Public Document Pack

ADUR & WORTHING
COUNCILS

16 November 2020

Joint Governance Committee	
Date:	**24 November 2020**
Time:	**6.30 pm**
Venue:	**Remote Meeting via Zoom**

Committee Membership:

Adur District Council: Councillors; Kevin Boram (Adur Chairman), George Barton (Adur Vice-Chairman), Paul Mansfield, Ann Bridges, Brian Coomber, Debs Stainforth, Catherine Arnold and Liz Haywood

Worthing Borough Council: Councillors; Roy Barraclough (Worthing Chairman), Tim Wills (Worthing Vice-Chairman), Louise Murphy, Mike Barrett, Steve Waight, Steve Wills, Rebecca Cooper and Hazel Thorpe

Agenda

Part A

1. Substitute Members

Any substitute members should declare their substitution.

2. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

3. Minutes

To approve the minutes of the Joint Governance Committee meeting held on 22 September 2020, copies of which have been previously circulated.

4. Public Question Time

Questions from members of the public should be submitted by **noon on Friday 20 November 2020** to Democratic Services at democratic.services@adur-worthing.gov.uk

*(**Note:** Public Question Time will operate for a maximum of 30 minutes.)*

5. Items Raised under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

6. Statement of Accounts 2019/20 for Adur District Council and Worthing Borough Council (Pages 1 - 284)

To consider a report by the Director for Digital, Sustainability and Resources, copies attached as item 6.

7. Adur District Council and Worthing Borough Council Audit Results Reports (Pages 285 - 388)

To consider a report from the External Auditors, copies attached as item 7.

8. Mid Year Review of Treasury Management 2020-21 - Adur District Council and Worthing Borough Council (Pages 389 - 414)

To consider a report by the Director for Digital, Sustainability & Resources, copy attached as item 8.

9. Local Government Ombudsman and Housing Ombudsman Monitoring Report 2019/20 (Pages 415 - 434)

To consider a report by the Director for Digital, Sustainability & Resources, copy attached as item 9.

10. Standards in Public Life: An Update (Pages 435 - 446)

To consider a report by the Monitoring Officer, copy attached as item 10.

Part B Exempt Reports - Not for Publication

None.

Recording of this meeting

Please note that this meeting is being live streamed and a recording of the meeting will be available to view on the Council's website. This meeting will be available to view on our website for one year and will be deleted after that period. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Neil Terry Democratic Services Lead 01903 221073 neil.terry@adur-worthing.gov.uk	Susan Sale Solicitor to the Councils 01903 221119 susan.sale@adur-worthing.gov.uk.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

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Joint Governance Committee
24 November 2020

ADUR & WORTHING
COUNCILS

Ward(s) Affected: All

Statement of Accounts 2019/20 for ADC and WBC

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

1.1 The audits of Adur District Council's and Worthing Borough Council's 2019/20 Statements of Accounts are complete. The External Auditor's Audit Results Report, elsewhere on the agenda, contains the External Auditor's recommendations and the "Key Message" section of this report summarises the findings arising from their audit. At the time of going to print, there are no qualification issues to report. The 2019/20 financial statements have been adjusted in respect of the External Auditor's findings as at 13th November 2020. This report seeks approval of the two sets of amended Statements of Accounts for the financial year ended 31st March, 2020 and the letters of representation which are attached as appendix 2) are being addressed in this report and what is being proposed?

1.2 The following appendices have been attached to this report:

(i) **Appendix 1** (a) Adur DC Statement of Accounts 2019/20
(b) Worthing BC Statement of Accounts 2019/20

(ii) **Appendix 2** (a) Adur DC Letter of Representation
(b) Worthing BC Letter of Representation

2. Recommendations

2.1 The Joint Governance Committee is recommended to:

- Approve the amended Adur District Council and Worthing Borough Council Statement of Accounts for the financial year ended 31st March 2020 in appendix 1; and

- Agree the letters of representation at appendix 2 which will be signed electronically by the Joint Chairmen of the Joint Governance Committee.

- Approve the revised Annual Governance Statements included in the Statement of Accounts.

- Note the changes in use of reserves referenced in section 4.2.

3. Context

3.1 The Accounts and Audit Regulation 2015, section 8 sets out the requirements of signing, approval and publication of the statement of accounts for 2019/20.

3.2 The Chief Financial Officer (CFO) has complied with Section 9 of the regulations which require that the 2019/20 draft accounts be certified by the 31st July 2020.

3.3 In accordance with section 9, the CFO has also re-certified on behalf of that authority that they are satisfied that the statement of accounts following the audit presents a true and fair view of the financial position of the Councils at the end of the financial year; and the Councils' income and expenditure for that year.

3.4 Following the approval of the statement of accounts in July 2020, the two sets of accounts have been audited. The audit has revealed some disclosure, presentational and other errors, which required correction to ensure that the accounts presented are of a high standard. The changes identified, up to 13th November 2020, have been discussed, agreed and adjusted for, within the sets of accounts circulated to members. Any significant amendments affecting the certification agreed after 13th July 2020 will be amalgamated into the two sets of accounts before publication. All the Auditors findings identified to date are contained in the Auditor's 2019/20 External Auditor's Audit Results Report (ISA 260), elsewhere on this agenda.

4. Agreed Amendments to the 2019/20 Statement of Accounts

4.1 As the External Auditor's Audit Results Report (ISA 260) (elsewhere on this agenda) explains, there are no qualification issues arising from the audit of the two sets of 2019/20 Statement of Accounts to report.

4.2 During the period of the audit it was identified that, due to a misposting of transactions relating to the 2018/19 business rates reconciliation grant, there was an over estimation of the level of grants receivable for 2019/20. The entries should have offset outstanding assets and liabilities on the councils balance sheets but were instead charged to revenue. The required amendments have been done and the revised 2019/20 outturn positions after the transfer out from the Business Rate Smoothing Reserve are underspends in Adur £613,424 and Worthing £982,248. The resulting change in the movement in reserves is:

	Adur	**Worthing**
	£000	£000
Outturn as reported to JSC committee July 2020	1,259,099	1,144,334
Revised Outturn after reserve transfers	613,424	982,248
Amendment to 2019/20 outturn	**645,675**	**162,086**
Amended Use of reserves:		
Additional transfer from Business Rates Smoothing Reserve	80,000	197,000
Adjustment to the transfer to General Fund working balance	645,675	162,086

4.3 It is proposed that Adur District Council and Worthing Borough Council's Statements of Accounts 2019/20, be approved by this Committee.

4.4 Due to the publication timetable requirement for this Committee it may be necessary to issue a final version of the External Auditor's report, if this does occur the Report will be represented to Committee at the next meeting.

4.5 There are no unadjusted items this year for either of the statements of accounts at the time of drafting this report.

5. Annual Governance Statement

5.1 The Committee will be aware that approval was given to the draft Annual Governance Statements for 2019/20 at its meeting on the 28th May 2020. Following this approval, the External Auditors have conducted their review of the Statements as part of the annual audit of accounts. The auditor's have recommended that the opinion from the Head of Audit is included within the AGS and a conclusion on the overall governance position is added. These have now been incorporated into the Statement of Accounts prior to publication.

6. Financial Implications

6.1 The two sets of Statements of Accounts reflect the 2019/20 outturn position and the transfers to and from reserves and carry forward of balances as reported in the 'Financial Performance 2019/20 - Revenue Outturn and Capital and Projects Outturn for Joint, Adur and Worthing' report which was approved by the Joint Strategic Committee at its meeting of 7th July, 2020. The accounts have been adjusted for by the agreed amendments as noted in section 4 of this report.

6.2 **Reconciliation of 2019/20 Revenue Outturn to 2019/20 Comprehensive Income and Expenditure Accounts**

The difference between the Adur and the Worthing 2019/20 Revenue Outturn and the Comprehensive Income and Expenditure Account is made up of the following:

Adur District Council		2019/20
	£'000	£'000
Final Outturn 2019/20		
General Fund		8,288
HRA		739
Final 2019/20 Outturn Net Spend		**9,027**
Income from council tax and NDR	(8,532)	
Government grants and contributions not included in the outturn report	(1,495)	
Net income from taxation	(10,027)	(10,027)
Payments to MHCLG for housing capital receipts pool	384	
Gain/loss on disposal and de-recognition of assets	515	
Parish Council precepts	405	
Other Operating Expenditure not included in Outturn	1,304	1,304

Adjustments to remove statutory items and replace with entries to represent accounts on an IFRS basis:		
Minimum Revenue Provision		(1,515)
Net impact of accounting for pensions under IAS19		1,647
Revenue funded from capital under statute		10,887
Net depreciation, impairment and revaluations		12,336
Transfer to the Major Repairs Allowance		(4,038)
Capital grants applied to revenue		(8,328)
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal		2,149
Capital receipts credited as part of gain/loss on disposal		(1,634)
Financial Instruments held under fair value subject to override		255
Other adjustments		281
2019/20 Comprehensive Income and Expenditure - Deficit on provision of services		**12,344**

Worthing Borough Council		**2019/20**
Final 2019/20 Outturn Net Spend		**13,180**
Income from council tax and NDR	(11,841)	
Government grants and contributions not included in the outturn report	(3,202)	
Net income from taxation	(15,043)	(15,043)
Gain/loss on disposal and de-recognition of assets	622	
Other Operating Expenditure not included in Outturn	622	622
Adjustments to remove statutory items and replace with entries to represent accounts on an IFRS basis:		
Minimum Revenue Provision		(1,457)
Net impact of accounting for pensions under IAS19		1,060
Revenue funded from capital under statute		1,824
Net depreciation, impairment and revaluations		7,492
Capital grants credited to revenue		(2,611)
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal		659
Financial Instruments held under fair value subject to override		128
Other minor adjustments		266
2019/20 Comprehensive Income and Expenditure - Deficit on provision of services		**6,120**

6.3 **Movement in the Other Comprehensive Income and Expenditure values within the Comprehensive Income and Expenditure Statement.**

The Other Comprehensive Income and Expenditure section of the core Comprehensive Income and Expenditure Statement has significant movement year on year due to the category of costs that it includes and their sensitivity to market conditions:

Adur District Council	**2019/20**	**2018/19**	**Movement**
	£'000	**£'000**	**£'000**
(Surplus)/Deficit arising on the revaluation of Property, Plant and Equipment Assets	(8,470)	(21,020)	12,550
(Surplus)/Deficit from investments in equity instruments designated at fair value	25	25	0
Re-measurements of the Net DefinedPension Benefit Liability	(21,288)	3,468	(24,756)
Other Comprehensive Income and Expenditure	**(29,733)**	**(17,527)**	**(12,206)**

Worthing Borough Council	**2019/20**	**2017/18**	**Movement**
	£'000	**£'000**	**£'000**
(Surplus)/Deficit arising on the revaluation of Property, Plant and Equipment Assets	(2,103)	(11,789)	9,686
(Surplus)/Deficit from investments in equity instruments designated at fair value	25	25	0
Re-measurements of the Net DefinedPension Benefit Liability	(27,207)	4,933	(32,140)
Other Comprehensive Income and Expenditure	**(29,285)**	**(6,831)**	**(22,454)**

Surplus or deficit arising on revaluation of property, plant and equipment – this reflects the upward or downward revaluation of the councils assets, net of any gains or losses that have been recognised within the Provision of Services. These values may vary considerably year to year depending on the valuations carried out by the independent valuer.

Re-measurements of the net defined pension benefit liability – this reflects the return on the pension scheme plan assets (excluding amounts included in net interest within Financing and Investment Income and Expenditure) and actuarial gains and losses. The actuarial gains and losses are the changes in the net pensions liability that arise because events have not coincided with assumptions made at the last valuation or because the actuaries have updated their assumptions. These returns and assumptions change annually and will reflect market activity and changes in future projections for inflation, mortality and scheme performance.

7. Legal Implications

7.1 The two sets of Statements of Accounts have been prepared in accordance with statutory instrument number 234 (2015), the Accounts and Audit Regulations 2015 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, based on International Financial Reporting Standards (IFRS).

7.2 The formal approval of the accounts enables the Councils to comply with the Account and Audit Regulations 2015.

8. Publicity

8.1 Part 5 of the 2015 Regulations deals with the “Inspection and notice procedure”. As required Adur District Council and Worthing Borough Council gave notice by advertisement and on the respective websites of the matters set out in paragraph (2), regulation 15 of the 2015 regulations.

9. Conclusion

9.1 The Accounts and Audit Regulations 2015 place requirements on authorities in completing, approving and publishing their annual Statement of Accounts. Adur District Council and Worthing Borough Council have complied with these requirements.

9.2 Members’ are asked to approve the amended Adur District Council and Worthing Borough Council 2019/20 Statement of Accounts, as at the date of this meeting and authorise the Chairpersons to approve the final version of the two statements of accounts. Publication will take place when the External Auditors have signed their opinion on the 2019/20 accounts.

Local Government Act 1972

Background Papers
Background Papers:
Accounts and Audit (England) Regulations 2015
http://www.legislation.gov.uk/uksi/2015/234/pdfs/uksi_20150234_en.pdf

CIPFA Code of Practice on Local Authority Accounting in United Kingdom 2019120 – Based on International Financial Reporting Standards

CIPFA Guidance Notes for Practitioners 2019/20 Accounts

2019/20 External Auditor's Report to those Charged with Governance (ISA 260)

23rd July 2020 Joint Strategic Committee – Financial Performance 2019/20 "Revenue Outturn" and "Capital Projects Outturn"
https://www.adur-worthing.gov.uk/media/media,154334,en.pdf
https://www.adur-worthing.gov.uk/media/media,154335,en.pdf

28th May 2020 Joint Governance Committee – "The Annual Governance Statements 2019/20 – review and approval"
https://www.adur-worthing.gov.uk/media/media,153953,en.pdf

Officer Contact Details:-
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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

The External Auditor's Audit Results Report - ISA (UK and Ireland) 260 is a publicly available document and as such, the findings in the report have an impact on the Councils reputations with regard to financial Governance.

ADUR DISTRICT
COUNCIL

Statement of Accounts
2019/2020

-

A D U R D I S T R I C T C O U N C I L

STATEMENT OF ACCOUNTS

for the year ended 31st March, 2020

C O N T E N T S

NARRATIVE REPORT

INTRODUCTION

This Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance Accountancy (CIPFA). It aims to provide information to our residents, Council Members, partners, stakeholders and other interested parties so that they can:

- Understand the financial position of the Council in 2019/20;
- Have confidence that the public money with which the Council has been entrusted has been used well and accounted for in an appropriate manner;
- Be assured that the overall position of the Council is sound and secure.

This is the narrative report to the Statement of Accounts for the year ended 31st March 2020. It provides a summary of the financial position as at 31st March 2020 and is structured as below:

- Introduction to Adur as a place
- Key information about the Council
- The Council plan and non-financial achievements of the Council in 2019/20
- The 2019/20 revenue budget process and medium term financial plan
- Financial Overview of the Council 2019/20
    - Revenue spend in 2019/20
    - Capital Strategy and Capital Programme 2019/20 to 2021/22
- Housing Revenue Account
- Top strategic risks
- Summary position

This is followed by an explanation of the Financial Statements

1. AN INTRODUCTION TO ADUR AS A PLACE

Adur District Council is one of seven Local Authorities in West Sussex. It lies on the South Coast and covers an area of approximately 41.8 km^2. The Council shares its boundaries with Brighton and Hove City Council to the east, Worthing Borough Council and Arun District Council to the west, and Horsham District Council and Mid Sussex District Council to the north. It is located at the foot of the South Downs at the southern edge of the beautiful South Downs National Park.

Population:

Adur has a population of approximately 64,300 according to the Office of National Statistics with an age profile of:

Age range	Adur District Council	Nationally
0 - 15	18.5%	19.0%
16 - 64	58.0%	62.5%
65+	23.5%	18.5%

There are 2,320 businesses within the area. Business rate income was £17.2m in 2019/20. The Council kept £2.3m (13.4%) of income related to Business Rates, 55% of the income was paid to the County Council with the remainder paid to Government.

2. KEY INFORMATION ABOUT ADUR DISTRICT COUNCIL

Adur District Council is a large, complex organisation offering a wide range of services to its residents. Its policies are directed by the Political Leadership and implemented by the Council Leadership Team and Officers of the Council. The following section describes the political and management structures of the Council.

Political Structure in the 2019/20 Municipal Year

Adur has 29 Councillors representing 14 wards. In 2019/20 the political make-up of the Council was:

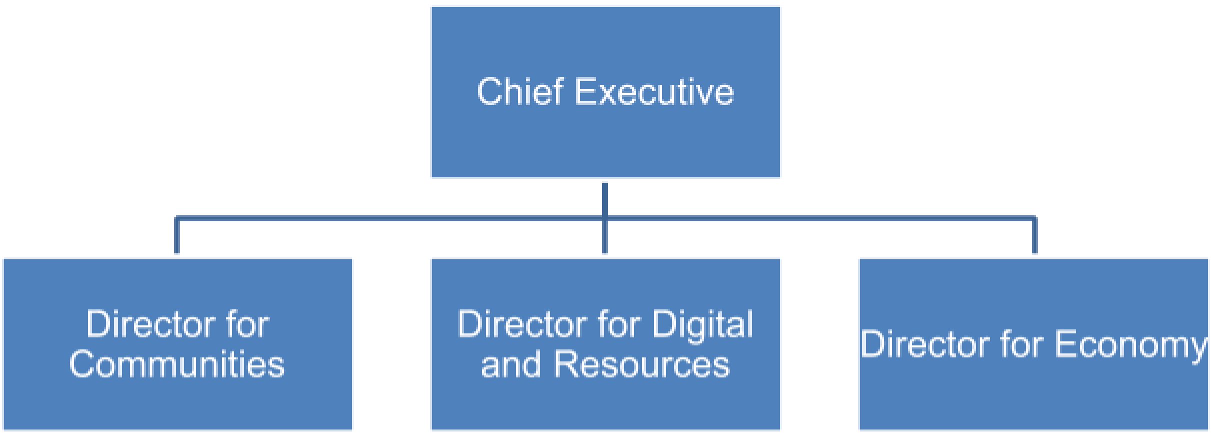
Conservative Party	16 Councillors
Labour	8 Councillors
Independent	4 Councillors
UK Independence Party	1 Councillor

The Council has adopted the Leader and Cabinet model as its political management structure. The Leader of the Council has responsibility for the appointment of Members of the Executive, the allocation of portfolio responsibilities and the delegation of Executive Functions. Scrutiny of the Executive decisions, including the financial strategy, has been undertaken by the Joint Overview and Scrutiny Committee

The current leader of the Council is Councillor Neil Parkin.

Management Structure

Supporting the work of the Councillors is the organisational structure of the Council headed by the Corporate Leadership Team led by the Chief Executive, Mr Alex Bailey.



Adur District Council:

- √ Holds £322.5m of assets to support services and provide income to fund service delivery
- √ Generates £14.8m of income from fees, charges and rents (net of Housing Subsidy and Housing Revenue Account income) to help deliver services and keep council tax down
- √ Has set a balanced budget each year despite allocated funding from revenue support grants and retained business rates falling each year. In 2019/20 government funding (New Homes Bonus) made up 0.42% of total income (net of Housing Benefit Subsidy and HRA Income).

Working in partnership

Government initiatives have placed great emphasis on partnership working for service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Adur District and Worthing Borough Councils are part of an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, includes all of the services that were intended to operate as shared Adur & Worthing services with a net budget of £22.3m for 2019/20. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget.
- As each service moved across from Adur and Worthing to the Joint Strategic Committee their respective budgets and spend were pooled.
- The net expenditure within the Joint Strategic Committee is recharged back to Adur and Worthing Councils.

The Covid-19 pandemic and the Council

The Coronavirus pandemic is the largest global emergency that the country has had to face since 1945. The outbreak of the Coronavirus has been recognised as a pandemic by the World Health Organisation affecting many countries. The speed of the pandemic has led to unprecedented disruption globally with many countries requiring residents to stay at home and businesses to temporarily close. As a result of the pandemic, life within the UK became very restricted from 23rd March 2020 when UK residents were asked to stay at home and to not travel where possible. These measures only began to ease at the end of May. The Office for Budget Responsibility (OBR) has predicted that the economy could shrink by 13% if the lock down continues for 3 months, and this could increase to 35% if the lock down continues for a further 3 months.

During 2019/20, the pandemic had only a marginal impact on the Council's finances due to the timing of government measures. However, the Council expects that the impact on 2020/21 will be much more significant resulting in increased costs from homelessness, leisure and rises in benefit take-up, and reducing income streams from a number of services such as car parking. Currently, the Council expects additional budget pressures of £1.1m. Towards these new pressures the Council has received Government grant of £0.7m and so the Council is expecting a net loss of £0.4m in the current year.

The final impact for 2020/21 is not yet known due to a number of factors that the Council cannot quantify at this time, including:

- The extent and duration of the pandemic;
- The pace of any economic recovery from the resultant recession; and
- The extent of any government funding.

The pandemic is also expected to continue to impact the Councils budgets in future years and a full report titled '*Impact of Covid 19 on the Council's finances - Update on current financial performance and developing a revenue budget for 2021/22*' was considered by the Joint Strategic Committee on 7th July 2020.

Officers have had to take a number of urgent decisions to incur expenditure or take urgent action over the past few months. These have been reported to the Joint Strategic Committee on 9th June 2020 and Council on 14th July 2020 in accordance with the Councils constitution.

The financial effects are covered more fully in the relevant sections below.

3. *COUNCIL PLANS AND PERFORMANCE*

PLATFORMS FOR OUR PLACES
Unlocking the power of people, communities and local geographies

The Council's priorities are laid out in 'Platforms for our Places' which was agreed early in 2017. The plan details how over the period 2017 – 2020 the Council intends to create the essential Platforms for prosperous, healthy, happy and connected communities. In July 2018 (18 months into that programme) both Councils adopted a revised set of commitments to reflect the progress that had been made and the issues that had emerged over the first half of the programme. More recently updated priorities have been agreed for 2020 - 2023 in Platforms for our Places: Going Further.

Five Platforms for our Communities

Platform 1: Our Financial Economies

There are a number of supportive elements which we need to create, in partnership with our commercial sector, to ensure that our financial economies remain resilient and thrive. These include:

- Clearly understand our financial economies
- Wise regulation
- Build infrastructure to support the local economy
- Taking a stake
- Positioning ourselves to seize advantages

Platform 2: Our Social Economies

Together with our partners we will develop a range of elements to help our enterprising communities thrive through:

- Fully understanding the nature of our communities
- Tackling the challenge of insufficient supply of housing
- Continue to run a careful safety net of services
- Targeting our services toward the prevention of problems and to equip people with the skills, knowledge and ability to thrive independently of the state
- Actively promoting social innovation and social financing
- Supporting a range of interventions that deliver long-term health and wellbeing for individuals and communities
- Developing our role as civic social entrepreneurs
- Creating new social business vehicles where a strong focus on social outcomes can be driven by a commercial business model for the benefit of our people, communities and places.

Platform 3: Stewarding our natural resources

The Platform that we will create, develop, and curate will include:

- Ensuring we can do more with less, reducing our emissions, efficiently using water and reducing the amount of waste we send to landfill
- Working with the communities
- Buying less, buying better and buying local
- Smarter infrastructure
- Encouraging the celebration and custodianship of nature by developing new walking routes, cycling routes, and furthering biodiversity.

Platform 4: Services and solutions for our places

The Platform that we will develop will be one in which:

- It's easy for people to get what they need from us first time with the minimum amount of faff.
- We will use new technologies and data to design services around the interests of individuals and communities and continue to improve our digital capabilities;
- Where practical we combine our service offer with other institutions;
- We will further develop our financial strategy and capacity given the changing role and nature of local government financing
- We will seek real procurement savings across services

Platform 5: Leadership of our places

The Platform for leading our places well includes:

- Place branding – being clear about what we are, attracting skills, assets and other resources that we require to be successful across all the platforms.
- Conserving and developing the fabric and institutions that make up our place.
- Ensuring that we have the right reputation and relationships to leverage the value that we need
- Ensuring great networks within Adur and Worthing
- Ensuring our democratic processes remain relevant, trusted and open to all.

Achievements in 2019/20

Although financial times are challenging for the Council and the sector as a whole, progress has been made across all of the 'Platforms'. A selection of updates on the Council's commitments is as follows:

Platform 1: Our Financial Economies

- **Significant movement on major sites**:

  Adur Civic Centre (Phase 1) - the new 24,000 square feet office development pre-let to a local business (Focus) was completed in April 2019 and occupied shortly thereafter.

The new office block – Before, during and after

Adur Civic Centre (Phase 2) - over the past 6 months we have completed a development agreement with Hyde Homes to deliver 170 new homes as part of a mixed use scheme that will also provide flexible business space on the old Civic Centre sites. Work on the preparation of a planning application has also begun.

- **Investing in our digital future:** Adur & Worthing Councils have successfully led the Gigabit West Sussex project which has secured £4.66 million investment from the Department for Digital, Culture, Media and Sport's Local Full Fibre Network Fund. This project will enable the provision of high speed broadband within the Adur and Worthing area with the next generation of fibre cables, which will benefit both local businesses and homes. Additional funding has been secured from Coast to Capital and the West Sussex business rate pool to expand the public sector scheme, creating 90 council sites with full fibre connections across our area. This has been followed by the announcement of a £25m scheme for fibre to 50,000 homes, with construction work now underway from 2019-2022.

Platform 2: Our Social Economies

- **Preventing Homlessness** - Our innovative social lettings agency "Opening Doors" now has more than 20 properties with more in the pipeline. All tenancies to date have been successful with no evictions or bad debts.

  We continue to work across boundaries to maintain a systemic focus on preventing homelessness, and over the past year we have prevented or relieved homelessness for 95 households in Adur.

- **Rough Sleepers** - In November, the Rough Sleeper count across Adur and Worthing stood at seven, the lowest it has been for some years. The work we are leading with partners to support these vulnerable people is recognised nationally and team members have been invited to present their work to the next MHCLG Rough Sleepers Initiative partners meeting.

  We have also been working with WSCC, Turning Tides, Coastal CCG, and other partners and we have secured more than £340,000 from Public Health England to support access to health services for those rough sleeping.

- **Building New Homes** - We have been developing our in-house capability to build new homes. 101 North Rd Lancing, our first development, has new tenants and Cecil Norris House is being demolished and the new homes are taking shape.

  Proposed design for new homes on the old Cecil Norris site in Ravens Road, Shoreham.

- **Adur Homes -** The Adur Homes capital works programme is progressing well and work at Southwick Square is complete and we plan to commence works on four other blocks in the spring of 2020. Contracts have been awarded for fire safety works to sheltered schemes.

  The number of residents using the online portal to report a repair is increasing month on month and the number of VOID properties across Adur Homes fell to its lowest level in recent months (17) as turnaround times have improved.

- **Regulating private tenancies** - We responded to 174 enquiries about housing conditions across Adur and Worthing, issued 31 enforcement notices including three Prohibition Orders and two Emergency Prohibition Orders, and issued four Civil Penalty Notices for a total of over £40,000

- **Leading on healthier communities -** Adur & Worthing senior officers continue to co-chair the Local Community Networks in Adur and Worthing, supporting these networks of Health and Community professionals to learn together and act together to improve outcomes for our communities, using the 'Start Well, Live Well, Age Well' framework to guide our activity.

  Beat the Streets ran successfully for 6 weeks June-July 2019. 16,256 people played the game and collectively covered over 149,000 miles.

Platform 3: Stewarding our natural resources

- **Travel discount scheme -** The development of easitAdur & Worthing, a travel discount scheme for employees of the councils and businesses across Adur & Worthing is now available to 25,000 employees.

- **Becoming Plastic Free:** Following the commitment to become Plastic Free and reduce the use of single use plastics, the Councils have delivered a range of actions including supporting the launches of a further three community campaigns: Plastic Free Worthing, Refill Shoreham-by-Sea and Refill Lancing**.**

- **Reducing our energy usage:** Installed a further 20kW Solar PV array on the Shoreham Centre to deliver a predicted 32 tonnes of carbon savings annually from this and the Portland House 30kW PV array.

- Developed a draft Adur & Worthing **Local Cycling and Walking Infrastructure Plan** as first steps towards developing safer and easier cycling and walking provision across Adur and Worthing.

- **Decarbonising our fleet** - In July 2019 JSC approved the purchase of the first vans for the Council fleet as part of the planned transition to ultra low emission vehicles as part of the fleet replacement programme.

- **Improving our parks:** For 2019 there was one new Green Flag award obtained for our parks. For 2020, there will be 2 new sites submitted for the award. All the management plans have been rewritten for all of the present sites to ensure that biodiversity is a major aspect of the plans, ensuring that for the plans going forward over 5 years there is an increase in biodiversity and change in our landscape management to enable this.

Platform 4: Services and solutions for our places

- **Improving our customer services:** Our “Effortless” customer services programme has driven a wide range of improvements in how we support our customers. There are now 45 customer champions across the organisation, helping to deliver a range of improvements and working to meet our new Good Service Standards. Training has been developed for complaints handling, Plain English and good customer service, and customer satisfaction ratings in the contact centre are very high, with 94% feeling their query was handled fairly, and 98% reporting our agents as dealing with them politely. The percentage of calls answered has markedly improved, supported by the delivery of online self service in several areas.
- **Digital solutions for improved customer services:** Our digital team has worked well with service areas to deliver online services, notably a new improved garden waste service, accompanied by a number of improvements to route optimisation and delivery scheduling that have significantly supported the transition to alternative weekly collections. Take up of the Adur Homes repair service has improved with increased promotion, and the Revenues & Benefits transformation programme has made good progress with a text message payment reminder service about to launch.

Platform 5: Leadership of our places

- **LGA Awards 2020:** Shortlisted as one of six finalists for Council of the Year, in recognition of our innovative way in delivering services and leadership within our communities based on our Platforms approach.
- **Engaging our Communities:** The Councils published principles and staff toolkit to inform our communities understanding, and assist the Councils’ staff in how the Councils design, manage and conclude engagement activities.

- **Improving access to Council information:** The Councils launched the Modern.Gov Committee System including a new website to display information about committees and Elected Members. This will make it easier to search for information on the website and provide a publicly available app which makes the use of tablets at meetings (and prior to them) a much more accessible option.

Monitoring commitments

The “Platforms for our Places” programme (and detailed commitments) can be found:at https://www.adur-worthing.gov.uk/platforms-for-our-places/

The full monitoring reports to JSC in 2019/20 may be viewed at:

Joint Strategic Committee report 9th July 2019 (6 month progress update)

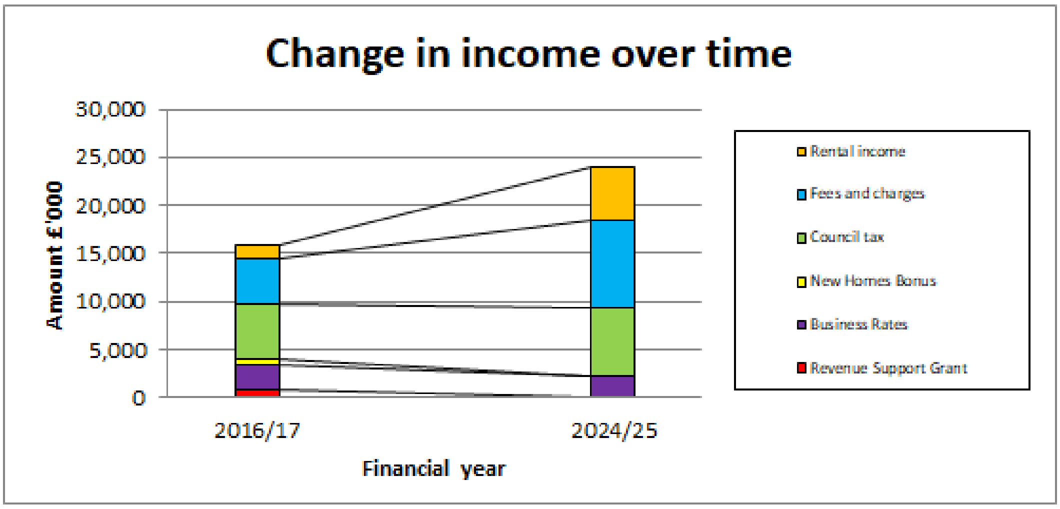
Joint Strategic Committee report 3rd December 2019

Platforms for our Places - Adur & Worthing Councils

4. THE REVENUE BUDGET 2019/20 PROCESS AND THE MEDIUM TERM FINANCIAL PLAN (MTFP)

Revenue Budget 2019/20

The budget for 2019/20 was compiled within the context of the Government’s Comprehensive Spending Review, the Chancellor’s Budget and the local government settlement. The Council has seen a significant decline in recent years in overall government income with increasing amounts of income being generated locally through Council Tax, Business Rates, fees and charges, and income from commercial property. This trend is expected to continue for at least the next 5 years in line with the Council 5-year forecast.



In addition to the national context, the Adur District Council budget strategy has taken account of pressures and risks such as:

- inflation, the largest source of cost pressure
- income generated by the Council which may be affected by lack of demand;
- impact of increasing demand for such services as homelessness;
- withdrawal of funding by partners, potentially losing funding for key priorities;

The Council has a working balance and other earmarked reserves to help mitigate these risks.

The Council agreed a budget strategy to meet this challenge in 2019/20 through 4 major work streams – developing commercial income, investing in property, tackling homelessness, and the delivery of a new customer and digital strategy. In addition the Council continues to pursue savings through efficiency reviews, good procurement and base budget reviews.

These initiatives have resulted in significant savings of £0.8m as part of the 2019/20 budget round and ensured that service delivery was protected from any significant cuts. The Council set a balanced budget in February 2019.

Council Tax

The Council chose to increase Council Tax for 2019/20 by an average of 2.97%

The comparison of the average Band D Council Tax charged in the area is shown below:

Band D Council Tax	2018/19	2019/20	Change
	£	£	%
Adur District Council – Basic Council Tax	277.65	284.22	2.37
West Sussex County Council	1,317.78	1,383.57	4.99
Sussex Police & Crime Commissioner	165.91	189.91	14.47
	1,761.34	1,857.70	5.47
Parish precepts and other adjustments:			
Lancing Parish Council	51.48	51.66	0.35
Sompting Parish Council	30.15	29.97	-0.60
Special Expenses (charged in all areas except Lancing Parish Council)	18.54	21.42	15.53

Council Tax base

The Council Tax base for 2019/20 was 21,195.0 which was an increase of 271.8 on the previous year's number of Band D equivalents. This in part reflects the Council's support for local house building and economic regeneration.

Band D Council Tax	2018/19	2019/20
	£	£
Number of Band D equivalent dwellings	20,923.2	21,195.0

Budget Strategy for 2020/21 to 2024/25

In preparing the budget strategy for 2020/21 to 2024/25, the aim was to deliver the Council's priorities outlined in 'Platforms for our Places'. The forecasts are updated throughout the year to give the Council a clear view of the forthcoming financial challenges. The budget strategy for the development of the 2020/21 budget was approved by Council on 9th July 2019 and it set the strategic direction to address the significant challenges not only for 2020/21 but onwards.

The fall in government funding combined with the impact of County Council decisions regarding support to housing and recycling credits included in the forecasts highlighted that the Council needed :

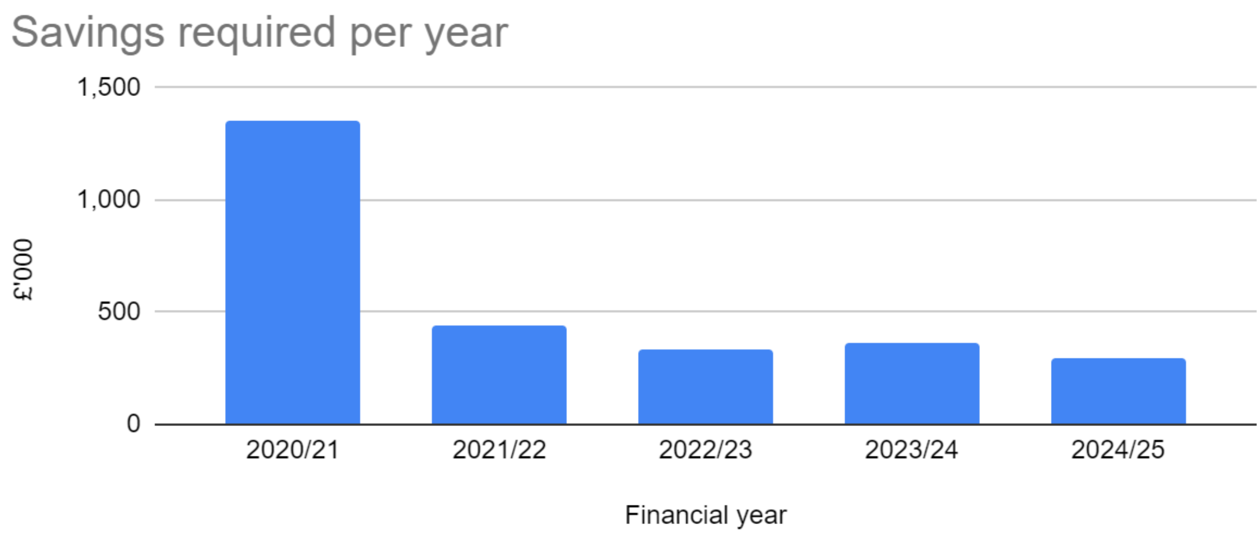
1. To transform services through the use of digital technology and by putting the customer at the heart of our business;

2. To invest in new property to generate income for the Council in the future;

3. To expand commercial activity;

4. To tackle the cost of homelessness through prevention work and commissioning better, more affordable accommodation

The Council has had to identify significant budget reductions of £2.8m over the five years with a significant challenge expected for 2020/21 as follows:



In February 2020, the Council set a balanced budget having successfully identified further savings of 1.4m.

Further details around the most recent forecasts for both Councils will be contained in the report 'Impact of Covid 19 on the Council's finances - Update on current financial performance and developing a revenue budget for 2021/22', which is due to be considered on 7th July 2020 at the Joint Strategic Committee. The strategy has been updated to reflect the impact that the Covid 19 pandemic is having on the Council's budgets. This can be found on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Budget monitoring

Revenue and capital monitoring information is presented to the Executive four times a year. Any particular areas of concern are subject to detailed scrutiny by the relevant Portfolio holder at separate 'budget hotspot' meetings. In addition, the Joint Overview and Scrutiny Committee can add areas of concern to their work programme.

5. FINANCIAL OVERVIEW

A comprehensive summary of the financial performance of the partnership authorities (Adur District Council, Worthing Borough Council and the Joint Strategic Committee) is contained in the reports on financial performance for 2019/20 considered on 7th July 2020 by Joint Strategic Committee. There are two separate reports titled:

- Revenue Outturn; and
- Capital and Projects Outturn.

These are available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The financial activities of the Council can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the Council in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the District over a number of years.

Revenue Spend in 2019/20

A more detailed summary of the Council's financial results for 2019/20 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the Council has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. In 2019/20 Adur District Council reported an underspend of £613,424 against a budget of £8,658,000.

The most significant items which contributed to the position were as follows:

2019/20 Outturn	**Adur** Outturn £000
Over/(under)spend in operational services	121
Underspend against Supported Housing contingency budget	(90)
Reduced borrowing costs:	
A lower than forecast Minimum Revenue Provision (annual set aside to repay debt) and net interest in 2019/20, due to reprofiling of the capital programme.	(79)
Budgeted contributions to reserves:	
Unused inflation provisions	(99)
Allowance for Investment Property voids	(100)
Commercial Property Portfolio - additional rental income from 2019/20 purchases	(656)
Underspend related to timing differences:	
Project funding to Carry forward to 2020/21 for projects that have yet to commence or will complete next year.	(81)
Shortfall in NNDR income funded from Business Rate Smoothing Reserve	371
Net over/(under) spend before contributions to/from Reserves	**(613)**

Where such items were identified when the 2020/21 budget was being prepared, an allowance for any impact on the future years was built into the budget.

In spite of a difficult year from a financial perspective, the Council has maintained and improved services and delivered on major capital investments whilst containing revenue spend within the approved budgets.

