	North Yorkshire Police & Crime Commissioner	8,692	-
2,325	283	NYPFCC Fire & Rescue Authority	2,377	280
7,767	20,342	Selby District Council (including parishes)	7,976	20,244
62,210	23,176	Total	64,290	23,044
-	14,173	Central Government	-	14,001
62,210	37,349	Total	64,290	37,045

5. Debt Impairment

The Council acts as an agent on behalf of the precepting bodies for Council Tax and for North Yorkshire County Council, North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority and Central Government for Non-Domestic Rates. Provision is made for debt impairment based on prior years' experience and current collection rates. The following table shows the movement in the year.

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
105	12	Write-offs during the year	119	5
(243)	(245)	Contributions to provisions during the year	(252)	(53)
(138)	(233)	Net (increase)/decrease in provision in year	(133)	(48)
(735)	(484)	Balance at 1 April	(873)	(717)
(873)	(717)	Balance at 31 March	(1,006)	(765)

NOTES TO THE COLLECTION FUND

5. Debt Impairment continued

The Council's proportion of these write-offs and Debt Impairment provision are included within note 22 of the Core Financial Statements, and the movement analysis is shown below.

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
13 (30)	5 (98)	Write-offs during the year	15 (32)	2 (21)
		Contributions to provisions during the year		
(17)	(93)	Net (increase)/decrease in provision in year	(17)	(19)
(96)	(192)	Balance at 1 April	(113)	(285)
(113)	(285)	Balance at 31 March	(130)	(304)

6. Appeals

The Council acts as an agent on behalf of North Yorkshire County Council, North Yorkshire Police, Fire & Crime Commissioner Fire and Rescue Authority and Central Government for Non-Domestic Rates. Provision is made for Appeals based on prior years' experience, and guidance from DLUHC. The York NHS Trust along with 20 others has issued proceedings against this Council and other Local Authorities for backdated rates due to the decision not to grant mandatory charitable rates relief. However, there is significant doubt over the certainty of success, and therefore no provision for this claim has been included in the accounts. The following table shows the movement in the year.

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
-	1,132	Amounts charged to provision	-	764
-	(1,188)	Contributions to provision during the year	-	(1,578)
-	-	Unused amounts reversed during the year	-	-
-	(56)	Net (increase)/decrease in provision in year	-	(814)
-	(5,777)	Balance at 1 April	-	(5,833)
-	(5,833)	Balance at 31 March	-	(6,647)

NOTES TO THE COLLECTION FUND

7. Collection Fund Debtors & Prepayments

The Collection Fund debtors and prepayments are shown in the following table. As the Council is acting as an agent on behalf of the major preceptors and central government only its own share of the Debtors and Prepayments are included with the Balance Sheet of the Council.

	Balance at 31-Mar-21 £'000	Movement in 2021/22 £'000	Balance at 31-Mar-22 £'000
Council Tax Debtors	3,810	402	4,212
Council Tax Prepayments	(1,387)	(38)	(1,426)
Non Domestic Rates Debtors	3,519	(1,468)	2,051
Non Domestic Rates Prepayments	(696)	(1,112)	(1,807)
Net	5,246	(2,216)	3,030

The Council's proportion of the Council Tax and Non-Domestic Rate debtors and prepayments are included within notes 22 and 24 of the Core Financial Statements and the movement analysis is shown below.

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
		<u>Debtors</u>		
400	663	Balance at 1 April	473	1,408
73	745	Movement in year	50	(587)
473	1,408	Balance at 31 March	523	821
		<u>Prepayment</u>		
(171)	(186)	Balance at 1 April	(172)	(278)
(1)	(92)	Movement in year	(5)	(445)
(172)	(278)	Balance at 31 March	(177)	(723)

8. Distribution of Year-end (Surplus)/Deficit

As set out in note 1 the Council Tax year-end (surplus)/deficit is distributed to North Yorkshire County Council, North Yorkshire Police and Crime Commissioner, North Yorkshire Police, Fire And Crime Commissioner Fire and Rescue Authority and Selby District Council and the NDR year-end (surplus)/deficit is distributed to Central Government, North Yorkshire County Council, North Yorkshire Police, Fire and Crime Commissioner, Fire and Rescue Authority and Selby District Council. The allocations are set out in the table below.

2020/21			2021/22	
Council Tax £'000	NNDR £'000		Council Tax £'000	NNDR £'000
(603)	801	North Yorkshire County Council	(1,620)	486
(116)	-	North Yorkshire Police & Crime Commissioner	(311)	-
(32)	77	NYPFCC Fire & Rescue Authority	(84)	54
-	3,607	Central Government	-	2,703
(106)	3,176	Selby District Council (including parishes)	(275)	2,163
(857)	7,661	Total	(2,290)	5,406

GLOSSARY OF TERMS

Accounting Concepts

The fundamental accounting principles that are applied to ensure that the Statement of Accounts 'present fairly' the financial performance and position of the Council.

Accounting Period

The period of time covered by the accounts, normally a period of twelve months commencing on 1st April. The end of the accounting period is the balance sheet date, 31 March.

Accounting Policies

Accounting policies are the principles, bases conventions, rules and practices applied by the Council that specify how the effects of transactions and other events are to be reflected in its financial statements. An accounting policy will, for example, specify the estimation basis for the allocation of support service costs, or specify the estimation basis for accruals where there is uncertainty over the amount.

Accounts

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

Accruals

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

Actuarial Gains and Losses:

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

Actuary

A person or firm who analyses the assets and future liabilities of a pension fund and calculates the level of employers' contributions to keep it solvent.

Agency Services

These are services that are performed by or for another Authority or public body, where the principal (the Authority responsible for the service) reimburses the agent (the Authority carrying out the work) for the costs of the work.

Amortisation

The gradual elimination of the value of an asset through depreciation as a result of usage and age usually applied to intangible assets such as software. Or the payment of a debt over a specified number of years.

Asset

Something of worth which is measurable in monetary terms. These are normally divided into non-current assets and current assets.

Assets Under Construction

This is the value of work on uncompleted non-current assets at the balance sheet date.

Audit

An independent examination of an organisation's activities, either by internal audit or the organisation's external auditor.

Balance Sheet

This is a statement of the recorded assets, liabilities and other balances of the Council at the end of the accounting period.

GLOSSARY OF TERMS

Capital Adjustment Account

The balance on this account principally represents amounts set aside from revenue accounts, capital receipts used to finance capital expenditure and the excess of depreciation over the Minimum Revenue Provision.

Capital Charge

A charge to service revenue accounts to reflect the cost of utilising non-current assets in the provision of services.

Capital Expenditure

Expenditure on the acquisition of non-current assets that will be of use or benefit to the Council in providing its services beyond the year of account or expenditure that adds to, and does not merely maintain, an existing non-current asset.

Capital Expenditure charged to Revenue Account (CERA)

A method of financing capital expenditure in the accounting period rather than over a number of years.

Capital Financing

The method by which money is raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing (CERA), usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

Capital Financing Requirement

A prudential indicator in the CIPFA prudential code. It is derived from information in the balance sheet. The indicator generally represents the underlying need to borrow for capital purposes.

Capital Grant

Grant provided for the purpose of capital expenditure on projects.

Capital Programme

The capital schemes the Council intends to carry out over a specified time period.

Capital Receipts

Money received from the sale of non-current assets, or other money received towards capital expenditure. A specified proportion of this may be used to finance new capital expenditure.

Cash Equivalents

Current investments that are readily disposable by the Council without disrupting its business and are readily convertible to cash.

Cash Flow Statement

A statement summarising the inflows and outflows of cash, arising from transactions between the council and third parties, for revenue and capital purposes.

Charging Authority

The Council responsible for administering the Collection Fund, including raising bills for and collecting appropriate council tax and non-domestic rates and paying the government and precepting bodies.

CIPFA

Chartered institute of Public Finance and Accountancy. CIPFA is the main professional body for accountants working in public service. It produces guidance in relation to various matters concerning the public sector including financial and governance issues.

Code of Practice on Local Authority Accounting

The Code has been written by CIPFA to assist local government in ensuring that its Statements of Account comply with IFRS and local government accounting regulations.

GLOSSARY OF TERMS

Collection Fund

A fund administered by Charging Authorities into which is paid council tax and NNDR income. Precepts are paid from the fund to Precepting Authorities, including the Charging Authority, and the NNDR collected is paid to the Government, Selby District Council, North Yorkshire County Council and North Yorkshire Police, Fire and Crime Commissioner Fire and Rescue Authority.

Community Assets

Assets that the Council intends to hold in perpetuity that have no determinable useful life and or value, or may have restrictions on their disposal. Examples of such items are the Park in Selby and playgrounds.

Comprehensive Income and Expenditure Account

The income and expenditure account combines the income and expenditure relating to all the Council's functions including the General Fund and Housing Revenue Account.

Consistency

The concept that the accounting treatment of like items, within an accounting period, and from one period to the next, is the same.

Contingent Asset

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

Contingent Liability

A possible liability that can be the result of a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control or a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and Democratic Core

The corporate and democratic core comprises of all activities that the Council engages in specifically because it is an elected, multi-purpose authority. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. The accounting code of practice does not require these costs to be apportioned to services.

Council Tax

A charge on residential property within the Council's area to contribute to financing a proportion of the Council's expenditure.

Creditors

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

Current Assets

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

Current Liabilities

Amounts that will become due during the next accounting period.

Current Service Cost

The increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period.

Curtailement

For a defined benefit pension scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments can include termination of employees' services earlier than expected and termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

GLOSSARY OF TERMS

Debtors

Amounts due to the Council for goods and services provided within the accounting period but not received at the balance sheet date.

Deferred Credits

Amounts due to the Council from the sale of non-current assets that are not receivable immediately on sale but will be received in instalments over time. An example is mortgages granted under the council house right to buy scheme.