How the money was spent and how services were funded

EXECUTIVE MEMBER PORTFOLIOS	CURRENT ESTIMATE 2019/20	OUTTURN 2019/20	UNDER/ OVERSPEND
	£	£	£
Leader	624,800	677,922	53,122
CM for Environment	2,272,600	2,474,696	202,096
CM for Health & Wellbeing	1,269,140	1,218,545	(50,595)
CM for Customer Services	1,507,950	1,442,175	(65,775)
CM for Regeneration	1,765,060	1,803,786	38,726
CM for Resources	1,111,680	795,344	(316,336)
Support Service Holding Accounts	249,790	0	(249,790)
Total Cabinet Members	**8,801,020**	**8,412,468**	**(388,552)**
Credit Back Depreciation	(1,385,100)	(1,401,117)	(16,017)
Minimum Revenue Provision	1,242,940	1,391,306	148,366
Other grants	-	(114,364)	(114,364)
	8,658,860	**8,288,293**	**(532,287)**
Transfer to/from reserves:			
Transfer from reserves to fund specific expenditure	-	(242,857)	(242,857)
Net Underspend Transferred to Reserves	-	613,424	613,424
Total Budget requirement before External Support from Government	**8,658,860**	**8,658,860**	**0**

Approved Use of Underspends	**£'000**
Unspent 2019/20 budget approved for use in 2020/21	81
Underspend transferred to Working balance	803
Underspend transferred to/(from) Business Rates Smoothing Reserve	(371)
Underspend transferred to Investment Property Future Maintenance Reserve	100
Net Underspend Transferred to Capacity Issues Reserve	-
Underspend declared in year	613

The Council's net budget is funded by income from:

1. **Funding from Central Government**

   The Council received no Revenue Support Grant in 2019/20. However the Council did receive £126,000 of New Homes Bonus.

2. Funding from Local Taxpayers

The Council collected £39m of Council Tax relating to 2019/20 on behalf of the Council, West Sussex County Council, Sussex Police and Crime Commissioner and the Parish Councils. This represented 97.5% of the total Council Tax due to be collected. In addition, Council Tax Support totalling £4.3m was awarded during the year together with other discounts such as Single Person Discount of £5m.

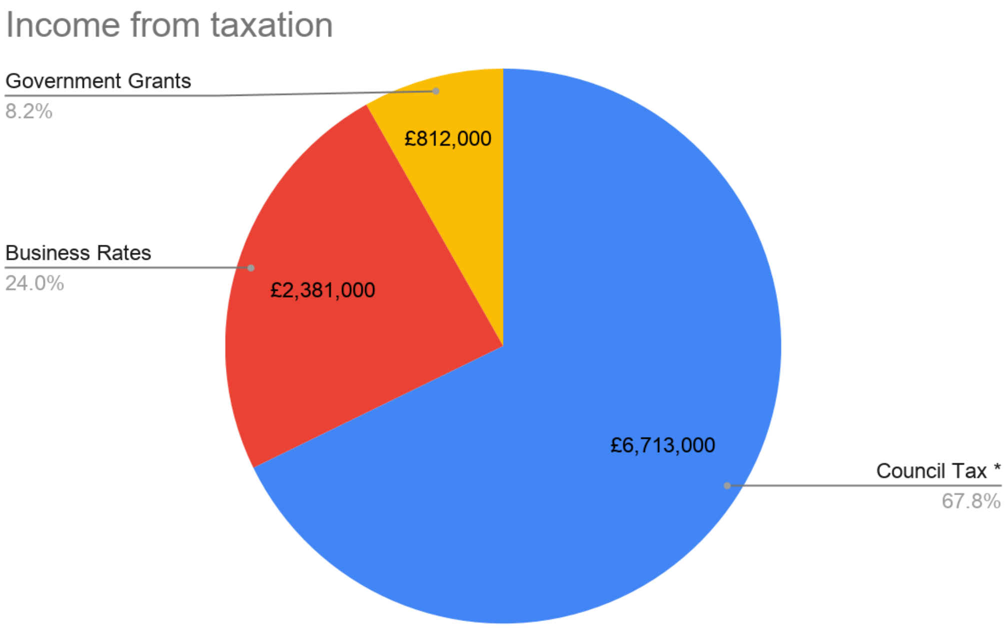
Council Tax is collected by Adur District Council on behalf of the following preceptors in the proportions detailed: West Sussex County Council 73.28%, Sussex Police & Crime Commissioner 10.18% and Adur District Council and Parish Councils 16.54%.

The Council benefitted from £6.3m of Council Tax income in 2019/20. A further £0.4m was collected on behalf of the Parish Councils.

3. Funding from Local Businesses

The Council also collects Business Rates from local businesses. Of the £17.2m collected, after allowing for exemptions, reliefs and provisions, the Council kept 20%, 55% is paid to the County Council and the remaining 25% is paid over to the government's national pool.

The Council retained £2.3m of Business Rate income in 2019/20.



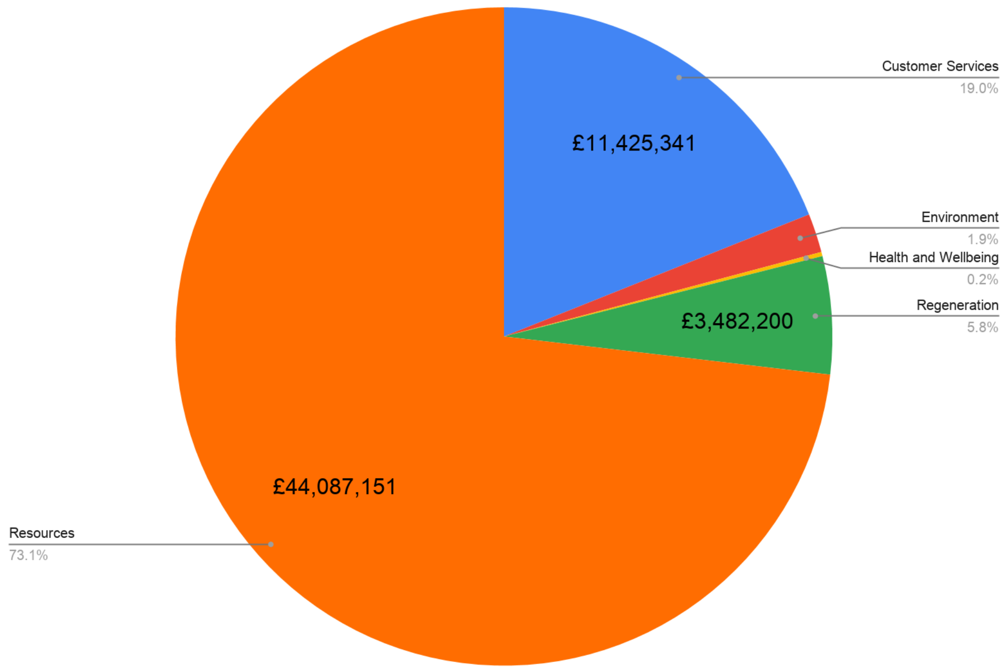
* Net of budgeted Collection Fund surplus/deficit and excluding Parish Precepts

In 2019/20, the Council participated in a Business Rate pilot with neighbouring Councils and the County Council. This enables the area to retain approximately £21m of Business Rate income in 2019/20 to fund digital infrastructure improvements and economic regeneration initiatives. Full details can be found in Note 2 to the Collection Fund.

CAPITAL INVESTMENT PLANS

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Council's aims and objectives over more than one year. The Council plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.

Capital Outturn 2019/20



The capital investment programme for all Adur Portfolios was originally estimated at £36,723,620. Subsequent approvals and re-profiling of budgets produced a total revised budget of £71,972,440. Actual expenditure in the year totalled £60,269,978, a decrease of £11,702,462 on the revised estimate, comprising net budget carry forward to future years of £10,748,430 and a net underspend of £954,032. The major factors contributing to the re-profiling and slippage were:

1. Schemes where the Council does not have direct control over the scheme progress. For example where the scheme is managed by another authority, or mandatory grant schemes where the spend is demand led and the Council has no control over when the grants will be paid.
2. Works completed in advance of budget profile.
3. Officer capacity has resulted in some schemes being unable to commence or complete within the financial year.
4. Negotiations required with other interested parties.
5. Availability of suitable investment properties to purchase.
6. The impact of Covid 19 on the ability to deliver some projects at the year end.

The re-profiling of schemes was on-going throughout the year and in total 16 schemes did not complete as planned in 2019/20.

Expenditure in 2019/20 was financed as follows:

	£'000
Government grants and other contributions	12,231
Capital receipts	795
Borrowing	45,159
Major Repairs Reserve	2,018
Revenue contribution	67
	60,270

The Council's asset values have been increased as a result of the above capital investment.

Significant investments in 2019/20 included:

- Continued spend on the development of Albion Street and Cecil Norris House sites

Proposed design of the new council homes at Albion Street

- Improvements to Council homes including fire protection works.
- Installation of a new all weather pitch at Southwick Leisure Centre.
- New changing facilities and boilers at Wadurs swimming pool.
- Purchase of three commercial properties to deliver a long-term income stream to the Council.
- Construction of a new office block in Ham Road.

Each Council's capital programme outturn and financing is explained in more detail in the Joint Strategic Committee report "Financial Performance 2019/20 - Capital and Projects Outturn" which was considered on the 7th July 2020. This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk .

Borrowing

A summary of the Council's borrowings, categories of financial liabilities, debt maturity structure, interest payable and the different types of risks are contained in Note 15 to these accounts. Sources and funds used to meet capital expenditure are summarised in the capital spend section of this Narrative Report and more detail is contained in the 7th July 2020 Joint Strategic Committee report "Financial Performance 2019/20 - Capital and Projects Outturn". This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Housing Revenue Account

The Council operates a ring-fenced landlord's account.

- The Council owns approximately 2,540 homes which are worth £191m.
- In 2019/20 the Council collected £12m in dwelling rents (£11.9m in 2018/19).
- The Council is planning to spend £44.9m over the next 3 years to increase the supply of affordable homes and improve the condition of existing housing stock.

Capital Investment Plans 2020/21 – 2022/23

The Council plans to invest £109m in its capital assets over the next 3 years (including £44.9m on Council Homes).

The ambitious programme is designed to deliver a range of benefits including:

- The acquisition and development of temporary and emergency accommodation;
- Support for the delivery of affordable homes by Housing Associations;
- Delivery of new rental units within the Housing Revenue Account;
- Expenditure on improvements to Council homes to address backlog maintenance issues;
- Improvements to leisure and play facilities throughout the District;
- Coast Protection works along the river Adur;
- Purchase of commercial property to produce a sustainable income stream for the future.

	3-year plan			
Expenditure by Portfolio	**2020/21** £,000	**2021/22** £,000	**2022/23** £,000	**Total** £,000
Customer Services	38,365	12,240	12,721	63,326
Environment	1,415	804	607	2,826
Health and Wellbeing	385	71	36	492
Regeneration	1,387	85	63	1,535
Resources	38,457	768	1,618	40,843
Total Expenditure	**80,009**	**13,968**	**15,045**	**109,022**
Funded by:				
Capital grants and contributions	11,616	387	975	12,978
Revenue contributions and reserves	6,231	3,982	3,982	14,195
Borrowing	60,914	8,675	9,665	79,254
Capital receipts	1,248	924	423	2,595
Total Funding	**80,009**	**13,968**	**15,045**	**109,022**

6. TOP STRATEGIC RISKS

Detailed below are the most significant risks that the Council is currently managing.

Risk overview	**Covid-19** Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The Government, on the advice of medical experts, has introduced social distancing measures, emergency legislation and economic packages to mitigate the effects of the crisis. This will continue to affect the operations of the Councils to meet the demands of the response, normal business functions and subsequent recovery effort which may last 12 months or more before we reach a stage of "relative normality". A future social and economic landscape will be significantly different and our ability to adapt will require careful consideration.
Commentary / Mitigation measures	The duration of the pandemic is unclear. The duration is dependent on a number of unknowns at this stage. Until a vaccine has been produced and distributed, emergency measures will continue in one form or another. This will continue to disrupt "normal" life. Any relaxation of social distancing at the wrong time runs the risk of a second wave of infection with an additional and potentially significant escalation of infection rates. The impacts arising from the prolonged crisis will be managed through the recovery effort which ultimately aims to return to "relative normality". The timescale is uncertain. Key recovery objectives for Sussex are in the following key areas; ● Community and staff welfare ● Infrastructure ● Economy Internally the risk will continue to increase as the crisis extends. The impacts as an organisation will cover a number of areas including: ● Economic impacts through loss of income and wider demands relating to increased benefit claims, business rate relief and a reduction of business operating within the local authority area. ● Staff welfare - Prolonged lockdown measures will increase the risk of mental health concerns and general welfare concerns.
Risk Rating:	Impact = Major, Likelihood = Likely **Risk Assessment:** High Risk
Risk overview	**Council finances** Council finances continue to be under pressure after several years of reducing income from central government. The Councils have set balanced budgets every year, and do not rely on reserves to do so. A recent LGA Peer Review also found that a series of plans and strategies are in place to address challenges going forward, although there remains a projected shortfall currently for 2021/22. The Councils' reserves position is in the lower quartile of SE Districts and the position needs improvement.

Commentary / Mitigation measures	There are currently significant costs and loss of income being borne as a result of the COVID-19 crisis and lockdown measures. These include financial pressures in leisure trusts, the costs of housing the homeless, and impacts on a range of income streams such as car parking income. A further tranche of funding from central government - £1.6bn - was recently announced and the Council received £0.7m of additional support for 2020/21. The Councils' Leadership Team is receiving regular reports on the financial position and has initiated a strategic review over the next months, as well as immediate spend control measures, whilst ensuring continued work to deliver against the Platforms for our Places strategy. A five year financial strategy is in place and is regularly refreshed. The strategic strands of property investment, commercial income, digital, and temporary accommodation acquisition are progressing well, evidenced in various reports to committee. However there are uncertain additional pressures ahead, for example the outcome of the fairer funding settlement which is now due in 2021.
Risk Rating:	Impact = Major, Likelihood = Likely **Risk Assessment:** High Risk
Risk overview	**<u>Welfare reform:</u>** 'Welfare Reform' is used to cover a range of issues in particular: ● Changes to how benefits are paid to those who are working, to incentivise work. ● Changes to the maximum level of benefits paid to families and individuals who are not working ● Changes to how working age benefits are paid and a shift to one benefit package 'Universal Credit' (UC) ● Benefits being administered largely by central government as opposed to local government - UC administered by DWP vs Housing Benefit by local authorities. ● Benefits for young people and single people reduced ● Benefits for larger families reduced The impact of these changes are still working through the system but in areas where Universal credit has been rolled out fully, the following effects have been reported. ● 5-6 weeks gap before UC is paid (in some cases longer) ● Local systems unable to track individuals in need, as the system is centralised and data is no longer available ● Housing costs not being met by the level of out of work benefits The impact for the Councils of this is potentially on two fronts: increased homelessness presentations and/or reduced rental income for Adur Homes. This is compounded by the year on year reduction in social rents by 1% which also reduces the financial income for Adur Homes.

Commentary / Mitigation measures	The rollout of Universal Credit continues to have a limited impact in reducing the number of live Housing Benefit claims. However, the COVID-19 situation has resulted in: 1. A significant number of new claims for Council Tax Support 2. The Government announcing increased awards of Housing Benefit and Council Tax Support (LHA rates have been increased for private sector tenants and the value of income not taken into account has been increased) 3. The Government announcing discretionary awards of £150 for working-age Council Tax Support customers For the DWP overall there has been a 6 fold increase in the number of UC claimants during March for Adur and Worthing (combined) the majority of which (85%) are self employed people. DWP is managing to deal with most UC claims within 5 weeks. The number of UC claimants in Adur Homes has increased from 16% to 19% There is therefore likely to be an increase in rent arrears which would impact on homelessness. There is an Adur Homes Improvement plan in place to focus on rent arrears which is being monitored by the Head of Service. Work is also taking place with the Wellbeing Team to promote budgeting and financial inclusion strategies. The team is also recruiting a specialist rent arrears officer.
Risk Rating:	Impact = Major, Likelihood = Very Likely **Risk Assessment:** High Risk

Risk overview	**<u>Housing supply</u>** Limited housing supply in all areas and all tenures is a key risk for the Councils in terms of both discharging their statutory duty to prevent homelessness and support those at risk, as well as placing critical budgetary pressures on the Councils. Managing this demand is challenging and places additional capacity pressures on the operational teams. Emergency/Temporary Accommodation (EA/TA) - the lack of EA/TA supply at affordable rates means that the Councils are paying for costly B&B accommodation whilst assessing customers for statutory obligations. The lack of move on accommodation at affordable rates means there are blockages in TA. The lack of suitable/affordable private sector rented accommodation is placing more pressure on the Councils in terms of demand and budgets. Planning applications are subject to an increasing level of scrutiny, including both the level of affordable housing and the tenure mix.

Commentary / Mitigation measures	EA/TA ● COVID-19 pressure has seen a significant increase in EA/TA demand and cost in 20/21 ● Increase in EA/TA demand likely to continue due to challenges with move on and lifting of restriction on evictions by landlords. ● Increase waiting time for housing advice and casework ● More long term lease arrangements are being explored with 2 new ones in the pipeline. ● A new campaign to attract more private sector properties to the Opening Doors Scheme is being planned, with 13 signed up to the scheme in the last 2 months Other ● Increased competition for limited affordable housing supply ● The contractor for Cecil Norris House has re-mobilised following site shutdown due to Covid-19. Site is not currently at full capacity due to social distancing measures. ● A preferred bidder has been selected on Albion St in order to achieve a fixed contract sum. Funding was approved in Feb 2020. ● Design work on the delivery of the Adur Homes Small Sites (Hidden Homes) programme has commenced. The programme is targeting the delivery of c.10 new sites. ● Work is continuing to help unlock new sites for housing delivery. The adopted Local Plan for Adur has identified key strategic housing sites and planning applications have been submitted to and or approved on the following sites which will deliver a significant level of housing and affordable housing to meet future housing needs: ● New Monks Farm (600 homes inc. 180 affordable homes) ● West Sompting (520 homes inc. 156 affordable homes) ● Western Harbour Arm (Free Wharf 540 inc. 162 affordable) To assist the delivery of these sites the Council has worked with the developers and has helped to secure over £20 million additional public sector funding from the LEP and Homes England. The Council has also contracted to sell the Civic Centre site to a Registered Provider to deliver 170 affordable homes on the site of the former Council offices.
Risk Rating:	Impact = Major, Likelihood = Very Likely **Risk Assessment:** High Risk

Risk overview	**<u>IT disaster recovery</u>** Hosting applications locally carries increasing risks given the pace of technological change. We have limited resilience in the team, and too much dependence on key personnel. Our data centre cannot be sufficiently protected from physical threats.
Internal controls / Mitigation measures	Business Continuity plans are in place for every service detailing what actions will be taken in the event of IT failure, and a Business Continuity working group meets regularly to drive continuous improvement of our response plans and incident readiness. Rapid response to home working in response to Covid-19 has tested resilience and business continuity. Overall transition has gone very well and the Councils are reviewing where further improvements are needed. Work continues to migrate services to the cloud and out of the Town Hall data centre, providing in-built and often seamless disaster recovery services. The Councils' strategy to adopt Google services and it's cloud based low code platform among other modern technologies has served us well in the crisis.
Risk Rating:	Impact = Extreme Likelihood = Moderate **Risk Assessment:** High Risk
Risk overview	**<u>Major project delivery</u>** Unlocking major development can be complex and take some time to deliver. The successful delivery of a major scheme will often depend on economic conditions over an extended period.
Internal controls / Mitigation measures	Covid19 impact will add a degree of uncertainty to the property market but the extent of this is not known at this stage. The Councils have embarked on an ambitious programme of development that makes the best use of their existing assets and commits to forming effective partnerships with other landowners and investors. This will help to 'de-risk' projects and create the right conditions for development to take place. For example, Worthing Borough Council has entered into a Land Pooling Agreement to help de-risk the development of Union Place and secure access to the agencies and skills necessary to deliver. A different approach has been taken on the former Aquarena site and former Adur Civic Centre Site where the sites' disposal was favoured as the best route to deliver new homes and regeneration. Direct delivery was the favoured development approach in the construction of Focus House in Shoreham. Both councils have used Local Growth Fund monies to deliver the necessary infrastructure to support development . The Councils have also played a pro-active role in supporting Coast to Capital in the development of a Strategic Economic Plan to ensure that their priorities for the development of major projects are represented and therefore, more likely to benefit from public funding in the future.

	The Councils have provided clear and unambiguous signals to the development sector about their intentions and commitment to deliver. A dedicated team has been established to manage the major projects and capital budgets adjusted to reflect the priority attached to this work. Regular monitoring of progress provides oversight and formal reporting to the relevant executive councillors; internal project groups and formal Committee meetings take place to oversee progress.
***Risk Rating*:**	Impact = Major, Likelihood = Likely **Risk Assessment:** High Risk

Full details about the Council's risks can be found in the report to the Joint Governance Committee "Risk and Opportunity Management updates" which was considered on the 28th May 2020. This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

SUMMARY

The current pandemic is creating new challenges and opportunities for the Council to address. This is a challenging time for the whole of Local Government. The Council has faced a considerable reduction in central Government funding and emerging cost pressures from the impact of the current emergency.

The overall underspend for 2019/20 is most welcome at this time to help the Council build its reserves to manage the impact of the pandemic on its finances. The Council continues to balance the need to invest in future service developments with the inevitable financial pressures from the pandemic and the continued changes to government funding.

Looking ahead, 2021/22 is another difficult year with uncertainty due to changes in how funding is allocated to Local Government together with new emerging cost pressures. The outturn position will inform the development of the 2021/22 budget. The intention is to build recurring under spends into the 2021/22 budget where possible and so avoid the need for unnecessary service reductions.

FURTHER INFORMATION

Further information on Adur District Council's accounts is available from the Section 151 Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

ACKNOWLEDGEMENTS

The production of the Statement of Accounts is not possible without the dedication and hard work of staff across the Council, particularly within the Finance Department. I would like to thank all colleagues for their endeavours during the financial year and particularly at this time when all staff are working under difficult conditions due to the impact of the national emergency.

Sarah Gobey

Sarah Gobey, Chief Financial Officer, CPFA

EXPLANATION OF FINANCIAL STATEMENTS

The Statement of Accounts sets out the Council's income and expenditure for the year and its overall financial position as at 31st March 2020. It comprises core and supplementary statements together with disclosure notes.

The accounts shown on the following pages have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code), supported by the International Financial Reporting Standards (IFRS).

In accordance with Regulation 6 (4) of the 2015 Accounts and Audit Regulations, the Annual Governance Statement must be approved in advance of the approval of the Statement of Accounts. Once the Statement of Accounts has been approved, the already approved Governance Statement will be published at the end of this document.

The Statements are listed and explained in the next section.

Collection Fund 113-115

The Council is required to maintain a separate Collection Fund to detail monies received as a billing authority in relation to the Council Tax and Business Rates and accounts for the distribution of Council Tax to preceptors (West Sussex County Council and The Police and Crime Commissioner) and the Council's own General Fund.

The Business Rate Retention Scheme allows the Council to retain a proportion of the total NDR received. The Adur share is 20% with the remainder paid to other bodies - West Sussex County Council (55%) and Department of Communities and Local Government (25%).

MAIN CHANGES TO THE ACCOUNTS AND SIGNIFICANT TRANSACTIONS IN 2019/20:

Post-employment benefits

All employees of the Council have the option to become members of the Local Government Pensions Scheme, administered by West Sussex County Council. This scheme is funded and provides defined benefits to members (retirement lump sums and pensions), earned by employees as they worked for the Council. The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund and comply fully with the requirements of IAS19.

To comply with these relevant accounting standards, the Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year. Therefore the cost of post-employment (retirement) benefits shown in Note 37 are notional and are reversed out of the General Fund via the Movement in Reserves Statement.

The actuarial valuation of the Council's pension scheme liabilities and pension reserve shown on the balance sheet have decreased by £19.6m during the year, mainly as a result of the changes to the financial assumptions by the pension fund actuary (Hymans-Robertson). The main changes result from a change to the discount rate used by the actuary to discount the future cash flows of the fund. These assumptions are determined by the actuary and are the assessment of the impact of market conditions at the reporting date. The Council relies and places assurance on the professional judgement of the actuary and the assumptions used to calculate the actuarial valuation. Further details can be found in Note 37.

Provisions, contingencies and material events

The Council has provided for contingencies and these are laid out in Note 38.

There are no material income or expenditure items to disclose in 2019/20, note 5 refers to the Coronavirus pandemic which has been a post balance sheet event but has not had a material impact on the statement of accounts. The provisions made in 2019/20 are laid out in Note 20.

CHANGES TO ACCOUNTING POLICIES

The accounting policies are laid out within Note 1 of the Accounts. These policies reflect the 2019/20 Code of Practice Guidance Notes.

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH, 2020

The Council's Responsibilities:

(a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council in the financial year 2019/20 that officer was the Chief Financial Officer

(b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.

(c) To approve the Statement of Accounts..

The Chief Financial and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts which is required to give "true and fair" view of the financial position of the Council.

In preparing the statement of accounts the Chief Financial Officer has to select accounting policies and apply them consistently, make judgements and estimates that are reasonable, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2015 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Council at 31st March, 2020 and its income and expenditure for the year ended on that date.

Sarah Gobey

SARAH GOBEY
Chief Financial Officer **Dated:**

Certificate of Approval by Joint Governance Committee

I confirm that these Accounts were approved by the Joint Governance and Audit Committee of Adur District Council and Worthing Borough Council on 24th November 2020.

KEVIN BORAM
Chairman, Joint Governance Committee **Dated: xx/xx/xxxx**

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 applied to fund expenditure or reduce local taxation) and ‘unusable reserves’, such as the revaluation of non-current assets. 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 and Expenditure Statement. These are different from the statutory amounts required to be charges to the General Fund Balance and 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.

Single Entity (England and Wales)	**General Fund Balance**	**Earmarked GF Reserves**	**Housing Revenue Account**	**Earmarked HRA Reserves**	**Capital Receipts Reserves**	**Major Repairs Reserve**	**Capital Grants Reserve**	**Total Usable Reserves**	**Unusable Reserves**	**Total Authority Reserves**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Balance at 31st March 2018	**(518)**	**(1,313)**	**(1,939)**	**(1,986)**	**(2,787)**	**(1,677)**	**(2,891)**	**(13,111)**	**(109,266)**	**(122,377)**
Surplus or (deficit) on provision of services	342	-	703	-	-	-	-	1,045	-	1,045
Other Comprehensive Expenditure & Income	-	-	-	-	-	-	-	-	(17,527)	(17,527)
Total Comprehensive Expenditure Income	**342**	**-**	**703**	**-**	**-**	**-**	**-**	**1,045**	**(17,527)**	**(16,482)**
Adjustments between accounting and funding basis under Regs. (Note 7)	(641)	-	(395)	-	(210)	(1,652)	(3,124)	(6,022)	6,022	-
Net (Increase)/Decrease before Transfers to Earmarked Reserves	**(299)**	**-**	**308**	**-**	**(210)**	**(1,652)**	**(3,124)**	**(4,977)**	**(11,505)**	**(16,482)**
Transfers to/from Earmarked Reserves (Note 8)	298	(298)	(121)	121	-	-	-	-	-	-
(Increase)/Decrease in Year	**(1)**	**(298)**	**187**	**121**	**(210)**	**(1,652)**	**(3,124)**	**(4,977)**	**(11,505)**	**(16,482)**
Balance at 31st March 2019 c/fwd	**(519)**	**(1,611)**	**(1,752)**	**(1,865)**	**(2,997)**	**(3,329)**	**(6,015)**	**(18,088)**	**(120,771)**	**(138,859)**
Movement in Reserves during 2019/20										-
Surplus or (deficit) on provision of services	11,443	-	901	-	-	-	-	12,344	-	12,344
Other Comprehensive Expenditure & Income	-			-	-	-	-	-	(29,733)	(29,733)
Total Comprehensive Expenditure and Income	**11,443**	**-**	**901**	**-**	**-**	**-**	**-**	**12,344**	(29,733)	(17,389)
Adjustments between accounting basis and funding basis under regulations (Note 7)	(11,577)	-	(162)	-	(457)	(2,020)	3,902	(10,314)	10,314	-
Net (Increase)/Decrease before Transfers to Earmarked Reserves	**(134)**	**-**	**739**	**-**	**(457)**	**(2,020)**	**3,902**	**2,030**	(19,419)	(17,389)
Contribution to Major Repairs Reserve	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	-	-
Transfers to/from Earmarked Reserves (Note 8)	(299)	299	-	-	-	-	-	-	-	-
(Increase)/Decrease in Year	**(433)**	**299**	**739**	**-**	**(457)**	**(2,020)**	**3,902**	**2,030**	(19,419)	(17,389)
Balance at 31st March 2020	**(952)**	**(1,312)**	**(1,013)**	**(1,865)**	**(3,454)**	**(5,349)**	**(2,113)**	**(16,058)**	(140,190)	(156,248)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2019/20 Gross Expenditure	2019/20 Gross Income	Note	2019/20 Net Expenditure	2018/19 Gross Expenditure	2018/19 Gross Income	2018/19 Net Income/ Expenditure
	£'000	**£'000**		£'000	**£'000**	**£'000**	**£'000**
The Leader	910	(213)		697	688	(58)	630
Environment	5,584	(2,676)		2,908	5,866	(2,663)	3,203
Health & Wellbeing	2,068	(657)		1,411	2,153	(699)	1,454
Customer Services	26,177	(24,440)		1,737	21,978	(20,458)	1,520
Regeneration	10,951	(672)		10,279	2,531	(4,038)	(1,507)
Resources	4,763	(1,442)		3,321	3,905	(858)	3,047
Net Cost of General Fund Services	50,453	(30,100)		**20,353**	**37,121**	**(28,774)**	**8,347**
Housing Revenue Account	11,560	(13,744)		(2,184)	9,676	(13,239)	(3,563)
Net Cost of Services	62,013	(43,844)		**18,169**	**46,797**	**(42,013)**	**4,784**
Other Operating Expenditure			9	1,304			1,562
Financing and Investment Income and Expenditure			10	2,898			3,924
Taxation and non-specific grant income			11	(10,027)			(9,225)
(Surplus) or Deficit on Provision of Services				**12,344**			**1,045**
(Surplus)/Deficit arising on revaluation of Property, Plant and Equipment Assets			22	(8,470)			(21,020)
(Surplus)/Deficit from investments in equity instruments designated at fair value			15	25			25
Remeasurements of the net defined pension benefit liability			22	(21,288)			3,468
Other Comprehensive Income and Expenditure				**(29,733)**			**(17,527)**
Total Comprehensive Income and Expenditure				**(17,389)**			**(16,482)**

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Adur District Council. The net assets of Adur District Council (assets less liabilities) are matched by the reserves held by the Committee.

	See Note No:	As at 31st March 2020	As at 31st March 2019
		£'000	£'000
Long Term Assets:			
Property, Plant & Equipment	12	243,063	241,644
Heritage Assets	13	366	226
Investment Property	14	78,587	37,013
Intangible Assets		468	234
Long Term Investments	15	2,757	1,037
Long Term Debtors	16	41	51
Total Long Term Assets		**325,282**	**280,205**
Current Assets:			
Short Term Investments	15	7,063	6,064
Inventories		109	105
Short Term Debtors	16	6,830	5,159
Cash & Cash Equivalents	17	4,197	4,747
Total Current Assets		**18,199**	**16,075**
Current Liabilities:			
Short Term Borrowing	15	(10,575)	(6,384)
Short Term Creditors	19	(9,106)	(5,226)
Provisions	20	(600)	(802)
Grants Received in Advance Revenue	32	(279)	(270)
Total Current Liabilities		**(20,560)**	**(12,682)**
Long Term Liabilities:			
Long Term Borrowing	15	(152,415)	(110,708)
Other Long Term Liabilities	36	(14,258)	(34,031)
Total Long Term Liabilities		**(166,673)**	**(144,739)**
Net Assets		**156,248**	**138,859**
Financed By Reserves:			
Usable Reserves	21	(16,058)	(18,088)
Unusable Reserve	22	(140,190)	(120,771)
Total Reserves		**(156,248)**	**(138,859)**

CASH FLOW STATEMENT

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

	See Note No:	2019/20	2018/19
		£'000	£'000
Net (surplus) or deficit on provision of services	23	(12,344)	(1,045)
Adjustments to net surplus or deficit on the provision of services for non cash movements	23	16,447	9,886
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	23	(9,991)	(5,250)
Net cash flows from Operating Activities	23	**(5,888)**	**3,591**
Investing Activities	24	(39,494)	(30,662)
Financing Activities	25	44,832	30,781
Net increase or decrease in cash and cash equivalents		**(550)**	**3,710**
Cash and cash equivalents at the beginning of the reporting period		4,747	1,037
Cash and cash equivalents at the end of the reporting period	17	**4,197**	**4,747**

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

GENERAL PRINCIPLES

The accounts comply with the Code of Practice on Local Authority Accounting (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). Accounting policies and estimation techniques have been selected and used having regard to the accounting principles and concepts set out in International Financial Reporting Standards *Framework for the Preparation of Financial Statements*, specifically:

- The qualitative characteristics of financial information
- Relevance
- Reliability
- Comparability
- Understandability
- Materiality
- Accruals
- Going concern

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.

ACCRUALS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Council at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made). Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

At the end of each financial year an estimate is made of doubtful debts – amounts due to the Council, but unlikely to be received. The total value of these amounts is provided as a provision for bad debt and deducted from the debtors balance in the Balance Sheet. The current de minimis is £1,000.

COUNCIL TAX AND BUSINESS RATES (ENGLAND)

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards, that the amount of council tax, and NDR collection could be less or more than predicted.

Accounting for Council Tax and NDR
The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Council's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection

Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the Council's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowance for doubtful debts, overpayments and repayments and appeals.

REVENUE RECOGNITION

Revenue recognition has been accounted for in accordance with IFRS 15. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arms length transaction. The majority of the Councils transactions are 'non exchange' and the impact of IFRS 15 is not material to the accounts.

SUPPORT SERVICES

The costs of overheads and support services are charged to service segments in accordance with the Council's arrangements for accountability and financial performance.

JOINT OPERATIONS

Jointly controlled operations are activities undertaken by the Council in conjunction with other operators that involve the use of the assets and resources of the joint ventures rather than the establishment of a separate entity. The Council recognises on its Balance Sheet only its share of the jointly controlled assets and related liabilities; whilst on its Comprehensive Income and Expenditure Statement it recognises those expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint arrangement and income that it earns from the activity of the operation.

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable.

GRANTS AND CONTRIBUTIONS

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

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

Grants and contributions for capital purposes are recognised as income on receipt as long as there is no condition for their use that has not been satisfied. Where there is a condition the amount will be held as a receipt in advance until the condition is satisfied at which point the amount is recognised as income.
Where capital grants are recognised as income they are reversed out of the General Fund in the Movement in Reserves Statement and held as unapplied reserves until used to finance capital expenditure.

LEASES

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

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

A de minimis value of £10,000 per leased asset within a lease contract has been applied to all items obtained by lease. Leased assets valued below these limits are treated as revenue expenditure. Software rentals are not treated as leases.

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment, which is applied to write down the lease liability, and
- a finance charge, which is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

The Council as Lessee - Operating Leases:

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

The 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 in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

The Council as Lessor - Finance Leases:

A gain, representing the Council's net investment in the lease, is 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), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. 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.

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 therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

The Council as a Lessor - 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 in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

NON-CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets and operating leases which are charged directly to service revenue accounts.

Expenditure and Valuation principles

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code.

The surpluses arising on the revaluation of property, plant and equipment are credited to the Revaluation Reserve. The exception to this is where previous revaluation losses have been debited to the Comprehensive Income and Expenditure Account. Where this has occurred the surplus on revaluation is credited to the Comprehensive Income and Expenditure Account, up to the value of the previous revaluation loss, less the value of depreciation, that would have been charged had there been no revaluation loss. Surpluses arising on the revaluation of investment properties are credited to the Comprehensive Income and Expenditure Account. The Revaluation Reserve only includes gains since its inception from 1st April, 2007, prior gains were incorporated into the Capital Adjustment Account. The Council applies a five-year rolling programme of revaluations and at the end of each financial year the market value of each category of assets is reviewed. If there has been an increase of 5% over the year, the relevant asset category is revalued in line with the valuation change. The Council's Housing stock is revalued at the end of each financial year in line with the market movement over the year. The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at current value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost. Community assets and infrastructure assets are stated at depreciated historical cost, assets under construction are stated at cost. Donated assets are revalued at current value.

- Investment properties are included in the balance sheet at fair value and need to meet the criteria of property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.

- Assets held for sale are included in the balance sheet if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use.

- Assets are reclassified as Held for Sale when the following criteria are met:

  i) The asset is available for sale in its present condition subject only to terms that are customary for sales of such assets (or disposal groups).
  ii) The sale must be highly probable.
  iii) The appropriate level of management must be committed to a plan to sell the asset (or disposal group).
  iv) An active programme to locate a buyer and complete the sale must have been initiated.
  v) The asset (or disposal group) must be actively marketed for sale at a price that is reasonable in relation to the current value.

vi) The sale should be expected to qualify for recognition as a completed sale within one year from the date of classification except where the sale is likely to proceed without significant changes to the plan of sale, or that significant changes to the plan will be made or that the plan will be withdrawn.

For 2019/20 the Council's values of land and buildings have been included in the accounts based on valuations either by external valuers or by the Authority's Estates office. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and for new land and buildings. Assets valued below these limits are not included, unless they are included in the rolling revaluation programme.

Fair Value Measurement

The authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments such as shareholding for policy purposes at fair value at each reporting date. Fair value is the price that would be received to sell an asset, or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

a) in the principal market for the asset or liability, or
b) in the absence of a principal market, in the most advantageous market for the asset or liability.
The authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest. When measuring the fair value of a non-financial asset, the authority takes into account a market participant's ability to generate economic benefit by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the authority's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date.

- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

- Level 3 – unobservable inputs for the asset or liability.

Disposals
Assets are removed from the Balance Sheet in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for Non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for all non-current assets used in the provision of services. (An impairment loss is only charged to revenue, if there is no balance on the Revaluation Reserve.) The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Movement in Reserves Statement on the General Fund Balance so that there is no impact on the amount required to be raised from local taxation for the provision of Council services.

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset. The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

Buildings	15-60 years (except when impairment has occurred)
Vehicles	7-10 years
Equipment	>1 to <25 years
Intangible Assets, Software	>1 to <7 years
Infrastructure assets	5 - 50 years
Community assets	Held in perpetuity
Assets (Finance Leases)	Up to 10 years

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and were there to be reason to believe that the value had reduced materially in the period due to impairment, the valuation would be adjusted accordingly.

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated on asset values at 1st April in the year following their confirmation as fully operational assets, except where the acquisition is material when depreciation is calculated at the date of acquisition. Assets in the course of construction are not depreciated until they are brought into use.
- assets disposed of are depreciated in the year of disposal.
- depreciation is calculated using the straight-line method over the useful life of the asset, based on asset values at 1st April except where there are material acquisitions or disposals in any year where depreciation is calculated at date of acquisition or disposal.
- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.
- assets held for sale, investment properties, assets under construction and community assets are not depreciated.

Componentisation of Assets

Where an item of Property, Plant and Equipment has major components, the cost of which is significant in relation to the total cost, the components are depreciated separately. The Council uses the straight line method of depreciation over the useful economic life (UEL) of the component.

In accordance with the Code, significant components are recognised as assets as acquired, enhanced or revalued from 1st April 2010 onwards, and not retrospectively of this date.

When a component is replaced or restored, the carrying amount of the old component is de-recognised by indexing the cost of the replacement back to the estimated inception date and adjusting for subsequent depreciation and impairment. When replaced components are written out, this does not result in a loss on either asset values or asset sales.

For Property, Plant and Equipment the accounting policy is to componentise all land and property assets valued at £50,000 or more in total where there has been a revaluation or enhancement since 1st April 2010.

The following component categories and useful lives are used:

- Land
- Main building structures - 60 years
- Replaceable building structures - 25 years
- Services - 20 years
- External works - 35 years

Any Revaluation Reserve balances associated with componentised assets are attributed firstly to land and then to the main building structures, as it is considered unlikely that component replacements will give rise to revaluation gains and losses independently of the structure of a building. The exception would be if the Revaluation Reserve balance exceeded the valuation of the land and main building structure, when the remaining balance would be attributed to the other categories.

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset:

- The asset must be identifiable
- The asset must lack physical substance.
- The asset is controlled by the Authority which will realise future economic benefits. Intangible assets are measured at cost.
- Intangible assets are amortised over their useful lives.

Intangible assets are either internally generated or purchased. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

HERITAGE ASSETS

Definition

- A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

- An intangible heritage asset is defined as an intangible asset with cultural, environmental or historical significance.

Recognition

The Council recognises heritage assets when the Council has information on the cost or value of the asset. Where information on cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, the Council does not recognise the asset on the Balance Sheet. Assets which are not recognised in the Balance Sheet are included in Disclosure notes.

Valuation

The Council's heritage assets are normally measured at valuation except where it is not possible to establish a valuation; for example if there is no market for a particular heritage asset or where it is not possible to provide a reliable estimate of the replacement cost of the asset due to the lack of comparative information.

The unique nature of many heritage assets makes reliable valuation complex. Therefore where it is not practicable to obtain a valuation for an asset (at a cost which is commensurate with the benefits to users of the financial statements) and cost information is available, the asset is carried at historical cost (less any accumulated depreciation, amortisation and impairment losses). Valuations may be made by any method that is appropriate and relevant and are reviewed with sufficient regularity to ensure they remain current.

Depreciation, amortisation and impairment

Tangible heritage assets are not depreciated as the assets are considered to have very long or infinite lives. Amortisation of intangible assets is considered on an individual asset basis. Assets are reviewed for impairment where an asset has suffered physical deterioration or breakage, or where doubts arise as to the authenticity of the heritage asset.

Accounting

Heritage assets are accounted for in the same way as property, plant and equipment and intangible assets.

INVESTMENT PROPERTIES

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

CAPITALISATION OF BORROWING COSTS

IAS 23 requires borrowing costs, such as interest payments and other financing charges, to be capitalised in respect of assets that take a substantial period of time to get ready for use or sale. Capitalisation of borrowing costs is required to continue until the point at which the related assets become operational or are sold. The Council's policy is to capitalise the interest where it is material.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

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

INVENTORIES

This Council has accounted for inventories (stock) in accordance with IAS2 and IPSAS 12, which includes public sector interpretations of measurement which the Code has adopted.

WORK IN PROGRESS

Any rechargeable works are shown at the actual cost incurred (excluding overheads allocation) at 31st March.

RESERVES

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

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

PROVISIONS

The Council establishes provisions for specific expenses that are certain to be incurred but the amount of which cannot yet be determined accurately.

Provisions are charged to the appropriate service revenue account in the year that the council becomes aware of the obligation, based on the estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required or a lower settlement is made, the provision is reversed and credited back to the relevant service revenue account.

A provision is made for business rates appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The amount provided for is based on information received from the Valuation Office and is assessed on the likely change to rateable value as adjusted by locally assessed success rates.

CONTINGENT ASSETS AND CONTINGENT LIABILITIES

Contingent assets are possible assets arising from past events whose existence will only be confirmed by future events not wholly within the control of the Council. Contingent assets are not accrued in the accounting statements, in conformity with the concept of prudence. Material contingent assets are disclosed within the notes to the accounts if the inflow of a receipt or economic benefit is probable.

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by 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 or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts unless perceived as being remote.

FINANCIAL INSTRUMENTS

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (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 most of the borrowings that the authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

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

Where premiums and discounts have been charged to the CIES, regulations allow the impact on the General Fund Balance to be spread over future years. The authority has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the CIES to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics. There are three main classes of financial assets measured at:

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

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

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority 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 authority, 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 de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model

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

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.

Financial Assets Measured at Fair Value through Profit or Loss

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the authority 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 fair value measurements of the financial assets are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

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

The Council has two small shareholdings acquired for policy purposes, which are designated as FVOCI:

- shares in the UK Municipal Bonds Agency, which was set up to help local councils finance their investment in projects - currently no value is assigned to these shares
- deferred shares in Boom! Credit Union, which supports people who live or work in Surrey, West Sussex or Kingston

The Council will recognise losses on these shareholdings to the extent that the underlying assets of the organisation are no longer sufficient to promote its purpose.

Soft Loans

The Code has specific accounting requirements in respect of “soft loans”, being loans made to or from third parties at preferential rates of interest below market rates. The Code requires that when soft loans are made, a loss is recorded in the CIES (debited to the appropriate 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.

The Council issues soft loans to employees in respect of car loans, cycle loans and professional fees loans and is eligible for interest free loans to finance capital expenditure on energy efficiency projects. No adjustment in respect of these loans is made to the accounts to reflect the requirements of the Code on the grounds that the adjustment would be immaterial or impractical.

DEBT REDEMPTION

Statutory Guidance issued under s21(1A) of the Local Government Act 2003 places a duty on local authorities to make a prudent provision for debt redemption.

The provisions are made each year from the General Fund Revenue Accounts, which is then held in the Capital Adjustment Account (CAA). The accumulated provision held in the CAA is used to repay the principal amounts borrowed to finance capital investment.

In accordance with statutory guidance and the Council’s statement for Minimum Revenue Provision (MRP), an amount is charged annually to revenue and set aside for the repayment of debt. The provision is made over the estimated life of the asset for which the borrowing is undertaken. Where appropriate, the Council may also make overpayments of MRP, which can be offset in future years.

INTERNAL INTEREST

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as 'short term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value'. Accordingly, the investments that may fall within the definition are principally held for short-term cash management purposes, not for obtaining a significant return on investment.

For the purpose of classifying cash equivalents within Financial Instruments, the Council's accounting policy is to categorise all fixed term deposits as investments, not cash equivalents (irrespective of the duration of the investments). This is because in practice, such deposits would not satisfy the requirement to be readily convertible to cash and would incur a penalty (loss in value) for early redemption. Therefore, in practice the Council's policy restricts the composition of cash and cash equivalents to notes and coin, current account balances held with its own banker, plus instant access call accounts or money market fund deposits placed in other financial institutions, that would be returnable without penalty within 24 hours' notice.

EXCEPTIONAL ITEMS

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

PRIOR PERIOD ADJUSTMENTS, CHANGES IN ACCOUNTING POLICIES AND ESTIMATES AND ERRORS

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

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

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

EMPLOYEE BENEFITS

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 (eg. 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 where the adjustment will have a material effect on the accounts for the cost of holiday entitlements (or any form of leave, eg.time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. Any accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs. The Council's annual cost of accumulated absences as defined by the IFRS code of practice is not considered material and therefore has chosen not to accrue these costs.

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 and are charged on an accruals basis to the appropriate service or, where applicable, to a corporate service segment at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructure.

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

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

Post Employment Benefits

Employees of the Council are members of the Local Government Pensions Scheme, administered by West Sussex County Council (unless they choose to opt out). This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

The Local Government Pension Scheme

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

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

- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of returns on bonds.

- The assets of the West Sussex Pension Fund attributable to the Council are included in the Balance Sheet at their fair value which is the bid value as required by IAS19.

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

- Service Cost comprising:

    ➢ The current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;

- ➢ The past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;

- ➢ Net interest on the net defined benefit liability (asset), i.e. net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments;

- Re-measurements comprising:

  - ➢ Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve;

  - ➢ Return on plan assets – excluding amounts included in net interest on the net defined benefit liability(asset) – charged to the Pensions Reserve as other Comprehensive Income and Expenditure.

- Contributions paid to the West Sussex County Council Pension Fund – cash paid as contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

EVENTS AFTER THE REPORTING PERIOD

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

- ➢ Those events 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 events that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but, where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and either their estimated financial effect or a statement that such an estimate cannot be made reliably.

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

CAPITAL RECEIPTS

Capital receipts is defined as all income above £10,000 received from the sale of land or other capital assets. These receipts may be used to finance capital expenditure or to repay debt. A proportion of receipts relating to the sale of Council Homes is returned to Government under the relevant legislation.

The usable portions of capital receipts from the disposal of assets are held in the Usable Capital Receipts Reserve until such time as they are used to finance other capital expenditure and/or to repay debt.

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the 2019/20 Code.

- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). CIPFA/LASAAC have deferred implementation of IFRS16 for local government to 1 April 2021.

- IAS 19 Employee Benefits will require the remeasurement of net pension asset/liability following plan amendments, curtailments or settlements to be used to determine current service cost and net interest for the remainder of the year after the change to the plan.

- IAS 28 Investments in Associates and Joint Ventures Long-term Interests in Associates and Joint Ventures will not apply to this Local Authority.

- Annual Improvements to IFRS Standards 2015-17 cycle

The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified.

The amendments are not expected to have material effect on the Council’s Statement of Accounts.

NOTE 3: CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, 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:

- There is a high degree of uncertainty about future levels of funding for local government. The potential impact in the longer term of the Coronavirus (Covid-19) pandemic is not known. However, the Council has also considered known and expected government funding and determined that it has sufficient liquidity from its ability to access short term investments and sufficient general fund balances and reserves to continue to deliver services.
- The Council holds a significant portfolio of investment property and although in general terms economic activity is fragile, the Council judges that its portfolio is robust and that the assets will not be impaired as a result of a decrease in economic activity.
- Retirement Benefit Obligations - The Council recognises and discloses its retirement benefit obligation in accordance with the measurement and presentational requirements of IAS 19 "Employee Benefits". The estimation of the net pension liability depends on a number of complex judgements and estimates 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. West Sussex County Council, as the Pension Administering Authority, engages a firm of actuaries to provide expert advice about the assumptions to be applied. Changes in these assumptions made are set out in Note 1 and transactions disclosed in Note 37.
- As the accounting treatment and disclosures for operating and finance leases are significantly different, the Council has made judgements on whether its lease arrangements for land and buildings are operating leases or finance leases under the criteria of IAS17. These judgements are made in accordance with the Council's accounting policy on leases.
- The Council has made judgements about the likelihood of potential liabilities and whether provision should be made. The judgements are based on the degree of certainty and an assessment of the likely impact. Provisions resulting from these judgements are disclosed in Note 20 and contingent liabilities in Note 38.
- The Council does not expect the tax gathering mechanisms for Council Tax and Business Rates to fundamentally alter the Council's financial stability. The risk within the rates retention scheme is assumed to be the safety net which has been set by the government at 5% of the Council spending baseline which equates to £88k.

The Council has carried out an assessment of the likely impact of Covid-19 on its financial position and performance during 2019/20, 2020/21 and beyond. This has included modelling scenarios that consider the impact on the following:

- ➢ Reductions in income
- ➢ Increased expenditure
- ➢ Cashflow and liquidity
- ➢ General fund balances and reserves
- ➢

The Council recognises that the financial position has deteriorated in the early months of 2020/21, having reported a £613k underspend for the financial period ending 31st March 2020. The deterioration is only due to the impact of Covid-19.

In February 2020 the Council approved a balanced budget for 2020/21, but the emergence of Covid-19 has fundamentally changed the financial regime. The Council has seen the impact of the pandemic on its finances, however it has received emergency funding support from Government together with a range of specific grants to support key areas of the Resident and Business community. Factoring in this funding alongside the expected compensation from the Sales, Fees and Charges Compensation Scheme, the net outturn projection for 2020/21 is an underspend of £376k.

These accounts have been prepared on a going concern basis, following the projection of an undersspend in 2020/21 and a plan to produce a balanced budget in 2021/22.

NOTE 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 future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty actual results could be materially different from assumptions and estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year's accounts for the latest information.

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

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	Building 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 building assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to building assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S. For example the additional cost for Land and Buildings (excluding council dwellings) would be £20k. There would also be a corresponding decrease in the carrying amount of the assets. Depreciation is excluded when the movement in the general fund is determined. It does not impact on the setting of council tax.

Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied. In 2019/20 the assumptions include an estimation of the impact of the McCloud judgement.	The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways. During 2019/20, the Council's actuaries advised that the net pension liability has decreased by a net £19.77m, of this a £1.52m increase is as a result of estimates being corrected as a result of experience and a decrease of £21.29m attributable to updating of the assumptions. Refer to note 37 for further details.
Impairment Loss Allowance	At 31st March 2020 the Council had a net balance of debtors due (excluding government departments) of £6.65m. A review of significant balances suggested that an impairment of doubtful debt of £1.68m was appropriate.	Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment. An increase in the net balance of debtors (excluding government departments) by 10% would increase the impairment for bad debts by £49k
Business Rate Appeals Provision	At March 2020 the total provision for the impact of appeals on business rate income is £0.843m, the Council share of this is £0.169m. The provision is based on the appeals lodged with the Valuation Office which is then reviewed to establish the likely impact of the appeals on the business rate income.	The appeals provision is reviewed each year and adjusted for the likely impact of any increase or decrease in the level of appeals. If the success rate was to increase by 1% the impact on the provision would be an increase of £44k. The Council share of this would be £17k.

Fair Value Investments	When the fair values of nonfinancial assets and financial assets/liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1inputs), their fair value is measured using valuation techniques (e.g. discounted cash flow (DCF) model). Where possible these valuation techniques are based on observable data, but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk for financial assets and rent growth for non-financial assets. Where Level 1 inputs are not available the Council employs relevant experts to identify the most appropriate valuation	Significant changes in any of the relevant factors or assumptions would result in a significantly lower or higher fair value measurement for the asset.

NOTE 5: 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, 31st March 2020 and the date when the Statement of Accounts is authorised for issue 30th November 2020.

The UK has been affected by the global Covid-19 Coronavirus pandemic emergency since March 2020, the financial impact of this for Adur District Council up to 31st March 2020 was not significant and is reflected in the accounts.

NOTE 6: EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis is a note that shows how annual expenditure is used and funded from resources (government grants, rents, Council Tax, and Business Rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision-making purposes between the Council's portfolios. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

	2019/20	2019/20	2019/20	2018/19	2018/19	2018/19
	Net Expenditure Chargeable to the General Fund Balance	**Adjustments between Funding and Accounting Basis** (Note 7)	**Net Expenditure in the Comprehensive Income and Expenditure Statement**	**Net Expenditure Chargeable to the General Fund Balance**	**Adjustments between Funding and Accounting Basis**	**Net Expenditure in the Comprehensive Income and Expenditure Statement**
	£000	**£000**	**£000**	**£000**	**£000**	**£000**
The Leader	668	29	697	572	58	630
Environment	1,886	1,022	2,908	1,970	1,233	3,203
Health & Wellbeing	1,188	223	1,411	1,214	240	1,454
Customer Services	(6,014)	7,751	1,737	636	884	1,520
Regeneration	1,636	8,643	10,279	(1,893)	386	(1,507)
Resources	3,099	222	3,321	2,493	554	3,047
HRA	(2,074)	(110)	(2,184)	(2,709)	(854)	(3,563)
Net Cost of Services	**389**	**17,780**	**18,169**	**2,283**	**2,501**	**4,784**
Other income and expenditure	216	(6,041)	(5,825)	(2,274)	(1,465)	(3,739)
(Surplus) or deficit on provision of services	**605**	**11,739**	**12,344**	**9**	**1,036**	**1,045**
Opening General Fund & HRA Reserve Balance at 31st March	(5,747)			(5,756)		
Deficit/(surplus) in Year	605			9		
Closing General Fund & HRA Reserve Balance at 31st March *	**(5,142)**			**(5,747)**		

* For a split of this balance between the General Fund and HRA – see the Movement in Reserves Statement.

2019/20 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Collection Fund Adjustment	Total Adjustments
	£000	£000	£000	£000
The Leader	10	19	-	29
Environment	824	198	-	1,022
Health & Wellbeing	46	177	-	223
Customer Services	7,615	136	-	7,751
Regeneration	8,383	260	-	8,643
Resources	59	163	-	222
Housing Revenue Account	156	(266)	-	(110)
Net Cost of Services	**17,093**	**687**	**-**	**17,780**
Other income and expenditure from the Funding Analysis	(6,545)	828	(324)	(6,041)
Difference between General Fund surplus or deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit (Note 7)	**10,548**	**1,515**	**(324)**	**11,739**

2018/19 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Collection Fund Adjustment	Total Adjustments
	£000	£000	£000	£000
The Leader	3	55	-	58
Environment	869	364	-	1,233
Health & Wellbeing	33	207	-	240
Customer Services	594	290	-	884
Regeneration	59	327	-	386
Resources	336	218	-	554
Housing Revenue Account	(434)	(420)	-	(854)
Net Cost of Services	**1,460**	**1,041**	**-**	**2,501**
Other income and expenditure from the Funding Analysis	(2,556)	762	329	(1,465)
Difference between General Fund surplus or deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit (Note 7)	**(1,096)**	**1,803**	**329**	**1,036**

Income and Expenditure analysed by nature	2019/20 £'000	2018/19 £'000
Employee Expenses*	6,094	5,397
Depreciation, amortisation, impairment	12,336	6,242
Precepts	405	405
Payments to the Government Housing Capital Receipts Pool	384	384
Other service expenditure	51,791	43,532
Total Expenditure	71,010	55,960
Grants and contributions	(1,745)	(1,109)
Fees, charges and other service income	(43,844)	(43,388)
(Gain)/loss on disposal of non current assets	(769)	(427)
Income from council tax and business rates	(8,532)	(8,116)
Interest and Investment Income	(4,026)	(1,875)
Total Income	(58,916)	(54,915)
Deficit or surplus on Provision of Services	12,094	1,045

* 2018/19 there has been a re-categorisation of costs between Employee and Other Service Expenditure of £1,207,000, employee costs did not previously include the full impact of IAS19.

The other service expenditure figure includes the Council's share of the Joint Service costs including the employee expenses.

NOTE 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.

2019/20 USABLE RESERVES	**General Fund Balance**	**Housing Revenue Account**	**Capital Receipts Reserves**	**HRA Major Repairs Reserve**	**Capital Grants Unapplied**	**Movement in Unusable Reserve**
	£000	**£000**	**£000**	**£000**	**£000**	**£000**
Adjustments primarily involving the Capital Adjustment Account						
Reversal of items debited or credited to the Comprehensive Income & Expenditure Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 22)	(1,365)	(4,021)	-	-	-	**5,386**
Revaluation losses on Property Plant and Equipment (Note 22)	(4,913)	(157)	-	-	-	**5,070**
Movements in the market value of investment Properties (Note 14)	(1,826)	-	-	-	-	**1,826**
Amortisation of intangible assets (Note 22)	(37)	(17)	-	-	-	**54**
Capital grants and contributions applied (Note 22)	7,013	764	-	-	-	**(7,777)**
Revenue Expenditure funded from capital under statute (Note 22)	(10,887)	-	-	-	-	**10,887**
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement (Note 22)	(234)	(1,915)	-	-	-	**2,149**
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement						
Statutory and voluntary provision for the financing of capital investment (Note 22)	1,391	-	-	-	-	**(1,391)**
Capital expenditure charged against the General Fund and HRA balances	69		(2)	-	-	**(67)**
Adjustment primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	551	-	-	-	(551)	**-**

2019/20 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Repayment of Capital Grant	-	-	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account (Note 22)	-	-	-	-	4,453	**(4,453)**
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	63	1,571	(1,634)	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure (Note 34)	-	-	795	-	-	**(795)**
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool (Note 9)	(384)	-	384	-	-	-
Transfer from **Deferred Capital Receipts Reserve** upon receipt of cash	-	-	-	-	-	-
Adjustments involving the Major Repairs Reserve						-
Transfer of depreciation to the Major Repairs Reserve (HRA Note 5)	-	4,038	-	(4,038)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)	-	-	-	2,018	-	**(2,018)**
Adjustments 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 year in accordance with statutory requirements	3	-	-	-	-	**(3)**
Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG override (Note 15)	(255)	-	-	-	-	**255**

2019/20 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (Note 37)	(4,161)	(425)	-	-	-	4,586
Employers Pension Contributions and direct payments to pensioners payable in the year (Note 37)	3,071	-	-	-	-	(3,071)
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax and NDR income credited to the CI&ES is different from council tax and NDR income calculated for the year in accordance with statutory requirements	324	-	-	-	-	(324)
TOTAL ADJUSTMENTS 2019/20	**(11,577)**	**(162)**	**(457)**	**(2,020)**	**3,902**	**10,314**

2018/19 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment A/ct:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 22)	(1,258)	(3,867)	-	-	-	**5,125**
Revaluation losses on property plant and equipment	128	467	-	-	-	**(595)**
Movements in the market value of investment properties	(1,640)	-	-	-	-	**1,640**
Amortisation of intangible assets	(62)	(9)	-	-	-	**71**
Capital grants and contributions applied	159	-	-	-	-	**(159)**
Movement in the Donated Assets Account	-	-	-	-	-	-

2018/19 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Revenue Expenditure funded from capital under statute	(729)	-	-	-	-	**729**
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(85)	(1,769)	-	-	-	**1,854**
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement						
Statutory provision for the financing of capital investment	1,016	-	-	-	-	**(1,016)**
Capital expenditure charged against the General Fund & HRA	44	121	-	-	-	**(165)**
Adjustment primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Account	3,989	-	-	-	(3,989)	-
Repayment of Capital Grant	-	-	-	-	865	**(865)**
Application of grants to capital financing transferred to the Capital Adjustment Accounts	-	-	-	-	-	-
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	21	1,062	(1,083)	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	490	-	-	(490)
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(384)	-	384	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	(1)	-	-	**1**

2018/19 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Major Repairs Reserve						
Reversal of Major Repairs Allowance credited to the HRA (HRA Note 5)	-	3,876	-	(3,876)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)	-	-	-	2,224	-	**(2,224)**
Adjustments 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 year in accordance with statutory requirements.	1	-	-	-	-	**(1)**
Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG override (Note 15)	15	-	-	-	-	**(15)**
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 22)	(4,537)	(276)	-	-	-	**4,813**
Employers Pension Contributions and direct payments to pensioners payable in the year (Note 22)	3,010	-	-	-	-	**(3,010)**
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements.	(329)	-	-	-	-	**329**
TOTAL ADJUSTMENTS 2018/19	**(641)**	**(395)**	**(210)**	**(1,652)**	**(3,124)**	**6,022**

NOTE 8: MOVEMENTS IN EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund and Housing Revenue Account balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2019/20.

The Council holds a number of specific reserves. Movements during the year were as follows:

Movement in Earmarked Reserves	Balance at 01/04/18	Transfers Out 2018/19	Transfers In 2018/19	Balance at 31/03/19	Transfers Out 2019/20	Transfers In 2019/20	Balance at 31/03/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked Revenue Reserves							
Capacity Issues Fund	458	(227)	194	425	(169)	81	337
Insurance Fund	175	(53)	31	153	(30)	30	153
Special & Other Emergency	81	(21)	-	60	-	-	60
Business Rates Smoothing	-	-	402	402	(371)	-	31
Property Investment Risk Reserve	-	-	-	-	-	100	100
Investment Property Maintenance Fund	38	(38)	-	-	-	-	-
Election Reserve	8	-	-	8	-	-	8
Grants & Contributions	553	(174)	184	563	(36)	96	623
Total General Fund	**1,313**	**(513)**	**811**	**1,611**	**(606)**	**307**	**1,312**
Housing Revenue Account							
New Development & Acquisition Reserve	1,761	(121)	-	1,640	-	-	1,640
Discretionary Assistance Fund	116	-	-	116	-	-	116
Business Improvement Reserve	109	-	-	109	-	-	109
Total Housing Revenue Account	**1,986**	**(121)**	**-**	**1,865**	**-**	**-**	**1,865**
Total Earmarked Reserves	**3,299**	**(634)**	**811**	**3,476**	**(606)**	**307**	**3,177**

RESERVE	PURPOSE OF RESERVE
Capacity Issues Fund	To cushion the impact of the recession and fund one-off initiatives for the community
Special & Other Emergency	This will be used to cover future risks, including legal costs, liabilities arising on contractor bankruptcy etc.
Business Rates Smoothing Reserve	This reserve is intended to smooth the impact of changes to reliefs in-year
Insurance Fund	To fund uninsured losses
Property Investment Risk Reserve	To enable the Council to manage the income stream from the Strategic Properties, for example through the restructuring of leases or during void periods
Investment Property Maintenance Fund	Fund to offset future maintenance costs of investment property
Election Reserve	To replace and update election equipment that previously had been funded by government
Grants and Contributions	The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date
New Development & Acquisition Reserve	Earmarked reserve specifically for new development and refurbishment of council housing.
Business Improvement Reserve	To fund new digital technologies and business transformation to generate efficiencies in the Adur Homes service.
Discretionary Assistance Fund	Earmarked reserve to provide financial assistance to tenants who may require support not otherwise available.

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	2019/20	2018/19
	£'000	£'000
Parish Council Precepts	405	405
De-recognition of Assets	1,284	1,200
Payments to the Government Housing Capital Receipts Pool	384	384
(Gains)/losses on the disposal of non-current assets	(769)	(427)
TOTAL	**1,304**	**1,562**

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2019/20	2018/19
	£'000	£'000
Interest payable & similar charges	4,270	3,397
Pensions interest cost & expected return on pensions assets	828	762
Interest receivable & similar income	(276)	(178)
Income and expenditure in relation to investment properties	(3,798)	(1,514)
Changes in fair value of investment properties	1,826	1,640
Changes in fair value of investments	255	(15)
Other investment income (Trading Operations Note 26)	(207)	(168)
TOTAL	**2,898**	**3,924**

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

Taxation and Non-Specific Grant Income	2019/20	2018/19
	£'000	£'000
Council Tax Income (including Parish Council Precepts)	(6,713)	(6,466)
Non Domestic Rates income and expenditure	(1,819)	(1,650)
Non-ringfenced Government Grants	(562)	(916)
Capital Grants and Contributions	(933)	(193)
TOTAL	**(10,027)**	**(9,225)**

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2019/20	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
1st April 2019	185,416	32,598	5,831	6,625	1,764	1,390	13,778	247,402
Additions	2,049	710	518	171	-	-	2,395	5,843
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	4,957	(747)	11	20	-	-	-	4,241
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(176)	(4,874)	-	-	-	-	(71)	(5,121)
Derecognition	(1,110)	(132)	(276)	(63)	-	(110)	-	(1,691)
Assets reclassified (to)/from Held for Sale	(855)	-	-	-	-	-	-	(855)
Reclassifications to Intangible Assets	-	-	-	-	-	-	(199)	(199)
Reclassifications between PPE asset classes and Heritage Assets	280	10,548	-	-	24	17	(10,957)	(88)
As at 31st March 2020	**190,561**	**38,103**	**6,084**	**6,753**	**1,788**	**1,297**	**4,946**	**249,532**
Accumulated Depreciation and Impairment								
1st April 2019	-	(113)	(3,187)	(2,404)	-	(10)	(44)	(5,758)
Prior Year Adjustment	-	-	(1)	-	-	-	-	(1)
Depreciation charge	(3,916)	(725)	(511)	(231)	-	(3)	-	(5,386)
Depreciation written out to the Revaluation Reserve	3,862	366	-	-	-	-	-	4,228
Deprecation written out to the Surplus/Deficit on the Provision of Services	5	47	-	-	-	-	-	52
Derecognition	51	7	268	57	-	13	-	396
Reclassifications between PPE asset classes	(2)	1	-	-	-	(1)	2	-
As at 31st March 2020	**-**	**(417)**	**(3,431)**	**(2,578)**	**-**	**(1)**	**(42)**	**(6,469)**
Net Book Value at 31st March 2020	**190,561**	**37,686**	**2,653**	**4,175**	**1,788**	**1,296**	**4,904**	**243,063**
Net Book Value at 31st March 2019	**185,416**	**32,485**	**2,644**	**4,221**	**1,764**	**1,380**	**13,734**	**241,644**

OPERATIONAL ASSETS

Share of above assets used in the provision of the joint services

Movements in 2019/20	Vehicles, Furniture and Equipment	Assets Under Construction	TOTAL
	£'000	£'000	£'000
Cost			
1st April 2019	4,917	199	5,116
New Assets	7	-	7
Additions	487	98	585
Reclassifications	-	(199)	(199)
Derecognition - Other	(246)	-	(246)
at 31st March 2020	**5,165**	**98**	**5,263**
Accumulated Depreciation and Impairment			
1st April 2019	(2,628)	-	(2,628)
Transfer out of Joint Account	-	-	-
Depreciation charge	(434)	-	(434)
Derecognition - Other	238	-	238
at 31st March 2020	**(2,824)**	**-**	**(2,824)**
Net Book Value at 31st March 2020	**2,341**	**98**	**2,439**
Net Book Value at 31st March 2019	**2,289**	**199**	**2,488**

Comparative Movements 2018/19

Movements in 2018/19	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1st April 2018	171,883	31,333	6,012	6,188	1,764	-	4,467	221,647
Prior Year Adjustment	-	-	(1)	-	-	-	-	(1)
Additions	2,153	135	382	414	-	-	9,174	12,258
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	13,800	1,012	22	1	-	-	760	15,595
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	19	378	-	-	-	54	-	451
Derecognition	(1,231)	(27)	(584)	(71)	-	-	-	(1,913)
Assets reclassified (to)/from Held for Sale	(588)	-	-	-	-	-	-	(588)
Reclassifications to other categories - Intangible Assets and Revenue Expenditure Funded from Revenue Sources	-	-	-	-	-	-	(47)	(47)
Reclassifications between PPE asset classes	(620)	(233)	-	93	-	1,336	(576)	-
As at 31st March 2019	**185,416**	**32,598**	**5,831**	**6,625**	**1,764**	**1,390**	**13,778**	**247,402**
Accumulated Depreciation and Impairment								-
At 1st April 2018	-	(1,406)	(3,148)	(2,265)	-	-	(29)	(6,848)
Depreciation charge	(3,764)	(601)	(550)	(210)	-	-	-	(5,125)
Depreciation written out to the Revaluation Reserve	3,691	1,741	(7)	-	-	-	-	5,425
Deprecation written out to the Surplus/Deficit on the Provision of Services	5	139	-	-	-	-	-	144
Derecognition	55	2	518	71	-	-	-	646
Reclassifications between PPE asset classes	13	12	-	-	-	(10)	(15)	-
As at 31st March 2019	**-**	**(113)**	**(3,187)**	**(2,404)**	**-**	**(10)**	**(44)**	**(5,758)**
Net Book Value								
As at 31st March 2019	**185,416**	**32,485**	**2,644**	**4,221**	**1,764**	**1,380**	**13,734**	**241,644**
As at 31st March 2018	**171,883**	**29,927**	**2,864**	**3,923**	**1,764**	**-**	**4,438**	**214,799**

Comparative Movements 2018/19

Share of above assets used in the provision of the joint services

Movements in 2018/19	Vehicles, Furniture and Equipment	Assets Under Construction	TOTAL
	£'000	£'000	£'000
Cost			
At 1st April 2018	5,190	275	5,465
Transfer out of Joint Account	-	-	-
Additions	311	(67)	244
Reclassifications	-	(9)	(9)
Derecognition - Other	(584)	-	(584)
As at 31st March 2019	**4,917**	**199**	**5,116**
Accumulated Depreciation and Impairment			
At 1st April 2018	(2,659)	-	(2,659)
Transfer out of Joint Account	-	-	-
Depreciation charge	(486)	-	(486)
Derecognition - Other	517	-	517
As at 31st March 2019	**(2,628)**	**-**	**(2,628)**
Net Book Value at 31st March 2019	**2,289**	**199**	**2,488**
Net Book Value at 31st March 2018	**2,531**	**275**	**2,806**

Depreciation

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

- Council Dwellings: 15 – 60 years
- Other Land and Buildings: 1 – 60 years
- Vehicles, Plant, Furniture and Equipment: 1 – 25 years
- Infrastructure: 5 - 25 years

Capital Commitments

At 31st March 2020 the Council has entered into 3 significant contracts for the acquisition, development and enhancement of assets in future years estimated to cost £3.95m. The significant commitments at 31st March 2019 were £18.056m. The significant commitments at 31st March 2020 are:

- Wadurs Swimming Pool - Expansion of changing room and boiler and plant replacement: £400,657
- Fire Safety Works for sheltered housing: £305,000
- Cecil Norris Housing Development: £3,250,000

Revaluations

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at current value is revalued at least every 5 years. Valuations were carried out by external valuers, Wilks, Head and Eve, GSE Harbord MA MRICS IRRV (Hons). Valuations were carried out in accordance with International Financial Reporting Standards (IFRS). The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institution of Chartered Surveyors. The Council uses depreciated historical cost as a valuation basis for infrastructure assets, community assets, and for vehicles, plant and equipment. Assets under construction are valued at cost.

The significant assumptions applied in estimating the current values are:

- Operational Assets - Properties valued will continue to be in the occupation of the Council for the foreseeable future having regard to the prospect and viability of the continuance of that occupation.

	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Carried at historical cost	-	-	2,653	4,175	1,788	-	4,904	13,520
Valued at current value as at:								
31st March 2020	190,561	11,785	-	-	-	40	-	202,386
31st March 2019	-	9,336	-	-	-	1,256	-	10,592
31st March 2018	-	1,269	-	-	-	-	-	1,269
31st March 2017	-	2,856	-	-	-	-	-	2,856
31st March 2016	-	12,440	-	-	-	-	-	12,440
Total Cost or Valuation	**190,561**	**37,686**	**2,653**	**4,175**	**1,788**	**1,296**	**4,904**	**243,063**

NON-OPERATIONAL PROPERTY, PLANT AND EQUIPMENT (SURPLUS ASSETS)

Details of the authority's surplus assets and information about the fair value hierarchy as at 31st March 2020:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31st March 2020
	£'000	**£'000**	**£'000**	**£'000**
Land	-	1,256	-	1,256
Offices	-	40	-	40
TOTAL	-	**1,296**	**-**	**1,296**

Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Levels 1 and 2 during the year.

Valuation Techniques used to Determine Level 2 and 3 Fair Values for Surplus Assets

Significant Observable Inputs – Level 2

The fair value for surplus assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Significant Unobservable Inputs – Level 3

There are no land or property assets within the Authority's surplus asset portfolio which are classed at Level 3 in the fair value hierarchy.

Highest and Best Use of Surplus Assets

In estimating the fair value of the authority's surplus assets, the highest and best use of the properties is their current use.

Valuation Techniques

There has been no change in the valuation techniques used during the year for surplus assets.

Valuation Process for Surplus Assets

The Authority carries out a rolling valuation programme which ensures all surplus assets are revalued at least every 5 years and are reviewed for significant increases/decreases at the reporting date. Valuations are either carried out by external valuers, Wilks, Head and Eve, or by the Authority's Estates Office. The valuations were made in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The external valuers work closely with the Authority's Estates Office and finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.

Details of the authority's surplus assets fair value hierarchy as at 31st March 2019 are shown below:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31st March 2019
	£'000	£'000	£'000	£'000
Offices	-	1,255	-	1,255
Public Conveniences	-	125	-	125
TOTAL	-	**1,380**	**-**	**1,380**

NOTE 13: HERITAGE ASSETS

A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Movements in 2019/20	Civic Regalia	Fine Art/ Furniture	Monuments	Total
	£'000	£'000	£'000	£'000
Cost or Valuation				
1st April 2019	12	29	185	226
Additions	-	-	52	52
Reclassifications	-	-	88	88
As at 31st March 2020	**12**	**29**	**325**	**366**
As at 31st March 2019	**12**	**29**	**185**	**226**

COMPARATIVE MOVEMENTS 2018/19

Movements in 2018/19	Civic Regalia	Fine Art/ Furniture	Monuments	Total
	£'000	£'000	£'000	£'000
Cost or Valuation				
1st April 2018	11	28	185	224
As at 31st March 2019	**12**	**29**	**185**	**226**

Civic Regalia

The Council's Civic Regalia is reported in the Balance Sheet at insurance valuation. The insurance valuation is reviewed annually.

Fine Art/Furniture

This collection consists of various 19th Century paintings which have been donated to the Council and 2 carved oak chairs. These assets are stored or displayed in the Council's administration buildings and are reported in the Balance Sheet at insurance valuation, which is updated annually.

Monuments

The war memorial at The Green, Southwick is reported in the Balance Sheet at historical cost as it is not practical to provide a valuation.

In 2019/20 the Council constructed a fitting and lasting memorial to the eleven men who lost their lives as a result of the tragic incident at Shoreham Air Show in August 2015. The memorial is reported in the Balance Sheet at historical cost as it is not practical to provide a valuation.

NOTE 14: INVESTMENT PROPERTIES

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

	2019/20	2018/19
	£'000	**£'000**
Rental income from investment property	(4,291)	(1,814)
Direct operating expenses arising from investment property	493	300
Net (gain)/loss	**(3,798)**	**(1,514)**

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 disposal. The Council has no contractual obligations to purchase, construct or develop investment properties or repairs, maintenance or enhancement.

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

	2019/20	2018/19
	£'000	**£'000**
Balance at start of the year	37,013	12,121
Additions:		
Acquisitions	43,400	26,532
Net gains/losses from fair value adjustments:		
General Fund	(1,826)	(1,640)
Balance at end of the year	78,587	37,013

Fair Value Measurement of Investment Property

Details of the authority's investment properties and information about the fair value hierarchy as at 31st March 2020 and 31st March 2019 are as follows:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31st March 2020
	£'000	£'000	£'000	£'000
Land	-	546	-	546
Office	-	43,354	-	43,354
Retail	-	14,438	-	14,438
Leisure	-	20,249	-	20,249
TOTAL	-	78,587	-	78,587

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31st March 2019
	£'000	£'000	£'000	£'000
Land	-	544	-	544
Office	-	22,030	-	22,030
Retail	-	14,439	-	14,439
TOTAL	-	37,013	-	37,013

Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Levels 1 and 2 during the year.

Valuation Techniques used to Determine Level 2 and 3 Fair Values for Investment Properties

Significant Observable Inputs – Level 2 - The fair value for land assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Significant Unobservable Inputs – Level 3 - There are no land or property assets within the Authority's asset portfolio which are classed at Level 3 in the fair value hierarchy.

Highest and Best Use of Investment Properties

In estimating the fair value of the authority's investment properties, the highest and best use of the properties is their current use.

Valuation Techniques

There has been no change in the valuation techniques used during the year for investment properties.

Gains or losses arising from changes in the fair value of the investment property are recognised in the Surplus or Deficit on the Provision of Services – Financing and Investment Income and Expenditure line.

Valuation Process for Investment Properties

The fair value of the authority's investment property is measured annually at 1st April each year and reviewed for significant increases/decreases at the reporting date. All valuations are carried out by external valuers, Wilks, Head and Eve, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The external valuers work closely with the Authority's Estates Department and finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.

NOTE 15: FINANCIAL INSTRUMENTS

Categories of Financial Instruments

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

Financial Assets

	Non-Current				Current				Total
	Investments		Debtors		Investments		Debtors		
	31Mar20	31Mar19	31Mar20	31Mar19	31Mar20	31Mar19	31Mar20	31Mar19	31Mar20
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Fair Value through Profit and Loss	2,728	983	-	-	-	-	-	-	**2,728**
Amortised Cost - Investments and debtors	4	4	41	51	7,000	6,000	3,000	2,062	**10,045**
Amortised Cost - Cash and Cash Equivalents	-	-	-	-	4,197	4,747	-	-	**4,197**
Amortised Cost - accrued interest	-	-	-	-	63	64	-	-	**63**
Fair Value through other comprehensive income	25	50	-	-	-	-	-	-	**25**
Total Financial Assets	**2,757**	**1,037**	**41**	**51**	**11,260**	**10,811**	**3,000**	**2,062**	**17,058**
Non-financial assets	**-**	**-**	**-**	**-**	**-**	**-**	**3,830**	**3,097**	**3,830**
Total	**2,757**	**1,037**	**41**	**51**	**11,260**	**10,811**	**6,830**	**5,159**	**20,888**

Financial Liabilities

	Non-Current				Current				Total
	Borrowings		Creditors		Borrowings		Creditors		
	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000
Amortised Cost - Principal	(152,415)	(110,708)	-	-	(9,810)	(5,886)	(4,093)	(1,930)	**(166,318)**
Amortised cost - accrued interest	-	-	-	-	(765)	(498)	-	-	**(765)**
Total Financial Liabilities	**(152,415)**	**(110,708)**	**-**	**-**	**(10,575)**	**(6,384)**	**(4,093)**	**(1,930)**	**(167,083)**
Non-financial liabilities	-	-	-	-	-	-	**(5,013)**	**(3,296)**	**(5,013)**
Total	**(152,415)**	**(110,708)**	**-**	**-**	**(10,575)**	**(6,384)**	**(9,106)**	**(5,226)**	**(172,096)**

Accrued interest on Non-Current assets and liabilities is included in the Current columns because it is receivable or payable within 12 months.

The Non-financial assets and liabilities are the balances which do not meet the definition of a financial instrument, such as tax-based debtors and creditors.

Classification of Assets and Liabilities

Most of the Council's investments are fixed term deposits with UK banks and building societies, which are still valued on an amortised basis. They are included in Long Term Investments and Short Term Investments on the Balance Sheet, although as at 31 March 2020 they are all Short Term Investments. The Council's investments in money market funds are valued at amortised cost and the principal is included in Cash and Cash Equivalents.

The Council's other investments continue to be carried on the Balance Sheet at fair value, assessed on a recurring basis, and the following classifications have been used from 1 April 2018:

The Council's investment in the Local Authorities' Property Fund is classified as Fair Value through Profit or Loss and the current value of £2.728m is included in the Long Term Investments on the Balance Sheet. However due to statutory override, any unrealised gain or loss (shown in the table below) is not charged to the revenue account. - it is posted to the Financial Instrument Revaluation Reserve. This investment is classified as a Level 1 input, as explained in the Accounting Policies (Note1), and the valuation technique used is the bid value of the units in the Fund as at 31 March 2020. Dividends are received quarterly and are credited to the revenue account.