Deferred Discounts & Premiums on Early Repayment of Debt

The Council has in previous years decided to repay external debt before it was due to mature, these repayments lead to either a premium being payable or receipt of a discount. The accumulated balance of these premiums and discounts, as at 1 April 2007, have been derecognised by transferring the balance to the Financial Instruments Adjustment Account via the Movement in Reserves Statement following the implementation of Accounting for Financial Instruments.

Deferred Liabilities

These are liabilities which, by arrangement, are payable beyond the next year, either at some point in the future or by an annual sum over a period of time.

Defined Benefit Pension Scheme

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Depreciation

The measure of the cost or revalued amount of benefits of the non-current asset that have been consumed during the period. Consumption includes the wearing-out, using up or other reduction in the useful life of a fixed asset. This can arise from use, passing of time or obsolescence through, for example, changes in technology or demand for the goods and services provided

Emoluments

These are all sums paid to, or receivable by, an employee and sums due by way of expenses allowances (as far as these sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either the employer or the employee are excluded.

Exceptional Items

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

Exchange Transactions

These are transactions in which one entity receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services or use of assets) to another entity in exchange.

Expected Return in Pension Assets

This applies to a funded defined benefit pension scheme and is the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Fees and Charges

Income arising from the provision of services.

Finance Leases

Finance leases transfer all the risks and reward of ownership of a fixed asset to the lessee and such assets are included within the fixed assets in the lessee's Balance Sheet.

GLOSSARY OF TERMS

Financial Instruments and the Financial Instruments Adjustment Account (FIAA)

Financial instruments are contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another. They refer to both financial assets and financial liabilities and includes both the straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex ones, such as derivatives and embedded derivatives. The FIAA is a balancing account to allow for differences in statutory requirements and proper accounting practices for borrowings and investments.

Financial Reporting Standards (FRSs)

Statements prepared by the Accounting Standards Board on how certain information should be disclosed in the accounts. Many of the Financial Reporting Standards (FRSs) and Statements of Standard Accounting Practice (SSAPs) apply to local authorities and any departure from these must be disclosed in the published accounts.

Financial Year

The period of time to which a statement of accounts relates. The financial year of the Council runs from 1 April to 31 March.

General Fund

The main account of the Council that records the costs of service provision except those shown in the Housing Revenue Account and Collection Fund.

Going Concern

The concept that the Council will remain in operational existence for the foreseeable future, in particular that the revenue accounts and balance sheet assume no intention to curtail significantly the scale of operations.

Government Grants

Payments by central government towards the cost of council services either specifically (e.g. disabled facilities improvement grants) or generally (e.g. revenue support grant).

Housing Capital Receipts Pool

Prescribed contributions are made to Housing Capital Receipts Pool in respect of the sale of Housing Revenue Account assets which includes surplus land and houses under the 'right to buy scheme' by all councils.

Housing Revenue Account (HRA)

A separate account to the general fund recording all the transactions relating to the provision of council houses.

Impairment

A reduction in the value of a fixed asset below its current value on the Council's balance sheet. Examples of factors which may cause such a reduction in value include general price decreases, a significant decline in a non-current asset's market value and evidence of obsolescence or physical damage to the asset.

Infrastructure Asset

These are non-current assets that cannot be sold, but where there is economic benefit to the council of more than one year. An example is footpaths within some of the council housing developments.

Intangible Asset

These are assets which do not have a physical substance, such as computer software, but which yield benefits to the Council and the services it provides, for a period of more than one year.

GLOSSARY OF TERMS

Interest Cost

This relates to a defined benefit pension scheme. The expected increase during the period is the present value of the scheme liabilities because the benefits are one period closer to settlement.

International Financial Reporting Standards (IFRS)

IFRS is the prescribed format for all local authority Statement of Accounts. The Code of Practice gives detailed guidance on how the Council will account for its transactions in the statements and notes explaining the transactions.

Investment

An investment is considered to be long term if it is intended to be held for use on a continuing basis in the activities of the Council. Investments should be classified as such only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment. Investments that do not meet this criteria should be classified as current assets and are short-term for periods of up to one year.

Leasing

A method of financing capital expenditure where a rental charge is paid for the asset over a specified period of time. Leases can be either finance leases or operating leases.

Liability

An account due to an individual or organisation that will be paid at some future date.

Minimum Revenue Provision (MRP)

The minimum amount which must be charged to the Council's revenue accounts each year and set aside as a provision to meet the Council's credit liabilities or debt.

Monitoring Officer

Under the provisions of the Local Government and Housing Act 1989 councils have a duty to appoint a Monitoring Officer to ensure the lawfulness and fairness of council decision making. Councils may choose who to designate as Monitoring Officer except that it may not be the Head of Paid Service (Chief Executive).

Movement in Reserves

A statement which shows the movement in the year on the different reserves held by the Council.

Non-Current Assets

These are assets with a physical substance that yield benefits to the Council and the services it provides for a period of more than one year.

Non-Domestic Rates

A national non-domestic rate poundage is set annually by central government and used by charging authorities to raise bills. The proceeds are shared by the charging authority, the government and other determined local authorities in accordance with a formula set by the government.

Net Book Value

Amount at which fixed assets are included in the balance sheet i.e. their historical cost or current value less the cumulative depreciation.

Non-Current Assets

Tangible and intangible assets that can be expected to be of use or benefit to the Council in providing its services for more than one accounting period.

Non-Exchange Transactions

These are transactions that are not exchange transactions e.g. council tax. In a non-exchange transaction, an entity either receives value from another entity without directly giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

GLOSSARY OF TERMS

Non-Operational Assets

These are non-current assets owned by the Council, but not directly occupied, used or consumed in the delivery of council services. Examples of these types of asset are the bus station, doctors surgeries and land awaiting disposal.

Operational Assets

These are non-current assets held and occupied, used or consumed by the Council in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

Past Service Cost

For a defined benefit pension scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Post Balance Sheet Events

Events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible finance officer.

Precept

The amount that a precepting authority requires from a charging authority to meet its expenditure requirements.

Precepting Authority

Local authorities, including county councils, parish councils, police and fire authorities which cannot levy a council tax directly on the public but have the power to precept charging authorities (district councils).

Prior Year Adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring conditions or adjustments of accounting estimates made in prior years.

Provisions

Amounts set aside in the accounts for future liabilities that are likely to be incurred, but which cannot accurately be quantified.

Prudence

The concept that revenue is not anticipated but is recognised only when realised in the form of either cash or other assets, the ultimate cash realisation of which can be assessed with reasonable certainty.

Prudential Indicators

The Local Government Act 2003 specifies a number of prudential indicators covering both capital and treasury management activities which Councils must set as part of their budget process. They are designed to show the affordability of the capital programme and that the Council's borrowing is prudent and sustainable.

Public Finance Initiative (PFI)

A Central Government initiative which aims to increase the level of funding available for public services by attracting private sources of finance. The PFI is supported by a number of incentives to encourage Authorities' participation.

Public Works Loans Board (PWLB)

A government agency that lends money to public bodies for capital purposes. Monies are drawn down from the national loans fund and rates of interest are determined by the Treasury. Councils are free to borrow as much as they like from the PWLB provided that it is prudent, affordable, sustainable and within the prudential indicators set at full council.

Realisable Value

The value of an asset at existing use, if sold between a willing buyer and a willing seller.

GLOSSARY OF TERMS

Related Party

Two or more parties are related where one party has control or is able to influence the financial operational policies of another.

Reserves

Amounts set aside in the accounts for the purpose of defraying particular future expenditure. A distinction is drawn between reserves and provisions, which are set up to meet known liabilities.

Residual Value

The net realisable value of an asset at the end of its useful life. Residual values are based on current prices at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Revaluation Reserve

This account contains surpluses and losses arising from the periodic valuation of fixed assets.

Revenue Account

An account which records the Council's day to day expenditure and income on such items as salaries and wages, running costs of service provision and the financing of capital expenditure.

Revenue Expenditure Funded from Capital Under Statute

Legislation in England and Wales allows some expenditure to be classified as capital for funding purposes when it does not result in an asset being carried on the Balance Sheet. The purpose of this is to enable it to be funded from capital resources rather than being charged to the General Fund and impact on that years Council Tax.

Revenue Support Grant

A general government grant paid to the General fund in support of the Council's revenue expenditure.

Scheme Liabilities

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

S106 Agreements

Where a developer undertakes to provide community benefits e.g. open recreation spaces, a percentage of affordable housing.

Section 151 Officer (S151)

The section S151 officer is required by the Local Government Act 1972 and by the Accounts and Audit Regulations 2003 to ensure that the Council's budgeting, financial management and accounting practices meet relevant statutory and professional requirements. Furthermore section 25 of the Local Government Act 2003 requires the Section 151 Officer to comment on the robustness of the budget estimates and the adequacy of reserves. In Selby the Section 151 Officer is Karen Iveson, the Chief Finance Officer.

Settlement

An irrevocable action that relieves the employer (or defined benefit pension scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements can include: a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits; the purchase of an irrevocable annuity contract sufficient to cover vested benefits; and the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

GLOSSARY OF TERMS

Soft Loans

Local authorities will sometimes make loans for policy reasons rather than as financial instruments and these loans may be interest free or at rates below prevailing market rates. Where this occurs these loans are referred to as soft loans.

Statement of Recommended Practice (SORP)

This is the guidance issued by CIPFA to enable Authority's to ensure that the Accounts published comply with UK GAAP as it applies to local authority financial matters.

Statement of Standard Accounting Practice (SSAP's)

Statements prepared by the Accounting Standards Committee. Many of these have been replaced by Financial Reporting Standards (FRSs), but any departure from them must be disclosed in the published accounts.

Inventories

Items of raw materials and stores purchased by the Council to use on a continuing basis which have not been used. The value of those items not used at the balance sheet date are included as assets of the Council.

Support Services

The costs of departments that provide professional and administrative assistance to services.

Temporary Borrowing/Investment

Money borrowed or invested for an initial period of less than one year.

Unapportionable Central Overheads

These are overheads from which no user benefits, and therefore they cannot be allocated to a service area.

Unsupported (Prudential) Borrowing

This is borrowing for which no financial support is provided by Central Government. The borrowing costs are to be met from current revenue budgets.

Useful Life

The period over which the Council will derive benefits from the use of an asset.

Vested Rights

In relation to a defined benefit pension scheme these are for active members, benefits to which they would unconditionally be entitled on leaving the scheme, for deferred pensioners, their preserved rights and for pensioners, pensions to which they are entitled.

Work in Progress

The value of work done on an uncompleted project that has not been recharged to the appropriate account at the balance sheet date.

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Annual Governance Statement 2021/22



Annual Governance Statement (AGS)

1. Scope of Responsibility

- 1.1 Selby District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 The statement is prepared with consideration to the Chartered Institute of Public Finance and Accountancy (CIPFA)'s good governance framework and principles.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.
- 2.3 The Council has operated a Leader and Executive (Cabinet) Model since May 2011. Since the Local Government Elections in 2015, the Council has elected 31 members. Elections were held in May 2019.

3. Selby District Council's Governance Framework

3.1 The key elements of the Council's Governance Framework are as follows:-

- The Council's key priorities during 2021/22 were reflected in its Council Plan 2020-30, which was approved by Full Council on 17th December 2019.
- The new 10 year council plan is accompanied by a 3 year Delivery Plan. The first of these was due to be published in March 2020. This was delayed, so that it could be updated to reflect the Council's plans for recovering from the Covid-19 pandemic. The council delivery plan 2020-23 was approved by the Executive in November 2020.
- In July 2021 it was announced that the current county, district and borough councils would be replaced by a new single council for North Yorkshire in April 2023. The Council's resources will increasingly be directed towards preparing for this; nevertheless, its priorities during 2021-22 were still reflected by the council plans.
- The formal Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that these are lawful, efficient, transparent and accountable to local people. This incorporates the Members' Code of Conduct and a number of other locally agreed codes and protocols.
- The Council's budget and policy framework is set by the full Council. The Executive has delegated authority to operate and make decisions within the framework. Some powers are delegated to senior officers.
- In addition to the Executive there are two specific regulatory committees for Licensing and Planning. These have independent powers within their legislative framework. Each of these acts within defined terms of reference agreed by the full Council.
- In 2021/22 council committee meetings returned to being held face to face (having been held remotely during the Covid pandemic).
- Council meetings are open to the public except when exempt or confidential matters are being disclosed. The public can attend meetings in person and meetings are broadcast live, and available afterwards, on Youtube. The public have an opportunity to participate in some of the meetings.
- Decisions made under urgency procedures are recorded on the Council's committee management system. At the next available Full Council meeting all such decisions are reported.
- A Standards Sub-Committee was established as a sub-committee of the Audit and Governance Committee in May 2017 and

exercises functions relating to standards of conduct of members under the Localism Act 2011.

- The Executive is subject to review by the Council's Scrutiny function, which has the ability to call-in and review decisions and also to contribute to the development of policy. There are two statutory scrutiny committees: - Policy Review, and Scrutiny. The Audit and Governance Committee also contributes to scrutiny and overview.
- The Committee Management System, which was introduced in 2018/19 enables the recording, tracking and monitoring of committee agenda, minutes, reports and decision records.
- The Council replaced its Community Engagement Forums (CEFs) during 2021/22, with an interim Member Funding Framework for 2021-23. This was approved by Full Council in April 2021. Each District Councillor has a budget of £3,000 per year to respond to local needs by recommending the allocation of small amounts of funding towards specific projects or activities that directly promote the social, economic, or environmental wellbeing of the communities within their Ward.
- A number of areas are delegated to officers for the purposes of decision-making; however, limits on the exercise of delegation are laid down in an approved Scheme of Delegation to Officers forming part of the Council's Constitution. The Council also has a sub delegation scheme which is reviewed regularly and is published on the website.
- The Council has adopted a Local Code of Corporate Governance which is reviewed by the Audit and Governance Committee and has developed a 'Governance Framework on a Page', which is appended to this AGS.
- The Council has a counter fraud and corruption strategy, covering 2020-23 and a counter fraud and corruption policy, which are reviewed annually. A revised strategy and policy were considered by Audit and Governance Committee in January 2022 and recommended to the Executive for approval. The Council also has a separate whistleblowing and anti money laundering policies. The Council employs Veritau to provide a counter fraud service.
- The Chief Executive post is also an Assistant Chief Executive at North Yorkshire County Council (NYCC). As part of The Better Together programme, the two councils are working together to support efficiencies and improved services through effective partnership working.
- The Solicitor to the Council also acts as the Council's Monitoring Officer. The appointment of a Monitoring Officer is required in accordance with Section 5 of the Local Government and Housing Act 1989. It is the function of the Monitoring Officer to report to Members upon any contravention of any enactment or rule of law or any maladministration by the Authority. The Monitoring Officer

also has responsibilities relating to the Members' Code of Conduct.

- The Chief Finance Officer (s151) (a joint role employed by NYCC under Better Together - Assistant Director Strategic Resources NYCC and Chief Finance Officer SDC) is the officer with statutory responsibility for the proper administration of the Council's financial affairs, in accordance with the Section 151 of the Local Government Act 1972. In compliance with CIPFA's "Statement on the Role of the Chief Financial Officer in Local Government", Selby is in full compliance as the Chief Officer (s151) is a member of the Leadership Team.
- Both the Statutory Officers referred to above have unfettered access to information, to the Chief Executive and to Members of the Council in order that they can discharge their responsibilities effectively. The functions of these Officers and their roles are clearly set out in the Council's Constitution.
- Financial sustainability is a key risk for the Council and a robust financial management framework is fundamental to managing and mitigating that risk. It comprises:
 - Financial and Contract Procedure Rules as part of the Constitution;
 - A Financial Strategy which provides the framework for financial planning – projecting high level resources and spending over 10 years, it identifies the short, medium and long term financial issues the Council is dealing with and its approach to managing reserves;
 - Medium-term financial planning using a three-year cycle, updated annually, to align resources to corporate priorities. The Medium Term Financial Strategy was approved by the Council in July 2021.
 - An Asset Management Strategy, aligned with the Council Plan – a review of the strategy was planned but has subsequently been placed on hold for consideration as part of the transitional arrangements for the new unitary Council;
 - A Digital Strategy, which sets out the Council's approach to using information and communications technology to transform the way we work and empower citizens and council employees to reach their full potential;
 - Service and financial planning integrated within the corporate performance management cycle and linked to the Council's corporate objectives;
 - Annual budget process involving scrutiny and challenge;
 - Monthly monitoring by management of revenue and capital budgets – with regular reports to the Executive;
 - Embedded arrangements for securing efficiencies and continuous improvement;

- Production annually of a Statement of Accounts compliant with the requirements of local authority accounting practice;
- Compliance with requirements established by CIPFA.
- A performance management framework provides an explicit link between the corporate priorities and personal objectives of Council Officers. Performance is reported to Members and the Council's Leadership Team on a systematic basis with areas of poor performance investigated. Key features of the Performance Management Framework include:-
 - A regular review of the Council Plan to ensure that priorities are reviewed, remain relevant and reflect the aims of the Council;
 - Service specific Strategic Plans, which are produced with explicit goals and associated performance targets in order to ensure that achievement of performance is measurable;
 - The Council's staff appraisal system links personal objectives directly to Service Plans;
 - Regular reports on the performance of key indicators, which are presented to the Executive;
 - The production of an Annual Report and communication through Citizen Link, (the Council's community newspaper), providing commentary and data on the previous year's performance and setting out priorities for the coming year(s).
- The Council maintains a professional relationship with Mazars, the body responsible for the external audit of the Council and the appointment of Mazars by the Public Sector Audit Appointments (as part of a national procurement exercise), for a further term, was confirmed during 2017/18. This term lasts until the end of 2022/23 and covers the audit of the accounts for the final year of the Council before the transition to a new unitary council from 1 April 2023.
- Recruitment and selection procedures are based on recognised good practice and all staff posts have a formal job description and competency based person specification. Services are delivered and managed by staff with the necessary knowledge and expertise with training needs identified via the formal appraisal process contributing to a corporate training strategy.
- Pay is governed by a Pay Policy considered and approved annually by Council.
- The maintenance of systems and processes to identify and manage the key strategic and operational risks to the achievement of the Council's objectives. Risk management continues to evolve within the Council and presently includes the following arrangements:-
 - a Risk Management Policy and Strategy has been adopted by the Council and is reviewed annually;

- a Risk Management guidance document has been issued to key staff along with risk management training;
 - the maintenance of a Corporate Risk Register (CRR) comprising risks for the Council as a whole, assigned to designated officers, with appropriate counter-measures and an action plan established for each key risk;
 - detailed Service Based Risk Registers (SBRR) which have been updated along with a mechanism for feeding up to the CRR;
 - the Leadership Team keep the corporate risk management arrangements under review;
 - periodic review of risks in-year with reports to the Audit and Governance Committee and the Leadership Team;
 - the Audit and Governance Committee also approve and review the Risk Management Strategy;
 - the use by Internal Audit of a risk-based approach in the preparation and delivery of the audit plan;
 - the requirement for Officers of the Council to consider risk management issues when submitting reports to the Executive and Council for consideration by Members;
 - the adoption of an abridged version of the PRINCE2 Project Management Methodology as a means of contributing to the effective management of risks in major projects.
- The Council has established a Corporate Information Governance Group (CIGG) in order to address the requirements of the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018. The Council's Senior Information Risk Owner (SIRO) is the Chief Finance (s151) Officer. The CIGG includes representatives from Veritau, who have been engaged as the Council's Data Protection Officer (DPO), a requirement of the GDPR. Veritau also oversee the operational management of GDPR on behalf of the Council and provide regular updates to the Audit & Governance Committee.
 - The maintenance of an adequate and effective system of Internal Audit is a requirement of the Accounts & Audit Regulations. Internal Audit is provided by Veritau North Yorkshire Ltd. (VNY), which is part of the Veritau group. The work of Internal Audit is governed by the Accounts and Audit Regulations 2015 and the Public Sector Internal Audit Standards. In accordance with these standards Internal Audit is required to prepare an audit plan on at least an annual basis.
 - Internal Audit examines and evaluates the adequacy of the Council's system of internal controls as a contribution to ensuring that resources are used in an economical, efficient and effective manner. Internal Audit is an independent and objective appraisal

function established by the Council for reviewing the system of internal control.