The Council holds two investments for policy purposes, which have been designated as Fair Value through Other Comprehensive Income, because they are not held in order to collect contractual cash flows and no income has been received:

- £25,000 of deferred shares in Boom Credit Union, which offers affordable loans in the West Sussex and Surrey area,
- 75,000 ordinary shares with the UK Municipal Bonds Agency, which was set up to provide financing choices for UK local authorities.

These investments are classified as Level 2 inputs, using “other significant observable inputs” to arrive at the fair value. On this basis the Boom Credit Union holding is valued at cost and the UK Municipal Bonds Agency holding has been written down from £25,000 to zero, due to uncertainty regarding its future activity. The loss is shown in the table below. These assets are included in Long Term Investments on the Balance Sheet.

There were no transfers between input levels during the year and no changes in the valuation technique used.

Income, Expense, Gains and Losses

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

	2019/20	2019/20	2018/19	2018/19
	Surplus or Deficit on the Provision of Services	**Other Comprehensive Income and Expenditure**	**Surplus or Deficit on the Provision of Services**	**Other Comprehensive Income and Expenditure**
	£'000	**£'000**	**£'000**	**£'000**
Net (gains)/losses on:				
Financial assets measured at fair value through profit or loss (Local Authorities' Property Fund)	255	-	(15)	-
Financial assets measured at amortised cost	151	-	(57)	-
Financial assets measured at fair value through other comprehensive income (Municipal Bonds Agency)	-	25	-	25
Total net (gains)/losses	**406**	**25**	**(72)**	**25**
Interest revenue:				
Financial assets measured at amortised cost	(161)	-	(136)	-
Other financial assets measured at fair value through profit or loss (dividends from the Local Authorities' Property Fund)	(115)	-	(43)	-
Total interest revenue	**(276)**	**-**	**(179)**	**-**
Interest expense	**4,270**	**-**	**3,398**	**-**
Fee expense on financial liabilities that are not at fair value through profit or loss	**21**	**-**	**10**	**-**

The losses and gains in assets measured at amortised cost relate to the change in the provisions for losses on trade debtors calculated in accordance with accounting policies.

Capitalisation of Borrowing Costs

The Council did not capitalise any interest in 2019-20.

The Fair Values of Financial Liabilities and Financial Assets that are not measured at Fair Value (but for which Fair Value Disclosures are required)

Except for the financial assets carried at fair value, described above, all other financial liabilities and financial assets held by the Council are carried in the Balance Sheet at amortised cost. The following tables show the fair values of the liabilities and assets, which are all currently within the Level 2 category in the valuation hierarchy. This uses "other significant observable inputs" to arrive at the fair value.
The fair value of the reported carrying amounts at 31st March 2020 can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:-

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

The fair values for Financial Liabilities are compared with the carrying amounts as follows:

	31st March 2020		31st March 2019	
Financial Liabilities	**Carrying Amount £'000**	**Fair Value £'000**	**Carrying Amount £'000**	**Fair Value £'000**
PWLB Debt	(142,238)	(155,224)	(98,666)	(115,779)
Non-PWLB Debt	(20,752)	(35,086)	(18,426)	(33,249)
Total Borrowing	(162,990)	(190,310)	(117,092)	(149,028)
Short Term Creditors	(4,093)	(4,093)	(1,930)	(1,930)
Total	**(167,083)**	**(194,403)**	**(119,022)**	**(150,958)**

The fair value of the liabilities is greater than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans in the market at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31st March 2020) arising from a commitment to pay interest to lenders above current market rates.

The fair value of trade and other payables (creditors) is taken to be the invoiced or billed amount. The disclosure for Financial Liabilities excludes statutory creditors, consequently the creditors figures differ from those in the Balance Sheet and the Creditors disclosure note.

The Council has used a transfer value for the fair value of financial liabilities. We have also calculated an exit price fair value of £244.64m, which is calculated using early repayment discount rates. The Council has no contractual obligation to pay these penalty costs and would not incur any additional cost if the loans run to their planned maturity date.
The fair values for Financial Assets are compared with the carrying amounts as follows:

Financial Assets - valued at amortised cost	31st March 2020		at 31st March 2019	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Short term investments	7,063	7,063	6,064	6,065
Long term investments	4	4	4	4
Cash and cash equivalents	4,197	4,197	4,747	4,747
Short term debtors	3,000	3,000	2,062	2,062
Long term debtors	41	41	51	51
Total	**14,305**	**14,305**	**12,928**	**12,929**

The fair value of the financial assets is effectively the same as the carrying amount because the Council's fixed rate loans held at 31st March, 2020 are at interest rates similar to the rates for similar loans in the market at the Balance Sheet date.

The fair value of trade and other receivables is taken to be the invoiced or billed amount. The disclosure for Financial Assets excludes statutory debtors, such as Council Tax, consequently the debtors figures differ from those in the Balance Sheet and the Debtors disclosure note.

Nature and Extent of Risks Arising From Financial Instruments

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

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

Overall procedures for managing risk

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

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which is available on the Council's website at https://www.adur-worthing.gov.uk/media/media,152368,en.pdf

Credit Risk Management Practices

The Council's credit risk management practices are set out in the Annual Investment Strategy and particular regard is given to determining whether the credit risk of financial instruments has increased significantly since initial recognition.

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

Examples of the credit criteria in respect of financial assets held by the Council are:

- Credit ratings of Short Term of F1, Long Term A-, (Fitch or equivalent rating), with the lowest available rating being applied to the criteria

- UK institutions provided with support from the UK Government and support rating AA- for other countries

- The top five Building Societies by asset size

Examples of the limits on the size and length of time of deposits are:

- Banks - £4m for a maximum of 5 years;

- Building Societies - £4m for the Nationwide and £2m for the others on the approved list, for a maximum of 5 years;

- Money Market Funds (MMF) AAA rated - to be used for short term liquidity with a maximum limit of £3m for any one MMF.

The full investment strategy for 2019/20 was approved by the Council on 28th February 2019 and is available on the Council's website.

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

Amounts Arising from Expected Credit Losses

The Council's maximum exposure to credit risk in relation to its total investments of £10.665m in banks, building societies and money market funds 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 investment counterparties with which the Council holds investments to be unable to meet their commitments. Although the potential risk of irrecoverability applies to all of the Council's deposits, there was no evidence at the 31st March 2020 that this was likely to crystallise and there is no material Expected Credit Loss.

The following analysis summarises the Council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability.

Credit Risk Exposure	Carrying Amount at 31-Mar-20	Estimated Maximum Exposure to Loss 31-Mar-20	Estimated Maximum Exposure 31-Mar-19
	£'000	£'000	£'000
Lease debtors	154	46	61
Sundry debtors	2,846	828	666

Excluding statutory debtors – Council Tax/NNDR

The Council does not generally allow credit for its customers. Therefore all amounts outstanding (apart from those amounts raised as accruals at 31st March 2020 as part of the final accounts process) are past their due date. Exposure to losses on these debtors is assessed on an aged debt basis as identified in the accounting policies and Note 16.

Credit Risk Exposure

At 31st March 2020 the Council held £10k of bank investments at credit rating AA-, £2m at rating A+, £4m at rating A and £1m at rating A-. £3.655m classified as Cash and Cash Equivalents was held in AAA rated money market funds. There has been no significant increase in credit risk since initial recognition and no credit impairment. No credit limits were exceeded during the reporting period. All of these investments are due to be repaid within 12 months.

Liquidity Risk

The Council manages its liquidity positions through the risk management procedures above (the setting and approval of prudential indicators and the approval of the Treasury Management Strategy Statement and Annual Investment Strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

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

Refinancing and Maturity Risk

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

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

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provides stability of maturities and returns in relation to the longer term cash flow needs. The Council has set a maximum limit of 50% for investments for more than 1 year.

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

	Approved Minimum Limits	**Approved Maximum Limits**	**Actual 31 March 2020**	**Actual 31 March 2020**	**Actual 31 March 2019**	**Actual 31 March 2019**
				£'000s		**£'000s**
Maturing within one year	0%	20%	7%	(10,575)	6%	(6,384)
Maturing in 1-2 years	0%	25%	5%	(7,527)	5%	(5,892)
Maturing in 2-5 years	0%	40%	13%	(21,415)	14%	(16,904)
Maturing in 5-10 years	0%	50%	24%	(39,584)	19%	(22,622)
Maturing in 10-20 years	0%	60%	31%	(50,153)	27%	(31,430)
Maturing in 20-30 years	0%	60%	2%	(3,700)	4%	(5,202)
Maturing in more than 30 years	0%	45%	18%	(30,036)	25%	(28,658)
TOTAL			100%	**(162,990)**	100%	**(117,092)**

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

Market Risk

Interest Rate Risk

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

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise

- investments at fixed rates – the fair value of the assets will fall.

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

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed. All current borrowing is at fixed rates, although the Council has set a maximum limit of 25% for variable rate borrowing.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31st March 2020, if all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£'000
Increase in interest receivable on variable rate investments - impact on Surplus or Deficit on the Provision of Services	38
Share of overall impact credited or debited to the HRA	10
Decrease in fair value of fixed rate investment assets - impact on Other Comprehensive Income and Expenditure	-
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	20,515

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed. These assumptions are based on the same methodology as used in the Fair Value of Assets and Liabilities tables.

Price Risk

The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds and does not have shareholdings in joint ventures or local industry. The Council has invested £3m in the CCLA Property Fund and is exposed to losses arising from movements in the value of the fund. Due to statutory override, any gains or losses are not charged to the General Fund.

Foreign Exchange Risk

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

NOTE 16: DEBTORS

Amounts falling due in one year net of bad debt impairment provision:	**31-Mar-20**	**31-Mar-19**
	£'000s	**£'000s**
Central Government Bodies	148	315
Other Local Authorities	1,774	1,098
NHS Bodies	28	26
Other Entities and Individuals	4,880	3,720
	6,830	5,159

The past due amounts for customers can be analysed as follows.

Overall Aged Debt Analysis	**31-Mar-20**	**31-Mar-19**
	£'000	**£'000**
Under 1 year	6,554	4,917
1 - 2 years	54	44
2 - 3 years	39	30
Over 3 years	183	168
	6,830	5,159

Long Term Debtors

Long Term Debtors	**31-Mar-20**	**31-Mar-19**
	£'000s	**£'000s**
Car loans	41	51
TOTAL	**41**	**51**

NOTE 17: CASH AND CASH EQUIVALENTS

	31-Mar-20	**31-Mar-19**
	£'000	**£'000**
Cash held/(overdrawn) by the Council	1	1
Bank Current Accounts	531	1,232
Call Accounts and Money Market Funds	3,665	3,514
Total Cash & Cash Equivalents	**4,197**	**4,747**

NOTE 18: ASSETS HELD FOR SALE

	Current 2019/20	Current 2018/19	Non Current 2019/20	Non Current 2018/19
	£'000	**£'000**	**£'000**	**£'000**
Balance outstanding at 1st April 2019	-	-	-	-
Assets newly classified as held for sale:				
From Property, Plant and Equipment	855	588	-	-
Assets sold:	(855)	(588)	-	-
Balance outstanding at year-end	**-**	**-**	**-**	**-**

The Authority recognised the following assets as held for sale during 2019/20:

- 12 Council Dwellings being sold under 'Right to Buy' Regulations were reclassified as held for sale.
- 12 sales of 'Right to Buy' Council Dwellings completed in 2019/20.

NOTE 19: CREDITORS

	31-Mar-20	31-Mar-19
	£'000s	**£'000s**
Central Government Bodies	(1,018)	(1,089)
Other Local Authorities	(1,328)	(1,937)
Other Entities and Individuals	(6,760)	(2,200)
TOTAL	**(9,106)**	**(5,226)**

NOTE 20: PROVISIONS

The table below identifies the movements in the year in the amounts set aside for provisions. Below the table is a brief description of the nature of each provision and any information on likely timings and uncertainties surrounding its use.

	Balance at 31-Mar-19	Additional provisions made in 2019/20	Amounts used in 2019/20	Balance at 31-Mar-20
	£'000	**£'000**	**£'000**	**£'000**
Census Partnership	(138)	-	138	-
Courtfields Major works	(375)	(23)	-	(398)
Insurance Provision	(25)	-	-	(25)
Land Charges Provision	(8)	-	-	(8)
Business Rates Appeals	(256)	-	87	(169)
	(802)	**(23)**	**225**	**(600)**

Land Charges Provision:

The Council is involved in litigation, concerning fees charged since 2005, for property searches. Local authorities have charged for property searches, but private search companies have now complained that the fees set are incompatible with the Environmental Information Regulations 2004.

These regulations provide that environmental information should be made available for personal inspection at no charge. Numerous private property search companies have now issued and/or threatened claims against authorities for charges levied from 1st January 2005 onwards. In March 2011, central government provided £40,000 to each authority to cover potential claims for refunds. Several claims have now been settled, leaving just interest and legal costs to be agreed.

Courtfields Major Works:

This Reserve is a provision for the cost of works that the Council is obliged to undertake at Courtfields, which has been increased by £22,390. No major works are currently programmed for the properties but it is highly likely that some major works will need to be undertaken in the next few years.

Business Rates Appeals:

A provision has been made for appeals which are likely to be settled in favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The gross provision is £843,414, Adur Council's share is £168,682, being 20% of the total.

Census Partnership cessation costs:

A provision was made for the impact of the withdrawal from the CenSus Revenues & Benefits contract. This has now been settled in 2019/20

Insurance Provision – A provision for outstanding claims at year end.

NOTE 21: USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement on page 30.

NOTE 22: UNUSABLE RESERVES

UNUSABLE RESERVES	31st March 2020	31st March 2019
	£'000s	£'000s
Revaluation Reserve	(106,264)	(99,134)
Capital Adjustment Account	(49,277)	(56,807)
Financial Instruments Adjustment Account	427	430
Financial Instruments Revaluation Reserve	323	42
Pension Reserve	14,250	34,023
Collection Fund Adjustment Account	351	675
TOTAL UNUSABLE RESERVES	**(140,190)**	**(120,771)**

Revaluation Reserve

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

- 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 1st 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.

Revaluation Reserve	2019/20 £'000	2018/19 £'000
Balance at 1st April	(99,134)	(79,142)
Upward revaluation of assets	(11,441)	(21,608)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	2,971	588
Surplus or deficit on revaluation of non-current assets charged to other comprehensive income and expenditure	**(8,470)**	**(21,020)**
Difference between fair value depreciation and historical cost depreciation	865	773
Accumulated gains on assets sold	475	255
Amount written off to Capital Adjustment Account	**1,340**	**1,028**
Balance at 31st March	**(106,264)**	**(99,134)**

Capital Adjustment Account

The Capital Adjustment Account reflects the difference between the cost of long term assets consumed and the capital financing assets set aside to pay for them. It is written down by capital expenditure which does not result in the creation of a long term asset and the depreciated historical cost of assets when sold.

The account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the Council.

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

Capital Adjustment Account	2019/20	2018/19
	£'000	**£'000**
Balance at 1st April	**(56,807)**	**(59,684)**
Items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	5,386	5,125
Revaluation losses and reversals of previous revaluation losses on property, plant and equipment	5,070	(595)
Amortisation of intangible assets	54	71
Revenue expenditure funded from capital under statute Current Year	10,887	728
Revenue expenditure funded from capital under statute Prior Years	-	1
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	2,149	1,854
Net written out amount of the cost of non-current assets consumed in the year	**23,546**	**7,184**
Adjusting amounts written out of the Revaluation Reserve	(1,341)	(1,028)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(795)	(490)
Use of the Major Repairs Reserve to finance new capital expenditure	(2,018)	(2,224)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(7,777)	(159)
Application of grants to capital financing from the Capital Grants Unapplied Account	(4,453)	(865)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(1,391)	(1,016)
Capital expenditure charged against the General Fund and HRA balances	(67)	(165)
	(17,842)	**(5,947)**
Movements in the market value of investment properties debited or credited to the Comprehensive Income and Expenditure Statement	1,826	1,640
Balance at 31st March	**(49,277)**	**(56,807)**

Financial Instruments Adjustment Account

The Financial Instruments Adjustment 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 uses the account to manage premiums paid on discounts received on the early redemption of loans.

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 have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

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

Pension 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.

Pensions Reserve	2019/20	2018/19
	£'000	£'000
Balance at 1st April	34,023	28,752
Remeasurements of the net defined benefit liability / (asset)	(21,288)	3,468
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	4,586	4,813
Employer's pension contributions and direct payments to pensioners payable in the year	(3,071)	(3,010)
Balance at 31st March	14,250	34,023

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the difference arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared with the statutory arrangements between the General Fund from the Collection Fund.

NOTE 23: CASH FLOW - OPERATING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
The cash flows for operating activities include the following items:		
Interest received	277	183
Interest paid	(4,006)	(3,298)
Total	**(3,729)**	**(3,115)**

Cash Flow – Net Cash Flow From Operating Activities

	Net 2019/20	Net 2018/19
	£'000	£'000
Net Surplus or (Deficit) on the Provision of Services	**(12,344)**	**(1,045)**
Adjust net surplus or deficit on the provision of services for non cash movements		
Depreciation	5,386	5,125
Impairment and downward valuations	5,070	(595)
Amortisation	54	71
Increase/(Decrease) in Creditors	2,124	(502)
(Increase)/Decrease in Debtors	(1,723)	565
(Increase)/Decrease in Inventories	(4)	(5)
Movement in Pension Liability	1,515	1,803
Contributions to/(from) Provisions	(202)	51
Carrying amount of non-current assets sold [property plant and equipment, investment property and intangible assets]	2,149	1,854
Movement in Investment property values	2,078	1,519
	16,447	**9,886**
Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities		
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(1,660)	(1,095)
Net capital Grants credited to surplus or deficit on the provision of services	(8,331)	(4,155)
	(9,991)	**(5,250)**
Net Cash Flows from Operating Activities	**(5,888)**	**3,591**

NOTE 24: CASH FLOW - INVESTING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
Purchase of property, plant and equipment, investment property and intangible assets	(46,938)	(39,045)
Purchase of short-term and long-term investments	(103,793)	(98,283)
Other payments for investing activities	(61)	(21)
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,540	1,745
Proceeds from short-term and long-term investments	100,793	101,283
Other receipts from investing activities	8,965	3,659
Net cash flows from investing activities	**(39,494)**	**(30,662)**

NOTE 25: CASH FLOW - FINANCING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
Cash receipts of short- and long-term borrowing	51,672	35,035
Repayments of short- and long-term borrowing	(6,037)	(4,007)
Other payments for financing activities	(803)	(247)
Net cash flows from financing activities	**44,832**	**30,781**

NOTE 26: TRADING OPERATIONS

The former Direct Service Organisations are designated as trading accounts and a summary of their trading results is shown below, together with other services treated as trading services. The Council operates one trading account as shown below:

	2019/20 Gross Expenditure	2019/20 Gross Income	2019/20 Net Income	2018/19 Net Income
	£'000	£'000	£'000	£'000
Trade Refuse	472	(679)	(207)	(168)
	472	**(679)**	**(207)**	**(168)**

The trading account is consolidated within the Comprehensive Income and Expenditure Statement under other operating expenditure.

Through the Joint Strategic Committee, a trade waste service is provided for the collection of commercial refuse. The service charges a commercial rate and is in direct competition with other service providers. Surpluses are shared and credited back to the Council.

NOTE 27: AGENCY SERVICES

Adur District Council have entered into an Agency Agreement with West Sussex County Council to improve the Parking Enforcement for the District. In 2019/20 income collected was £147,868.16, (2018/19 £173,941.05) and expenditure was £144,943.78, which includes a refund from previous year overpayments (2018/19 173,495.19). West Sussex County Council contributes £50,000 towards this contract, with the balance being funded by Adur District Council.

The Council also has Agency Agreements with other Local Authorities for Treasury Management, and Insurance Provision to provide Value for Money, relying on expertise within particular authorities. These Agency Agreements are deemed by Adur Council to be immaterial.

NOTE 28: MEMBERS' ALLOWANCES

The total allowances paid to Members were as follows:

2019/20	2018/19
£	**£**
208,497	205,510

NOTE 29 OFFICERS' REMUNERATION

The senior officers who manage services and staff for Adur District Council and Worthing Borough Council are employed by Adur District Council as part of the partnership arrangement. These emoluments relate to the employment of senior officers by Adur District Council on behalf of both Adur District Council and Worthing Borough Council.

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Bands	Number of Employees 2019/20	2018/19
£50,000 to £54,999*	16	13
£55,000 to £59,999	6	3
£60,000 to £64,999	4	4
£65,000 to £69,999	1	3
£70,000 to £74,999	3	4
£75,000 to £79,999	5	4
£80,000 to £84,999	-	1
£85,000 to £89,999	-	-
£90,000 to £94,999	1	-
£95,000 to £99,999	3	3
£100,000 to £104,999	-	-
£105,000 to £109,999	-	-
£110,000 to £114,999	-	-
£115,000 to £119,999	-	1
£120,000 to £124,999	1	-
	40	**36**

* These include redundancy, efficiency of service and settlement payments relating to 2019/20. Please see note 30 Exit Packages and Termination Benefits for a breakdown of these payments.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There were no staff whose salary was more than £150,000 in 2019/20 and in 2018/19.

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

Note 2: The Chief Executive, Directors and Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing Borough Council as part of a formally agreed partnership arrangement where costs are shared and included in the support service allocations to the authorities.

There were no bonuses paid to these staff in either 2019/20 and in 2018/19.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above

Postholder	Salary, Fees and Allowances	Total Remuner-ation excluding Pension Contributions	Pension Contribut-ion Employer Only	Total Remunera-tion including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive						
2019/20	124,240	124,240	26,215	150,455	75,228	75,227
2018/19	118,824	118,824	25,072	143,896	71,948	71,948
Director for Communities						
2019/20	97,411	97,411	20,554	117,965	70,779	47,186
2018/19	99,750	99,750	21,047	120,797	72,478	48,319
Director for Digital & Resources						
2019/20	99,750	99,750	21,047	120,797	66,740	54,057
2018/19	99,750	99,750	21,047	120,797	66,740	54,057
Director for the Economy						
2019/20	99,750	99,750	21,047	120,797	82,142	38,655
2018/19	99,750	99,750	21,047	120,797	82,142	38,655
Head of Finance						
S151 Officer						
2019/20	78,632	78,632	16,591	95,223	55,134	40,089
2018/19	77,090	77,090	16,266	93,356	54,053	39,303
Head of Legal						
Monitoring Officer						
2019/20	70,897	70,897	15,127	86,024	48,764	37,260
2018/19	69,522	69,522	14,831	84,353	47,816	36,537
Head of Planning & Development						
Strategic Planning						
2019/20	71,694	71,694	15,127	86,821	44,279	42,542
2018/19	70,288	70,288	14,831	85,119	43,411	41,708
Head of Housing						
Strategic Housing						
2019/20	75,513	75,513	15,933	91,446	32,920	58,526
2018/19	66,860	66,860	13,955	80,815	29,094	51,721

NOTE 30 OFFICERS' REMUNERATION - EXIT PACKAGES AND TERMINATION BENEFITS

EXIT PACKAGES

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

(a)	(b)		(c)		(d)		(e)	
Exit package cost band (including special payments)	**Number of compulsory redundancies**		**Number of other departures agreed**		**Total number of exit packages by cost band**		**Total cost of exit packages in each band**	
	2019/20	**2018/19**	**2019/20**	**2018/19**	**2019/20**	**2018/19**	**2019/20**	**2018/19**
							£	**£**
£0 - £20,000	-	6	5	9	5	15	56,752	148,079
£20,000 - £40,000	-	3	-	4	-	7	-	188,290
£40,000 - £60,000	-	-	-	1	-	1	-	52,065
£60,000 - £80,000	-	-	-	-	-	-	-	-
£80,000 - £100,000	-	-	-	-	-	-	-	-
Total cost included in bandings	-	9	5	14	5	23	56,752	388,434
Total cost included in CIES	-	9	5	14	5	23	56,752	388,434

These redundancy costs are shared between Adur & Worthing Councils in proportion to the service allocation. The total cost of £56,752 in the table above includes **£22,701** for exit packages that have been charged to Adur's Comprehensive Income and Expenditure Statement in the current year.

TERMINATION BENEFITS

	Adur
	£
Redundancy costs	22,701
Enhanced Pension Benefits	72,167
Total termination benefit 2019/20	94,868
Termination benefits 2018/19	260,747

Of this total, £22,701 is payable in the form of compensation for loss of office and £72,167 is the 2019/20 cost of enhanced pension benefits which is normally spread over 3 years. This cost also relates to enhanced pensions from previous year terminations.

NOTE 31: EXTERNAL AUDIT COSTS

The Council incurred the following fees (all payable to Ernst and Young) relating to external audit.

	2019/20	2018/19
	£'000s	£'000s
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	37	37
Fees payable to external auditors for the certification of grant claims and returns for the year	30	15
TOTAL	**67**	**52**

NOTE 32: GRANT INCOME

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

Credited to Taxation and Non specific Grant Income	**2019/20**	**2018/19**
	£'000s	**£'000s**
General Fund Grants & Donations		
New Homes Bonus Scheme	(126)	(202)
Section 31 Grant	(429)	(714)
Other	(7)	-
	(562)	**(916)**
Capital Grants & Donations		
S106 Other Contributions	(43)	(62)
Homes England Housing Grant	(731)	-
Local Enterprise Partnership Funding	(135)	(86)
Other Grants & Donations	(24)	(45)
	(933)	**(193)**
Credited to Services	**2019/20**	**2018/19**
	£'000s	**£'000s**
Capital Grants & Donations - Specific		
Homes England Housing Grant	(6,750)	-
MHCLG Disabled Facilities Grant	(645)	(650)
Local Enterprise Partnership Funding via Worthing BC	-	(3,285)
Other Grants & Donations	(18)	(28)
	(7,413)	**(3,963)**
General Fund Grants & Donations		
Highways England - Rapid Charger	(32)	-
Cabinet Office - IER s31 grant	(12)	(13)
Department of Work and Pensions	(68)	(89)
MHCLG - Flexible Homelessness Support	(139)	(206)
MHCLG - Other	(122)	(160)
WSCC - LEAP Funding	(69)	(71)
Grants recognised in the Joint Committee	(539)	(532)
	(981)	**(1,071)**
TOTAL	**(9,889)**	**(6,143)**

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver if the conditions are not met. The balances at the end of the year are as follows:

	2019/20	2018/19
	£'000s	£'000s
Revenue Grants Receipts in Advance		
MHCLG - Other	-	(16)
WSCC - LEAP funding	(20)	(17)
Grants recognised in the Joint Committee	(259)	(237)
TOTAL	**(279)**	**(270)**

NOTE 33: RELATED PARTIES

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the 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. council tax bills, housing benefits). Grants received from government departments are set out in Note 32. Grant receipts which remain to be used at 31st March 2020 are shown in Note 32.

Members

Members of the Council have direct control over the Council's financial and operating policies**.** The total of members' allowances paid in 2019/20 is shown in Note 28. During 2019/20 there were no related party transactions declared by Councillors. In 2019/20 all contracts were entered into in full compliance with the Council's standing orders. Details of all members' transactions are recorded in the Register of Members' Interests, open to public inspection on the Council's website.

There were no related party transactions declared by officers in 2019/20.

Other Public Bodies

The Council has a partnership arrangement with Worthing Borough Council for the sharing of a joint officer structure.

Entities Controlled or Significantly Influenced by the Council

The Council has a 30 year agreement with Impulse Leisure Trust to manage two leisure centres and one community swimming pool.

Payment of a subsidy of £135,000 was made to Impulse Leisure Trust in 2019/20. The value of this receipt is material to the Leisure Centre Trust.

NOTE 34: CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as 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.

	2019/20	2018/19
	£'000	**£'000**
Opening Capital Financing Requirement	123,250	88,603
Capital Investment		
Property, Plant and Equipment	5,843	12,258
Heritage Assets	51	-
Investment Properties	43,400	26,532
Intangible Assets	89	47
Revenue Expenditure Funded from Capital Under Statute	10,887	729
Sources of Finance		
Capital receipts	(795)	(490)
Government grants and other contributions	(12,231)	(1,024)
Sums set aside from revenue:		
Direct revenue contributions	(67)	(44)
MRP/loans fund principal	(1,391)	(1,016)
Revenue funding	(2,018)	(2,345)
Closing Capital Financing Requirement	**167,018**	**123,250**
Explanation of movements in year		
Increase/ (Decrease) in underlying need to borrow (unsupported by Government financial assistance)	43,768	34,647
Increase/(decrease) in Capital Financing Requirement	**43,768**	**34,647**

NOTE 35: LEASES

Operating Leases - Lessor

The Council leases out property under operating leases for the following purposes:

- for the provision of community services, such as sports facilities, tourism services and community centres
- for economic development purposes to provide suitable affordable accommodation for local businesses
- as part of the Council's Strategic Investment Policy to maximise rental income for the Authority (see note 14).

Future minimum lease receipts are calculated using current receipt contract information. The future minimum lease receipts under non-cancellable leases in future years are:

	31-Mar-20	31-Mar-19
	£'000	**£'000**
Not later than one year	5,127	2,416
Later than one year and not later than five years	19,000	7,322
Later than five years	28,801	11,903
	52,928	21,641

Operating Leases - Lessee

The Authority is the lessee of a number of properties which it sublets to tenants of Adur Homes. The non-cancellable rentals due for lessor and lessee rents cannot be quantified with certainty, but are deemed not to be material and therefore excluded from the tables above.

NOTE 36: OTHER LONG TERM LIABILITIES

Other Long Term Liabilities		31-Mar-20	31-Mar-19
	See Note No.	**£'000s**	**£'000s**
Commuted Sums		(8)	(8)
Pension Reserve Liability	37	(14,250)	(34,023)
TOTAL		**(14,258)**	**(34,031)**

NOTE 37: DEFINED BENEFIT PENSION PLANS

Participation in Pension Plans

As part of the terms and conditions of employment of its officers, 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 (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme, administered locally by West Sussex County Council – this is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

Transactions Relating to Post-employment Benefits

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions

However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the 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:

Relating to Post-employment Benefits

Comprehensive Income and Expenditure Statement	Consolidation of Joint Committee:		Local Government Pension Scheme	
	Adur 2019/20	**Joint Committee 2019/20**	**Total 2019/20**	**Total 2018/19**
	£'000s	**£'000s**	**£'000s**	**£'000s**
Cost of services				
Current service cost	(761)	(3,113)	(3,874)	(3,186)
Past service cost	19	97	116	(865)
Effect of business combination	-	-	-	-
Financing & Investment Income & Expenditure				
Net Interest cost	(714)	(114)	(828)	(762)
Total post employment benefit charged to the surplus or deficit on the provision of services	**(1,456)**	**(3,130)**	**(4,586)**	**(4,813)**
Other post employment benefit charged to the CI&E Statement				
Remeasurement of the net defined benefit liability comprising:				
Return on plan assets (excluding the amount included in the net interest expense)	(2,971)	(2,064)	(5,035)	4,646
Actuarial gains and losses arising on changes in demographic assumptions	3,990	2,794	6,784	-
Actuarial gains and losses arising on changes in financial assumptions	3,916	6,840	10,756	(8,038)
Other (if applicable)	8,580	203	8,783	(76)
Total remeasurements recognised in the other comprehensive income	**13,515**	**7,773**	**21,288**	**(3,468)**
Total post-employment benefits charged to the CI&E statement	**12,059**	**4,643**	**16,702**	**(8,281)**

Transactions Relating to Post-employment Benefits

	Adur 2019/20	Joint Committee 2019/20	Total 2019/20	Total 2018/19
	£'000s	£'000s	£'000s	£'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(1,456)	(3,130)	(4,586)	(4,813)
Actual amounts charged against the General Fund balance for pensions in the year:				
Employer's contributions payable to the scheme	1,472	1,449	2,921	2,857
Retirement benefits payable to pensioners	150	-	150	153
Total charged against the General Fund balance	1,622	1,449	3,071	3,010

Pension Assets and Liabilities

Pensions Assets and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme					
	2019/20			2018/19		
	Adur	Joint C'ttee	Total	Adur	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Present value of the defined benefit obligation	(77,805)	(45,313)	(123,118)	(94,897)	(51,033)	(145,930)
Fair value of plan assets	61,345	47,523	108,868	64,756	47,151	111,907
Net liability arising from defined benefit obligation	**(16,460)**	**2,210**	**(14,250)**	**(30,141)**	**(3,882)**	**(34,023)**

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme					
	2019/20			2018/19		
	Adur	Joint C'ttee	Total	Adur	Joint C'ttee	Total
Opening fair value of scheme assets	64,755	47,152	111,907	62,459	42,660	105,119
Interest income	1,534	1,150	2,684	1,595	1,170	2,765
Remeasurement gain / (loss):			-			-
The return on plan assets, excluding the amount included in the net interest expense	(2,971)	(2,064)	(5,035)	2,749	1,897	4,646
Contributions from employer	1,622	1,449	3,071	1,565	1,445	3,010
Contributions from employees into the scheme	114	465	579	102	438	540
Benefits paid	(3,710)	(628)	(4,338)	(3,715)	(458)	(4,173)
Effect of Business Combination	-	-	-	-	-	-
Closing fair value of scheme assets	**61,344**	**47,524**	**108,868**	**64,755**	**47,152**	**111,907**

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities : LGPS					
	2019/20			2018/19		
	Adur	Joint C'ttee	Total	Adur	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Opening Balance at 1st April	(94,897)	(51,033)	(145,930)	(91,639)	(42,232)	(133,871)
Current service cost	(761)	(3,113)	(3,874)	(628)	(2,558)	(3,186)
Interest cost	(2,248)	(1,264)	(3,512)	(2,345)	(1,182)	(3,527)
Contributions from scheme members	(114)	(465)	(579)	(102)	(438)	(540)
Remeasurement (gains) and losses:		-				-
Actuarial gains / losses arising from changes in demographic assumptions	3,990	2,794	6,784	-	-	-
Actuarial gains / losses arising from changes in financial assumptions	3,916	6,840	10,756	(3,643)	(4,395)	(8,038)
Other experience	8,580	203	8,783	(76)	-	(76)
Past service cost	19	97	116	(179)	(686)	(865)
Benefits paid	3,710	628	4,338	3,715	458	4,173
Liabilities extinguished on settlements	-	-	-	-	-	-
Closing balance 31st March	**(77,805)**	**(45,313)**	**(123,118)**	**(94,897)**	**(51,033)**	**(145,930)**

The scheme assets listed below are valued at bid value.

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair value of scheme assets					
	2019/20			2018/19		
	Adur	Joint Committee	Total	Adur	Joint Committee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Cash and cash equivalents	2,146.0	1,662.5	3,808.5	1,784.9	1,299.6	3,084.5
Equity instruments:						
Consumer	5,815.9	4,505.4	10,321.3	6,307.9	4,593.0	10,900.9
Manufacturing	3,347.0	2,592.9	5,939.9	3,721.6	2,709.8	6,431.4
Energy and Utilities	950.5	736.3	1,686.8	1,971.4	1,435.4	3,406.8
Financial Institutions	5,486.5	4,250.3	9,736.8	7,769.2	5,657.0	13,426.2
Health and Care	4,369.8	3,385.2	7,755.0	3,116.6	2,269.3	5,385.9
Information Technology	7,076.6	5,482.1	12,558.7	4,193.2	3,053.2	7,246.4
Other	1,310.3	1,015.1	2,325.4	3,700.1	2,694.2	6,394.3
Sub-total equity	**28,356.6**	**21,967.3**	**50,323.9**	**30,780.0**	**22,412.0**	**53,192.0**
Debt Securities:						
UK Government	1,647.0	1,275.9	2,922.9	1,837.5	1,337.9	3,175.4
Investment Funds and Unit Trusts:						
Bonds	22,283.6	17,262.8	39,546.4	21,834.6	15,898.6	37,733.2
Property:						
UK Property	0.0	0.0	0.0	0.0	0.0	0.0
Overseas Property	-	-	-	-	-	-
Sub-total property	**0.0**	0.0	0.0	0.0	0.0	**0.0**
Private equity	0.0	0.0	0.0	0.0	0.0	0.0
Other investment funds	386.2	299.2	685.4	691.1	503.2	1,194.3
Total assets in active markets	**54,819.4**	**42,467.7**	**97,287.1**	**56,928.1**	**41,451.3**	**98,379.4**
Local Government Pension Scheme assets comprised (quoted prices are not in active markets)	**Adur**	**Joint Committee**	**Total**	**Adur**	**Joint Committee**	**Total**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Private Equity:						
All	1,300.4	1,007.4	2,307.8	1,799.1	1,310.0	3,109.1
Real Estate:						
UK Property	5,225.2	4,047.8	9,273.0	6,028.8	4,389.8	10,418.6
Total assets - not in active markets	**6,525.6**	**5,055.2**	**11,580.8**	**7,827.9**	**5,699.8**	**13,527.7**
Total assets	**61,345.0**	**47,522.9**	**108,867.9**	**64,756.0**	**47,151.1**	**111,907.1**

Basis for Estimating Assets and Liabilities:

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March, 2020.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2019/20	**2018/19**
Mortality assumptions		
Current pensioners:		
Male	22.2 years	23.6 years
Female	24.2 years	25.0 years
Future pensioners:		
Male	23.3 years	26.0 years
Female	25.9 years	27.8 years
Rate of inflation		
Rate of increase in salaries	2.4%	3.2%
Rate of increase in pensions	2.0%	2.5%
Rate for discounting scheme liabilities	2.3%	2.4%

The estimation of the defined benefit obligation 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 other assumptions remain constant. The assumptions for longevity, for example, assume that life expectancy increases or decreases for men and women. In practise, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have been assessed 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.

Change in assumptions at 31st March 2020	**Approximate % increase to Employer Liability**	**Approximate monetary amount (£000)**
0.5% decrease in Real Discount Rate	6%	4,834
0.5% increase in Salary Increase Rate	0%	93
0.5% increase in the Pension Increase Rate	6%	4,724

Included within the actuary assumptions is the potential impact to the Council of the ongoing legal case concerning alleged age discrimination in the administration of public sector pension schemes at a national level. The Court of Appeal has issued a decision regarding transitional arrangements for the benefit changes. The ruling has implications for the Local Government Pension Scheme and Firefighters Pension Scheme since similar reforms have been implemented by these schemes.

The outcome for the employer liabilities is not clear, since the Government may appeal and timescales for resolution may be lengthy. Any remediation process, including cost cap considerations, may also affect the resolution, and so the financial impact at an overall scheme level cannot be estimated at this time. Should an obligation arise, any increase in current or past service costs may affect employer pension contributions in future years, potentially as part of a deficit recovery plan.

Impact on the Council's Cash Flow:

The Council anticipates paying £1,424,000 contributions to the scheme in 2020/21 and approximately £1,366,000 contributions to the Adur-Worthing Joint Services scheme (40% share).

NOTE 38: CONTINGENT ASSETS and LIABILITIES

Contingent Liabilities

Pension Guarantees - The Council entered into a long term contract for the provision of Leisure Services with Impulse Leisure Trust. This involved the transfer of Council employees to this new service provider. Employees rights are protected under the provision in Transfer of Undertakings (Protection of Employment) Regulation 2006 (TUPE). However pension rights are not fully covered within TUPE regulations. The Council has provided a guarantee that in the event the Leisure Trust ceases trading, the Council will meet pension obligations with respect to employees within the West Sussex Pension Scheme.

NOTE 39: HERITAGE ASSETS NOT REPORTED IN THE BALANCE SHEET

The following assets are not reported in the Balance Sheet because information on the cost or value of these assets is not available due to the lack of comparative information and the unique nature of these assets; the cost of obtaining a valuation would not be commensurate with the benefits to the users of the financial statements.

Buckingham Park House Ruin: Comprises the remains of an old listed building situated in Buckingham Park valuation has not been obtained due to the unique nature of this asset.

Buckingham Farm Dovecote: This is a listed building situated on an open space which old records indicate was transferred to the Council in about 1974. No valuation is available due to the unique nature of the asset.

War Memorial, adjacent to St. Mary's Church, Shoreham: The Council does not hold cost information on this monument and the cultural significance of this monument cannot be valued.

NOTE 40: TRUST FUNDS

The Council acts as a trustee for two Charities; Adur Recreational Ground (271495) and The Green (290683). In both cases the land was gifted to the Council to maintain, and any income generated is offset against this maintenance.

NOTE 41: JOINT BUDGETS

All Services (except for services relating to the Housing Revenue Account) that can operate as a shared service have now moved across to the Joint Strategic Committee. The Joint Strategic Committee accounts are proportionately consolidated into the Council's financial statements.