- The audit plan is informed by the Council's main strategic risks. This is intended to ensure limited audit resources are prioritised towards those systems which are considered to be the most risky and/or which contribute the most to the achievement of the Council's priorities and objectives.
- The Council seeks to ensure resources are utilised in the most economic, effective and efficient manner whilst delivering continuous improvement. It aims to achieve this by a variety of means including the following:
 - Service/process transformation and efficiency reviews;
 - Working with partners;
 - External and Internal Audit feedback.

4. Review of Effectiveness

- 4.1 The Council has a responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. This review takes account of the work of Internal Audit and the Council's Leadership Team who have a responsibility for the development and maintenance of the governance environment, and also by comments made by external auditors and other review agencies and inspectorates.
- 4.2 The purpose of a review is to identify and evaluate the key controls in place to manage principal risks. It also requires an evaluation of the assurances received, identifies gaps in controls and assurances and should result in an action plan to address significant issues.
- 4.3 The process that has been applied in maintaining and reviewing the effectiveness of the Council's system of internal control includes the following:
- The Council's Monitoring Officer oversaw the operation of the Constitution to ensure its aims and principles were given full effect;
 - The arrangements for Overview and Scrutiny have operated throughout the year allowing for the review of key policy areas and providing opportunities for public involvement in specific matters of business. Quarterly meetings take place between the Chairs of Scrutiny and the Executive.
 - The Audit and Governance Committee met throughout the year and received reports on the progress by Internal Audit against their work plan. The Committee also considered auditable areas where Internal Audit raised significant internal control concerns;
 - The Chief Finance Officer (s151) supported the Audit and Governance Committee and attended all meetings of the Committee;

- Internal Audit completed a programme of audits during the year according to its plan, including follow up audits. There were no specific investigations in the year.
- The commencement of the 2021/22 internal audit programme was delayed. This was due to the ongoing impact of the Covid pandemic and the need of the Council to prioritise its response to the Covid pandemic during 2020/21 and 2021/22. Internal audit work in the early part of 2021/22 focussed on completing work relating to the previous year.
- Any significant issues continued to be reported and any previously agreed actions to address significant issues continued to be followed up. The amount of work completed was sufficient to enable the Head of Internal Audit to give the annual opinion.
- The overall opinion of the Head of Internal Audit on the governance, risk management and control framework operated by the Council is that it provides **Reasonable Assurance**. The opinion given is based on work that has been undertaken directly by internal audit, and on cumulative knowledge gained through our ongoing liaison and planning with officers. However, in giving the opinion, we would note that Covid-19 has continued to affect the authority over the last year, with a wide-ranging impact on business operations and controls. The work of internal audit has been directed to the areas considered most at risk, or that offer the most value for the authority overall. However, not all the areas affected by the Covid-19 pandemic will have been reviewed.
- Some areas of weakness previously identified in the Annual Governance Statement Action Plan have been resolved during 2021/22. The issue relating to PCI DSS (Payment card security) has been resolved. Issues relating to Performance Management have been addressed by management, though some weaknesses remain and updates will continue to be reported to the audit and governance committee.
- During 2021/22 issues were found from internal work on the ordering and creditor systems. The audit report gave a limited assurance opinion and was reported to the Audit and Governance committee. The issues found have been satisfactorily addressed by management during the year, so are not recommended for inclusion in the annual governance statement.
- The Council's Corporate Risk Register (CRR) has been maintained under review during the year and updated accordingly. Reports on risk management have been considered by the Leadership Team and the Audit and Governance Committee. The Audit and Governance Committee reviewed the Risk Management Strategy in January 2022.
- The Council's Risk Register has been maintained under review during the year and updated accordingly. Reports on risk management have been considered by the Leadership Team and the Audit and Governance Committee.

- Quarterly monitoring information on key areas of performance has been provided to Strategic Management and Members;
- The external auditor's annual letter confirmed that the Council had satisfactory arrangements to secure Value for Money. In respect of the Council's Statement of Accounts, an unqualified opinion was issued;
- The external auditor did not identify any significant weaknesses in our internal control arrangements.

5 Significant Governance issues

- 5.1 No system of governance or internal control can provide absolute assurance against material misstatement or loss. This Statement is intended to provide reasonable assurance.
- 5.2 Updates on the Annual Governance Statement action plan were reported to the Audit and Governance committee regularly during 2021/22. Issues relating to PCI DSS were resolved during the year.
- 5.3 One issue remains on the action plan, which had arisen from internal audits. Plans to address these requirements have been produced and will be subject to regular monitoring by the Council's Leadership Team and the Audit and Governance Committee, where appropriate. Updates will be provided to Audit and Governance committee during 2021/22.
- 5.4 The most significant issues for the Council to address during 2022/23 will be the significant (and increasing) resource that will need to be directed to preparations for Local Government Reorganisation (LGR). Coupled with the loss of key members of staff during the year and difficulties recruiting to some positions, capacity and resilience will become key organisational risks.
- 5.5 In addition to this there will also remain issues arising from the residual impacts of Covid-19, ongoing financial pressures and the need to maintain day to day operations and continue to deliver services to the people of Selby district.

Issue Identified	Source of Evidence	Update/Summary of Action Taken & Proposed	By whom & By when	Current Position
Performance Management	Internal Audit Report	<p>HR to undertake QA review of sample of PDRs.</p> <p>Return rate of PDRs to be monitored & all PDRs reviewed and returned to manager if not complete.</p> <p>Training plan to be completed promptly following PDR process.</p>	<p>Head of Business Development and Improvement</p> <p>Ongoing work still required throughout 2022-23.</p>	<p>A significant push was undertaken in late 2021 to encourage managers to complete and return PDRs. Multiple reminders were issued. As of January 2022, 51% of PDRs were returned. This is still not satisfactory and has been raised at Leadership Team, included in the Manager Forum and at all staff briefings. Action will continue to be taken to ensure PDRs are completed.</p> <p>A Training Plan was compiled and Leadership Team reviewed requests for qualification training in March 2022. Staff were informed of the outcome of their qualification training requests in April 2022.</p> <p>Due to LGR, there are no further plans to review the PDR process but managers will still need to undertake performance reviews with their teams during 2022-23.</p>

Selby District Council - Corporate Governance Framework

Two overarching principles of good corporate governance:

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

Ensuring openness and comprehensive stakeholder engagement

Five areas where effective arrangements need to be in place to deliver good governance:

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

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

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

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

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

Corporate Governance comprises the systems, processes, cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities. At Selby these are defined and implemented by:

Key Documents: Annual Review / Production

- Constitution
- Council Plan
- Annual Performance Reports
- Annual Outturn Finance Reports
- Corporate Risk Register
- Scheme of Delegation
- Service Plans
- Medium Term Financial Strategy
- Members Allowances Scheme
- Prudential Code and Treasury Management Strategy
- Risk Management Strategy
- Statement of Accounts
- Asset Management Strategy
- Counter Fraud Strategy

Key Documents: Ad Hoc Review / Production

- Business Continuity Plans
- Community Engagement Strategy
- Corporate Procurement Strategy
- Financial Regulations
- Equality and Diversity Policy
- Health and Safety Policies
- Information Governance Framework
- Internet transparency pages
- Member / Officer relations protocol
- Members' Code of Conduct
- Officer's Code of Conduct
- Partnerships Policy
- Performance Management Framework
- Decisions records
- Whistleblowing policy
- ICT Strategy
- Partnerships arrangements
- Customer Strategy

Contributory Processes / Regular Monitoring

- Annual Governance Statement
- Audit and Governance Committee
- Budget Monitoring
- Head of Paid Service
- Monitoring Officer
- S151 officer
- External Audit
- Internal Audit
- Senior Leadership Team meetings
- Intranet
- H&S Processes
- Council Tax Leaflet
- Customer Feedback Process
- Job Descriptions
- Job Evaluation Process
- Annual Performance Appraisals
- Council Meetings
- Scrutiny Framework
- Member Training
- Independent Remuneration Panel
- Staff Induction
- Staff Surveys
- Organisational Development
- Safer Recruitment
- Gifts and Hospitality policy
- Annual Ombudsman Letter
- 3 yearly Surveillance Commissioners Visits
- CIPFA Financial Management Code self assessment and action plan

Statement of Accounts 2021/22 – Explanatory Notes

1 Introduction

- 1.1 This paper supports the report and statutory Statement of Accounts presented to Audit Committee for approval. It provides explanations and commentary on the main issues within the accounts.
- 1.2 The purpose of the Statement of Accounts is to give stakeholders clear information about the Council's finances. In summary the accounts should show:
- The cost of the services provided by the Council over the year
 - Where the money came from to pay for these services
 - The Council's assets and liabilities at the end of the financial year.
- 1.3 The accounts have been compiled using the "Code of Practice on Local Authority Accounting in the UK 2021/22" (the Code) published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

2 Narrative Statement

- 2.1 The Narrative Statement seeks to provide an easily understandable guide to the most significant matters reported in the accounts. It includes details of:
- The statements included in the accounts.
 - A summary of the Council's revenue income and expenditure for the year and variances against the previous year's figures.
 - A summary of capital expenditure and how this was financed.
 - Changes to accounting policies and practice.
 - Any other significant matters.

3 Statement of Responsibilities for the Statement of Accounts

- 3.1 This statement sets out the various responsibilities for the accounts:
- The Council's responsibilities under local government legislation.
 - The Chief Finance Officer's legal and professional responsibilities.
- 3.2 This statement must be signed by the Chair of the meeting which approves the accounts and the Chief Finance Officer.