	Gross Expenditure 2019/20	Gross Income 2019/20	Net Expenditure 2019/20
	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES			
Net Cost Of General Fund Services	21,748	(4,638)	17,110
Holding Accounts	10,461	(673)	9,788
NET COST OF SERVICES	**32,209**	**(5,311)**	**26,898**
Funded by:			
Adur District Council			(9,139)
Worthing Borough Council			(13,527)
(Surplus) or deficit on provision of services			**4,232**
Remeasurement of the net defined pension benefit liability			(19,433)
Other Comprehensive Income & Expenditure			**(19,433)**
Total Comprehensive Income & Expenditure			**(15,201)**

HOUSING REVENUE ACCOUNT (HRA)
COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	HRA Note	2019/20 Net Expenditure		2018/19 Net Expenditure	
		£'000	£'000	£'000	£'000
INCOME					
Dwelling rents		(11,991)		(11,941)	
Non-dwelling rents		(579)		(552)	
Charges for services and facilities		(1,174)		(746)	
Total Income			**(13,744)**		**(13,239)**
EXPENDITURE					
Repairs and maintenance		3,758		2,914	
Supervision and management		3,450		3,211	
Rents, rates, taxes and other charges		49		51	
Depreciation	5&9	4,038		3,876	
Revaluation and impairment of non-current assets	10	157		(467)	
Movement in the allowance for bad debts		108		91	
Total Expenditure			**11,560**		**9,676**
Net (Income) / Cost of HRA Services as included in the whole authority CI&E Statement			(2,184)		**(3,563)**
HRA services share of Corporate and Democratic Core			656		666
Net (Income) / Cost of HRA Services			(1,528)		**(2,897)**
HRA share of the operating income and expenditure included in the CI&E Statement					
(Gain) or loss on sale of HRA non-current assets	1	(716)		(474)	
Derecognition of assets	1	1,060		1,181	
Interest payable and similar charges		2,225		2,243	
HRA Interest and Investment income		(66)		(46)	
Net interest on the net defined benefit liability (asset)		690		696	
Capital grants and contributions receivable		(764)		-	
			2,429		3,600
Deficit / (surplus) for the year on HRA Services			**901**		**703**

HOUSING REVENUE ACCOUNT (HRA) NOTES

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement above shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations, this may be different from the accounting cost.

STATEMENT OF MOVEMENT ON THE HRA BALANCE

The increase or decrease in the HRA Balance in the year, on the basis of which rents are raised, is shown in the movement on the HRA Statement, as follows:

Statement of Movement on the HRA Balance	2019/20	2018/19
	£'000s	**£'000s**
Balance on the HRA at the end of the previous reporting period	(1,751)	(1,939)
Surplus or (deficit) for the year on the HRA Income and Expenditure Account	901	703
Adjustments between accounting basis and funding basis under statute	(162)	(394)
Net (Increase) or Decrease before transfers to reserves	739	309
Net transfers to or (from) Earmarked Reserves		
Contribution from the New Development & Acquisition Reserve	-	(121)
Transfer to/(from) HRA Business Improvement Reserve	-	-
Total net transfers to/from earmarked reserves	-	(121)
Balance on the HRA at the end of the current reporting period	**(1,012)**	**(1,751)**

The Statement of Movement on the HRA Balance reconciles the reported surplus or deficit for the year shown on the Comprehensive Income and Expenditure Statement with the HRA balance at the end of the year, and is calculated in accordance with the Local Government and Housing Act 1989.

Part of the reconciliation includes adjustments between accounting basis and funding basis under statute to ensure that the HRA balance is determined in accordance with proper practices. These adjustments are disclosed in Note 1.

NOTE 1: STATEMENT OF MOVEMENT ON HOUSING REVENUE ACCOUNT

	2019/20	2018/19
	£'000s	£'000s
Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA statement for the year.		
Gain or loss on sale of HRA non-current assets	716	474
Derecognition of assets	(1,060)	(1,181)
HRA share of contributions to or from the Pensions Reserve	(425)	(276)
Transfers to/(from) Capital Adjustment Account	(4,195)	(3,408)
Voluntary Provision for Repayment of Debt	-	-
Transfers to/(from) Major Repair Reserve	4,038	3,876
	(926)	**(515)**
Amounts not included in the Income and Expenditure Account, but required by statute to be included when determining the Movement on the Housing Revenue Account for the year		
Amortisation of Premiums	-	-
Capital grants and contributions repayable	764	
Capital expenditure funded by the HRA	-	121
Net additional amount required to be debited or (credited) to the Housing Revenue Account balance for the year.	**(162)**	**(394)**

NOTE 2: NUMBER OF TYPES OF DWELLING IN THE HOUSING STOCK

	31st March 2020	31st March 2019
	Number	Number
Houses	996	1,001
Bungalows	169	169
Flats	1,377	1,382
TOTAL DWELLINGS	**2,542**	**2,552**

NOTE 3: TOTAL BALANCE SHEET VALUE OF LAND, HOUSES AND OTHER PROPERTY WITHIN THE HRA

	31st March 2020	31st March 2019
	£'000s	**£'000s**
Council Dwellings	190,561	185,415
Other Land and Buildings	6,005	5,935
Infrastructure	22	23
Assets Under Construction	4,167	2,638
Total Balance Sheet Value of Land, Houses and the Other Property	**200,755**	**194,011**

NOTE 4: VACANT POSSESSION VALUE OF DWELLINGS WITHIN THE HRA

	2019/20	2018/19
	£	**£**
Vacant Possession Value of Dwellings within the HRA	577,457	520,858

The vacant possession value and Balance Sheet value of dwellings within the HRA show the economic cost of providing council housing at less than market rents.

NOTE 5: MOVEMENTS ON THE MAJOR REPAIRS RESERVE

	2019/20	2018/19
	£'000s	**£'000s**
Balance at 1st April	3,329	1,677
Capital expenditure funded from Major Repairs Reserve	(2,018)	(2,224)
Statutory provision equal to the annual depreciation charges to finance future capital expenditure or borrowing	4,038	3,876
Transfer from the MRR to abate the depreciation charge to the value of the Notional Major Repairs Allowance	-	-
Balance of Major Repairs Reserve at 31st March	**5,349**	**3,329**

From 2017/18 contributions made to the Major Repairs Reserve are equivalent to the depreciation charge made. This is a cash backed reserve that can be used to fund capital expenditure or repay debt.

NOTE 6: HRA DISCRETIONARY ASSISTANCE FUND

The Discretionary Assistance Fund was established in 2013/14 for the purpose of providing temporary financial assistance to tenants who may require support that is not otherwise available. The primary purpose is intended for home improvements or repairs that are the responsibility of the tenant, although other purposes may be considered when mutually beneficial.

Discretionary Assistance Fund	2019/20	2018/19
	£'000s	£'000s
Balance at 1st April	116	116
Expenditure in the year	-	-
BALANCE AT 31ST MARCH	**116**	**116**

NOTE 7: CAPITAL EXPENDITURE AND FINANCING WITHIN THE HRA

	2019/20	2018/19
EXPENDITURE	£'000s	£'000s
Council Dwellings	2,049	2,152
Other Properties	5	12
Assets Under Construction	1,805	769
Equipment (Including Intangible Assets)	-	60
TOTAL CAPITAL EXPENDITURE	**3,859**	**2,993**
FINANCING		
Capital Grants and Contributions	908	265
HRA usable Capital Receipts	742	383
Borrowing	191	121
Major Repairs Reserve	2,018	2,224
TOTAL CAPITAL EXPENDITURE FINANCED	**3,859**	**2,993**

NOTE 8: CAPITAL RECEIPTS

	2019/20	2018/19
Capital Receipts from the disposal of HRA property	£'000s	£'000s
Sale of Council Dwellings	1,582	1,074
Less Administration Costs	(16)	(12)
Lease Extensions	5	
Mortgage Receipts received from previous years sale of Council Dwellings	-	1
	1,571	**1,063**
Retained for capital investment	1,187	679
Paid to central government	384	384
	1,571	**1,063**

NOTE 9: DEPRECIATION FOR THE LAND, HOUSES, OTHER PROPERTY, EQUIPMENT AND INTANGIBLE ASSETS WITHIN THE HRA IN YEAR

	2019/20	2018/19
	£'000s	**£'000s**
Council Dwellings	3,916	3,764
Other Land and Buildings	72	72
Infrastructure	1	1
Equipment	34	30
Intangible Assets	17	9
TOTAL DEPRECIATION IN YEAR	**4,040**	**3,876**

NOTE 10: REVALUATIONS

In 2019/20 the revaluation of the Housing Revenue Account dwellings by external valuers at 1st April, 2019 resulted in an increase in the Authorities housing stock value by £1.26m. This was due to a higher increase in market values during 2018/19 than originally estimated at 31st March 2019. At 31st March 2020 the external valuers advised that residential properties had risen by 2.5% during the financial year and this increase has been reflected in the Authority's HRA.

Revaluations of Council dwellings in 2019/20 totalled £8.65m; £8.82m was added to the HRA Revaluation Reserve and a downward revaluation of £171,581 was included in the HRA income and expenditure account. Revaluations in 2019/20 for HRA other land and property totalled £138,968; £123,948 was added to the Revaluation Reserve and £15,020 was included in the HRA income and expenditure account.

NOTE 11: HRA SHARE OF CONTRIBUTIONS TO OR FROM THE PENSION RESERVE

Under the provisions of IAS19, £689,500 has been debited to the Housing Revenue Account in respect of the portion/share of contributions allocated to the Pension Reserve.

NOTE 12: RENT ARREARS

	31st March 2020	31st March 2019
	£'000s	**£'000s**
Gross arrears as at 31st March	1,080	827
Bad Debt provision for uncollectable debts	471	368

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2020

These accounts represent the transactions of the Collection Fund which is a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to council tax and business rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been realised. Administration costs are borne by the General Fund.

Adur District Council						
COLLECTION FUND - COUNCIL TAX AND BUSINESS RATES						
	2019/20			**2018/19**		
	Business Rates	**Council Tax**	**TOTAL**	**Business Rates**	**Council Tax**	**TOTAL**
INCOME (A)	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Council Tax Receivable	-	40,026	40,026	-	37,518	37,518
Business Rates Receivable	17,150	-	17,150	17,391	-	17,391
TOTAL INCOME (C) = (A+B)	**17,150**	**40,026**	**57,176**	**17,391**	**37,518**	**54,909**
EXPENDITURE (D)						
Contribution From Previous Year Surplus / Deficit (-)						
Central Government	(801)	-	(801)	57	-	57
Adur District Council	(641)	(39)	(680)	46	4	50
West Sussex County Council	(160)	(180)	(340)	11	19	30
Sx Police & Crime Commissioner	-	(22)	(22)	-	2	2
	(1,602)	**(241)**	**(1,843)**	**114**	**25**	**139**
Precepts, Demands & Shares (E)						
Central Government	4,598	-	4,598	9,133	-	9,133
Adur District Council:	3,678		3,678	7,306		7,306
Adur DC (Excl. Parish Precept)	-	6,347	6,347	-	6,084	6,084
Lancing Parish Council	-	322	322	-	322	322
Sompting Parish Council	-	83	83	-	83	83
West Sussex County Council	10,114	29,325	39,439	1,827	27,572	29,399
Sussex Police and Crime Commissioner	-	4,025	4,025	-	3,471	3,471
	18,390	**40,102**	**58,492**	**18,266**	**37,532**	**55,798**
Charges to Collection Fund (F)						
Less: Write off of uncollectable amounts	207	139	346	(1)	-	(1)
Less: Inc / Dec (-) in Bad Debt Provision	(189)	79	(110)	22	118	140
Less: Inc / Dec (-) in Provision for Appeals	205	-	205	(344)	-	(344)
Less: Cost of Collection	85	-	85	87	-	87
	308	**218**	**526**	**(236)**	**118**	**(118)**
TOTAL EXPENDITURE (G) = (D+E+F)	**17,096**	**40,079**	**57,175**	**18,144**	**37,675**	**55,819**
Sur. / Def. (-) arising during the year (C-G)	**54**	**(53)**	**1**	**(753)**	**(157)**	**(910)**
Surplus / Deficit (-) b/fwd. 01.04.19	**(1,569)**	**(281)**	**(1,850)**	**(816)**	**(124)**	**(940)**
Surplus / Deficit (-) c/fwd. 31.03.20	**(1,515)**	**(334)**	**(1,849)**	**(1,569)**	**(281)**	**(1,850)**

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 1: COUNCIL TAX

Council Tax income is based on the value in 1991 of residential properties, which are classified into eight valuation bands, including a variant on Band A in respect of disabled relief. The total numbers of properties in each band are adjusted and then converted to a Band D equivalent, which when totalled and adjusted for valuation changes and losses on collection, forms the Council's tax base. The Council Tax Base for 2019/20 was 21,195.0 band D equivalents.

Individual charges per dwelling are calculated by dividing the total budget requirement of West Sussex County Council, the Sussex Police and Crime Commissioner and Adur District Council by the Council Tax Base calculated above.

	Demand or Precept £		Council Tax Base	Average Band D Council Tax £
West Sussex County Council	£29,324,766.15	÷	21,195.0	1,383.57
Sussex Police & Crime Commissioner	£4,025,142.45	÷	21,195.0	189.91
Adur District Council	£6,346,418.85	÷	21,195.0	299.43

NOTE 2: BUSINESS RATES

From 1 April 2015 until 31st March 2019, the authority participated in the West Sussex County Council Business Rates Pool. The pool consists of Adur District Council, Worthing Borough Council, Arun District Council, Chichester District Council and West Sussex County Council. The levy for 2018/19 was paid into the West Sussex County Council Pool and used to fund economic regeneration initiatives throughout the County area. Without the Pool, the levy would be paid to MHCLG and not retained for the benefit of the residents of West Sussex.

The funds generated by the Pool are used to fund projects which promote economic regeneration projects, contributions to the Local Economic Partnerships (LEPS) and other invest to save initiatives. The levy payment is shown within the Comprehensive Income and Expenditure Statement.

From 1st April 2019, the Council participated in a countywide business rate pilot scheme. Under this arrangement the Council only kept 20% of business rate income with 55% paid to the County Council. The benefit of the pilot was that additional income of circa “31m was retained locally from the purpose of investing in digital infrastructure and other economic regeneration initiatives.

Business rates are collected by the Council from local businesses using a uniform rate supplied by the Government for the Country as a whole which was 49.1p in 2019/20 (48.0p in 2018/19) and local rateable values. The total non-domestic rateable value at the end of the year for the district was £46.5m (£46.5m
in 2018/19).

NOTE 3: BAD AND DOUBTFUL DEBTS

A requirement of £1,217k and £196k for bad and doubtful debts for Council Tax and Business Rates has been provided for in 2019/20 in line with Adur District Council's accounting policy for maintaining the provision.

NOTE 4: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF COUNCIL TAX

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Balances to Major Preceptors				
	West Sussex County Council	**Sussex Police & Crime Commissioner**	**Adur District Council**	**TOTAL**
	£	**£**	**£**	
Demand on Collection Fund 2019/20	30,762,275	4,274,356	6,943,830	**41,980,461**
Apportionment based on 2019/20 demand	73.28%	10.18%	16.54%	**100%**
Council Tax Arrears	1,868,191	259,586	421,680	**2,549,456**
Provision for Bad Debts	(891,817)	(123,918)	(201,298)	**(1,217,033)**
Receipt in Advance	(467,796)	(65,000)	(105,589)	**(638,385)**
(Surplus)/Deficit	244,068	33,913	55,090	**333,071**
Balance as at 31st March 2020	**752,646**	**104,580**	**169,883**	**1,027,109**

NOTE 5: APPORTIONMENT OF BUSINESS RATES BALANCES TO MAJOR PRECEPTORS

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Business Rates Balances to Major Preceptors				
	Department of Communities and Local Govt	**West Sussex County Council**	**Adur District Council**	**TOTAL**
	£	**£**	**£**	
Business Rates Arrears	84,284	185,424	67,425	**337,133**
Provision for Bad Debts	(49,120)	(108,063)	(39,295)	**(196,478)**
Provision for Appeals	(210,854)	(463,878)	(168,682)	**(843,414)**
Receipt in Advance	(44,651)	(98,231)	(35,720)	**(178,602)**
(Surplus)/Deficit	378,651	833,031	302,920	**1,514,602**
Balance as at 31st March 2020	**158,310**	**348,283**	**126,648**	**633,241**

ADUR DISTRICT COUNCIL
ANNUAL GOVERNANCE STATEMENT

SCOPE OF RESPONSIBILITY

Adur 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.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government 2016 (the Framework). The Framework expects that local authorities will put in place proper arrangements for the governance of their affairs and which facilitate the effective exercise of functions and ensures that the responsibilities set out above are met.

At least once a year, Local Authorities are statutorily required to review their governance arrangements. The preparation and publication of an Annual Governance Statement in accordance with the Framework fulfils this requirement.

A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Adur District Council has complied with the code and also meets the requirements of regulation 6 of the Accounts and Audit Regulations 2015 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Council for the financial year ended 31st March 2020 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements are summarised below:

Key elements of the Council's Governance Framework

Council, Executive and Leader

- Provides leadership and develops the Councils vision of its purpose and intended outcome for residents and service users.
- Develops the vision into objectives for the Council and its partnerships

Decision making

- All decisions are made in the open
- Decisions are recorded on the Council website
- The scheme of delegations which details the decision making arrangements is regularly updated
- The Monitoring Officer ensures that all decisions made comply with relevant laws and regulations

Risk Management

- Risk registers identify both operational and strategic risks
- Key risks and opportunities are considered by the Corporate Leadership Team every quarter
- Risks and opportunities are reported to the Joint Governance Committee every quarter and inform the work of the internal audit team

Scrutiny and Review

- The Joint Overview and Scrutiny Committee reviews Council policy and can challenge the decisions made.
- The Joint Governance Committee undertakes all of the core functions of an audit committee.
- The Joint Governance Committee is responsible for review and approving the Councils Governance arrangements and undertakes the role of a Standards Committee ensuring that members comply with the Code of Conduct

Corporate Leadership Team

- The Council's Corporate Leadership Team comprises of the Chief Executive and three Directors who are responsible for the delivery of the Councils aims and objectives
- The head of paid service is the Chief Executive who is responsible for all Council Staff and leading an effective Corporate Leadership Team.
- CLT seeks advice from the Council's Chief Financial Officer who is responsible for safeguarding the Council's financial position
- CLT seeks advice from the Monitoring Officer who is the Head of Legal Services. They are responsible for enduring legality and promoting high standards of public conduct.

The operation of this authority's governance framework is described in the sections below. This sets out how the Council has complied with the seven principles set out in the Framework during 2019/20.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives the Members and the Organisation, in a number of ways, the confidence and certainty that what needs to be done is being done. The chart below provides a high level overview of the Council's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO	HOW WE DO IT
Principle A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	• The Constitution • The Monitoring Officer • Section 151 Officer • Codes of conduct • Whistleblowing Policy • Bribery Act 2010 policy guidance • Corporate anti-fraud work • Procurement Strategy
Principle B Ensuring openness and comprehensive stakeholder engagement	• Consultations • Terms of reference for partnerships • Freedom of information requests • Complaints procedure
Principle C Defining outcomes in terms of sustainable economic, social, and environmental benefits	• Organisational goals • Service planning • Performance Management • Community Strategy • Procurement Strategy
Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes	• Service planning • Performance Management • Options appraisals • Whole life costing
Principle E Developing the Council's capability, including the capability of its leadership and the individuals within it	• Robust interview and selection process • Training and development • Workforce planning • Succession planning • Performance development reviews • Talent management • HR Policies & procedures
Principle F Managing risks and performance through robust internal control and strong public financial management	• Effective member scrutiny function • Financial management and MTFP • Corporate risk register • Annual audit plan • Information Security policies • Compliance with the requirements of the Public Service Network (PSN)
Principle G Implementing good practices in transparency reporting and audit to deliver effective accountability	• Reports are held on the website • Annual audited financial statements are publically available • Annual Governance Statement • Effective Internal Audit Service

THE OPERATION OF THE GOVERNANCE FRAMEWORK

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE
Joint Governance Committee function and self-assessment; Corporate Governance Group; Scrutiny Reviews; Review of progress made in addressing issues; Performance monitoring; Review of compliance with corporate governance controls; Review of accounts; Employee opinion surveys; Internal audits and external audits; Inspections and recommendations made by external agencies.

The following sections look at how the Council delivers governance principles in more detail:

A. BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES, AND RESPECTING THE RULE OF LAW

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, this Council continues with this arrangement internally; and regularly reviews and updates the constitution to ensure it reflects current practice. As well as working together as a single organisation and with our neighbour Worthing borough Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, the s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

A. BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES, AND RESPECTING THE RULE OF LAW

Codes of Conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2018) http://awintranet/media/media,125134,en.pdf sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

B. ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff.

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

All reports and details of decisions made can be found on the Council's website at https://www.adur-worthing.gov.uk/meetings-and-decisions/

Freedom of Information enquiries

The Freedom of Information Act 2000 (FoI) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements.

Adur and Worthing Councils have developed a Consultation Policy which can be found at About consultation in Adur & Worthing - Adur & Worthing Councils which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Councils website at www.adur-worthing.gov.uk . Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, stakeholder forums, tenant associations, council meetings (open to the public), and their local Councillor.

Consultations

Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current district-wide consultations is available on the council website.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

B. ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Council operates a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

Partnership working

In addition to the partnership between Adur and Worthing (http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/), this Council is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

C. DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL, AND ENVIRONMENTAL BENEFITS

Joint Corporate Priorities

The Councils have recently agreed a new plan ‘Platforms for our Places’ that sets out Adur & Worthing Councils' ambition for our places' and our communities' prosperity and wellbeing over three years (2017-2020).

The Councils have agreed programmes of work for 2019/20 under five themes or ‘Platforms’ which set out their aspirations for the town.

- **Our financial economies**
- **Our social economies**
- **Stewarding our natural resources**
- **Services and solutions for our places**
- **Leadership of our places**

Further details of how these priorities will be achieved are included in a programme of work which can be found on the internet at Platforms for our Places 2017 - 2019

The Council has received regular reports on the progress in delivering the outcomes set out within Platforms for our Places.

This has recently been reviewed are revised. Platforms for our Places: Going Further sets out the Councils' role in developing places and communities over the next three years (2020-2022) which can be found on the internet at Platforms for our Places: Going further

Community Strategy

The Waves Ahead Partnership is a strategic partnership for Adur and Worthing. The Partnership, non-statutory since 2010, is made up of key interested parties from the public and private sectors, community, voluntary and faith-based groups and local residents. The aim is to work more effectively through collaboration, adding value to local initiatives, projects and ideas.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

C. DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL, AND ENVIRONMENTAL BENEFITS

Community Strategy

Together, partners have produced a collective vision for the future which is captured in the Waves Ahead Sustainable Community Strategy. The Strategy has four themes:

- better health and wellbeing for all
- feeling safe and included
- strengthening the local economy and improving job prospects
- a better place to live, work and enjoy, with quality amenities.

This strategy can be found on the internet at http://www.wavesahead.org.uk/

D. DETERMINING THE INTERVENTIONS NECESSARY TO OPTIMISE THE ACHIEVEMENT OF THE INTENDED OUTCOMES

Service planning and performance management

In order to secure these outcomes for residents and service users, the Council needs to respond to some tough challenges. Through partnership working, increasing income from commercial activity and efficiency savings the Council has made significant savings over the past five years and needs to find a further £1.4m by 2024/25 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

E. DEVELOPING THE COUNCIL'S CAPABILITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

Recruitment and induction

The Council operates a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

E. DEVELOPING THE COUNCIL'S CAPABILITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IS, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Governance, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

Performance development and review

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out regular performance development reviews, which seek to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

F. MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

Effective scrutiny

The Council operates a Joint Overview and Scrutiny Committee (JOSC) governed by it's own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by the Executive or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Council is performing and see whether they are providing the best possible, cost effective service for people in the area. The JOSC's findings are reported to the Joint Strategic Committee or Executive and may result in changes to the way in which services are delivered.

Financial management

The Chief Financial Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Executive and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with the finance team ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

F. MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

Financial management

Financial Regulations have recently been revised by the s151 Officer so that the Council can meet all of its responsibilities under various laws. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place. These risks are regularly reported to CLT and the Joint Governance Committee.

G. IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

Joint Governance Committee

As its name suggests, the Joint Governance Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

Internal audit

The Head of Internal audit is a qualified accountant who has full access to senior management and the Joint Governance Committee (which fulfils the role of an audit committee). The audit team is properly resourced. The Council is in compliance with the CIPFA statement on the Role of the Head of Internal Audit (2010).

The Head of Internal Audit provides an independent and objective annual opinion on the effectiveness of internal control, risk management and governance each year. This is carried out by the Internal Audit team in accordance with the Public Sector Internal Audit Standards.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

G. IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

For 2019/20 the Head of Internal Audit's Annual reports state that based on the Internal Audit work undertaken, it is the Head of Internal Audit's opinion that they can provide Satisfactory Assurance that the system of internal control in place at Adur District Council for the year ended 31st March 2020 accords with proper practice, except for the control environment issues as documented in the report which can be found on the Council's website on the agenda for the Joint Governance Committee dated 28th May 2020.

The assurance is broken down further between financial and non-financial systems where the Head of Internal Audit has commented as follows: "Our overall opinion is that internal controls within financial and operational systems operating throughout the year are fundamentally sound.

Annual accounts

The Council publishes full audited accounts each year which are published on the website at https://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/ .

REVIEW OF EFFECTIVENESS

Adur District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by relevant stakeholders, the external auditors and other review agencies and inspectorates.

The Council has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Executives, the Joint Governance Committee, and the Joint Overview and Scrutiny Committee.
- internal and external audit
- other explicit review/assurance mechanisms.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

It is the opinion of the Council that the governance framework is, that with the exception of the issues identified below, the framework is satisfactory. The Council will continue to assess and make improvements to the governance framework.

SIGNIFICANT GOVERNANCE ISSUES

There is one significant governance issue either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report or via a report from the Monitoring Officer;

i) Housing management procurement, procedures and processes;

The Council identified the need to improve its management of the Housing Repairs Service and other key housing management policies and processes such as those governing leaseholder charges following an in depth review. An internal working group was convened. To support the work of this group, several additional audits were commissioned from the Internal Audit team by the working group in conjunction with the Head of Housing. Actions are being taken to improve the service by way of:

- Improvements to the internal control environment to ensure that all works are properly commissioned and paid for;
- A major review of all the inspection regimes.
- A review of the staffing and management of the service.

- A review of the contractual arrangements for the housing repairs service including letting new contracts for services where appropriate.
- A review of all of the policies and procedures relating to service and leaseholder charges
- A new digital repairs management system which will radically improve communications with tenants, and provide the ability to easily and comprehensively monitor service levels and drive further improvement.

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2019 review together with any issues which have been identified during the current review.

The Council complies with most of the requirements of the ‘Statement on the Role of the Chief Financial Officer in Public Services’. Part of the governance requirements as detailed in this statement are that:

- the Chief Financial Officer should be professionally qualified,
- report directly to the Chief Executive and
- be a member of the leadership team, with a status at least equivalent to other members.

The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council’s Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive via regular meetings and the Corporate Leadership Team where necessary.

Covid 19 Emergency

The recent pandemic has required the Council to act swiftly to support the local community. Due to the timing of this event, there has been little impact on the governance arrangements in 2019/20, and the Council was able to take any necessary action in March 2020 using existing budgets and procedures including invoking the Council's business continuity arrangements.

However, the emergency has necessitated an increased use of urgency powers in 2020/21, which will be formally reported to members at the next meeting of the Joint Strategic Committee in June 2020.

To ensure that our Governance arrangements have remained fit for purpose during this emergency, there will be a review of the Council's response as part of the 2020/21 audit plan.

PROPOSED ACTION

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

Signed: N. Parkin

Councillor Neil Parkin
Leader of the Council
Adur District Council

Dated: 28th May 2020

Signed: Alex Bailey

Alex Bailey
Chief Executive of
Adur & Worthing Councils

Dated: 28th May 2020

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADUR DISTRICT COUNCIL

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GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	The period of time covered by the accounts. The current year is 2019/20 which means the year commencing 1st April 2019 and ending 31st March 2020. The end of the accounting period is the date at which the balance sheet is drawn up.
ACCRUAL	An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.
ACTUARIAL ASSUMPTION	An actuarial assumption is an estimate (usually in respect of pension fund valuations) of an unknown value made in accordance with methods of actuarial science. An actuarial assumption is made using statistical tools such as the correlation of known values to possible outcomes for the unknown value. An actuarial assumption is often used to calculate premiums or benefits.
ACTUARIAL GAINS AND LOSSES	Actuarial gains and losses which may result from: (a) experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and (b) the effects of changes in actuarial assumptions.
ASSET	A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.
AMORTISED COST	The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.
BALANCE SHEET	A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.
CAPITAL CHARGE	A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.

CAPITAL EXPENDITURE
Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.

CAPITAL RECEIPTS
The proceeds from the sale of fixed assets.

CASH EQUIVALENTS
Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.

COMMUNITY ASSETS
Assets that are intended to be held in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and historic buildings.

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 LIABILITY
A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.

CREDITORS
Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.

CURRENT ASSETS/LIABILITIES
Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.

CURRENT SERVICE COST
Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.

CURTAILMENT
Curtailments will show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.

DEBTORS
Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date

DEFINED BENEFIT SCHEME
This is 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 loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.

EXPENDITURE
The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.

FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.
INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTANGIBLE ASSETS	Non-financial assets e.g. software licences with no physical substance which is controlled by an entity through custody or legal rights.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the Council without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the Council.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.

OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.
POST BALANCE SHEET EVENTS	Those 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 financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur, but uncertain as to the amounts involved or as to the dates on which they will arise are not determined.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in a previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.
PUBLIC WORKS LOAN BOARD (PWLB)	The Public Works Loan Board (PWLB) is a statutory body operating within the Debt Management Office of the UK Treasury (DMO) and is responsible for lending money to local authorities and managing certain public sector funds.
REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of a Council.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

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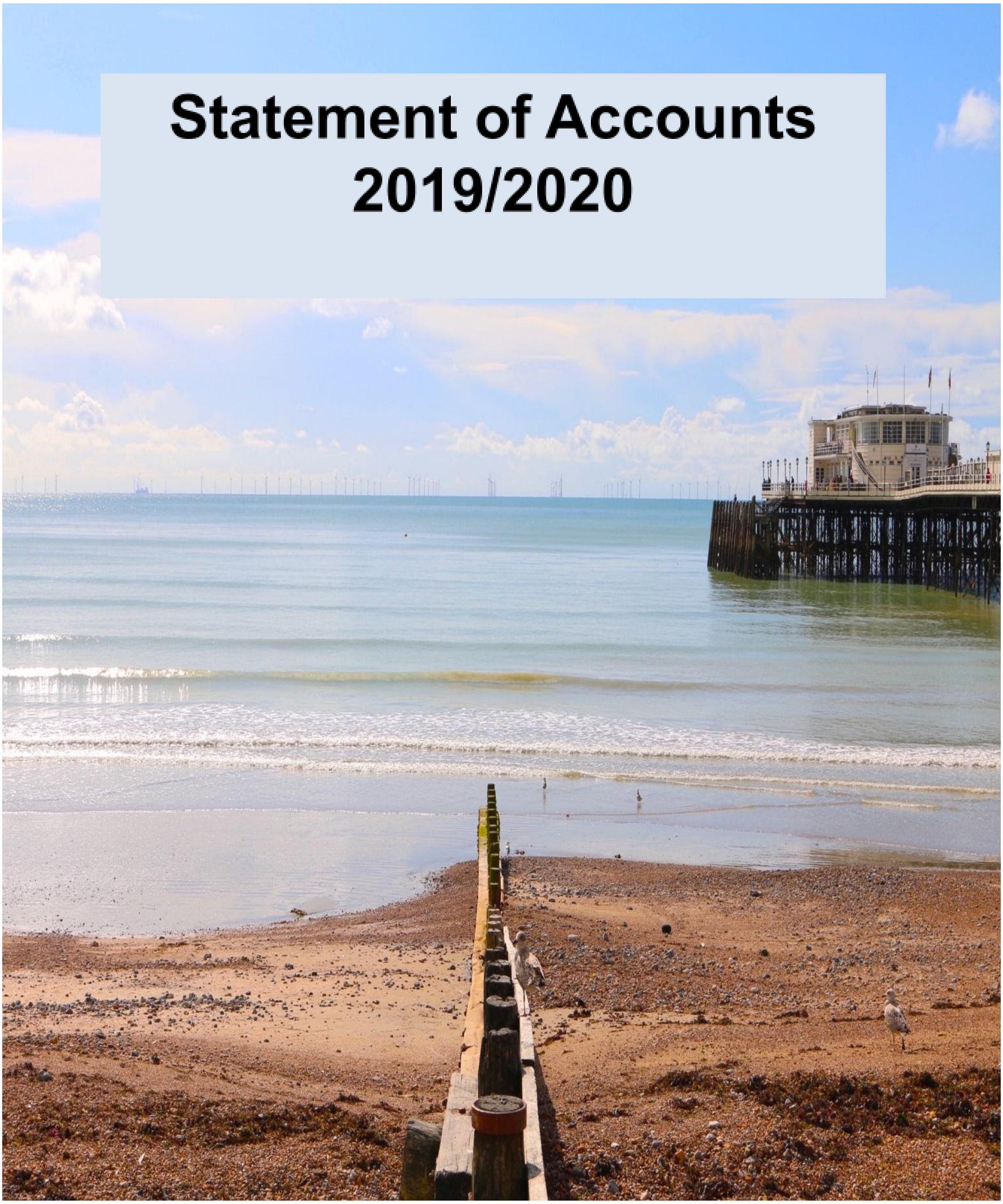
WORTHING BOROUGH COUNCIL



Statement of Accounts 2019/2020

WORTHING BOROUGH COUNCIL

STATEMENT OF ACCOUNTS

for the year ended 31st March, 2020

CONTENTS

INTRODUCTION

This Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance Accountancy (CIPFA). It aims to provide information to our residents; Council Members, partners, stakeholders and other interested parties so that they can:

- Understand the financial position of the Council in 2019/20;
- Have confidence that the public money with which the Council has been entrusted has been used well and accounted for in an appropriate manner;
- Be assured that the overall position of the Council is sound and secure.

This is the narrative report to the Statement of Accounts for the year ended 31st March 2020. It provides a summary of the financial position as at 31st March 2020 and is structured as below:

- Introduction To Worthing as a place
- Key information about the Council
- The Council plan and non-financial achievements of the Council in 2019/20
- The 2019/20 revenue budget process and medium term financial plan
- Financial Overview of the Council 2019/20
  - Revenue spend in 2019/20
  - Capital strategy and Capital Programme 2019/20 to 2022/23
- Top strategic risks
- Summary position

This is followed by an explanation of the Financial Statements

1. AN INTRODUCTION TO WORTHING AS A PLACE

Worthing Borough Council is one of seven Local Authorities in West Sussex. It lies on the South Coast and covers an area of approximately 32.37km^2. The Council shares its boundaries with Adur District Council to the east, and Arun District Council to the west. It is located at the foot of the South Downs at the southern edge of the beautiful South Downs National Park.

Population:

Worthing has a population of approximately 110,570 according to the Office of National Statistics with an age profile of:

Age range	Worthing Borough Council	Nationally
0 - 15	17.8%	19.0%
16 - 64	59.6%	62.5%
65+	22.6%	18.5%

There are 3,760 businesses within the area. Business rate income was £30.6m in 2019/20 of which the Council keeps £2.7m (9%). 55% of the income is paid to the County Council with the remainder paid to Government.

2. KEY INFORMATION ABOUT WORTHING BOROUGH COUNCIL

Worthing Borough Council is a large complex organisation offering a wide range of services to its residents. Its policies are directed by the Political Leadership and implemented by the Council Leadership Team and Officers of the Council. The following section describes the political and management structures of the Council.

Political Structure in the 2019/20 Municipal Year

Worthing has 37 Councillors representing 13 wards. In 2019/20 the political make-up of the Council was:

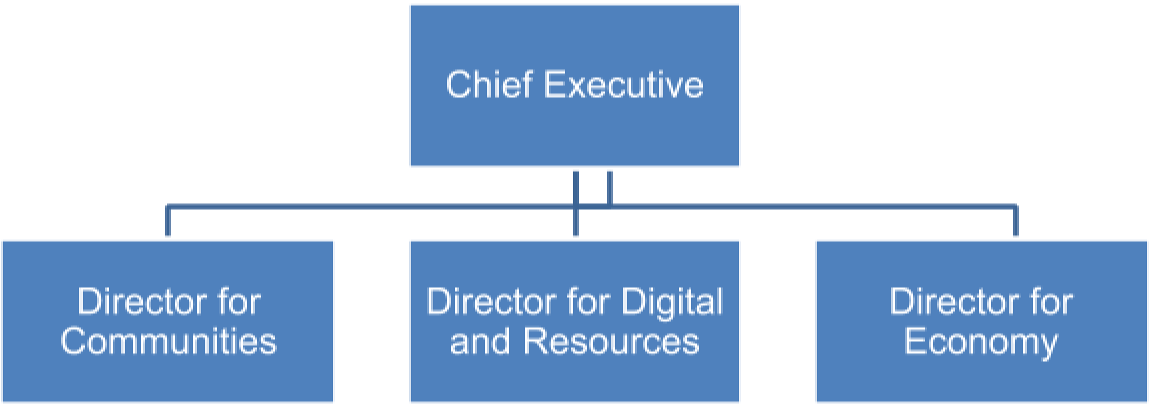
Conservative Party	23 Councillors
Labour	10 Councillors
Liberal Democrat Party	3 Councillors
UK Independent Party	1 Councillor

The Council has adopted the Leader and Cabinet model as its political management structure. The Leader of the Council has responsibility for the appointment of Members of the Executive, the allocation of portfolio responsibilities and the delegation of Executive Functions. Scrutiny of the Executive decisions for 2019/20, including the financial strategy, has been undertaken by the Joint Overview and Scrutiny Committee

The current leader of the Council is Councillor Daniel Humphreys.

Management Structure

Supporting the work of the Councillors is the organisational structure of the Council headed by the Corporate Leadership Team led by the Chief Executive, Mr Alex Bailey.



Worthing Borough Council:

- √ Holds £236m of assets to support services and provide income to fund service delivery
- √ Generates £20m of income from fees and charges and other service income to help deliver services and keep council tax down.
- √ Has set a balanced budget each year despite allocated funding from revenue support grants and retained business rates falling each year. In 2019/20 government funding (New Homes Bonus) made up 5% of total income (excluding Housing Benefit Subsidy).

Working in partnership

Government initiatives have placed great emphasis on partnership working for service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Worthing Borough and Adur District Councils are part of an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, includes all of the services that were intended to operate as shared Adur & Worthing services with a net budget of £22.3m for 2019/20. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget.

- As each service moved across from Adur and Worthing to the Joint Strategic Committee their respective budgets and spend were pooled.

- The net expenditure within the Joint Strategic Committee is recharged back to Adur and Worthing Councils.

The Covid-19 pandemic and the Council

The Coronavirus pandemic is the largest global emergency that the country has had to face since 1945. The outbreak of the Coronavirus has been recognised as a pandemic by the World Health Organisation affecting many countries. The speed of the pandemic has led to unprecedented disruption globally with many countries requiring residents to stay at home and businesses to temporarily close. As a result of the pandemic, life within the UK became very restricted from 23rd March 2020 when UK residents were asked to stay at home and to not travel where possible. These measures only began to ease at the end of May. The Office for Budget Responsibility (OBR) has predicted that the economy could shrink by 13% if the lock down continues for 3 months, and this could increase to 35% if the lock down continues for a further 3 months.

During 2019/20, the pandemic had only a marginal impact on the Council's finances due to the timing of government measures. However, the Council expects that the impact on 2020/21 will be much more significant resulting in increased costs from homelessness, leisure and rises in benefit take-up, and reducing income streams from a number of services such as car parking. Currently, the Council expects additional budget pressures of £2.7m. Towards these new pressures the Council has received government grant of £1.1m and so the Council is expecting a net loss in the current year.

The final impact for 2020/21 is not yet known due to a number of factors that the Council cannot quantify at this time, including:

- The extent and duration of the pandemic;
- The pace of any economic recovery from the resultant recession; and
- The extent of any government funding.

The pandemic is also expected to continue to impact the Council’s budgets in future years and a full report titled ‘*Impact of Covid 19 on the Council’s finances - Update on current financial performance and developing a revenue budget for 2021/22’* was considered by the Joint Strategic Committee on 7th July 2020.

Officers have had to take a number of urgent decisions to incur expenditure or take urgent action over the past few months. These have been reported to members through the Joint Strategic Committee on 9th June 2020 and Council on 14th July 2020 in accordance with the Councils constitution.