4 Movement in Reserves Statement

- 4.1 This statement shows the movement in the year on the different reserves held by the Council analysed into "usable reserves" (those that can be applied to fund

expenditure or reduce local taxation) and other reserves or “unusable reserves”. The surplus or (deficit) on the provision of services line shows the true economic cost of providing the Council’s services. These are different from the statutory amounts that are required to be charged to the General Fund Balance and the Housing Revenue Account for council tax setting and dwelling rent setting purposes.

Description	2020/21 £'000	2021/22 £'000	Variance £'000	Comment
(Surplus) / Deficit on Provision of Services	(10,727)	(4,246)	6,481	See paragraph 5.2.
Other Comprehensive Income & Expenditure	(1,092)	(10,179)	(9,087)	The majority of the movement relates to the revaluation of fixed assets and remeasurement of pension liabilities. These revaluations and remeasurements do not create real cash gains, however under accounting guidance they need to be credited to the Income and Expenditure Account.
Total Comprehensive Income & Expenditure	(11,819)	(14,425)	(2,606)	
Balance on Total Authority Reserves at 31 March	(202,828)	(217,253)	(14,425)	This represents the increase in the net wealth or value of the Council over the year. See paragraph 6.2.

5 Comprehensive Income and Expenditure Statement

5.1 The purpose of the Comprehensive Income and Expenditure Statement is to show the accounting cost in the year of providing services, rather than the amount to be funded from taxation (council tax) or dwelling rents.

- Expenditure and income directly related to the services provided by the Council (Net total cost of £19,457).
- Expenditure and income not directly attributable to services but to the Council as a whole.
- Income received in respect of general government grants and local taxation (bringing the overall net total on provision of Services to a surplus of (£4,246k))

- Net surplus on revaluation of Non-Current Assets and Pension Liabilities of (£10,179k) (bringing the overall total of Comprehensive Income and Expenditure to a surplus of £14,425k).

The total on this statement represents the net surplus or deficit on the Council's provision of services for the year.

- 5.2 The Comprehensive Income and Expenditure of the Council has moved from a surplus of £11,819k at the end of 2020/21 to a surplus of £14,425k at the end of 2021/22, a net increase in surplus of £2,606k. There had been a decrease in the provision of services by £6,481k offset by an increase in other Comprehensive Income & Expenditure (£9,087k). The decrease in Provision of Services is the main driver of this movement, with payments of £4.2m of Covid Restart Grants impacting traditional sources of council revenue and expenditure. 2021/22 also saw an increased spend in Economic Development, Regeneration & Place £1.3m in particular due to increase activity around P4G schemes. The increase to 'Other Comprehensive Income & Expenditure' between years has been driven by a increase on the surplus on Selby DC asset values in the year (£3.5m higher than 20/21). The majority of the 'Other Comprehensive Income & Expenditure' surplus for the year has been driven by pension liability remeasurements, a surplus in year of £6.5m.
- 5.3 The movement in the balance on Total Authority Reserves takes in account the year end surpluses and deficits reported against the General Fund and HRA Management Accounts. The General Fund outturn position reported a surplus of £1,588k, and the HRA generated a surplus of £4,235k, both of which were in excess of the budgeted position for the year (£1,588k and £645k respectively).

6 Balance Sheet

- 6.1 The purpose of the balance sheet is to show what the Council's assets and liabilities are at the end of the year.
- 6.2 Explanations for key variances between 2020/21 and 2021/22 are set out in the table following.

Description	2020/21 £'000	2021/22 £'000	Variance £'000	Comment
Property Plant & Equipment	195,900	202,812	6,912	Increase of £10.1m arising from new asset additions £7.0m relates the Council Dwelling Portfolio and £2.8m relates to the TCF scheme. Increase

APPENDIX B

				offset by yearly revaluations, depreciation charge and in year disposals.
Long Term Investments	4,649	5,458	809	Fair value of Property Funds held.
Short Term Debtors	7,606	4,093	(3,513)	Bulk of variance driven by a decrease of £2.3m in monies owed from central government regarding contributions from the NNDR pool. A combined £1.1m decrease in monies owed from NYCC and NYFRA regarding the NNDR collection fund.
Cash & Cash Equivalents	67,213	79,628	12,414	The value of cash and cash equivalents has increased over the year, which is mainly due to Renewable Business Rates receipts and delays in the Capital and P4G programmes.
Short Term Creditors	(12,568)	(14,718)	(2,150)	Movement in Creditors, particularly in relation to the Collection Fund.
Provisions	(2,409)	(2,690)	(281)	Increase in provisions relating the Business Rates Retention scheme.
Grants Receipts in Advance	(1,479)	(5,318)	(3,839)	Increase solely down to the Covid-19 Business grants where the conditions for recognition had not been met as at 31 st March.
Defined Benefit Pension Scheme	(10,988)	(6,927)	(4,061)	Note 43 The year-end actuarial valuation of the Council's pension liabilities. Whilst the Council paid off its historic pension deficit in 2016/17, based on

APPENDIX B

				the actuarial assessment at that time. A net liability is presented in the accounts and the reduction is from Actuarial Gains in assumptions used.
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Description	2020/21 £'000	2021/22 £'000	Variance £'000	Comment
Usable Reserves	(66,338)	(65,742)	596	Net decrease in usable reserves during 2021/22. is mainly attributable to a reduction in the Major Repairs Reserve from increased HRA capital spend offset by increased capital receipts from Right to Buy Sales.
Unusable Reserves	(136,490)	(151,510)	(15,020)	Significant movements in Unusable Reserves include: adjustments to the Revaluation Reserve (£3.2m), Capital Adjustment Account for the charges for depreciation and amounts written out on disposal (£5.7m). Movements in the pensions reserve (£4.0m) following the annual year-end actuarial valuation of the Council's Pension Fund assets and liabilities, and movements in the Collection Fund adjustment Account (£1.23m) arising from differences in recognising Council Tax and NNDR income due from payers, compared with the Council's statutory duties in paying across amounts to the General Fund from the Collection Fund.

7 Cash Flow Statement

- 7.1 The purpose of the cash flow is to show the inflow and outflow of cash as a result of transactions that have occurred between the council and third parties. The cash flow analyses these transactions between those associated with revenue operations and capital activities.
- 7.2 Councillors may wish to note the following explanations for key variances when compared with 2020/21:

Description	2020/21 £'000	2021/22 £'000	Variance £'000	Comment
Net (Surplus)/ Deficit on the provision of services	(10,727)	(4,246)	6,481	See paragraph 5.2.
Adjustments to net (surplus)/deficit on the provision of services for non- cash movements	(2,687)	(19,200)	(16,513)	Comprises a number of non-cash movements including depreciation, revaluations for Council Dwellings. The adjustment also includes various movements in balance sheet headings such as creditors, debtors and pension fund liability changes. Variance primarily driven by the movement in Debtors and Creditors in the year.
Adjustments for items included in the net (surplus)/deficit on the provision of services that are investing and financing activities	1,607	2,818	1,211	Includes the movement in capital grants, capital receipts and contributions used to fund capital expenditure.
Investing Activities	6,792	8,537	1,745	Relates to activities such as the purchase of fixed assets, proceeds from sale of assets and other investment activity proceeds, such as investment interest.
Financing Activities	4,913	(323)	(5,236)	Reflects the repayment of £6.5m in borrowing in 20/21, there was no borrowing to repay in 2021/22.

8 Housing Revenue Account Income and Expenditure Statement, Movement on the Housing Revenue Account Statement and Note to the Movement on the Housing Revenue Account Statement

8.1 The Housing Revenue Account (HRA) is a statutory ring-fenced account, to be accounted for completely separately to the General Fund. The purpose of the HRA Income and Expenditure Account, Movement on the HRA Statement and Note to the Movement on the HRA Statement is the same as for the General Fund.

8.2 The information from the HRA statements are combined (known as consolidated) with the General Fund to give the overall position of the Council's financial health.

8.3 The consolidated financial statements include year-end surpluses and deficits generated by the HRA. At the end of 2021/22, the HRA reported a surplus of £4,235k, which was transferred to the Major Repairs Reserve at year end. The net decrease to the MRR, after in year capital expenditure, stood at £2,383k.

9 Collection Fund

9.1 The Collection Fund reflects the statutory responsibilities for billing authorities to maintain a separate account for the transactions relating to the collection of Council Tax and National Non-domestic Rates and the distribution of these monies to precepting authorities and central Government. The costs of administering collection are accounted for in the General Fund.

10 Glossary

10.1 This explains the technical terminology used throughout the Statement of Accounts.

11 Annual Governance Statement

11.1 The Annual Governance Statement reviews the effectiveness of the Council's internal control systems for the year of account and, in accordance with the Accounts and Audit Regulations 2015 forms part of the Council's statutory Statement of Accounts. The statement is covered by a separate report on the Committee's agenda.

12 Conclusions

12.1 The Council budgeted for a break even position in 2020/21. The actual position for the year resulted in a surplus position of £1,588k after planned contributions to and from reserves. Further details regarding revenue spending are covered in page 8 of the Narrative Statement.

- 12.2 The budget for the Housing Revenue Account (HRA) was set to contribute £3.589m to the Major Repairs Reserve (MRR). The actual out-turn was a surplus of £4.235m. The surplus was wholly allocated to the MRR. The reasons for the variations are set out in the Narrative Statement (page 10).
- 12.3 Capital expenditure for the General Fund and HRA totalled £8.01m, which includes £6.643m on improvement to Council Housing Stock. Further details regarding expenditure and Funding can be found on page 10 and 11 of the Narrative Statement.



Report Reference Number: A/22/10

To: Audit and Governance Committee
Date: 26 October 2022
Authors: Ed Martin; Audit Manager – Veritau
Daniel Clubb; Counter Fraud Manager – Veritau
Kirsty Bewick; Information Governance
Manager – Veritau
Lead Officer: Karen Iveson; Chief Finance Officer

Title: Internal Audit, Counter Fraud and Information Governance
Progress Report 2022/23

Summary:

The purpose of the report is to provide an update on the delivery of the internal audit work plan for 2022/23. The report also updates the committee on counter fraud and information governance work undertaken so far in 2022/23.