The financial effects are covered more fully in the relevant sections below.

3. *COUNCIL PLANS AND PERFORMANCE*

PLATFORMS FOR OUR PLACES

Unlocking the power of people, communities and local geographies

The Councils priorities are laid out in 'Platforms for our Places' which was agreed early in 2017. The plan details how over the period 2017 – 2020 the Council intends to create the essential Platforms for prosperous, healthy, happy and connected communities. In July 2018 (18 months into that programme) both Councils adopted a revised set of commitments to reflect the progress that had been made and the issues that had emerged over the first half of the programme. More recently updated priorities have been agreed for 2020 - 2023 in Platforms for our Places: Going Further.

Five Platforms for our Communities

Platform 1: Our Financial Economies

There are a number of supportive elements which we need to create, in partnership with our commercial sector, to ensure that our financial economies remain resilient and thrive. These include:

- Clearly understand our financial economies
- Wise regulation
- Build infrastructure to support the local economy
- Taking a stake
- Positioning ourselves to seize advantages

Platform 2: Our Social Economies

Together with our partners we will develop a range of elements to help our enterprising communities thrive through:

- Fully understanding the nature of our communities
- Tackling the challenge of insufficient supply of housing
- Continue to run a careful safety net of services
- Targeting our services toward the prevention of problems and to equip people with the skills, knowledge and ability to thrive independently of the state
- Actively promoting social innovation and social financing
- Supporting a range of interventions that deliver long-term health and wellbeing for individuals and communities
- Developing our role as civic social entrepreneurs
- Creating new social business vehicles where a strong focus on social outcomes can be driven by a commercial business model for the benefit of our people, communities and places.

Platform 3: Stewarding our natural resources

The Platform that we will create, develop, and curate will include:

- Ensuring we can do more with less, reducing our emissions, efficiently using water and reducing the amount of waste we send to landfill
- Working with the communities
- Buying less, buying better and buying local
- Smarter infrastructure
- Encouraging the celebration and custodianship of nature by developing new walking routes, cycling routes, and furthering biodiversity.

Platform 4: Services and solutions for our places

The Platform that we will develop will be one in which:

- It's easy for people to get what they need from us first time with the minimum amount of faff.
- We will use new technologies and data to design services around the interests of individuals and communities and continue to improve our digital capabilities;
- Where practical we combine our service offer with other institutions;
- We will further develop our financial strategy and capacity given the changing role and nature of local government financing
- We will seek real procurement savings across services

Platform 5: Leadership of our places

The Platform for leading our places well includes:

- Place branding – being clear about what we are, attracting skills, assets and other resources that we require to be successful across all the platforms.
- Conserving and developing the fabric and institutions that makes up our place.
- Ensuring that we have the right reputation and relationships to leverage the value that we need
- Ensuring great networks within Adur and Worthing
- Ensuring our democratic processes remain relevant, trusted and open to all.

Achievements in 2019/20

Although financial times are challenging for the Council and the sector as a whole, progress has been made across all of the 'Platforms'. A selection of updates on the Council's commitments is as follows:

Platform 1: Our Financial Economies

- **Worthing Theatres & Museum Cultural Trust:** The new Cultural Trust came into being on the 1st November - in time for the panto season. The Trust is preparing an exciting programme for next year and will be working closely with the Borough Council on the 'Let the Light in' project for the Museum.
- **Fulbeck Avenue, Worthing:** We completed a formal development agreement with Boklok UK to agree a plan for approximately 150 new homes at Fulbeck Avenue, Worthing, together with an overarching agreement to deliver 500 further homes in collaboration. This potential for a modular approach to help people enter the housing market has attracted a great amount of public interest nationally and internationally.
- **A new plan for Worthing:** Preparation of a new Local Plan for Worthing which will govern development in the town took a step forward over the past six months with the completion of the 'issues and options' stage
- **Public realm and seafront:** Worthing Pier has been voted Pier of the Year 2019 by the National Pier Society. The 'Big Wheel' had its first season on Worthing seafront.

- **Investing in our digital future:** Adur & Worthing Councils have successfully led the Gigabit West Sussex project which has secured £4.66 million investment from the Department for Digital, Culture, Media and Sport's Local Full Fibre Network Fund. This project will enable the provision of high speed broadband within the Adur and Worthing area with the next generation of fibre cables, which will benefit both local businesses and homes. Additional funding has been secured from Coast to Capital and the West Sussex business rate pool to expand the public sector scheme, creating 90 council sites with full fibre connections across our area. This has been followed by the announcement of a £25m scheme for fibre to 50,000 homes, with construction work now underway from 2019-2022.

Platform 2: Our Social Economies

- **Preventing Homlessness -** Our innovative social lettings agency “Opening Doors” now has more than 20 properties with more in the pipeline. All tenancies to date have been successful with no evictions or bad debts.

  We continue to work across boundaries to maintain a systemic focus on preventing homelessness, and over the past year we have prevented or relieved homelessness for 131 households in Worthing.

- **Rough Sleepers -** In November, the Rough Sleeper count across Adur and Worthing stood at seven, the lowest it has been for some years. The work we are leading with partners to support these vulnerable people is recognised nationally and team members have been invited to present their work to the next MHCLG Rough Sleepers Initiative partners meeting.

  We have also been working with WSCC, Turning Tides, Coastal CCG, and other partners and we have secured more than £340,000 from Public Health England to support access to health services for those rough sleeping.

- **Regulating private tenancies -** We responded to 174 enquiries about housing conditions across Adur and Worthing, issued 31 enforcement notices including three Prohibition Orders and two Emergency Prohibition Orders, and issued four Civil Penalty Notices for a total of over £40,000

- **Bereavement Services:** Our bereavement services team, for the first time held an Open Day at the Worthing Crematorium, welcoming more than 100 visitors, hosting talks and workshops on many aspects of end of life care and supporting the bereaved.

Platform 3: Stewarding our natural resources

- **Travel discount scheme -** The development of easitAdur & Worthing, a travel discount scheme for employees of the councils and businesses across Adur & Worthing is now available to 25,000 employees.

- **Becoming Plastic Free:** Following the commitment to become Plastic Free and reduce the use of single use plastics, the Councils have delivered a range of actions including supporting the launches of a further three community campaigns: Plastic Free Worthing , Refill Shoreham-by-Sea and Refill Lancing**.**

- Developed a draft Adur & Worthing **Local Cycling and Walking Infrastructure Plan** as first steps towards developing safer and easier cycling and walking provision across Adur and Worthing.

- **Decarbonising our fleet -** In July 2019 JSC approved the purchase of the first vans for the Council fleet as part of the planned transition to ultra low emission vehicles as part of the fleet replacement programme.

Platform 4: Services and solutions for our places

- **Improving our customer services:** Our "Effortless" customer services programme has driven a wide range of improvements in how we support our customers. There are now 45 customer champions across the organisation, helping to deliver a range of improvements and working to meet our new Good Service Standards. Training has been developed for complaints handling, Plain English and good customer service, and customer satisfaction ratings in the contact centre are very high, with 94% feeling their query was handled fairly, and 98% reporting our agents as dealing with them politely. The percentage of calls answered has markedly improved, supported by the delivery of online self service in several areas.
- **Digital solutions for improved customer services:** Our digital team has worked well with service areas to deliver online services, notably a new improved garden waste service, accompanied by a number of improvements to route optimisation and delivery scheduling that have significantly supported the transition to alternative weekly collections. The Revenues & Benefits transformation programme has made good progress with a text message payment reminder service about to launch.

Platform 5: Leadership of our places

- **LGA Awards 2020:** Shortlisted as one of six finalists for Council of the Year, in recognition of our innovative way in delivering services and leadership within our communities based on our Platforms approach.
- **Engaging our Communities:** The Councils published principles and staff toolkit to inform our communities understanding, and assist the Councils' staff in how the Councils design, manage and conclude engagement activities.
- **Improving access to Council information:** The Councils launched the Modern.Gov Committee System including a new website to display information about committees and Elected Members. This will make it easier to search for information on the website and provide a publicly available app which makes the use of tablets at meetings (and prior to them) a much more accessible option.

Monitoring commitments

The "Platforms for our Places" programme (and detailed commitments) can be found at:
https://www.adur-worthing.gov.uk/platforms-for-our-places/

The full monitoring reports to JSC in 2019/20 may be viewed at:

Joint Strategic Committee report 9th July 2019 (6 month progress update)

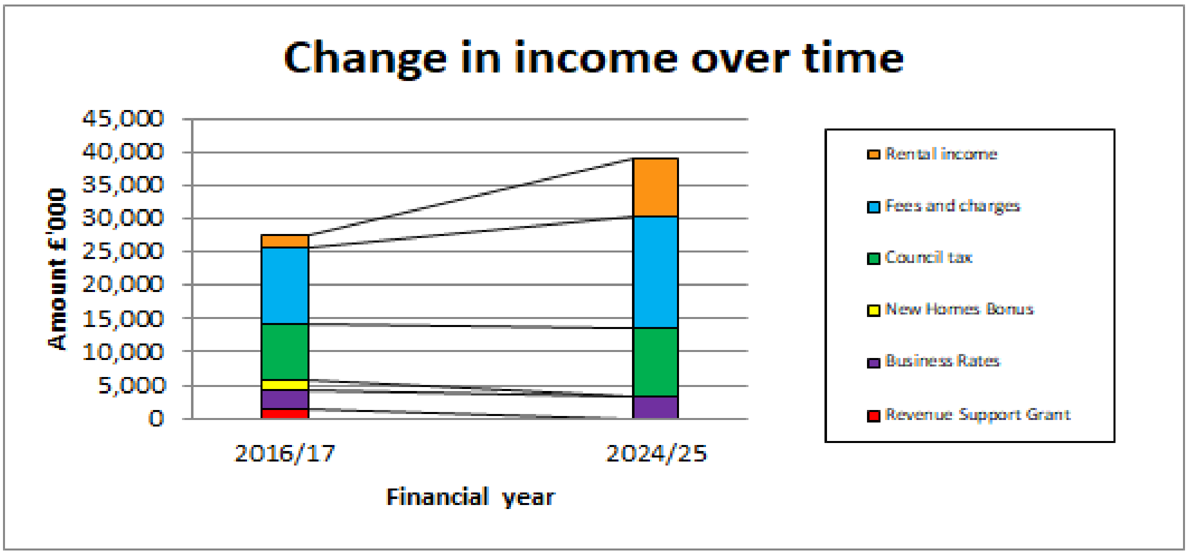
Joint Strategic Committee report 3rd December 2019

Platforms for our Places - Adur & Worthing Councils

4. *THE REVENUE BUDGET 2019/20 PROCESS AND THE MEDIUM TERM FINANCIAL PLAN (MTFP)*

Revenue Budget 2019/20

The budget for 2019/20 was compiled within the context of the Government's last Comprehensive Spending Review, the Chancellor's Budget and the local government funding settlement. The Council has seen a significant decline in recent years in overall government funding with increasing amounts of income being generated locally through Council Tax, Business Rates, fees and charges, and income from commercial property. This trend is expected to continue for at least the next 5 years in line with the Council 5-year forecast.



In addition to the national context, the Worthing Borough Council budget strategy has taken account of pressures and risks such as:

- inflation, the largest source of cost pressure
- income generated by the Council which may be affected by lack of demand;
- impact of increasing demand for such services as homelessness;
- withdrawal of funding by partners, potentially losing funding for key priorities;

The Council has a working balance and other earmarked reserves to help mitigate these risks.

The Council agreed a budget strategy to meet this challenge in 2019/20 through 4 major work streams – developing commercial income, investing in property, tackling homelessness, and the delivery of a new customer and digital strategy. In addition the Council continues to pursue savings through efficiency reviews, good procurement and base budget reviews.

These initiatives have resulted in significant savings of £1.4m as part of the 2019/20 budget round and ensured that service delivery was protected from any significant cuts. The Council set a balanced budget in February 2019.

Council Tax

The Council chose to increase Council Tax for 2019/20 by 2.80%

The comparison of the average Band D Council Tax charged in the area is shown below:

Band D Council Tax	2018/19	2019/20	Change
	£	£	%
Worthing Borough Council	231.30	237.78	2.80
West Sussex County Council	1,317.78	1,383.57	4.99
Sussex Police & Crime Commissioner	165.91	189.91	14.47
	1,714.99	1,811.26	5.61

Council Tax base

The Council Tax base for 2019/20 was 38,504.30 which was an increase of 138.4 on the previous year's number of Band D equivalents. This in part reflects the Council's support for local house building and economic regeneration and in part due to a reduction in Council Tax discounts following a fundamental review of Single Persons Discount.

Band D Council Tax	2018/19	2019/20
	£	£
Number of Band D equivalent dwellings	38,365.90	38,504.30

Overall the Council collected £70.4m of Council Tax during 2019/20 on behalf of the Council, West Sussex County Council and Sussex Police and Crime Commissioner, generating £9.2m of income for the Council.

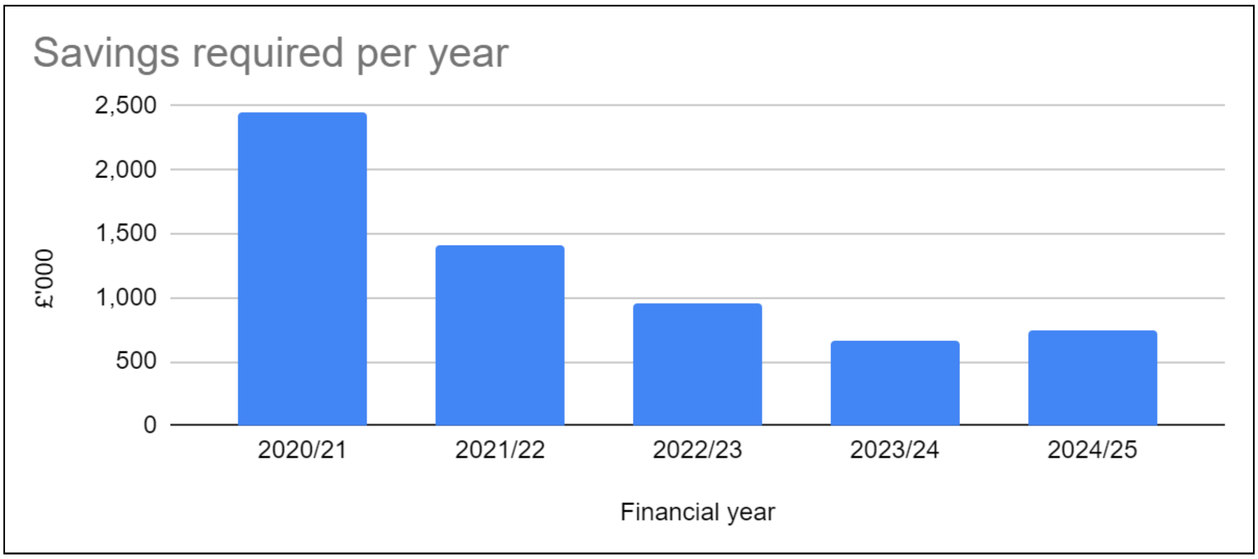
Budget Strategy for 2020/21 to 2024/25

In preparing the budget strategy for 2020/21 to 2024/25, the aim was to deliver the Council's priorities outlined in 'Platforms for our Places'. The forecasts are updated throughout the year to give the Council a clear view of the forthcoming financial challenges. The budget strategy for the development of the 2020/21 budget was approved by Council on 9th July 2019 and it set the strategic direction to address the significant challenges not only for 2020/21 but onwards.

The fall in government funding combined with the impact of County Council decisions regarding support to housing and recycling credits included in the forecasts highlighted that the Council needs :

1. To transform services through the use of digital technology and by putting the customer at the heart of our business;
2. To invest in new property to generate income for the Council in the future;
3. To expand commercial activity;
4. To tackle the cost of homelessness through prevention work and commissioning better, more affordable accommodation

The Council has had to identify significant budget reductions of £6.2m over the five years with a significant challenge expected in 2020/21 as follows:



The council successfully set a balanced budget for 2020/21 identifying £2.5m of savings. Further details around the most recent forecasts for both Councils will be contained in the report 'Impact of Covid 19 on the Council's finances - Update on current financial performance and developing a revenue budget for 2021/22', which is due to be considered on 7th July 2020 at the Joint Strategic Committee. The strategy has been updated to reflect the impact that the Covid 19 pandemic is having on the Council's budgets. This can be found on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Budget monitoring

Revenue and capital monitoring information is presented to the Executive four times a year. Any areas of concern are the subject of detailed scrutiny by the relevant Portfolio holder at 'budget hotspot' meetings. In addition, the Joint Overview and Scrutiny Committee can add areas of concern to their work programme.

5. *FINANCIAL OVERVIEW*

A comprehensive summary of the financial performance of the partnership authorities (Adur District Council, Worthing Borough Council and the Joint Strategic Committee) is contained in the reports on financial performance for 2019/20 considered on 7th July 2020 by Joint Strategic Committee. There are two separate reports titled:

- Revenue Outturn; and
- Capital and Projects Outturn.

These are available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The financial activities of the Council can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the Council in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the Borough over a number of years.

Revenue Spend in 2019/20

A more detailed summary of the Council's financial results for 2019/20 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the Council has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. In 2019/20 Worthing Borough Council reported an underspend of £982,248 against a budget of £13,704,010.

The most significant items which contributed to the position were as follows:

2019/20 Outturn	**Worthing** Outturn £000
Over/(under)spend in operational services	879
Underspend against Supported Housing contingency budget	(210)
Reduced borrowing requirement:	
A lower than forecast call on the MRP (provision to repay debt) and net interest in 2019/20, due to reprofiling of the capital programme already adjusted for in 2020/21 budget.	(337)
Budgeted contributions to reserves:	
Unused inflation provisions	(294)
Allowance for Investment Property voids	(150)
Commercial Property Portfolio - Additional rental for 2019/20	(655)
Budget provision related to timing differences:	
Project funding to Carry forward to 2020/21 for projects that have yet to commence or will complete next year.	(157)
Net over/(under) spend before contributions to/from Reserves	**(924)**
Net contribution from reserves	(183)
Revenue contribution to capital financing	125
Net underspend after reserve movements	**(982)**

Where such items were identified when the 2020/21 budget was being prepared, an allowance for any impact on the future years was built into the budget.

In spite of a difficult year from a financial perspective, the Council has maintained and improved services and delivered on major capital investments whilst containing revenue spend within the approved budgets.

How the money was spent and how services were funded

EXECUTIVE MEMBER PORTFOLIOS	CURRENT ESTIMATE 2019/20	OUTTURN 2019/20	UNDER/ OVERSPEND
	£	£	£
Leader	802,300	770,406	(31,894)
CM for Digital & Environment	2,991,380	3,736,133	744,753
CM for Health & Wellbeing	1,729,230	1,739,403	10,173
CM for Customer Services	5,172,460	5,406,394	233,934
CM for Regeneration	1,907,660	2,885,345	977,685
CM for Resources	2,232,160	859,966	(1,372,194)
Holding Accounts	513,690	-	(513,690)
Total Cabinet Members	**15,348,880**	**15,397,647**	**48,767**
Credit Back Depreciation	(3,224,030)	(3,638,521)	(414,491)
Minimum Revenue Provision	1,492,910	1,456,805	(36,105)
Other grants	-	(36,269)	(36,269)
	13,617,760	**13,179,662**	**(438,098)**
Transfer to/from reserves:			
Transfer from reserves to fund specific expenditure	86,250	(457,900)	(544,150)
Net Underspend Transferred to Reserves	-	982,248	982,248
Total Budget requirement before External Support from Government	**13,704,010**	**13,704,010**	**(0)**

Approved Use of Underspends	**£'000**
Unspent 2019/20 budget approved for use in 2020/21	158
Underspend transferred to Working balance	1,143
Underspend transferred to/(from) Business Rates Smoothing Reserve	(469)
Underspend transferred to Investment Property future Maintenance Reserve	150
Net Underspend Transferred to Capacity Issues Reserve	-
Underspend declared in year	982

The Council’s net budget is funded by income from:

1. **Funding from Central Government Support**

   The Council received no Revenue Support Grant in 2019/20. However the Council did receive £1,042,000 of New Homes Bonus as well as other grants related to business rates of £809,000.

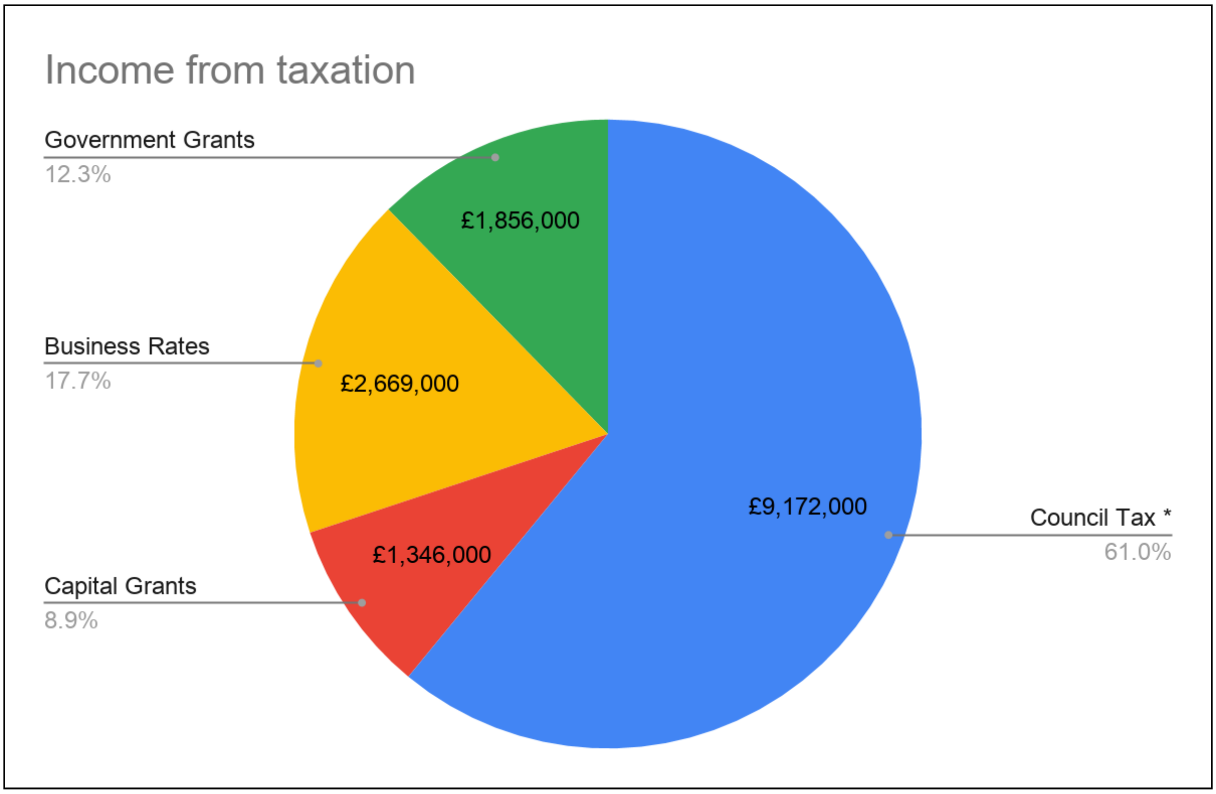
2. **Funding from Local Taxpayers**

The Council collected £69m of Council Tax due in 2019/20, this represented 97.4% of the total Council Tax due to be collected. In addition, Council Tax Benefit totalled £5.43m. Council Tax is collected by Worthing Borough Council on behalf of the following preceptors in the proportions detailed: West Sussex County Council 76.48% Sussex Police & Crime Commissioner 10.63% and Worthing Borough Council 12.89% The Council retained £9.2m in 2019/20.

3. **Funding from Local Businesses**

The Council also collects Business Rates from local businesses. Of the £30.6m collected, after allowing for exemptions, reliefs, provisions and the tariff payments, the Council keeps 10%, 55% is paid to the County Council and the remaining 35% is paid over to the government's national pool. The Council locally retained £2.7m of Business Rate income in 2019/20.

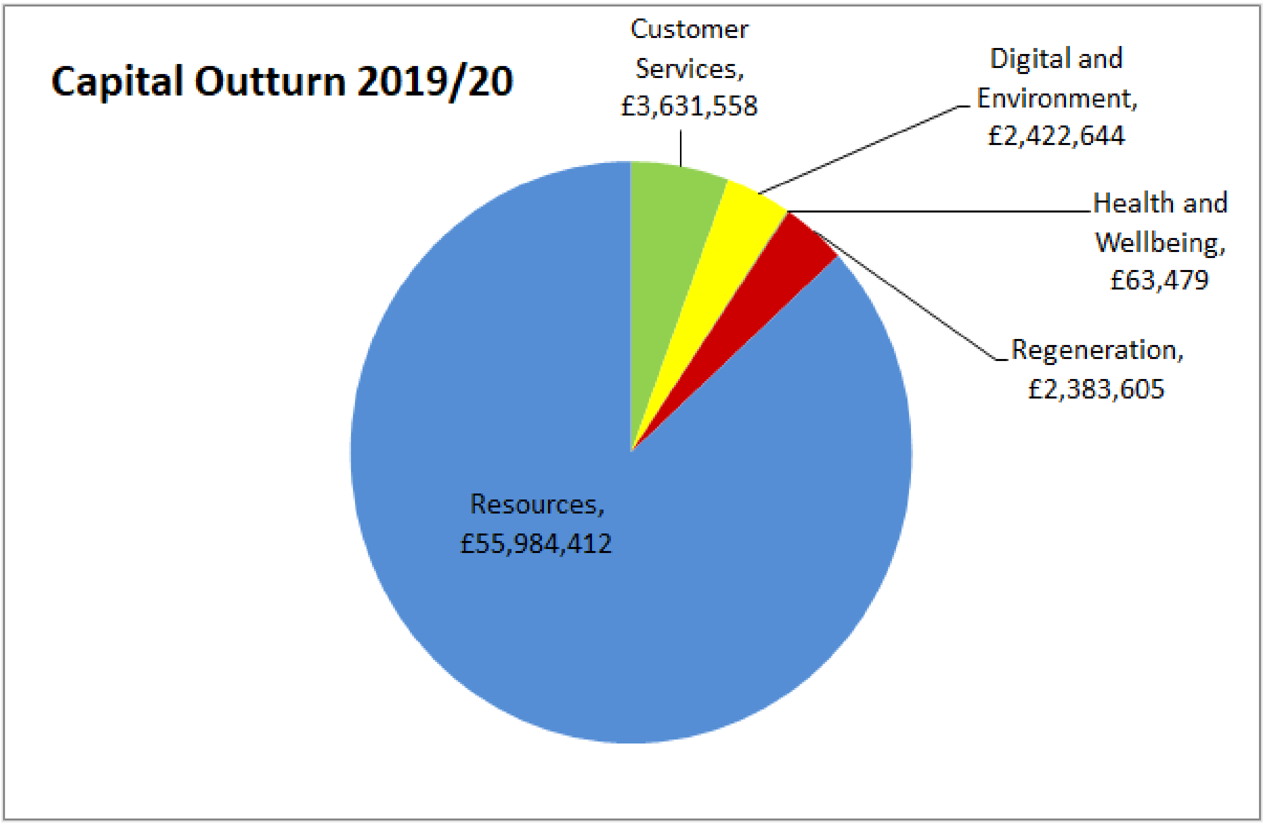
Income from Taxation



In 2019/20, the Council participated in a Business Rate pilot with neighbouring Councils and the County Council. This enables the area to retain approximately £21m of Business Rate income in 2019/20 to fund digital infrastructure improvements and economic regeneration initiatives. Full details can be found in Note 2 to the Collection Fund.

CAPITAL INVESTMENT PLANS

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Council's aims and objectives over more than one year. The Council plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.



The capital investment programme for all Worthing Portfolios was originally estimated at £32,203,430. Subsequent approvals and re-profiling of budgets produced a total revised budget of £66,389,870. Actual expenditure in the year totalled £64,485,698, a decrease of £1,904,172 on the revised estimate, comprising a net carry forward of £1,604,330 and a net underspend of £299,842. The major factors contributing to the re-profiling and carry forward of budget were:

1. Schemes where the Council does not have direct control over the scheme progress. For example where the scheme is managed by another authority, or mandatory grant schemes where the spend is demand led and the Council has no control over when the grants will be paid.
2. Works completed in advance of budget profile.
3. Officer capacity has resulted in some schemes being unable to commence or complete within the financial year.
4. Negotiations required with other interested parties and contractors.
5. The impact of Covid 19 on the ability to deliver some projects at the year end.

The re-profiling of schemes was on-going throughout the year and in total 29 schemes did not complete as planned in 2019/20.

Expenditure in 2019/20 was financed as follows:

	£'000
Government grants and other contributions	2,471
Capital receipts	2,247
Borrowing	59,556
Revenue contribution	197
	64,471

The Council's asset values have been increased as a result of the above capital investment. Significant investments in 2019/20 included:

- Redevelopment and refurbishment of two properties which are being converted into small homes for the purpose of providing temporary and emergency accommodation to residents who become homeless.
- Disabled adaptations to residents homes
- Purchase of six commercial properties to deliver a long-term income stream to the Council.
- Provision of new burial spaces at Durrington Cemetery.
- Improvements to Brooklands and Highdown Gardens
- Continued repairs and improvements to the multi storey car parks.

Each Council's capital programme outturn and financing is explained in more detail in the Joint Strategic Committee report "Financial Performance 2019/20 - Capital and Projects Outturn" which was considered on the 7th July 2020. This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk .

Borrowing

A summary of the Council's borrowings, categories of financial liabilities, debt maturity structure, interest payable and the different types of risks are contained in Note 15 to these accounts. Sources and funds used to meet capital expenditure are summarised in the capital spend section of this Narrative Report and more detail is contained in the 7th July 2020 Joint Strategic Committee report "Financial Performance 2019/20 - Capital and Projects Outturn". This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Investment Plans 2020/21 – 2022/23

The Council plans to invest £88m in its capital assets over the next 3 years.

The ambitious programme is designed to deliver a range of benefits including:

- The acquisition and development of temporary and emergency accommodation;
- Support for the delivery of affordable homes by Housing Associations;
- Improvements to leisure and play facilities throughout the District;
- Improvements to the multi storey car parks;
- Purchase of commercial property to produce a sustainable income stream for the future;
- Provision of new burial spaces

	3-year plan			
Expenditure by Portfolio	**2020/21**	**2021/22**	**2022/23**	**Total**
	£,000	£,000	£,000	£,000
Customer Services	6,070	2,870	5,815	14,755
Environment and Digital	5,633	809	998	7,440
Health and Wellbeing	282	50	380	712
Regeneration	9,344	929	4,067	14,340
Resources	49,133	1,077	815	51,025
Total Expenditure	**70,462**	**5,735**	**12,075**	**88,272**
Funded by:				
Capital grants and contributions	7,566	1,175	3,496	12,237
Revenue contributions and reserves	532	179	149	860
Borrowing	58,307	4,381	8,430	71,118
Capital receipts	4,057	-	-	4,057
Total Funding	**70,462**	**5,735**	**12,075**	**88,272**

6. TOP STRATEGIC RISKS

Detailed below are the most significant risks that the Council is currently managing.

Risk overview	**<u>Covid-19</u>** Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The Government, on the advice of medical experts, has introduced social distancing measures, emergency legislation and economic packages to mitigate the effects of the crisis. This will continue to affect the operations of the Councils to meet the demands of the response, normal business functions and subsequent recovery effort which may last 12 months or more before we reach a stage of “relative normality”. A future social and economic landscape will be significantly different and our ability to adapt will require careful consideration.
Commentary / Mitigation measures	The duration of the pandemic is unclear. The duration is dependent on a number of unknowns at this stage. Until a vaccine has been produced and distributed, emergency measures will continue in one form or another. This will continue to disrupt “normal” life. Any relaxation of social distancing at the wrong time runs the risk of a second wave of infection with an additional and potentially significant escalation of infection rates. The impacts arising from the prolonged crisis will be managed through the recovery effort which ultimately aims to return to “relative normality”. The timescale is uncertain. Key recovery objectives for Sussex are in the following key areas; ● Community and staff welfare ● Infrastructure ● Economy Internally the risk will continue to increase as the crisis extends. The impacts as an organisation will cover a number of areas including: ● Economic impacts through loss of income and wider demands relating to increased benefit claims, business rate relief and a reduction of business operating within the local authority area. ● Staff welfare - Prolonged lockdown measures will increase the risk of mental health concerns and general welfare concerns.
Risk Rating:	Impact = Major, Likelihood = Likely **Risk Assessment:** High Risk
Risk overview	**<u>Council finances</u>** Council finances continue to be under pressure after several years of reducing income from central government. The Councils have set balanced budgets every year, and do not rely on reserves to do so. A recent LGA Peer Review also found that a series of plans and strategies are in place to address challenges going forward, although there remains a projected shortfall currently for 2021/22. The Councils’ reserves position is in the lower quartile of SE Districts and the position needs improvement.

Commentary / Mitigation measures	There are currently significant costs and loss of income being borne as a result of the COVID-19 crisis and lockdown measures. These include financial pressures in leisure trusts, the costs of housing the homeless, and impacts on a range of income streams such as car parking income. A further tranche of funding from central government - £1.6bn - was recently announced and the Council received £1.1m of additional support for 2020/21. The Councils' Leadership Team is receiving regular reports on the financial position and has initiated a strategic review over the next months, as well as immediate spend control measures, whilst ensuring continued work to deliver against the Platforms for our Places strategy. A five year financial strategy is in place and is regularly refreshed. The strategic strands of property investment, commercial income, digital, and temporary accommodation acquisition are progressing well, evidenced in various reports to committee. However there are uncertain additional pressures ahead, for example the outcome of the fairer funding settlement which is now due in 2021.
Risk Rating:	Impact = Major, Likelihood = Likely **Risk Assessment:** High Risk
Risk overview	**Welfare reform:** 'Welfare Reform' is used to cover a range of issues in particular: ● Changes to how benefits are paid to those who are working, to incentivise work. ● Changes to the maximum level of benefits paid to families and individuals who are not working ● Changes to how working age benefits are paid and a shift to one benefit package 'Universal Credit' (UC) ● Benefits being administered largely by central government as opposed to local government - UC administered by DWP vs Housing Benefit by local authorities. ● Benefits for young people and single people reduced ● Benefits for larger families reduced The impact of these changes are still working through the system but in areas where Universal credit has been rolled out fully, the following effects have been reported. ● 5-6 weeks gap before UC is paid (in some cases longer) ● Local systems unable to track individuals in need, as the system is centralised and data is no longer available ● Housing costs not being met by the level of out of work benefits The impact for the Councils of this is potentially on two fronts: increased homelessness presentations and/or reduced rental income for Adur Homes. This is compounded by the year on year reduction in social rents by 1% which also reduces the financial income for Adur Homes.

Commentary / Mitigation measures	The rollout of Universal Credit continues to have a limited impact in reducing the number of live Housing Benefit claims. However, the COVID-19 situation has resulted in: 1. A significant number of new claims for Council Tax Support 2. The Government announcing increased awards of Housing Benefit and Council Tax Support (LHA rates have been increased for private sector tenants and the value of income not taken into account has been increased) 3. The Government announcing discretionary awards of £150 for working-age Council Tax Support customers For the DWP overall there has been a 6 fold increase in the number of UC claimants during March for Adur and Worthing (combined) the majority of which (85%) are self employed people. DWP is managing to deal with most UC claims within 5 weeks. The number of UC claimants in Adur Homes has increased from 16% to 19% There is therefore likely to be an increase in rent arrears which would impact on homelessness. There is an Adur Homes Improvement plan in place to focus on rent arrears which is being monitored by the Head of Service. Work is also taking place with the Wellbeing Team to promote budgeting and financial inclusion strategies. The team is also recruiting a specialist rent arrears officer.
Risk Rating:	Impact = Major, Likelihood = Very Likely **Risk Assessment:** High Risk

Risk overview	**Housing supply** Limited housing supply in all areas and all tenures is a key risk for the Councils in terms of both discharging their statutory duty to prevent homelessness and support those at risk, as well as placing critical budgetary pressures on the Councils. Managing this demand is challenging and places additional capacity pressures on the operational teams. Emergency/Temporary Accommodation (EA/TA) - the lack of EA/TA supply at affordable rates means that the Councils are paying for costly B&B accommodation whilst assessing customers for statutory obligations. The lack of move on accommodation at affordable rates means there are blockages in TA. The lack of suitable/affordable private sector rented accommodation is placing more pressure on the Councils in terms of demand and budgets. Planning applications are subject to an increasing level of scrutiny, including both the level of affordable housing and the tenure mix.

Commentary / Mitigation measures	EA/TA ● COVID-19 pressure has seen a significant increase in EA/TA demand and cost in 20/21 ● Increase in EA/TA demand likely to continue due to challenges with move on and lifting of restriction on evictions by landlords. ● Increase waiting time for housing advice and casework ● More long term lease arrangements are being explored with 2 new ones in the pipeline. ● A new campaign to attract more private sector properties to the Opening Doors Scheme is being planned, with 13 signed up to the scheme in the last 2 months Other ● Increased competition for limited affordable housing supply ● Work is continuing to help unlock new sites for housing delivery.
Risk Rating:	Impact = Major, Likelihood = Very Likely **Risk Assessment:** High Risk

Risk overview	**IT disaster recovery** Hosting applications locally carries increasing risks given the pace of technological change. We have limited resilience in the team, and too much dependence on key personnel. Our data centre cannot be sufficiently protected from physical threats.
Internal controls / Mitigation measures	Business Continuity plans are in place for every service detailing what actions will be taken in the event of IT failure, and a Business Continuity working group meets regularly to drive continuous improvement of our response plans and incident readiness. Rapid response to home working in response to Covid-19 has tested resilience and business continuity. Overall transition has gone very well and the Councils are reviewing where further improvements are needed. Work continues to migrate services to the cloud and out of the Town Hall data centre, providing in-built and often seamless disaster recovery services. The Councils' strategy to adopt Google services and it's cloud based low code platform among other modern technologies has served us well in the crisis.
Risk Rating:	Impact = Extreme Likelihood = Moderate **Risk Assessment:** High Risk
Risk overview	**Major project delivery** Unlocking major development can be complex and take some time to deliver. The successful delivery of a major scheme will often depend on economic conditions over an extended period.

Internal controls / Mitigation measures	Covid19 impact will add a degree of uncertainty to the property market but the extent of this is not known at this stage. The Councils have embarked on an ambitious programme of development that makes the best use of their existing assets and commits to forming effective partnerships with other landowners and investors. This will help to 'de-risk' projects and create the right conditions for development to take place. For example, Worthing Borough Council has entered into a Land Pooling Agreement to help de-risk the development of Union Place and secure access to the agencies and skills necessary to deliver. A different approach has been taken on the former Aquarena site and former Adur Civic Centre Site where the sites' disposal was favoured as the best route to deliver new homes and regeneration. Direct delivery was the favoured development approach in the construction of Focus House in Shoreham. Both Councils have used Local Growth Fund monies to deliver the necessary infrastructure to support development . The Councils have also played a pro-active role in supporting Coast to Capital in the development of a Strategic Economic Plan to ensure that their priorities for the development of major projects are represented and therefore, more likely to benefit from public funding in the future. The Councils have provided clear and unambiguous signals to the development sector about their intentions and commitment to deliver. A dedicated team has been established to manage the major projects and capital budgets adjusted to reflect the priority attached to this work. Regular monitoring of progress provides oversight and formal reporting to the relevant executive councillors; internal project groups and formal Committee meetings take place to oversee progress.

Full details about the Council's risks can be found in the report to the Joint Governance Committee "Risk and Opportunity Management updates" which was considered on the 28th May 2020. This report is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

SUMMARY

The current pandemic is creating new challenges and opportunities for the Council to address. This is a challenging time for the whole of Local Government. The Council has faced a considerable reduction in central Government funding and emerging cost pressures from the impact of the current emergency.

The overall underspend for 2019/20 is most welcome at this time to help the Council build its reserves to manage the impact of the pandemic on its finances. The Council continues to balance the need to invest in future service developments with the inevitable financial pressures from the pandemic and the continued changes to government funding.

Looking ahead, 2021/22 is another difficult year with uncertainty due to changes in how funding is allocated to Local Government together with new emerging cost pressures. The outturn position will inform the development of the 2021/22 budget. The intention is to build recurring under spends into the 2021/22 budget where possible and so avoid the need for unnecessary service reductions.

FURTHER INFORMATION

Further information on Worthing Borough Council's accounts is available from the Section 151 Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

ACKNOWLEDGEMENTS

The production of the Statement of Accounts is not possible without the dedication and hard work of staff across the Council, particularly within the Finance Department. I would like to thank all colleagues endeavours during the financial year.

Sarah Gobey

Sarah Gobey, Chief Financial Officer, CPFA

EXPLANATION OF ACCOUNTING STATEMENTS

The statement of accounts sets out the Council's income and expenditure for the year and its overall financial position as at 31st March 2020. It comprises cost and supplementary statements together with disclosure notes.

The accounts shown on the following pages have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code), supported by the International Financial Reporting Standards (IFRS).

In accordance with Regulation 6 (4) of the 2015 Accounts and Audit Regulations, the Annual Governance Statement must be approved in advance of the approval of the Statement of Accounts. Once the Statement of Accounts has been approved, the already approved Governance Statement will be published at the end of this document.

The Statements are listed and explained in the next section.

The Statement of Accounts consists of:

The Business Rate Retention Scheme allows the Council to retain a proportion of the total Business Rates received. The Worthing share is 20% with the remainder paid to other bodies - West Sussex County Council (55%) and Department of Communities and Local Government (25%).

MAIN CHANGES TO THE ACCOUNTS AND SIGNIFICANT TRANSACTIONS IN 2019/20:

Post-employment benefits

All employees of the Council have the option to become members of the Local Government Pensions Scheme, administered by West Sussex County Council. This scheme is funded and provides defined benefits to members (retirement lump sums and pensions), earned by employees as they worked for the Council. The pension costs in the Council's accounts show the attributable share of the assets and the liabilities of West Sussex Local Government Pension Fund and comply fully with the requirements of IAS19.

To comply with these relevant accounting standards, the Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against council tax is based on the cash payable in the year. Therefore the cost of post-employment (retirement) benefits shown in Note 37 are notional and are reversed out of the General Fund via the Movement in Reserves Statement.

The actuarial valuation of the Council's pension scheme liabilities and pension reserve shown on the balance sheet have decreased by £26m during the year, mainly as a result of the changes to the financial assumptions by the pension fund actuary (Hymans-Robertson). The main changes result from a change to the discount rate used by the actuary to discount the future cash flows of the fund. These assumptions are determined by the actuary and are the assessment of the impact of market conditions at the reporting date. The Council relies and places assurance on the professional judgement of the actuary and the assumptions used to calculate the actuarial valuation. Further details can be found in Note 37.

Provisions, contingencies and material events

This Council has provided for contingencies and these are laid out in Note 38.

There are no material income or expenditure items to disclose in 2019/20, note 5 refers to the Coronavirus pandemic which has been a post balance sheet event but has not had a material impact on the statement of accounts. The provisions made in 2019/20 are laid out in Note 20.

CHANGES TO ACCOUNTING POLICIES

The accounting policies are laid out within Note 1 of the Accounts. These policies have been reviewed to ensure compliance with the 2019/20 Code of Practice Guidance Notes. There were no changes to policies in 2019/20.

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH, 2020

The Council's Responsibilities:

(a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council in the financial year 2019/20 that officer was the Chief Financial Officer.

(b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.

(c) To approve the Statement of Accounts.

The Chief Financial Officer and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts which is required to give a "true and fair" view of the financial position of the Council.

In preparing the statement of accounts the Chief Financial Officer is to select accounting policies and apply them consistently, make judgements and estimates that are reasonable, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2015 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Council at 31st March, 2020 and its income and expenditure for the year ended on that date.

Sarah Gobey

SARAH GOBEY **Dated:**
Chief Financial Officer

Certificate of Approval by Joint Governance Committee

I confirm that these Accounts were approved by the Joint Governance Committee of Adur District Council and Worthing Borough Council on 24th November 2020.

Roy Barraclough
Chairman, Joint Governance Committee **Dated:**

MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and “unusable”, which are kept to manage accounting processes (such as the revaluation of non-current assets) reserves. The 'Surplus or (Deficit) on the provision of services' line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charges to the General Fund Balance for Council Tax setting. The 'Net increase /decrease before transfers to earmarked reserves' line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Single Entity	General Fund Balance	Earmarked GF Reserves	Capital Receipts Reserves	Capital Grants Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31.03.18	**(844)**	**(3,091)**	**(5,460)**	**(4,172)**	**(13,567)**	**(79,163)**	**(92,730)**
Movement in Reserves during 2018/19							
Total Comprehensive Expenditure and Income	4,091	-	-	-	**4,091**	(6,831)	**(2,740)**
Adjustments between accounting and funding basis under regulation (Note 7)	(4,979)	-	1,409	1,018	**(2,552)**	2,552	**-**
Net Increase/Decrease before Transfers to Earmarked Reserves	(888)	-	1,409	1,018	**1,539**	(4,279)	**(2,740)**
Transfers to/from Earmarked Reserves (Note 8)	863	(863)	-	-	**-**	-	**-**
(Increase)/Decrease in Year	(25)	(863)	1,409	1,018	**1,539**	(4,279)	**(2,740)**
Balance at 31.03.19 c/fwd	**(869)**	**(3,954)**	**(4,051)**	**(3,154)**	**(12,028)**	**(83,442)**	**(95,470)**
Movement in Reserves during 2019/20							
Total Comprehensive Expenditure and Income	6,120	-	-	-	**6,120**	(29,285)	**(23,165)**
Adjustments between accounting basis and funding basis under regulation (Note 7)	(6,168)		1,868	(95)	**(4,395)**	4,395	**-**
Net Increase/Decrease before Transfers to Earmarked Reserves	(48)	-	1,868	(95)	**1,725**	(24,890)	**(23,165)**
Transfers to/from Earmarked Reserves (Note 8)	(626)	626	-	-	**-**	-	**-**
(Increase)/Decrease in Year	(674)	626	1,868	(95)	**1,725**	(24,890)	**(23,165)**
Balance at 31.03.20 c/ fwd	**(1,543)**	**(3,328)**	**(2,183)**	**(3,249)**	**(10,303)**	**(108,332)**	**(118,635)**

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2019/20 Gross Expenditure	2019/20 Gross Income	2019/20 Net Expenditure	2018/19 Gross Expenditure	2018/19 Gross Income	2018/19 Net Expenditure	
	£'000	£'000	£'000	£'000	£'000	£'000	Note
NET EXPENDITURE ON SERVICES							
The Leader	1,112	(302)	810	971	(37)	934	
Digital and Environment	10,250	(5,676)	4,574	6,832	(5,580)	1,252	
Health and Wellbeing	3,104	(1,033)	2,071	3,213	(1,055)	2,158	
Customer Services	40,568	(36,790)	3,778	44,402	(41,250)	3,152	
Regeneration	10,663	(4,478)	6,185	10,805	(4,551)	6,254	
Resources	4,571	(1,329)	3,242	5,762	(1,272)	4,490	
Net Cost of Services	70,268	(49,608)	**20,660**	71,985	(53,745)	**18,240**	
Other operating expenditure			622			(77)	9
Financing and Investment Income and Expenditure			(119)			(4)	10
Taxation and non-specific grant income			(15,043)			(14,068)	11
(Surplus) or Deficit on Provision of Services			**6,120**			**4,091**	
(Surplus)/Deficit arising on revaluation of Property, Plant and Equipment Assets			(2,103)			(11,789)	22
(Surplus)/Deficit from investments in equity instruments designated at fair value			25			25	15
Remeasurements of the net defined pension benefit liability			(27,207)			4,933	22
Other Comprehensive Income and Expenditure			**(29,285)**			**(6,831)**	
Total Comprehensive Income and Expenditure			**(23,165)**			**(2,740)**	

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Worthing Borough Council. The net assets of Worthing Borough Council (assets less liabilities) are matched by the reserves held by the Council.

	Note	As at 31 March 2020	As at 31 March 2019
Long Term Assets:		**£'000**	**£'000**
Property, Plant & Equipment	12	148,528	140,140
Heritage Assets	13	12,491	12,491
Investment Properties	14	74,450	31,513
Intangible Assets		412	124
Long Term Investments	15	1,414	566
Long Term Debtors	16	15,009	10,009
Total Long Term Assets		252,304	194,843
Current Assets:			
Short Term Investments	15	3,524	7,051
Assets Held For Sale	18	-	-
Inventories		76	109
Short Term Debtors	16	9,928	7,327
Cash & Cash Equivalents	17	5,957	2,984
Total Current Assets		19,485	17,471
Current Liabilities:			
Short Term Borrowing	15	(10,997)	(10,431)
Short Term Creditors	19	(10,367)	(8,407)
Provisions	20	(185)	(772)
Grants Receipts In Advance - Revenue	32	(421)	(448)
Grants Receipts In Advance - Capital		-	(8)
Total Current Liabilities		(21,970)	(20,066)
Long Term Liabilities:			
Long Term Borrowing	15	(117,725)	(57,168)
Other Long Term Liabilities	36	(13,459)	(39,610)
Total Long Term Liabilities		(131,184)	(96,778)
Net Assets		**118,635**	**95,470**
Financed By Reserves:			
Usable Reserves		(10,303)	(12,028)
Unusable Reserves	22	(108,332)	(83,442)
Total Reserves		**(118,635)**	**(95,470)**

CASH FLOW STATEMENT

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

	Note	2019/20	2018/19
		£'000	£'000
Net (surplus) or deficit on provision of services	23	(6,120)	(4,091)
Adjustments to net surplus or deficit on the provision of services for non cash movements	23	8,387	7,115
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	23	(2,990)	(3,026)
Net cash flows from Operating Activities	23	(723)	(2)
Investing Activities	24	(57,368)	(24,623)
Financing Activities	25	61,064	23,947
Net increase or decrease in cash and cash equivalents		2,973	(678)
Cash and cash equivalents at the beginning of the reporting period		2,984	3,662
Cash and cash equivalents at the end of the reporting period	17	5,957	2,984

NOTE 1: ACCOUNTING POLICIES

GENERAL PRINCIPLES

The accounts comply with the Code of Practice on Local Authority Accounting (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). Accounting policies and estimation techniques have been selected and used having regard to the accounting principles and concepts set out in International Financial Reporting Standards *Framework for the Preparation of Financial Statements*, specifically:

- The qualitative characteristics of financial information
- Relevance
- Reliability
- Comparability
- Understand ability
- Materiality
- Accruals
- Going concern

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.

ACCRUALS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Council at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made). Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

At the end of each financial year an estimate is made of doubtful debts – amounts due to the Council, but unlikely to be received. The total value of these amounts is provided as a provision for bad debt and deducted from the debtors balance in the Balance Sheet. The current de minimis is £1,000.

COUNCIL TAX AND BUSINESS RATES (ENGLAND)

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards, that the amount of council tax, and NDR collection could be less or more than predicted.

Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Council's General Fund.

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

Accounting for Council Tax and NDR

The Balance Sheet includes the Councils share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowance for doubtful debts, overpayments and repayments and provision for appeals.

REVENUE RECOGNITION

Revenue recognition has been accounted for in accordance with IFRS 15. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. The majority of the Councils transactions are 'non exchange' and the impact of IFRS 15 is not material to the accounts.

SUPPORT SERVICES

The costs of overheads and support services are charged to service segments in accordance with the Council's arrangements for accountability and financial performance.

JOINT OPERATIONS

Jointly controlled operations are activities undertaken by the Council in conjunction with other ventures that involve the use of the assets and resources of the joint ventures rather than the establishment of a separate entity. The Council recognises on its Balance Sheet only its share of the jointly controlled assets and related liabilities; whilst on its Comprehensive Income and Expenditure Statement it recognises those expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint arrangement and income that it earns from the activity of the operation.

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable.

GRANTS AND CONTRIBUTIONS

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

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

Grants and contributions for capital purposes are recognised as income on receipt as long as there is no condition for their use that has not been satisfied. Where there is a condition the amount will be held as a receipt in advance until the condition is satisfied at which point the amount is recognised as income.

Where capital grants are recognised as income they are reversed out of the General Fund in the Movement in Reserves Statement and held as unapplied reserve until used to finance capital expenditure.

LEASES

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

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

A de minimis value of £10,000 per leased asset within a lease contract has been applied to all items obtained by lease. Leased assets valued below these limits are treated as revenue expenditure. Software rentals are not treated as leases.

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment, which is applied to write down the lease liability, and
- a finance charge, which is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

The Council as Lessee - Operating Leases:

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

The 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 in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

The Council as Lessor - Finance Leases:

A gain, representing the Council's net investment in the lease, is 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), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. 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.

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 therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

The Council as a Lessor - 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 in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

NON-CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets and operating leases which are charged directly to service revenue accounts.

Expenditure and Valuation principles

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code.

The surpluses arising on the revaluation of property, plant and equipment are credited to the Revaluation Reserve. The exception to this is where previous revaluation losses have been debited to the Comprehensive Income and Expenditure Account. Where this has occurred the surplus on revaluation is credited to the Comprehensive Income and Expenditure Account up to the value of the previous revaluation loss, less the value of depreciation, that would have been charged had there been no revaluation loss.

Surpluses arising on the revaluation of investment properties are credited to the Comprehensive Income and Expenditure Account. The Revaluation Reserve only includes gains since its inception from 1st April, 2007; prior gains were incorporated into the Capital Adjustment Account. The Council applies a five-year rolling programme of revaluations and at the end of each financial year the market value of each category of assets is reviewed. If there has been an increase or decrease of 5% or more during the year, the relevant asset category is revalued in line with the valuation change. The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at current value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost. Community assets and infrastructure assets are stated at depreciated historical cost, assets under construction are stated at cost. Donated assets are revalued at current value.

- Investment properties are included in the balance sheet at fair value and need to meet the criteria of property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.

- Assets held for sale are included in the balance sheet if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use.

- Assets are reclassified as Held for Sale when the following criteria are met:

  i) The asset is available for sale in its present condition subject only to terms that are customary for sales of such assets (or disposal groups).

ii) The sale must be highly probable.
iii) The appropriate level of management must be committed to a plan to sell the asset (or disposal group).
iv) An active programme to locate a buyer and complete the sale must have been initiated.
v) The asset (or disposal group) must be actively marketed for sale at a price that is reasonable in relation to the current value.
vi) The sale should be expected to qualify for recognition as a completed sale within one year from the date of classification except where the sale is likely to proceed to a sale without significant changes to the plan of sale, or that significant changes to the plan will be made or that the plan will be withdrawn.

For 2019/20 the Council's values of land and buildings have been included in the accounts based on valuations either by external valuers or by the Authority's Estates office. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and for new land and buildings. Assets valued below these limits are not included, unless they are included in the rolling revaluation programme.

Fair Value Measurement

The authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments such as shareholding for policy purposes at fair value at each reporting date. Fair value is the price that would be received to sell an asset, or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

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

The authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest. When measuring the fair value of a non-financial asset, the authority takes into account a market participant's ability to generate economic benefit by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the authority's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date.

- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

- Level 3 – unobservable inputs for the asset or liability.

Disposals

Assets are removed from the Balance Sheet in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for Non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for all non-current assets used in the provision of services. (An impairment loss is only charged to revenue, if there is no balance on the Revaluation Reserve.) The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Movement in Reserves Statement on the General Fund Balance so that there is no impact on the amount required to be raised from local taxation for the provision of Council services.

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset. The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

Buildings	15-60 years (except when impairment has occurred)
Vehicles	7-10 years
Equipment	>1 to <25 years
Intangible Assets, Software	>1 to <7 years
Infrastructure assets	5 - 50 years
Community assets	Held in perpetuity
Assets (Finance Leases)	Up to 10 years

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the authority's financial statements are categorised within the fair value hierarchy, as follows:

Disposals

Assets are removed from the Balance Sheet in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and was there to be reason to believe that the value had reduced materially in the period due to impairment; the valuation would be adjusted accordingly.

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated on asset values at 1st April in the year following their confirmation as fully operational assets, except where the acquisition is material when depreciation is calculated at the date of acquisition. Assets in the course of construction are not depreciated until they are brought into use.
- assets disposed of are depreciated in the year of disposal.
- depreciation is calculated using the straight-line method over the useful life of the asset, based on asset values at 1st April except where there are material acquisitions or disposals in any year where depreciation is calculated at date of acquisition or disposal.

- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.
- assets held for sale, investment properties, assets under construction and community assets are not depreciated.

Componentisation of Assets

Where an item of Property, Plant and Equipment has major components, the cost of which is significant in relation to the total cost, the components are depreciated separately. The Council uses the straight line method of depreciation over the useful economic life (UEL) of the component.

In accordance with the Code, significant components are recognised as assets as acquired, enhanced or revalued from 1st April 2010 onwards, and not retrospectively of this date.

When a component is replaced or restored, the carrying amount of the old component is de-recognised by indexing the cost of the replacement back to the estimated inception date and adjusting for subsequent depreciation and impairment. When replaced components are written out, this does not result in a loss on either asset values or asset sales.

For Property, Plant and Equipment the accounting policy is to componentise all land and property assets valued at £50,000 or more in total where there has been a revaluation or enhancement since 1st April 2010.

The following component categories and useful lives are used:

- Land
- Main building structures - 60 years
- Replaceable building structures - 25 years
- Services - 20 years
- External works - 35 years

Any Revaluation Reserve balances associated with componentised assets are attributed firstly to land and then to the main building structures, as it is considered unlikely that component replacements will give rise to revaluation gains and losses independently of the structure of a building. The exception would be if the Revaluation Reserve balance exceeded the valuation of the land and main building structure, when the remaining balance would be attributed to the other categories.

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset:

- The asset must be identifiable
- The asset must lack physical substance.
- The asset is controlled by the Authority which will realise future economic benefits. Intangible assets are measured at cost.
- Intangible assets are amortised over their useful lives.

Intangible assets are either internally generated or purchased. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

HERITAGE ASSETS

Definition

- A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

- An intangible heritage asset is defined as an intangible asset with cultural, environmental or historical significance.

Recognition

The Council recognises heritage assets when the Council has information on the cost or value of the asset. Where information on cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, the Council does not recognise the asset on the Balance Sheet. Assets which are not recognised in the Balance Sheet are included in Disclosure notes.

Valuation

The Council's heritage assets are normally measured at valuation except where it is not possible to establish a valuation; for example if there is no market for a particular heritage asset or where it is not possible to provide a reliable estimate of the replacement cost of the asset due to the lack of comparative information.

The unique nature of many heritage assets makes reliable valuation complex. Therefore where it is not practicable to obtain a valuation for an asset (at a cost which is commensurate with the benefits to users of the financial statements) and cost information is available, the asset is carried at historical cost (less any accumulated depreciation, amortisation and impairment losses). Valuations may be made by any method that is appropriate and relevant and are reviewed with sufficient regularity to ensure they remain current

Depreciation, amortisation and impairment

Tangible heritage assets are not depreciated as the assets are considered to have very long or infinite lives. Amortisation of intangible assets is considered on an individual asset basis. Assets are reviewed for impairment where an asset has suffered physical deterioration or breakage, or where doubts arise as to the authenticity of the heritage asset.

Accounting

Heritage assets are accounted for in the same way as property, plant and equipment and intangible assets.

INVESTMENT PROPERTIES

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

CAPITALISATION OF BORROWING COSTS

IAS 23 requires borrowing costs, such as interest payments and other financing charges, to be capitalised in respect of assets that take a substantial period of time to get ready for use or sale. Capitalisation of borrowing costs is required to continue until the point at which the related assets become operational or are sold. The Council's policy is to capitalise the interest where it is material.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

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

INVENTORIES

This Council has accounted for inventories (stock) in accordance with IAS2 and IPSAS 12, which includes public sector interpretations of measurement which the Code has adopted.

WORK IN PROGRESS

Any rechargeable works are shown at the actual cost incurred (excluding overheads allocation) at 31st March.

RESERVES

The authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by transferring amounts out of the General Fund Balance. When expenditure to be financed from the reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the

Comprehensive Income and Expenditure Statement. The reserve is then transferred back into the General Fund Balance so that there is no net charge against council tax for the expenditure.

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

PROVISIONS

The Council establishes provisions for specific expenses that are certain to be incurred but the amount of which cannot yet be determined accurately.

Provisions are charged to the appropriate service revenue account in the year that the council becomes aware of the obligation, based on the estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required or a lower settlement is made, the provision is reversed and credited back to the relevant service revenue account.

A provision is made for business rates appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The amount provided for is based on information received from the Valuation Office and is assessed on the likely change to rateable value as adjusted by locally assessed success rates.

CONTINGENT ASSETS AND CONTINGENT LIABILITIES

Contingent assets are possible assets arising from past events whose existence will only be confirmed by future events not wholly within the control of the Council. Contingent assets are not accrued in the accounting statements, in conformity with the concept of prudence. Material contingent assets are disclosed within the notes to the accounts if the inflow of a receipt or economic benefit is probable.

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by 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 or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts unless perceived as being remote.

FINANCIAL INSTRUMENTS

Financial Liabilities

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

Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (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 most of the borrowings that the authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement.

However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the CIES, regulations allow the impact on the General Fund Balance to be spread over future years. The authority has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid.

The reconciliation of amounts charged to the CIES to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics. There are three main classes of financial assets measured at:

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

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

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority 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 authority, 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 de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model

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

Financial Assets Measured at Fair Value through Profit or Loss

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the authority 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 fair value measurements of the financial assets are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

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

The Council has two small shareholdings acquired for policy purposes, which are designated as FVOCI:

- shares in the UK Municipal Bonds Agency, which was set up to help local councils finance their investment in projects - no value is currently assigned to these shares
- deferred shares in Boom! Credit Union, which supports people who live or work in Surrey, West Sussex or Kingston

The Council will recognise losses on these shareholdings to the extent that the underlying assets of the organisation are no longer sufficient to promote its purpose.

Soft Loans

The Code has specific accounting requirements in respect of "soft loans", being loans made to or from third parties at preferential rates of interest below market rates. The Code requires that when soft loans are made, a loss is recorded in the CIES (debited to the appropriate 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.

The Council issues soft loans to employees in respect of car loans, cycle loans and professional fees loans and is eligible for interest free loans to finance capital expenditure on energy efficiency projects. No adjustment in respect of these loans is made to the accounts to reflect the requirements of the Code on the grounds that the adjustment would be immaterial or impractical.

DEBT REDEMPTION

Statutory Guidance issued under s21(1A) of the Local Government Act 2003 places a duty on local authorities to make a prudent provision for debt redemption.

The provisions are made each year from the General Fund Revenue Accounts, which is then held in the Capital Adjustment Account (CAA). The accumulated provision held in the CAA is used to repay the principal amounts borrowed to finance capital investment.

In accordance with statutory guidance and the Council's statement for Minimum Revenue Provision (MRP), an amount is charged annually to revenue and set aside for the repayment of debt. The provision is made over the estimated life of the asset for which the borrowing is undertaken. Where appropriate, the Council may also make overpayments of MRP, which can be offset in future years.

INTERNAL INTEREST

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as 'short term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value'. Accordingly, the investments that may fall within the definition are principally held for short-term cash management purposes, not for obtaining a significant return on investment.

For the purpose of classifying cash equivalents within Financial Instruments, the Council's accounting policy is to categorise all fixed term deposits as investments, not cash equivalents (irrespective of the duration of the investments). This is because in practice, such deposits would not satisfy the requirement to be readily convertible to cash and would incur a penalty (loss in value) for early redemption. Therefore, in practice the Council's policy restricts the composition of cash and cash equivalents to notes and coin, current account balances held with its own banker, plus instant access call accounts or money market fund deposits placed in other financial institutions, that would be returnable without penalty within 24 hours' notice.

EXCEPTIONAL ITEMS

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

PRIOR PERIOD ADJUSTMENTS, CHANGES IN ACCOUNTING POLICIES AND ESTIMATES AND ERRORS

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

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

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

EMPLOYEE BENEFITS

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 (eg. 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 where the adjustment will have a material effect on the accounts for the cost of holiday entitlements (or any form of leave, eg.time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. Any accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs. The Council's annual cost of accumulated absences as defined by the IFRS code of practice is not considered material and therefore has chosen not to accrue these costs.

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 and are charged on an accruals basis to the appropriate service or, where applicable, to a corporate service segment at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructure.

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

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

Post Employment Benefits

Employees of the Council are members of the Local Government Pensions Scheme, administered by West Sussex County Council (unless they choose to opt out). This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

The Local Government Pension Scheme

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

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

- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of returns on bonds.

- The assets of the West Sussex Pension Fund attributable to the Council are included in the Balance Sheet at their fair value which is the bid value as required by IAS19.

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

- Service Cost comprising:

  - The current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
  - The past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;

  - Net interest on the net defined benefit liability (asset), i.e. net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments;

- Re-measurements comprising:

  - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve;
  - Return on plan assets – excluding amounts included in net interest on the net defined benefit liability(asset) – charged to the Pensions Reserve as other Comprehensive Income and Expenditure.

Contributions paid to the West Sussex County Council Pension Fund – cash paid as contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

EVENTS AFTER THE REPORTING PERIOD

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

- Those events 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 events that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but, where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and either their estimated financial effect or a statement that such an estimate cannot be made reliably.

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

CAPITAL RECEIPTS

Capital receipts are income over £10,000 received from the sale of land or other capital assets which may be used to finance capital expenditure or repay debt.

The usable portions of capital receipts from the disposal of assets are held in the Usable Capital Receipts Reserve until such time as they are used to finance other capital expenditure and/or to repay debt.

NOTE 2: ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED, BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the 2019/20 Code.

- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). CIPFA/LASAAC have deferred implementation of IFRS16 for local government to 1 April 2021.

- IAS 19 Employee Benefits will require the remeasurement of net pension asset/liability following plan amendments, curtailments or settlements to be used to determine current service cost and net interest for the remainder of the year after the change to the plan.

- IAS 28 Investments in Associates and Joint Ventures Long-term Interests in Associates and Joint Ventures will not apply to this Local Authority.

- Annual Improvements to IFRS Standards 2015-17 cycle

The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified.

The amendments are not expected to have material effect on the Council's Statement of Accounts.

NOTE 3: CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, 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:

- There is a high degree of uncertainty about future levels of funding for local government. The potential impact in the longer term of the Coronavirus (Covid-19) pandemic is not known. However, the Council has also considered known and expected government funding and determined that it has sufficient liquidity from its ability to access short term investments and sufficient general fund balances and reserves to continue to deliver services.
- The Council holds a significant portfolio of investment property and although in general terms economic activity is fragile, the Council judges that its portfolio is robust and that the assets will not be impaired as a result of a decrease in economic activity.
- Retirement Benefit Obligations - The Council recognises and discloses its retirement benefit obligation in accordance with the measurement and presentational requirements of IAS 19 "Employee Benefits". The estimation of the net pension liability depends on a number of complex judgements and estimates 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. West Sussex County Council, as the Pension Administering Authority, engages a firm of actuaries to provide expert advice about the assumptions to be applied. Changes in these assumptions made are set out in Note 1 and transactions disclosed in Note 37.
- As the accounting treatment and disclosures for operating and finance leases are significantly different, the Council has made judgements on whether its lease arrangements for land and buildings are operating leases or finance leases under the criteria of IAS17. These judgements are made in accordance with the Council's accounting policy on leases.
- The Council has made judgements about the likelihood of potential liabilities and whether provision should be made. The judgements are based on the degree of certainty and an assessment of the likely impact. Provisions resulting from these judgements are disclosed in Note 20 and contingent liabilities in Note 38.
- The Council does not expect the tax gathering mechanisms for Council Tax and Business Rates to fundamentally alter the Council's financial stability. The risk within the rates retention scheme is assumed to be the safety net which has been set by the government at 5% of the Council spending baseline which equates to £135k.

The Council has carried out an assessment of the likely impact of Covid-19 on its financial position and performance during 2019/20, 2020/21 and beyond. This has included modelling scenarios that consider the impact on the following:

- ➢ Reductions in income
- ➢ Increased expenditure
- ➢ Cashflow and liquidity
- ➢ General fund balances and reserves

The Council recognises that the financial position has deteriorated in the early months of 2020/21, having reported a £0.8m underspend for the financial period ending 31st March 2020. The deterioration is only due to the impact of Covid-19.

In February 2020 the Council approved a balanced budget for 2020/21, but the emergence of Covid-19 has fundamentally changed the financial regime. The Council has seen the impact of the pandemic on its finances, however it has received emergency funding support from

Government together with a range of specific grants to support key areas of the Resident and Business community. Factoring in this funding alongside the expected compensation from the Sales, Fees and Charges Compensation Scheme, the net outturn projection for 2020/21 is a marginal overspend of £9k.

These accounts have been prepared on a going concern basis, following the projection of an overspend in 2020/21 that is well within the level of general useable reserves and a plan to produce a balanced budget in 2021/22.

NOTE 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 future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from assumptions and estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year's accounts for the latest information.

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

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	Building 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 building assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to building assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S. For example the additional cost for Land and Buildings would be £81k. There would also be a corresponding decrease in the carrying amount of the assets. Depreciation is excluded when the movement in the general fund is determined. It does not impact on the setting of council tax.

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied. In 2019/20 the assumptions include an estimation of the impact of the McCloud judgement.	The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways. During 2019/20, the Council's actuaries advised that the net pension liability has decreased by a net £26.15m. There was a £1.05m increase as a result of estimates being corrected as a result of experience, and an decrease of £27.2m attributable to updating of the assumptions. Refer to note 37 for more information.
Impairment Loss Allowance	At 31st March 2020 the Council had a net balance of debtors due (excluding government departments) of £9.2m. A review of significant balances suggested that an impairment for doubtful debt of £2.22m was appropriate.	Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment. An increase in the net balance of debtors (excluding government departments) by 10% would increase the impairment for bad debts by £64k
Business Rate Appeals Provision	At March 2020 the total provision for the impact of appeals on business rate income is £0.791m, the Council share of this is £0.157m. The provision is based on the appeals lodged with the Valuation Office which is then reviewed to establish the likely impact of the appeals on the business rate income.	The appeals provision is reviewed each year and adjusted for the likely impact of any increase or decrease in the level of appeals and the estimated success rate. If the success rate was to increase by 1% the impact on the provision would be an increase of £28k .The Council share of this would be £11k.

Item	Uncertainties	Effect if actual results differ from assumptions
Fair Value Investments	When the fair values of nonfinancial assets and financial assets/liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1inputs), their fair value is measured using valuation techniques (e.g. discounted cash flow (DCF) model). Where possible these valuation techniques are based on observable data, but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk for financial assets and rent growth for non-financial assets. Where Level 1 inputs are not available the Council employs relevant experts to identify the most appropriate valuation techniques to determine fair value (for example for Investment Property, the Council's external valuer). Information about the valuation techniques and inputs used in determining the fair value of the Council's assets and liabilities is disclosed in Notes 1 and 14.	Significant changes in any of the relevant factors or assumptions would result in a significantly lower or higher fair value measurement for the asset.

NOTE 5: 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, 31st March 2020 and the date when the Statement of Accounts are authorised for issue 30th November 2020.

The UK has been affected by the global Covid-19 Coronavirus pandemic emergency since March 2020, the financial impact of this for Worthing Borough Council up to 31st March 2020 was not significant and is reflected in the accounts.

NOTE 6: EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, Council Tax, and Business Rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision-making purposes between the Council's portfolios. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

	2019/20 Net Expenditure Chargeable to the General Fund Balance	**2019/20 Adjust - ments between Funding and Accounting Basis** (Note 7)	**2019/20 Net Expenditure in the Comprehen-sive Income and Expenditure Statement**	**2018/19 Net Expenditure Chargeable to the General Fund Balance**	**2018/19 Adjust - ments between Funding and Accounting Basis** (Note 7)	**2018/19 Net Expenditure in the Comprehen -sive Income and Expenditure Statement**
	£000	**£000**	**£000**	**£000**	**£000**	**£000**
The Leader	763	47	810	833	101	934
Environment	2,238	2,336	4,574	2,087	(835)	1,252
Health & Wellbeing	1,717	354	2,071	1,788	370	2,158
Customer Services	3,388	390	3,778	2,926	226	3,152
Regeneration	1,877	4,308	6,185	1,649	4,605	6,254
Resources	3,621	(379)	3,242	3,109	1,381	4,490
Net Cost of Services	**13,604**	**7,056**	**20,660**	**12,392**	**5,848**	**18,240**
Other income and expenditure	(13,652)	(888)	(14,540)	(13,280)	(869)	**(14,149)**
Surplus or deficit	**(48)**	**6,168**	**6,120**	**(888)**	**4,979**	**4,091**
Opening balance on General Fund reserves as at 1 April	(4,823)			(3,935)		
Deficit/surplus on General Fund in Year	(48)			(888)		
Closing balance on reserves as at 31 March *	**(4,871)**			**(4,823)**		

* For an analysis of the balance on reserves, please see the Movement in Reserves Statement.

Adjustments between Funding and Accounting Basis

2019/20 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Collection Fund Adjustment	Total Adjustments
	£000	£000	£000	£000
The Leader	6	41	-	47
Environment	2,312	24	-	2,336
Health & Wellbeing	83	271	-	354
Customer Services	824	(434)	-	390
Regeneration	3,634	674	-	4,308
Resources	90	(469)	-	(379)
Net Cost of Services	**6,949**	**107**	**-**	**7,056**
Other income and expenditure from the Funding Analysis	(1,445)	953	(396)	(888)
Difference between General Fund Surplus or Deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit	**5,504**	**1,060**	**(396)**	**6,168**

2018/19 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Collection Fund Adjustment	Total Adjustments
	£000	£000	£000	£000
The Leader	17	84	-	101
Environment	(1,239)	404	-	(835)
Health & Wellbeing	33	337	-	370
Customer Services	824	(598)	-	226
Regeneration	3,821	784	-	4,605
Resources	1,342	39	-	1,381
Net Cost of Services	**4,798**	**1,050**	**-**	**5,848**
Other income and expenditure from the Funding Analysis	(2,402)	861	672	(869)
Difference between General Fund Surplus or Deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit	**2,396**	**1,911**	**672**	**4,979**

Expenditure and income analysed by nature

	2019/20	Restated 2018/19
	£'000	£'000
Employee Expenses *	5,499	6,047
Depreciation, amortisation, impairment	7,493	1,180
Other service expenditure	63,475	68,079
Total Expenditure	76,467	75,306
Grants and contributions	(3,308)	(1,924)
Fees, charges and other service income	(50,511)	(53,982)
(Gain)/loss on disposal of non current assets	(6)	(612)
Income from council tax and business rates	(11,735)	(12,144)
Interest and Investment Income	(4,787)	(2,553)
Total Income	(70,347)	(71,215)
Deficit or surplus on Provision of Services	6,120	4,091

The other service expenditure figure includes the Council's share of the Joint Service costs including the employee expenses.

* 2018/19 there has been a re-categorisation of costs between Employee and Other Service Expenditure of £1,167,000, employee costs did not previously include the full impact of IAS19.

NOTE 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 and to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

2019/20 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account				
Charges for depreciation and impairment of non current assets (note 12 & 22)	(3,603)	-	-	3,603
Revaluation losses on Property Plant and Equipment (note 12 & 22)	(1,743)	-	-	1,743
Movements in the market value of investment Properties (note 14 & 22)	(2,110)	-	-	2,110
Amortisation of intangible assets (note 22)	(36)	-	-	36
Capital grants and contributions applied (note 22)	1,037	-	-	(1,037)
Revenue Expenditure funded from capital under statute (note 22)	(1,824)	-	-	1,824
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement (note 22)	(659)	-	-	659

2019/20 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
Insertion of items not debited or credited to the Comprehensive Income & Expdenditure Statement				
Statutory provision for the financing of capital investment (note 22)	1,457	-	-	(1,457)
Capital expenditure charged against the General Fund (note 22)	197	-	-	(197)
Adjustment primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income & Expenditure A/c	1,574	-	(1,574)	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts (note 22)	-	-	1,434	(1,434)
Appropriation of S106 contributions to Fund revenue expenditure	(45)		45	-
Adjustment 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	379	(379)	-	-
Use of the Capital Receipts Reserve to finance new and historic capital expenditure (note 22 & 34)	-	2,247	-	(2,247)
Adjustments primarily involving the Financial Instruments Revaluation Reserve:				-
Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG override	(128)			128
Adjustments involving the Pensions Reserve				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (note 37)	(5,421)	-	-	5,421
Employers' Pension Contributions and direct payments to pensioners payable in the year (note 37)	4,361	-	-	(4,361)
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax and non domestic rating income credited to the Comprehensive Income & Expenditure Statement is different from council tax and non domestic rating income calculated for the year in accordance with statutory requirements (Note 22)	396	-	-	(396)
TOTAL ADJUSTMENTS 2019/20	**(6,168)**	**1,868**	**(95)**	**4,395**

2018/19 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account				
Charges for depreciation and impairment of non current assets (note 12 & 22)	(3,199)	-	-	3,199
Revaluation losses on Property Plant and Equipment (note 12 & 22)	3,121	-	-	(3,121)
Movements in the market value of investment Properties (note 22)	(1,039)	-	-	1,039
Amortisation of intangible assets (note 22)	(63)	-	-	63
Capital grants and contributions applied (note 22)	606	-	-	(606)
Revenue Expenditure funded from capital under statute (note 22)	(4,646)	-	-	4,646
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement (note 22)	(900)	-	-	900
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement				
Statutory provision for the financing of capital investment (note 25)	1,111	-	-	(1,111)
Capital expenditure charged against the General Fund (note 22)	195	-	-	(195)
Adjustment primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income & Expenditure A/c	1,296	-	(1,296)	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts (note 22)	-	-	2,303	(2,303)
Appropriation of S106 contributions to Fund revenue expenditure	(11)		11	
Adjustment 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	1,125	(1,125)	-	-
Use of the Capital Receipts Reserve to finance new and historic capital expenditure (note 34)	-	2,534	-	(2,534)
Adjustments primarily involving the Financial Instruments Revaluation Reserve				
Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG override	8			(8)

2018/19 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and Expenditure Statement (note 37)	(6,419)	-	-	**6,419**
Employers Pension Contributions and direct payments to pensioners payable in the year (note 37)	4,508	-	-	**(4,508)**
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax and non domestic rating income credited to the Comprehensive Income & Expenditure Statement is different from council tax and non domestic rating income calculated for the year in accordance with statutory requirements (note 22)	(672)	-	-	**672**
TOTAL ADJUSTMENTS 2018/19	**(4,979)**	**1,409**	**1,018**	**2,552**

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2019/20.

The Council holds a number of specific reserves. Movements during the year were as follows:

Movement in Earmarked Reserves	Balance at 01/04/18	Transfers Out 2018/19	Transfers In 2018/19	Balance at 31/03/19	Transfers Out 2019/20	Transfers In 2019/20	Balance at 31/03/20
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Earmarked Revenue Reserves							
Capacity Issues Fund	1,441	(432)	633	1,642	(438)	157	1,361
Insurance	297	(54)	31	274	(57)	31	248
Joint Health Promotion	8	(5)	-	3	(2)	-	1
Leisure Lottery & Other Partnerships	78	(41)	-	37	(9)	-	28
Grants & Contributions	542	(111)	311	742	(101)	165	806
Museum Reserve	98	-	-	98	-	8	106
Business Rates Smoothing Reserve	425	-	480	905	(468)	-	437
Theatres Capital Maintenance Reserve	139	(59)	91	171	(69)	7	109
Property Investment Risk	-	-	50	50	-	150	200
Special & Other Emergency Expenditure	34	(31)	-	3	-	-	3
Total General Fund	**3,062**	**(733)**	**1,596**	**3,925**	**(1,144)**	**518**	**3,299**
Capital Expenditure Reserve	**29**	**-**	**-**	**29**	**-**	**-**	**29**
Total Earmarked Reserves	**3,091**	**(733)**	**1,596**	**3,954**	**(1,144)**	**518**	**3,328**

£28,399 relating to Highdown Gardens, previously held in Grants and Contributions, has now been transferred to the Highdown Trust.

(i) The Capacity Issues Fund was set up in 2005/06 to give the Council scope to deal with a range of cost pressures expected to arise in future years.

(ii) The Insurance Reserve was established in 1993/94 to fund risk management initiatives, fund minor self-insurance and to achieve longer term revenue savings.

(iii) The Joint Health Promotion Reserve was established in 2005 with funding received from the local teaching Primary Care Trust for health promotion projects.

(iv) The Leisure, Lottery and Other Partnerships Reserve was established in 1995/96 to assist in financing capital schemes attracting substantial support from the National Lottery distributor bodies and other funding agencies and organisations.

(v) The Grants and Contributions Reserve was created to comply with changes in accounting policy required by the Code of Practice. The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date.

(vi) The Museum Reserve was established in 1993/94 to support the overall service aims of the Museum and Art Gallery on occasions where annual budgets do not allow the work of the Museum and Art Gallery to progress in a manner which will contribute to achieving these aims.

(vii) The Business Rates Smoothing Reserve was set up to smooth the impact of changes to reliefs in-year.