Recommendation:

That the committee:

- (i) note progress on delivery of internal audit, counter fraud and information governance work and the plans for work to be completed.

Reasons for recommendation

To enable the committee to fulfil its responsibility to review the outcomes from internal audit and other governance related work undertaken by Veritau – including any issues arising, and action being taken.

1. Introduction and background

- 1.1 The provision of internal audit is a statutory requirement (Accounts & Audit Regulations 2015).
- 1.2 The Audit and Governance Committee approved the internal audit, counter fraud and information governance plans for 2022/23 at the meeting held on 27 April 2022.
- 1.3 The purpose of this report is to update the committee on internal audit, information governance and counter fraud work up to October 2022.

2. The Report

- 2.1 Details of internal audit, counter fraud and information governance work undertaken in 2022/23 are included in the reports at annexes 1 to 3 respectively.

Internal Audit

- 2.2 Veritau carries out internal audit work in accordance with the Public Sector Internal Audit Standards (PSIAS).
- 2.3 Internal audit provides assurance on corporate governance arrangements, internal control and risk management to the Council's leadership team and this committee.
- 2.4 Annex 1 provides details of the completed and ongoing internal audit work as well as plans for audit work to be completed in the remainder of 2022/23.

Counter Fraud

- 2.5 Annex 2 contains the counter fraud progress report. Details are provided on activity undertaken to promote awareness of fraud, including in preparation for local government reorganisation in North Yorkshire. It also details ongoing work with external agencies, and the level of fraud reported to date.

Information Governance

- 2.6 Information governance provides advice and assurance on compliance with the UK GDPR and Data Protection Act 2018. This includes the Information Asset Register, Privacy Notices, Data Protection Impact Assessments and project specific advice. Work is now being aligned with the LGR workstreams. As part of an agreed extension to support, Veritau now undertakes the day-to-day management and coordination of the information governance action plan and provides advice and assistance to the Council's SIRO (Senior Information Risk Owner).
- 2.7 Action is ongoing to address UK GDPR compliance. Privacy Notices are being reviewed and revised editions published onto the Council's website. A further review to align the Information Asset Register and Privacy Notices with other District Councils in time for LGR vesting day will take place this year. Delivery of mandatory data protection training continues to ensure all staff complete this before LGR vesting day. Additional training on information incident management and law enforcement are to be offered by Veritau.
- 2.8 CIGG continues to complete tasks on the 2022/23 action plan, which was updated to take account of LGR.

- 2.9 Veritau continues to provide advice on the completion of data protection impact assessments.
- 2.10 A detailed summary of information governance activity and arrangements is included in annex 3.

3. Implications

- 3.1 There are no legal, financial, policy & risk, corporate plan, resource or other implications from this report.

4. Conclusion

- 4.1 Work is in progress on 2022/23 audits. The findings from all audits in progress will be reported to this committee through the year and in our annual Head of Internal Audit report.
- 4.2 The counter fraud team undertakes a range of activities to support delivery of the Council's counter fraud strategy. Fraud reported to the team is investigated and progress is regularly reported to the committee.
- 4.3 An action plan is in place to deliver information governance work on behalf of the Council; this is overseen by the Council's CIGG. Regular liaison takes place with the Council's Senior Information Risk Owner (SIRO) and regular updates are reported to this committee.

Background Documents

None

- Appendices:**
- Annex 1: Internal audit progress report – October 2022
 - Annex 2: Counter fraud progress report – October 2022
 - Annex 3: Information governance progress report – October 2022

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INTERNAL AUDIT PROGRESS REPORT 2022/23

Date: 26 October 2022

Annex 1



BACKGROUND

- 1 Internal audit provides independent and objective assurance and advice about the Council's operations. It helps the organisation to achieve its overall objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control and governance processes.
- 2 The work of internal audit is governed by the Accounts and Audit Regulations 2015 and relevant professional standards. These include the Public Sector Internal Audit Standards (PSIAS), CIPFA guidance on the application of those standards in Local Government and the CIPFA Statement on the role of the Head of Internal Audit.
- 3 In accordance with the PSIAS, the Head of Internal Audit is required to report progress against the internal audit plan (the work programme) agreed by the Audit, Governance and Standards Committee, and to identify any emerging issues which need to be brought to the attention of the committee.
- 4 The internal audit work programme was agreed by this committee in April 2022. The primary focus of internal audit delivery in 2022/23 is on Local Government Reorganisation (LGR), and on those systems which are most affected by the transfer. Work is being kept under continuous review to ensure that audit resources are deployed to the areas of greatest risk and importance to the council during its final year of operation.
- 5 This is the first internal audit progress report to be received by the Audit, Governance and Standards Committee covering 2022/23 and summarises the progress made to date in delivering the agreed programme of work.
- 6 The purpose of this report is to update the committee on internal activity between April 2022 and September 2022.



INTERNAL AUDIT PROGRESS

- 7 A summary of internal audit work currently underway, as well as work finalised in the year to date, is included in appendix A.
- 8 Since the last report to this committee in July, four audits have been finalised. Three audits that were started in 2021/22 are in the latter stages of fieldwork. We anticipate that these will be completed within a month and will be reported to the next meeting of this committee.
- 9 In addition, we have completed certification work on two Covid-19 grants: the Test and Trace Support Payment Scheme and the Contain Outbreak Management Fund.
- 10 New audit work that has started includes general ledger and contract waivers. In addition, we have commenced planning for the benefits audit.
- 11 A summary of internal audit work currently underway, as well as work finalised in the year to date, is included in appendix A.

- 12 The work programme showing current priorities for internal audit work is included at appendix B.
- 13 The 2022/23 programme includes a number of audits in the 'do later' category. The internal audit work programme is designed to include all potential areas that should be considered for audit in the short to medium term, recognising that not all of these will be carried out during the current year. In determining which audits will actually be undertaken the priority and relative risk of each area will continue to be considered throughout the remainder of the year.
- 14 A summary of the key findings from the four recently completed audits is provided at Appendix C. Details of actions agreed are also shown.
- 15 Appendix D lists our current definitions for action priorities and overall assurance levels.



FOLLOW UP

- 16 All actions agreed with services as a result of internal audit work are followed up to ensure that underlying control weaknesses are addressed. As a result of this work we are satisfied that sufficient progress is being made to address the control weaknesses identified in previous audits. Where further assurances are required, follow-up of agreed actions will be included as part of other audits in the work programme. Significant outstanding actions are detailed in this report at appendix E.

APPENDIX A: 2022/23 INTERNAL AUDIT WORK

Final reports issued

Audit	Reported to Committee	Opinion
Council tax & NNDR	October 2022	Substantial Assurance
Payroll	October 2022	Reasonable Assurance
Health and safety – homeworking	October 2022	Limited Assurance
Information security - homeworking	October 2022	Limited Assurance
ICT asset management	July 2022	Reasonable Assurance
Debtors	July 2022	Substantial Assurance
General ledger	July 2022	Substantial Assurance
Homes England	July 2022	No opinion given
Chairman’s Account	July 2022	No opinion given

Audits in progress

Audit	Status
General ledger	In progress
Creditors	In progress
Housing rents	In progress
Council house repairs and maintenance	In progress
Contract waivers	In progress
Benefits	Planning

Other work in 2022/23

Internal audit work is undertaken in other areas during the year, including:

- Certification of the Local Authority Test and Trace Contain Outbreak Management Fund Grant.
- Certification of the Local Authority Test and Trace Support Payment Scheme Grant.

APPENDIX B: CURRENT PRIORITIES FOR INTERNAL AUDIT WORK

Audit / Activity	Rationale
<p>Financial systems</p> <p>Category 1 (do now) Creditors Housing rents General ledger Benefits</p> <p>Category 2 (do next) Debtors Budget monitoring and management</p> <p>Category 3 (do later)</p>	<p>Key assurance area, with coverage required in LGR context. Key assurance area, with coverage required in LGR context. Key assurance area, with coverage required in LGR context. Key assurance area, with coverage required in LGR context.</p> <p>Key assurance area, with coverage required in LGR context. Key assurance area, with coverage required in LGR context.</p>
<p>Strategic and corporate risks</p> <p>Category 1 (do now) Procurement and contract management</p> <p>Category 2 (do next) Corporate governance arrangements, including relating to the LGR project. Cyber security</p>	<p>Key assurance area, with coverage required in LGR context.</p> <p>Key assurance area in context of LGR Key assurance area and provides broader assurance.</p>

Audit / Activity	Rationale
<p>Category 3 (do later)</p> <p>Business continuity and disaster recovery</p> <p>Council closedown and post 31 March 2023 assurance arrangements</p>	
<p>Service areas and ongoing business risks</p> <p>Category 1 (do now)</p> <p>Category 2 (do next)</p> <p>Category 3 (do later)</p> <p>Planning (including s106 and CIL)</p> <p>Licensing</p> <p>Homelessness / housing options</p> <p>Environmental health</p> <p>Council housing landlord responsibilities</p>	

APPENDIX C: SUMMARY OF KEY ISSUES FROM AUDITS FINALISED SINCE THE LAST REPORT TO THE COMMITTEE

System/area (month issued)	Area reviewed	Assurance rating	Agreed actions			Comments	Management actions agreed
			1	2	3		
Council tax & NNDR (September 2022)	This audit reviewed the maintenance of the database of taxable properties, the accuracy and timeliness of bills, recording of income, and arrears management and the processing of refunds and write offs.	Substantial Assurance	0	1	0	<p>Strengths The council maintains an accurate and up-to-date database of taxable properties. Income reconciliations are performed regularly, and appropriate action is taken where issues are identified. Procedures for annual billing are robust and appropriate segregation of duties is in place. Quality assurance processes are operating as expected and management information is produced to enable effective management of the service.</p> <p>Weaknesses Accounts with council tax exemptions applied due to awaiting probate had not been reviewed since May 2020. It was also noted during the audit that debt recovery activity and review activities for discounts had not been completed regularly during the Covid pandemic. However, these had all recently restarted so no further action needed to be agreed to address this.</p>	Officers will review all accounts marked as exempt due to awaiting probate and continue to do so regularly up to vesting day for the new authority.

System/area (month issued)	Area reviewed	Assurance rating	Agreed actions			Comments	Management actions agreed
			1	2	3		
Payroll	This audit reviewed the processes in place to make correct, timely payroll payments and the calculation and authorisation of deductions and amendments.	Reasonable Assurance	0	0	2	<p>Strengths Good records are maintained to support payroll processes. All authorisations are in place for payroll payments and checks are done to ensure payments are correct. Overall, the key processes for payroll were working well.</p> <p>Weaknesses A small number of issues were found, including an incorrect car allowance rate and inconsistent application of deductions made for personal use of work mobiles.</p> <p>Some honorarium payments had exceeded the timescales outlined in council procedures, with no evidence of review. There is a lack of guidance or policy relating to paying market supplements for some posts.</p>	The incorrect car allowance has been corrected. All honorariums will be reviewed to ensure appropriate paperwork is in place to support the award. All current honorariums will expire on 31 March 2022, with any new or ongoing honorariums being dealt with by North Yorkshire Council. All deductions for personal use of work mobiles have been ended.
Information Security – Homeworking	This audit reviewed information security arrangements and related working practices for employees working from home.	Limited Assurance	0	2	1	<p>Strengths Most staff knew how to report information security incidents. The majority of staff store, print and dispose of information securely.</p> <p>Weaknesses Completion rates for employee training on information security were too low. Some employees indicated</p>	All employees have been instructed to complete information security training and completion rates are being monitored and followed up by managers. Instructions have been issued to all employees regarding acceptable practices for

System/area (month issued)	Area reviewed	Assurance rating	Agreed actions			Comments	Management actions agreed
			1	2	3		
	The aim was to identify practical, immediate improvements the council could make in the lead up to LGR.					they stored documents at home in a way that is not sufficiently secure and some print documents on their home printer. Council guidance was not clear on standards to be followed for storing, printing and disposing of documents.	storing, printing, transporting and disposing of information. Everyone has been reminded of the information security incident reporting process and their responsibilities under it.
Health and Safety - Homeworking Page 177	<p>This audit reviewed health and safety arrangements for staff working from home.</p> <p>The aim was to identify practical, immediate improvements the council could make in the lead up to LGR.</p>	Limited Assurance	0	2	1	<p>Strengths The council responded at pace during the pandemic and put in place procedures for people to work from home and to conduct suitability and risk assessments of their home environment. The council provided support to employees and maintained communication with them through a variety of methods. Overall, the arrangements had worked well.</p> <p>Weaknesses Key documentation was not in place for all employees, such as homeworking suitability assessments, DSE (workstation) assessments and homeworking checklists. Levels of completion of health and safety training were too low.</p>	<p>Homeworking suitability and DSE assessments forms must be completed for all employees continuing to work from home.</p> <p>If the home environment is not suitable, employees should be instructed to work from the office.</p> <p>All employees to be instructed to complete health and safety training and completion rates will be monitored and follow up action taken.</p> <p>Reminders to be issued to employees about taking breaks, and of the support available to them. Managers will be reminded about the importance of checking on employees' wellbeing.</p>

APPENDIX D: AUDIT OPINIONS AND PRIORITIES FOR ACTIONS

Audit opinions

Our work is based on using a variety of audit techniques to test the operation of systems. This may include sampling and data analysis of wider populations. It cannot guarantee the elimination of fraud or error. Our opinion relates only to the objectives set out in the audit scope and is based on risks related to those objectives that we identify at the time of the audit.

Opinion	Assessment of internal control
Substantial assurance	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
Reasonable assurance	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
Limited assurance	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No assurance	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

Priorities for actions

Priority 1	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management
Priority 2	A significant system weakness, whose impact or frequency presents risks to the system objectives, which needs to be addressed by management.
Priority 3	The system objectives are not exposed to significant risk, but the issue merits attention by management.

APPENDIX E: HIGHER PRIORITY ACTIONS WITH REVISED DATES OF MORE THAN 12 MONTHS FROM ORIGINALLY AGREED DATE

Audit	Agreed Action	Priority Rating	Responsible Officer	Due	Notes / Update
Performance Management	<p>HR to undertake QA review of sample of PDRs</p> <p>Return rate of PDRs to be monitored & all PDRs reviewed and returned to manager if not complete.</p> <p>Training plan to be completed promptly following PDR process.</p>	2	Head of Business Development and Improvement	<p>Revised date: February 2022</p> <p>(previously December 2020 and June 2021)</p>	<p>PDRs were not prioritised during the early Covid pandemic as energy was put into service delivery. PDRs were to be revisited once service delivery stabilised but reasons around capacity, LGR, prioritising other communication and engagement meant this didn't happen. By January 2022 only 51% of employees had a 2021/22 PDR completed and lodged with HR. For the first five months of 2022/23, the rate was even lower with only 5% completed and returned.</p> <p>Completion of PDRs is now being prioritised. LT will push for all PDRs to be complete by the end of November; communications have been issued to managers to impress upon them the urgency and importance of this and staff have also been made aware so they know what to expect.</p> <p>Senior managers are working with the LGR Organisational Development workstream to align with the other councils. Ongoing completion rates will be monitored at every Extended Leadership Team meeting. Audit and Governance Committee will be provided with an update on completion rates in December.</p>

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COUNTER FRAUD PROGRESS REPORT 2022/23

Date: 26 October 2022

Annex 2



BACKGROUND

- 1 Fraud is a significant risk to the public sector. The government estimates that the taxpayer loses up to £51.8 billion to fraud and error in public spending every year¹. Financial loss due to fraud can reduce a council's ability to support public services and cause reputational damage.
- 2 Veritau delivers a corporate fraud service to the Council which aims to prevent, detect and deter fraud and related criminality. We employ qualified criminal investigators to support departments with fraud prevention, proactively identify issues through data matching exercises, and investigate any suspected fraud. To deter fraud, offenders face a range of outcomes, including prosecution in the most serious cases.
- 3 The purpose of this report is to update the Committee on counter fraud activity up to September 2022.

FRAUD MANAGEMENT

- 4 Veritau undertakes a range of non-investigative activity to support the development of counter fraud arrangements at the Council. Preparation for Local Government Reorganisation (LGR) in North Yorkshire is a key focus for work in 2022/23. The counter fraud team is working with all of the Councils undergoing LGR to ensure that strong counter fraud policies and procedures are in place when the new authority forms.
- 5 There is an increased risk of fraud occurring in the run-up to LGR. Criminals will try to take advantage of the uncertainty caused by any change in administrative arrangements to commit fraud. The counter fraud team has produced an e-learning package for employees at all the Councils involved in LGR, to raise awareness of increased risks. The package, which focuses on threats that may be experienced before and after the new Council is formed, is now available.
- 6 The counter fraud team raised awareness of whistleblowing on World Whistleblowers' Day in June. It is important that workers are aware that they should raise concerns in the public interest and that there are protections in place if they do. It is equally important that managers respond to whistleblowing concerns in the correct way.
- 7 In May the Council's counter fraud transparency data was updated to include data on counter fraud work completed in 2021/22. This helps the Council meet obligations under the Local Government Transparency Code 2015.

MULTI-AGENCY WORK

¹ Fraud and Error (Ninth Report of Session 2022/23), Public Accounts Committee, House of Commons

- 8 The Cabinet Office have set the timetable for 2022/23 National Fraud Initiative exercise. Data will be extracted from Council systems at the end of September. Following data quality checks, the information will be sent securely to the National Fraud Initiative in October.

INVESTIGATIVE WORK

- 9 The team have 17 cases currently under investigation. A total of 54 referrals of suspected fraud have been received in the financial year. These include potential council tax fraud, council tax support fraud, housing fraud and business rates fraud.
- 10 Investigatory work has resulted in amended business rates assessments for two businesses incorrectly receiving small business rate relief. A warning was issued to a business for inappropriately claiming a £10k Covid-19 grant. Invoices have been raised for repayment of two further £10k Covid-19 grants to businesses that should not have received them.
- 11 A summary of investigative work is included in appendix A, below.

APPENDIX A: SUMMARY OF INVESTIGATION ACTIVITY

Activity to date includes the following:

	2022/23 (As at 31/08/22)	2022/23 (Target: Full Yr)	2021/22 (Actual: Full Yr)
Amount of actual savings (quantifiable savings - e.g. repayment of loss) identified through fraud investigation	£13,073	£14,000	£8,757
% of investigations completed which result in a successful outcome (for example payments stopped or amended, sanctions, prosecutions, properties recovered, housing allocations blocked)	36%	30%	29%

Caseload figures for the period are:

	2022/23 (As at 31/08/22)	2021/22 (Full Year)
Referrals received	54	84
Number of cases under investigation	17	14 ²
Number of investigations completed	11	14

² As at the end of the financial year (i.e. 31/03/2022)

Work completed or in progress

The service promotes the use of criminal investigation techniques and standards to respond to any fraud perpetrated against the Council. Activity completed in 2022/23 includes the following:

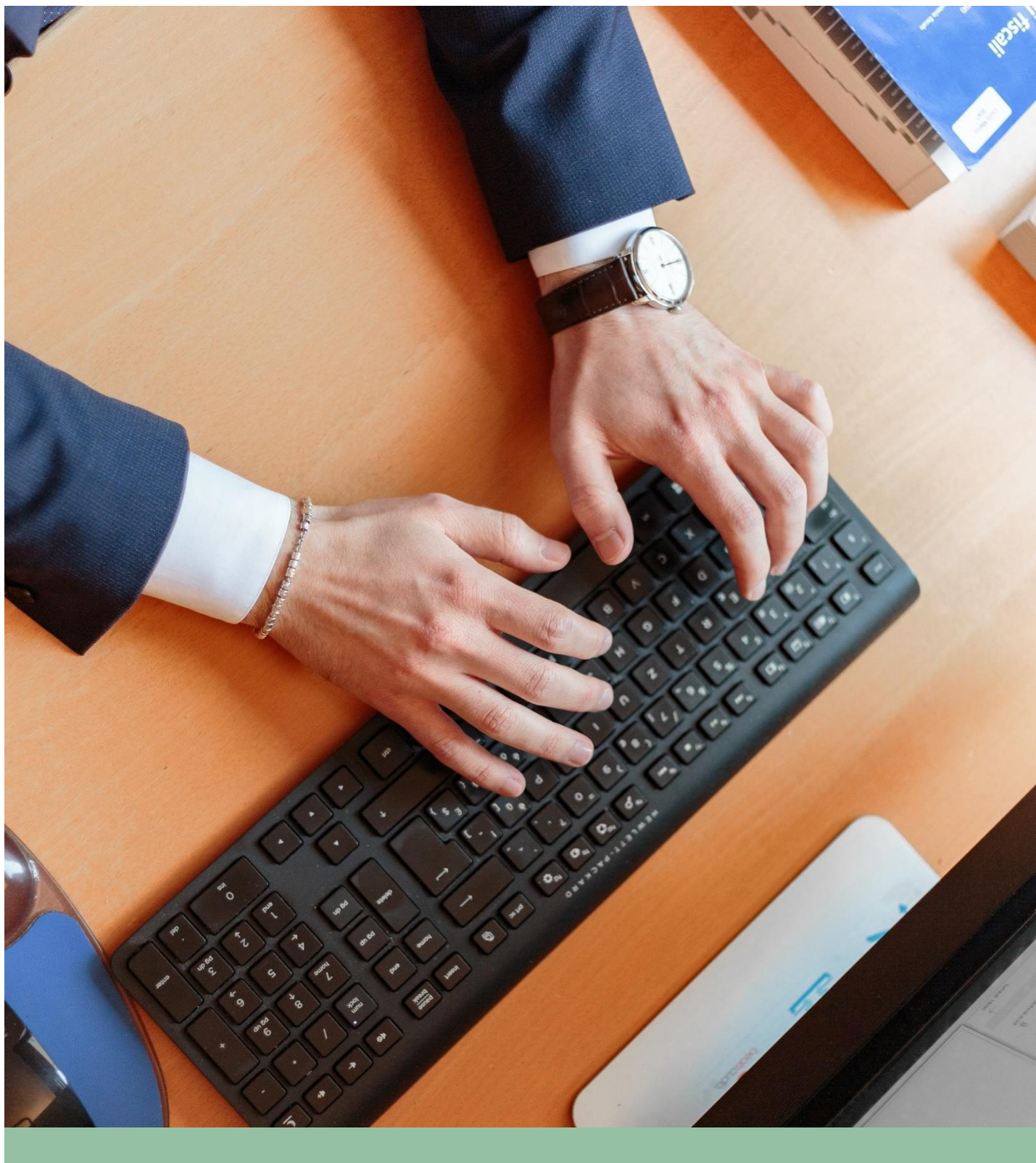
- **Covid-19 related fraud** – The team has investigated five allegations of Covid-19 business grant fraud. Invoices have been raised in three cases where Covid-19 grants were incorrectly obtained. A warning was issued to one of the businesses that was not eligible for a payment.
- **Council Tax Support fraud** – No new cases have been identified in this area so far in 2022/23. There are two ongoing investigations. Investigation has resulted in recovery of £800.
- **Council tax fraud** – Two investigations into council tax fraud have been completed so far this year. Outcomes include £1,250 being recovered where residents had been receiving single person discounts they were not entitled to. Six investigations are ongoing in this area.
- **Housing Fraud** – One housing investigation has been completed and three are ongoing. No fraud or error has been identified so far in 2022/23.
- **NNDR fraud** – Three business rates investigations have been completed. Two of these cases identified incorrect payments of small business rate relief which have now been stopped. Invoices have been raised for the underpaid business rates in both cases.
- **External fraud** – Funds have been recovered in one case in which a creditor received a duplicate payment.
- **Internal fraud** – There have been no reports of internal fraud to date.

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INFORMATION GOVERNANCE PROGRESS REPORT

Date: 26 October 2022

ANNEX 3



PURPOSE OF THE REPORT

- 1 To provide an update on Information Governance matters, developments in the Council's Information Governance arrangements and compliance with relevant legislation.
- 2 Information governance is the framework established for managing, recording, protecting, using, and sharing information assets to support the efficient and effective delivery of services. The framework includes management structures, policies and processes, technical measures, and action plans. It helps to ensure information is handled securely and correctly, and provides assurance to the public, partners, and other stakeholders that the Council is complying with all statutory, regulatory, and best practice requirements. Information is a key asset for the Council alongside money, property, and human resources, and must therefore be protected accordingly. Information governance is the responsibility of all employees.
- 3 The Council must comply with relevant legislation, including:
 - The Data Protection Act 2018
 - The UK General Data Protection Regulation (UK GDPR)
 - Freedom of Information Act 2000
 - Environmental Information Regulations 2004
 - Regulation of Investigatory Powers Act 2000
- 4 In March 2018, the Council appointed Veritau to be its statutory Data Protection Officer (DPO).
- 5 The Corporate Information Governance Group (CIGG) is responsible for overseeing information governance within the Council. The group is chaired by the Chief Finance Officer and provides overall direction and guidance on all information governance matters. CIGG also helps to support the Council's Senior Information Risk Owner (the Chief Finance Officer) to discharge their responsibilities. CIGG is currently coordinating the delivery of the UK GDPR action plan, which includes reviewing and updating the Council's information governance strategy and policy framework.

UK GDPR ACTION PLAN UPDATE

- 6 The Council is working to complete tasks in a new 2022/23 action plan, which has been provided to and approved by CIGG. This includes a detailed breakdown of actions required to achieve agreed deliverables. Due to Local Government Reorganisation (LGR) CIGG agreed that no new actions should be included in the action plan. Instead, the focus will be to address priority outstanding actions required to make the Council compliant with UK GDPR and the Data Protection Act 2018.
- 7 Following completion of the privacy notice review in 2020/2021, Veritau have applied relevant changes to the privacy notices via consultation with service areas. There are thirty-four privacy notices in total, seventeen of which have been completed and are being uploaded to the Council website

including Commercial Waste, Contracted Services, HR Employment and Resources, Development and Management, and Licensing. A further seventeen privacy notices are subject to ongoing review before publication onto the website.

- 8 The Council has completed the review of IG policies, and all are now published on the Council's website.
- 9 A review of the Information Asset Register (IAR) was completed in March 2022. This reflects UK GDPR compliance needs and now includes columns for law enforcement processing. Apart from two service areas the register reflects all the Council's current information assets. Two service areas, Housing and Property Services, have not completed returns and completion of these outstanding registers is being addressed within the Council. A further review of the IAR will consider alignment and consistency of information across the district councils in advance of LGR.
- 10 A gap analysis of the Council's data processing contracts was undertaken in 2021/22. Following this agreement was reached to align the process to review data processing contracts with the LGR workstream for Procurement. A review of data protection clauses will be undertaken as part of a wider evaluation of those contracts which are to be novated to the new authority and after a decision is made about which contracts are to be continued.
- 11 A gap analysis of the Council's Information Sharing Agreements (ISAs) was completed, and several areas of concern were identified. Work to re-engage with officer contacts to complete this review will commence once work on the Council's Information Asset Register and Privacy Notices is completed.

TRAINING

- 12 Veritau are offering training dates on new bespoke training on Information Incident Management and Law Enforcement Data Processing from November 2022.
- 13 CIGG are to consider the option of the Council delivering introductory data protection training developed by Veritau for ancillary staff and other employees who occasionally process personal data. This is to assist in the education of staff and help the Council mitigate risk of information incidents occurring.
- 14 In March 2022 CIGG agreed that the focus of internal training for 2022/23 will be to ensure all staff have completed data protection training. This includes new starters and temporary and agency staff, as part of their induction.

INFORMATION SECURITY INCIDENTS (DATA BREACHES)

- 15 Information Security Incidents have been reported to Veritau as required during 2022/23. The number of incidents reported in quarter 1 and quarter 2 are set out in the table below.

Information security incidents 2022/23

	Very High	High	Moderate	Low	Very Low	White	Total
Q1							0
Q2				2	1		3
Total							3

- 16 To date, Veritau have handled three security incidents in 2022/23. One of which was assessed as a very low risk and two as a low risk after investigation. The number of reported incidents is down on the equivalent point last year when the Council had handled nine incidents, one of which was a high risk.

SUBJECT ACCESS REQUESTS, INTERNAL REVIEWS & FREEDOM OF INFORMATION

- 17 Since February Veritau has processed ten subject access requests and undertaken one internal review on behalf of the Council. It has provided support and advice on six complex FOI requests.

DATA PROTECTION IMPACT ASSESSMENTS

- 18 Work is ongoing on several DPIAs. These include My View ONS data sharing and Breathing Space (a scheme administered by Wakefield Metropolitan District Council on behalf of Selby – it offers interest free secured loans to pay for an individual’s mortgage arrears and support for up to 12 months of mortgage payments).
- 19 A draft DPIA has been completed for the CCTV scheme for Selby town centre, which has been updated following a review undertaken by Veritau. Further advice is being obtained from the LGR working group to contribute to the DPIA.

LAW ENFORCEMENT

- 20 Work has been completed on assessing and recording areas within the Council where law enforcement processing is taking place. This was undertaken as part of the work to review the Information Asset Register. Except for Housing and Property Services this work has been completed. All privacy notices and information governance documents have been updated to take account of law enforcement processing.

TECHNOLOGY

- 21 Work required to ensure all IT software and hardware is compliant with UK GDPR and the Data Protection Act 2018 is progressing as part of the Council's upgrade to Office 365. Twelve business departments have transferred to Office 365 so far. Defined retention periods have been applied to documents as part of the change, except for planning documents which are currently stored on SharePoint. Appropriate retention periods will be applied as soon as the planning documents are transferred to O365. IT Services are waiting on developments from the LGR IT and Digital Governance workstream before progressing any further work to upgrade remaining departments to Office 365.

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Agenda Item 13

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of the Local Government Act 1972.

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