(viii) The Theatres Capital Maintenance Reserve (formerly Theatres Ticket Levy) was set up in 2013/14, specifically to fund maintenance on Worthing Theatres.

(ix) The Property Investment Risk Reserve was set up in 2018/19 to enable the Council to manage the income stream from the Strategic Properties, for example through the restructuring of leases or during void periods.

(x) The Special and Other Emergency Expenditure Reserve was set up to fund expenditure such as seaweed removal, uninsured losses (i.e. storm damage) and any other strategic or unforeseen one-off expenditure which may arise.

(xi) The Capital Expenditure Reserve was set up in 1993/94 to finance capital schemes which may have been delayed, to provide an alternative source of finance should the income from capital receipts decline and to assist in the financing of new or accelerated capital projects.

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	31-Mar-20	31-Mar-19
	£'000s	£'000s
De-recognition of assets	628	535
Gains/losses on the disposal of non-current assets	(6)	(612)
TOTAL	**622**	**(77)**

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2019/20	2018/19
	£000	£000
Interest Payable & similar charges (Note 15)	1,840	894
Net interest on net defined benefit liability (asset) (note 37)	953	861
Interest Receivable & similar income	(531)	(436)
Income and expenditure in relation to investment properties (Note 14)	(4,288)	(2,117)
Changes in fair value to investment properties (Note 14)	2,110	1,039
Changes in fair value to investments (note 15)	128	(7)
Trading Operations (note 26)	(331)	(238)
TOTAL	**(119)**	**(4)**

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

Taxation and Non-Specific Grant Income	2019/20	2018/19
	£'000s	£'000s
Council Tax Income	(9,172)	(8,837)
Non Domestic Rates	(2,669)	(2,242)
Non-ringfenced Government Grants	(1,856)	(2,367)
Capital Grants and Contributions	(1,346)	(622)
TOTAL	**(15,043)**	**(14,068)**

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2019/20	**Other Land and Buildings**	**Vehicles, Furniture and Equipment**	**Infra-structure Assets**	**Comm-unity Assets**	**Surplus Assets**	**Assets Under Const-ruction**	**TOTAL**
Cost or Valuation	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
At 1 April 2019	104,483	8,876	6,812	4,963	8,023	14,348	147,505
Additions	7,498	812	212	788	-	3,205	12,515
Revaluation increases/(decreases) recognised in the Revaluation Reserve	1,083	6	1	-	234	-	1,324
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(2,543)	-	-	-	5	-	(2,538)
Derecognition	(608)	(422)	(61)	-	(24)	-	(1,115)
Reclassifications between asset classes, including transfers to intangible assets	980	-	22	195	-	(1,423)	(226)
At 31 March 2020	**110,893**	**9,272**	**6,986**	**5,946**	**8,238**	**16,130**	**157,465**
Accumulated Depreciation & Impairment							
At 1 April 2019	(499)	(4,743)	(2,119)	-	(4)	-	(7,365)
Depreciation charge	(2,542)	(775)	(285)	-	(1)	-	(3,603)
Depreciation recognised in the Revaluation Reserve	781	(2)	-	-	-	-	779
Deprecation written out to the Surplus/Deficit on the Provision of Services	795	-	-	-	-	-	795
Derecognition	29	413	10	-	5	-	457
At 31 March 2020	**(1,436)**	**(5,107)**	**(2,394)**	**-**	**-**	**-**	**(8,937)**
Net Book Value at 31 March 2020	**109,457**	**4,165**	**4,592**	**5,946**	**8,238**	**16,130**	**148,528**
Net Book Value at 31 March 2019	**103,984**	**4,133**	**4,693**	**4,963**	**8,019**	**14,348**	**140,140**

Comparative Movements 2018/19

Movements in 2018/19	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
Cost or Valuation	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
At 1 April 2018	95,278	9,417	5,908	4,963	6,585	10,628	132,779
Historic Cost Adjustment	-			-	-	-	-
Additions	1,977	458	667	-	2	3,788	6,892
Donated Assets	-					-	
Revaluation increases/(decreases) recognised in the Revaluation Res've	6,682	-	186	-	1,424	-	8,292
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	1,296	(47)	-	-	37	-	1,286
Derecognition	(445)	(883)	(47)	-	(25)	-	(1,400)
Reclassifications between asset classes, including transfers to intangible assets	(338)	-		-	-		(338)
Reclassifications between asset classes, including transfers to intangible assets	33	(69)	98			(68)	(6)
At 31 March 2019	**104,483**	**8,876**	**6,812**	**4,963**	**8,023**	**14,348**	**147,505**
Accumulated Depreciation & Impairment							
At 1 April 2018	(3,409)	(4,698)	(1,700)	-	(29)	-	(9,836)
Historic Depreciation Adjustment	-			-	-	-	-
Depreciation charge	(2,075)	(883)	(241)	-	-	-	(3,199)
Depreciation written out to the Revaluation Reserve	3,119	-	(122)	-	-	-	2,997
Deprecation written out to the Surplus/Deficit on the Provision of Services	1,835	-	-	-	-	-	1,835
Derecognition	31	770	12	-	25	-	838
Reclassifications between asset classes, including transfers to intangible assets		68	(68)				
At 31 March 2019	**(499)**	**(4,743)**	**(2,119)**	**-**	**(4)**	**-**	**(7,365)**
Net Book Value at 31 March 2019	**103,984**	**4,133**	**4,693**	**4,963**	**8,019**	**14,348**	**140,140**
Net Book Value at 31 March 2018	**91,869**	**4,719**	**4,208**	**4,963**	**6,556**	**10,628**	**122,943**

Share of the above assets used in the provision of the joint service

Movements in 2019/20	Vehicles, Furniture and Equipment	Assets Under Construction	TOTAL
Cost or Valuation	**£'000**	**£'000**	**£'000**
At 1 April 2019	7,801	224	8,025
New assets	6	-	6
Additions	682	110	792
Reclassifications between asset classes, including transfers to intangible assets	-	-	-
De-recognition	(318)	(224)	(542)
At 31 March 2020	**8,171**	**110**	**8,281**
Accumulated Depreciation			
At 1 April 2019	(3,997)	-	(3,997)
Depreciation charge	(719)	-	(719)
Derecognition - Other	331	-	331
At 31 March 2020	**(4,385)**	**-**	**(4,385)**
Net Book Value at 31 March 2020	**3,786**	**110**	**3,896**
Net Book Value at 31 March 2019	**3,804**	**224**	**4,028**

Comparative Movements 2018/19

Movements in 2018/19	Vehicles, Furniture and Equipment	Assets Under Construction	TOTAL
Cost or Valuation	**£'000**	**£'000**	**£'000**
At 1 April 2018	8,130	305	8,435
Cost Adjustment			-
Additions	444	(74)	370
Reclassifications between asset categories		(7)	(7)
De-recognition	(773)	-	(773)
At 31 March 2019	**7,801**	**224**	**8,025**
Accumulated Depreciation			
At 1 April 2018	(3,876)	-	(3,876)
Depreciation charge	(781)	-	(781)
Derecognition - Other	660	-	660
At 31 March 2019	**(3,997)**	**-**	**(3,997)**
Net Book Value at 31 March 2019	**3,804**	**224**	**4,028**
Net Book Value at 31 March 2018	**4,254**	**305**	**4,559**

Depreciation

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

- **Other Land and Buildings**: 15 – 60 years
- **Vehicles, Plant, Furniture and Equipment**: 1 – 25 years
- **Infrastructure**: 5 - 50 years

Capital Commitments

At 31st March 2020 the Authority had entered into 2 significant contracts for the acquisition and enhancement of assets. The significant contracts are estimated to cost £646,547. The significant commitments at 31st March 2019 were £3m. The significant commitments at 31st March 2020 were:

- Highdown Gardens Infrastructure Improvements: £537,547
- Worthing Crematorium provision of a walkway above the cremators to enable maintenance and ventilation to the roof area above the cremators: £109,000

Revaluations

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at current value is revalued at least every 5 years. Valuations were carried out by External Valuers Wilks, Head and Eve. Valuations were carried out in accordance with International Financial Reporting Standards (IFRS). The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institution of Chartered Surveyors. The Council uses depreciated historical cost as a valuation basis for infrastructure assets, community assets and for vehicles, plant and equipment. Assets under construction are valued at cost.

The significant assumptions applied in estimating the current values are:

- Operational Assets - Properties valued will continue to be in the occupation of the Local Council for the foreseeable future having regard to the prospect and viability of the continuance of that occupation.

	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra- structure Assets	Comm- unity Assets	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Carried at historical cost	-	4,119	4,592	5,946	-	16,130	30,787
Valued at current value as at:							
31st March 2020	28,760	-	-	-	41	-	28,801
31st March 2019	21,515	46	-	-	-	-	21,561
31st March 2018	37,793	-	-	-	-	-	37,793
31st March 2017	21,331	-	-	-	7	-	21,338
31st March 2016	58	-	-	-	8,190	-	8,248
Total Cost or Valuation	**109,457**	**4,165**	**4,592**	**5,946**	**8,238**	**16,130**	**148,528**

NON-OPERATIONAL PROPERTY, PLANT EQUIPMENT (SURPLUS ASSETS)

Details of the authority's surplus assets and information about the fair value hierarchy as at 31st March 2020 and 31st March 2019 are as follows:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2020
	£'000	£'000	£'000	£'000
Land	-	8,112	-	8,112
Office	-	7	-	7
Retail	-	41	-	41
Sub Stations	-	78	-	78
TOTAL	-	8,238	-	8,238

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2019
	£'000	£'000	£'000	£'000
Land	-	7,914	-	7,914
Office	-	20	-	20
Residential	-	7	-	7
Sub Stations	-	78	-	78
TOTAL	**-**	**8,019**	**-**	**8,019**

Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Levels 1 and 2 during the year.

Valuation Techniques used to Determine Level 2 and 3 Fair Values for Surplus Assets

Significant Observable Inputs – Level 2

The fair value for surplus assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Significant Unobservable Inputs – Level 3

There are no land or property assets within the Authority's surplus asset portfolio which are classed at Level 3 in the fair value hierarchy.

Highest and Best Use of Surplus Assets

In estimating the fair value of the authority's surplus assets, the highest and best use of the properties is their current use, apart from the following properties:

- Land at Fulbeck Avenue which is being held by the Authority for future housing.
- Coventry Plantation Plots which were acquired for future use in connection with the Crematorium.
- Land at Ripley Road is subject to access agreements which still have a number of years remaining.
- Land rear of the Dome Cinema which has access issues.
- Sub-stations which are all leased to the electricity company for continued use as sub-stations.
- Land at Hollyacres which has limited development potential due to the size of the land.

The highest and best use for the above properties would be for their development, either for residential or commercial use depending on their location.

Valuation Techniques

There has been no change in the valuation techniques used during the year for surplus assets.

Valuation Process for Surplus Assets

The Authority carries out a rolling valuation programme which ensures all surplus assets are revalued at least every 5 years and are reviewed for significant increases/decreases at the reporting date. Valuations are either carried out by external valuers, Wilks, Head and Eve, or by the Authority's Estates Office. The valuations were made in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The external valuers work closely with the Authority's Estates Office and finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.

NOTE 13: HERITAGE ASSETS

Details of the Authority’s Heritage Assets are as follows:

Movements in 2019/20	Civic Regalia	Art and Sculpture	Costume and Jewellery	Toys	Social History	Archaology and Geology	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2019	491	3,818	4,042	1,621	1,840	679	12,491
At 31 March 2020	**491**	**3,818**	**4,042**	**1,621**	**1,840**	**679**	**12,491**
Net Book Value at 31 March 2019	**491**	**3,818**	**4,042**	**1,621**	**1,840**	**679**	**12,491**

COMPARATIVE MOVEMENTS 2018/2019

Movements in 2018/2019	Civic Regalia	Art and Sculpture	Costume and Jewellery	Toys	Social History	Archaelogy and Geology	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2018	491	3,659	3,874	1,553	1,763	651	11,991
Revaluations	-	159	168	68	77	28	500
At 31 March 2019	**491**	**3,818**	**4,042**	**1,621**	**1,840**	**679**	**12,491**
Net Book Value at 31 March 2018	**491**	**3,659**	**3,874**	**1,553**	**1,763**	**651**	**11,991**

Civic Regalia

The Council's Civic Regalia is reported in the Balance Sheet at valuation provided by an external valuer, Heptinstalls Jewellers of Worthing.

Art and Sculpture

The Authority’s collection of fine art, decorative art and sculpture is reported in the Balance Sheet at insurance valuation.

Costume and Jewellery

This collection includes textiles, costumes, costume accessories and jewellery and is reported in the Balance Sheet at insurance valuation.

Toys

The collection of toys is reported in the Balance Sheet at insurance valuation.

Social History

This collection includes books, non-archaeological coins, tokens, medals, militaria, social history, agriculture, history, transport, ephemera and photography. These assets are included in the Balance Sheet at insurance valuation.

Archaeology and Geology

The artefacts in this category are included in the Balance Sheet at insurance valuation.

The museum's collections are currently being revalued by curatorial staff and specialist volunteers based on research from specialist journals, the internet, auctions and other reference materials.

NOTE 14: INVESTMENT PROPERTIES

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

	2019/20	2018/19
	£'000	£'000
Rental income from investment property	(4,869)	(2,403)
Direct operating expenses arising from investment property	581	286
Net (gain)/loss	**(4,288)**	**(2,117)**

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 disposal.

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

	2019/20	2018/19
	£'000	£'000
Balance at start of the year 1st April	31,513	5,855
Acquisitions:	45,047	26,697
Net gains/(losses) from fair value adjustments:	(2,110)	(1,039)
Balance at end of the year	**74,450**	**31,513**

Fair Value Measurement of Investment Property

Details of the Authority's investment properties and information about the fair value hierarchy as at 31st March 2020 and 31st March 2019 are as follows:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2020
	£'000	£'000	£'000	£'000
Car Parking	-	222	-	222
Community Facility	-	42	-	42
Office	-	46,691	-	46,691
Retail	-	16,861	-	16,861
Residential	-	90	-	90
Industrial	-	10,544	-	10,544
TOTAL	-	74,450	-	74,450

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2019
	£'000	£'000	£'000	£'000
Car Parking	-	220	-	220
Community Facility	-	42	-	42
Office	-	26,697	-	26,697
Retail	-	4,426	-	4,426
Residential	-	84	-	84
Industrial	-	44	-	44
TOTAL	-	31,513	-	31,513

Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Levels 1 and 2 during the year.

Valuation Techniques used to Determine Level 2 and 3 Fair Values for Investment Properties

Significant Observable Inputs – Level 2

The fair value for land, woodland, workshops, parking, office, retail, and residential assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Significant Unobservable Inputs – Level 3

There are no land or property assets within the Authority's asset portfolio which are classed at Level 3 in the fair value hierarchy.

Highest and Best Use of Investment Properties

In estimating the fair value of the Authority's investment properties, the highest and best use of the properties is their current use.

Valuation Techniques

There has been no change in the valuation techniques used during the year for investment properties.

Gains or losses arising from changes in the fair value of the investment property are recognised in the Surplus or Deficit on the Provision of Services – Financing and Investment Income and Expenditure line.

Valuation Process for Investment Properties

The fair value of the Authority's investment property is measured annually at 1st April each year and reviewed for significant increases/decreases at the reporting date. All valuations are carried out by external valuers, Wilks, Head and Eve, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The external valuers work closely with the Authority's Estates Department and finance officers reporting directly to the Chief Financial Officer on a regular basis regarding all valuation matters.

NOTE 15: FINANCIAL INSTRUMENTS

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

Financial Assets

	Non-Current				Current				Total
	Investments		Debtors		Investments		Debtors		
	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000
Fair Value through Profit and Loss	1,364	491	-	-	-	-	-	-	**1,364**
Amortised Cost - Investments and debtors	-	-	15,009	10,009	3,500	7,000	3,901	2,281	**22,410**
Amortised Cost - accrued interest	-	-	-	-	24	51	-	-	**24**
Amortised Cost - Cash and Cash Equivalents	-	-	-	-	5,957	2,984	-	-	**5,957**
Fair Value through other comprehensive income - designated equity instruments	50	75	-	-	-	-	-	-	**50**
Total Financial Assets	**1,414**	**566**	**15,009**	**10,009**	**9,481**	**10,035**	**3,901**	**2,281**	**29,805**
Non-financial assets	**-**	**-**	**-**	**-**	**-**	**-**	**6,027**	5,046	**6,027**
Total	**1,414**	**566**	**15,009**	**10,009**	**9,481**	**10,035**	**9,928**	**7,327**	**35,832**

Financial Liabilities

	Non-Current				Current				Total
	Borrowings		Creditors		Borrowings		Creditors		
	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000	31Mar19 £000	31Mar20 £000
Amortised Cost - Principal	(117,725)	(57,168)	-	-	(10,346)	(10,082)	(4,357)	(3,739)	**(132,428)**
Amortised Cost - accrued interest	-	-	-	-	(651)	(349)	-	-	**(651)**
Total Financial Liabilities	**(117,725)**	**(57,168)**	**-**	**-**	**(10,997)**	**(10,431)**	**(4,357)**	**(3,739)**	**(133,079)**
Non-financial liabilities	**-**	**-**	**-**	**-**	**-**	**-**	**(6,010)**	**(4,668)**	**(6,010)**
Total	**(117,725)**	**(57,168)**	**-**	**-**	**(10,997)**	**(10,431)**	**(10,367)**	**(8,407)**	**(139,089)**

Accrued interest on Non-Current borrowings and investments is included in the Current columns because it is receivable or payable within 12 months.

The long term debtors include a £10m loan to Worthing Homes for 10 years and a £5m loan to GB Met College repayable over 15 years, both of which are fully secured on property.

The Non-financial assets and liabilities are the balances which do not meet the definition of a financial instrument, such as tax-based debtors and creditors.

Classification of Assets and Liabilities

Most of the Council's investments are fixed term deposits with UK banks, which are still valued on an amortised basis. They are included in Long Term Investments and Short Term Investments on the Balance Sheet, although as at 31 March 2020 they are all Short Term Investments. The Council's investments in money market funds are valued at amortised cost and the principal is included in Cash and Cash Equivalents.

The Council's other investments continue to be carried on the Balance Sheet at fair value, assessed on a recurring basis, and the following classifications have been used from 1 April 2018:

The Council's investment in the Local Authorities' Property Fund is classified as Fair Value through Profit or Loss and the current value of £1.364m is included in the Long Term Investments on the Balance Sheet. However due to statutory override, any unrealised gain or loss (shown in the table below) is not charged to the revenue account – it is posted to the Financial Instruments Revaluation Reserve. This investment is classified as a Level 1 input, as explained in the Accounting Policies (Note1), and the valuation technique used is the bid value of the units in the Fund as at 31 March 2020. Dividends are received quarterly and are credited to the revenue account.

The Council holds two investments for policy purposes, which have been designated as Fair Value through Other Comprehensive Income, because they are not held in order to collect contractual cash flows and no income has been received:

- £50,000 of deferred shares in Boom Credit Union, which offers affordable loans in the West Sussex and Surrey area,
- 75,000 ordinary shares with the UK Municipal Bonds Agency, which was set up to provide financing choices for UK local authorities.

These investments are classified as Level 2 inputs, using "other significant observable inputs" to arrive at the fair value. On this basis the Boom Credit Union holding is valued at cost and the UK Municipal Bonds Agency holding has been written down from £25,000 to zero, due to uncertainty regarding its future activity. The loss is shown in the table below. These assets are included in Long Term Investments on the Balance Sheet.

There were no transfers between input levels during the year and no changes in the valuation technique used.

Items of income, expense, gains and losses

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

	2019/20	2019/20	2018/19	2018/19
	Surplus or Deficit on the Provision of Services	Other Comprehensive Income and Expenditure	Surplus or Deficit on the Provision of Services	Other Comprehensive Income and Expenditure
	£'000	£'000	£'000	£'000
Net (gains)/losses on:				
financial assets measured at fair value through profit or loss (Local Authorities' Property Fund)	128	-	(7)	-
financial assets measured at amortised cost	64	-	(10)	-
financial assets measured at fair value through other comprehensive income (Municipal Bonds Agency)	-	25	-	25
Total net (gains)/losses	**192**	**25**	**(17)**	**25**
Interest revenue:				
financial assets measured at amortised cost	(441)	-	(415)	-
other financial assets measured at fair value through profit or loss (dividends from the Local Authorities' Property Fund)	(58)	-	(21)	-
Total interest revenue	**(499)**	**-**	**(436)**	**-**
Interest expense	**1,840**	**-**	**894**	**-**
Fee income on financial assets that are not at fair value through profit or loss	(32)	-	**-**	-
Fee expense on financial liabilities that are not at fair value through profit or loss	**52**	**-**	**13**	**-**

The losses and gains in assets measured at amortised cost relate to the change in the provisions for losses on trade debtors calculated in accordance with accounting policies.

The Fair Values of Financial Liabilities and Financial Assets that are not measured at Fair Value (but for which Fair Value Disclosures are required)

Except for the financial assets carried at fair value, described above, all other financial liabilities and financial investments held by the Council are carried in the Balance Sheet at amortised cost. The following tables show the fair values of the liabilities and assets, which are all currently within the Level 2 category in the valuation hierarchy. This uses “other significant observable inputs” to arrive at the fair value.

The fair value of the reported carrying amounts at 31st March 2020 can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:-

- For loans from the PWLB payable, prevailing market rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures. An additional note to the tables sets out the alternative fair value measurement applying the premature repayment rates, highlighting the impact of the alternative valuation.
- For non-PWLB loans payable, prevailing market rates have been applied to provide the fair value.

- For loans receivable prevailing benchmark market rates have been used to provide the fair value.
- No early repayment or impairment is recognised.
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount.

The fair values for financial liabilities are compared with the carrying amounts as follows:

Financial Liabilities valued at amortised cost	31-Mar-20		31-Mar-19	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
PWLB Debt	(111,645)	(110,015)	(61,532)	(62,396)
Non-PWLB Debt	(17,077)	(17,137)	(6,067)	(6,069)
Total Borrowing	(128,722)	(127,152)	(67,599)	(68,465)
Short Term Creditors	(4,357)	(4,357)	(3,739)	(3,739)
Total Liabilities	**(133,079)**	**(131,509)**	**(71,338)**	**(72,204)**

The fair value of the liabilities is lower than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is lower than the prevailing rates at the Balance Sheet date. This shows a notional future gain (based on economic conditions at 31st March 2020) arising from a commitment to pay interest to lenders below current market rates.

The fair value of trade and other payables (creditors) is taken to be the invoiced or billed amount. The disclosure for Financial Liabilities excludes statutory creditors, consequently the creditors figures differ from those in the Balance Sheet and the Creditors disclosure note.

The Council has used a transfer value for the fair value of financial liabilities. We have also calculated an exit price fair value of £150.766m, which is calculated using early repayment discount rates. The Council has no contractual obligations to pay these penalty costs and would not incur any additional cost if the loans run to their planned maturity date.

The fair values for financial assets are compared with the carrying amounts as follows:

Financial Assets valued at amortised cost	31-Mar-20		31-Mar-19	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Short term investments	3,524	3,524	7,051	7,054
Long Term investments	-	-	-	-
Cash and cash equivalents	5,957	5,957	2,984	2,984
Short term debtors	3,901	3,901	2,281	2,281
Long term debtors	15,009	15,009	10,009	10,009
Total	**28,391**	**28,391**	**22,325**	**22,328**

The fair value of the assets is the same as the carrying amount because the Council's fixed rate investments held at 31st March 2020 are at interest rates similar to the rates for similar investments in the market at the Balance Sheet date.

The long term debtors include a £10m loan to Worthing Homes for 10 years and a £5m loan to GB Met College repayable over 15 years, both of which are fully secured on property.

The fair value of trade and other receivables is taken to be the invoiced or billed amount. The disclosure for Financial Assets excludes statutory debtors, such as Council Tax, consequently the debtors figures differ from those in the Balance Sheet and the Debtors disclosure note.

Nature and Extent of Risks Arising From Financial Instruments

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

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

Overall procedures for managing risk

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

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which is available on the Council's website at: https://www.adur-worthing.gov.uk/media/media,152368,en.pdf

Credit Risk Management Practices

The Council's credit risk management practices are set out in the Annual Investment Strategy, and particular regard is given to determining whether the credit risk of financial instruments has increased significantly since initial recognition.

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

Examples of the credit criteria in respect of financial assets held by the Council are:

- Credit ratings of Short Term of F1, Long Term A-, (Fitch or equivalent rating), with the lowest available rating being applied to the criteria
- UK institutions provided with support from the UK Government and support rating AA- for other countries
- The top five Building Societies by asset size

Examples of the limits on the size and length of time of deposits are:

- Banks - £4m for a maximum of 5 years;
- Building Societies - £4m for the Nationwide and £2m for the others on the approved list, for a maximum of 5 years;
- Money Market Funds (MMF) AAA rated - £3m limit for any one MMF and total investments in MMFs shall not exceed £9m for more than one week at any one time.

The full investment strategy for 2019/20 was approved by the Council on 26th February 2019 and is available on the Council's website.

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

Amounts Arising from Expected Credit Losses

The Council's maximum exposure to credit risk in relation to its total investments of £8.9m in banks and money market funds 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 investment counterparties with which the Council holds investments to be unable to meet their commitments. Although the potential risk of irrecoverability applies to all of the Council's deposits, there was no evidence at the 31st March 2020 that this was likely to crystallise and there is no material Expected Credit Loss.

The following analysis summarises the Council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability.

Credit Risk Exposure	Carrying Amount at 31/03/20	Estimated Maximum Exposure to Loss at 31/3/20	Estimated Maximum Exposure to Loss at 31/3/19
	£'000	£'000	£'000
Lease debtors	170	40	36
Sundry debtors	3,731	245	186

The Council has made a loan of £10m to Worthing Homes to support the provision of housing. The loan is secured on property valued in excess of £10m and the Council receives quarterly accounts and other regular updates on the profitability of Worthing Homes. The Council has also made a loan of £5m to GB Met College which is also fully secured on property. Therefore there is no quantifiable credit risk to the Council.

The Council does not generally allow credit for its customers. Therefore all amounts outstanding (apart from those amounts raised as accruals at 31st March 2020 as part of the final accounts process) are past their due date. Exposure to losses on these debtors is assessed on an aged debt basis as identified in the accounting policies and Note 16.

Credit Risk Exposure

At 31st March 2020 the Council held £2m of bank investments at credit rating A+ and £1.5m with another Local Authority. £5.4m classified as Cash and Cash Equivalents was held in AAA rated money market funds. There has been no significant increase in credit risk since initial recognition and no credit impairment. No credit limits were exceeded during the reporting period. All of these investments are due to be repaid within 12 months.

Liquidity Risk

The Council manages its liquidity positions through the risk management procedures above (the setting and approval of prudential indicators and the approval of the Treasury Management Strategy Statement and Annual Investment Strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

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

Refinancing and Maturity Risk

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

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

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

- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provides stability of maturities and returns in relation to the longer term cash flow needs. The Council has set a maximum limit of 50% for investments for more than 1 year.

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

	Approved Minimum Limits	Approved Maximum Limits	Actual 31 March 2020	Actual 31 March 2020	Actual 31 March 2019	Actual 31 March 2019
				£'000s		**£'000s**
Maturing within one year	0%	45%	9%	(10,997)	16%	(10,431)
Maturing in 1-2 years	0%	75%	15%	(19,349)	12%	(7,913)
Maturing in 2-5 years	0%	75%	11%	(14,698)	24%	(16,376)
Maturing in 5-10 years	0%	75%	33%	(42,663)	31%	(21,150)
Maturing in 10-20 years	0%	75%	21%	(26,425)	17%	(11,729)
Maturing over 20 years	0%	75%	11%	(14,590)	0%	-
TOTAL			100%	**(128,722)**	100%	**(67,599)**

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

Market Risk

Interest Rate Risk

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

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise
- investments at fixed rates – the fair value of the assets will fall

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

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed. All current borrowing is at fixed rates, although the Council has set a maximum limit of 25% for variable rate borrowing.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31st March 2020, if all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£'000
Increase in interest receivable on variable rate investments - Impact on Surplus or Deficit on the Provision of Services	48
Decrease in fair value of fixed rate investment assets - Impact on Other Comprehensive Income and Expenditure	-
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	9,474

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed. These assumptions are based on the same methodology as used in the Fair Value of Assets and Liabilities tables.

Price Risk

The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds and does not have shareholdings in joint ventures or local industry. The Council has invested £1.5m in the CCLA Property Fund and is exposed to losses arising from movements in the value of the fund. Due to statutory override, any gains or losses are not charged to the General Fund.

Foreign Exchange Risk

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

NOTE 16: DEBTORS

	31-Mar-20	31-Mar-19
	£'000s	£'000s
Amounts falling due in one year net of the bad debt provision:		
Central Government Bodies	737	676
Other Local Authorities	2,749	1,700
NHS Bodies	70	36
Other Entities and Individuals	6,372	4,915
TOTAL	**9,928**	**7,327**

The past due amounts for trade and rent debtors can be analysed as follows:

Overall Aged Debt Analysis	31-Mar-20	31-Mar-19
	£'000	£'000
Less than 1 Year	9,761	7,212
1-2 Years	42	39
2-3 years	30	11
Over 3 years	95	65
	9,928	**7,327**

Long term debtors disclosed in the balance sheet comprises of:

Long Term Debtors	31-Mar-20	31-Mar-19
	£'000s	£'000s
Council house purchase	7	7
Legal Charges	2	2
Worthing Homes Loan	10,000	10,000
GB Met Loan	5,000	-
TOTAL	**15,009**	**10,009**

NOTE 17: CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

	31-Mar-20	31-Mar-19
	£'000	£'000
The balance is made up of the following elements:		
Cash held by the Council	16	26
Bank Current Accounts	541	758
Call Accounts and Money Market Funds	5,400	2,200
Total Cash & Cash Equivalents	**5,957**	**2,984**

NOTE 18: ASSETS HELD FOR SALE

	Current 2019/20	Current 2018/19	Non Current 2019/20	Non Current 2018/19
	£'000	£'000	£'000	£'000
Balance outstanding at start of year	-	337	-	-
Assets classified as Held for Sale:				
Transfers from Property, Plant and Equipment	-	-	-	-
Disposals	-	(337)	-	-
Balance outstanding at year-end	**-**	**-**	**-**	**-**

NOTE 19: CREDITORS

	31-Mar-20	31-Mar-19
	£'000s	£'000s
Central Government Bodies	(244)	(410)
Other Local Authorities	(5,440)	(2,345)
Other Entities and Individuals	(4,683)	(5,652)
TOTAL	**(10,367)**	**(8,407)**

NOTE 20: PROVISIONS

The table below identifies the movements in the year in the amounts set aside for provisions. Below the table is a brief description of the nature of each provision and any information on likely timings and uncertainties surrounding its use.

	Balance at 31-Mar-19	Additional Provisions made in 2019/20	Amounts used in 2019/20	Unused amounts reversed in 2019/20	Balance at 31-Mar-20
	£'000	**£'000**	**£'000**	**£'000**	**£'000**
HMRC Claims - Leisure Self Employed	(1)	-	-	-	(1)
Land Charges - Personal Search Fees	(13)	-	-	-	(13)
Leisure Contract Claim	(14)	-	-	-	(14)
Business Rate appeals	(744)	-	-	587	(157)
	(772)	**-**	**-**	**587**	**(185)**

Land Charges Provision: The Council is involved in litigation, concerning fees charged since 2005, for property searches. Local authorities have charged for property searches, but private search companies have now complained that the fees are compatible with the Environmental Information Regulations 2004. These regulations provide that environmental information should be made available for personal inspection at no charge. Numerous private property search companies have now issued and/or threatened claims against authorities for charges levied from 1st January 2005 onwards. In March 2011, central government provided £40,000 to each authority to cover potential claims for refunds. Several claims have now been settled, leaving just interest and legal costs to be agreed.

Business Rates Appeals: A provision has been made for appeals which are likely to be settled in favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The gross provision is £0.791m, Worthing Borough Council's share is £0.157m.

NOTE 21: USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement

NOTE 22: UNUSABLE RESERVES

Unusable Reserves	31-Mar-20	31-Mar-19
	£'000s	**£'000s**
Revaluation Reserve	(51,995)	(50,471)
Available for Sale Financial Instruments Reserve	-	-
Financial Instrument Revaluation Reserve	185	33
Capital Adjustment Account	(70,198)	(73,222)
Deferred Capital Receipts Reserve	(7)	(8)
Pension Reserve	13,293	39,440
Collection Fund Adjustment Account	390	786
TOTAL UNUSABLE RESERVES	**(108,332)**	**(83,442)**

Revaluation Reserve

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

- 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 1st 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.

Revaluation Reserve	2019/20	2018/19
	£'000	£'000
Balance at 1 April	(50,471)	(39,000)
Upward revaluation of assets	(3,868)	(11,805)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	1,765	16
Surplus or deficit on revaluation of non-current assets posted to Other Comprehensive Income and Expenditure	**(2,103)**	**(11,789)**
Difference between fair value depreciation and historical cost depreciation	561	312
Accumulated gains on assets sold or scrapped	18	6
Amount written off to the Capital Adjustment Account	**579**	**318**
Balance at 31 March	**(51,995)**	**(50,471)**

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 have quoted market prices or otherwise do not have fixed or determinable payments.
The balance is reduced when investments with accumulated gains are:

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

The 2019/20 Code of Practice on Local Authority Accounting has adopted IFRS9 Financial Instruments. As a result of the implementation of IFRS9, the Available for Sale Reserve has been decommissioned and any balance held transferred to the Financial Instruments Revaluation Reserve. The Council has transferred the balance on the Available for Sale Reserve in relation to its investment in the CCLA property fund.

Capital Adjustment Account

The Capital Adjustment Account reflects the difference between the cost of long term assets consumed and the capital financing assets set aside to pay for them. It is written down by capital expenditure which does not result in the creation of a long term asset and the depreciated historical cost of assets when sold.

The Account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the Council. The Account also contains revaluation gains accumulated on property, plant and equipment before 1st April 2007, the date that the Revaluation Reserve was created to hold such gains.

Capital Adjustment Account	2019/20	2018/19
Balance at 1 April	**(73,222)**	**(72,881)**
Charges for depreciation and impairment of non-current assets	3,603	3,199
Revaluation gains and losses on Property, Plant and Equipment	1,743	(3,121)
Amortisation of intangible assets	36	63
Revenue expenditure funded from capital under statute	1,824	4,646
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	659	900
Net written out amount of the cost of non-current assets consumed in the year	**7,865**	**5,687**
Adjusting amounts written out of the Revaluation Reserve	(579)	(318)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(2,247)	(2,534)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(1,037)	(606)
Application of grants to capital financing from the Capital Grants Unapplied Account	(1,434)	(2,303)
Statutory provision for the financing of capital investment charged against the General Fund	(1,457)	(1,111)
Capital expenditure charged against the General Fund	(197)	(195)
	(6,951)	**(7,067)**
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	2,110	1,039
	2,110	**1,039**
Balance at 31 March	**(70,198)**	**(73,222)**

Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the 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 Pension 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.

Pension Reserve	2019/20	2018/19
	£'000	£'000
Balance at 1 April	39,440	32,596
Remeasurements of the net defined benefit liability / (asset)	(27,207)	4,933
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	5,421	6,419
Employer's pension contributions and direct payments to pensioners payable in the year	(4,361)	(4,508)
Balance at 31 March	**13,293**	**39,440**

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the difference arising from the recognition of the council tax and business rate income in the Comprehensive Income and Expenditure Statement as it falls due from council tax and business rate payers compared with the statutory arrangements between the General Fund and Collection Fund.

NOTE 23: CASH FLOW OPERATING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
The cash flows for operating activities include the following items:		
Interest received	526	390
Interest paid	(1,547)	(793)
Dividends received	42	21
Total	**(979)**	**(382)**

	Net 2019/20	Net 2018/19
	£'000	£'000
Net Surplus or (Deficit) on the Provision of Services	**(6,120)**	**(4,091)**
Adjust net surplus or deficit on the provision of services for non cash movements		
Depreciation	3,603	3,199
Impairment and downward valuations	1,743	(3,121)
Amortisation	36	63
Increase/(Decrease) in Creditors	1,447	(695)
(Increase)/Decrease in Impairment for Bad Debts	-	(1)
(Increase)/Decrease in Debtors	(1,846)	3,908
(Increase)/Decrease in Inventories	33	22
Movement in Pension Liability	1,060	1,911
Carrying amount of non-current assets sold property plant and equipment, investment property and intangible assets	659	900
Other non-cash items charged to the net surplus or deficit on the provision of services	1,652	929
Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities	**8,387**	**7,115**
Capital Grants credited to surplus or deficit on the provision of services	(2,611)	(1,902)
Proceeds from the sale of property plant and equipment, investment property and intangible assets	(379)	(1,124)
	(2,990)	**(3,026)**
Net Cash Flows from Operating Activities	**(723)**	**(2)**

NOTE 24: CASH FLOW INVESTING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
Purchase of property, plant and equipment, investment, property and intangible assets	(57,114)	(34,543)
Purchase of short-term and long-term investments	(131,030)	(127,490)
Other payments for investing activities	(5,000)	-
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	379	1,125
Proceeds from short-term and long-term investments	133,530	128,465
Other receipts from investing activities	1,867	7,820
Net cash flows from investing activities	**(57,368)**	**(24,623)**

NOTE 25: CASH FLOW FINANCING ACTIVITIES

	Net 2019/20	Net 2018/19
	£'000	£'000
Cash receipts of short- and long-term borrowing	70,940	34,499
Repayments of short- and long-term borrowing	(10,119)	(8,814)
Other payments for financing activities	243	(1,738)
Net cash flows from financing activities	**61,064**	**23,947**

NOTE 26: TRADING OPERATION

The former Direct Service Organisation is designated as a trading account and a summary of trading results is shown below:

	2019/20 Gross Expenditure	2019/20 Gross Income	2019/20 Net Income	2018/19 Net Income
	£'000	£'000	£'000	£'000
Trade Refuse	1,077	(1,408)	(331)	(321)
	1,077	**(1,408)**	**(331)**	**(321)**

The trading account has been consolidated within the Comprehensive Income and Expenditure Statement under other operating expenditure.

Through the Joint Strategic Committee, a trade waste service is provided for the collection of commercial refuse. The charges are set at a commercial rate. Surpluses are shared and credited back to the Council.

NOTE 27: AGENCY SERVICES

Worthing Borough Council entered into an Agency Agreement with West Sussex County Council to provide the On-Street parking and Parking Enforcement for the Borough. In 2019/20 income collected was £2.262m (£2.324m 2018/19) and expenditure was £1.191m (£1.239m 2018/19). The surplus of £1,071,096 (£1,085,002 2018/19) is paid to West Sussex County Council.

The Council also has Agency Agreements with other Local Authorities for Treasury Management, and Insurance provision to provide Value for Money, relying on expertise within particular authorities. These Agency Agreements are deemed by Worthing Borough Council to be immaterial.

NOTE 28: MEMBERS' ALLOWANCES

Total allowances paid to Members were as follows:

2019/20	2018/19
£	£
267,841	262,451

NOTE 29: OFFICERS' REMUNERATION

The senior officers who manage services and staff for Adur District Council and Worthing Borough Council are employed by Adur District Council as part of the partnership arrangement. These emoluments relate to the employment of senior officers by Adur District Council on behalf of both Adur District Council and Worthing Borough Council.

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

	Number of Employees	
Remuneration Bands	**2019/20**	**2018/19**
£50,000 to £54,999*	16	13
£55,000 to £59,999	6	3
£60,000 to £64,999	4	4
£65,000 to £69,999	1	3
£70,000 to £74,999	3	4
£75,000 to £79,999	5	4
£80,000 to £84,999	-	1
£90,000 to £94,999	1	-
£95,000 to £99,999	3	3
£115,000 to £119,999	-	1
£120,000 to £124,999	1	-
	40	**36**

* These include redundancy, efficiency of service and settlement payments relating to 2019/20. Please see note 30 Exit Packages and Termination Benefits for a breakdown of these payments.

There were no employees who earned more than £50,000 and were paid directly by Worthing Borough Council in 2019/20:

Remuneration Band	2019/20 Number of employees	2018/19 Number of employees
£50,000 to £54,999	-	1
£55,000 to £99,999	-	-
	-	**1**

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There were no staff whose salary was more than £150,000 in 2019/20 and in 2018/19.

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

Note 2: The Chief Executive, Directors and Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing.

There were no bonuses paid to these staff in either 2019/20 or 2018/19.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above						
	Salary,Fees & Allowances	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C & paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive						
2019/20	124,240	124,240	26,215	150,455	75,228	75,227
2018/19	118,824	118,824	25,072	143,896	71,948	71,948
Director for Communities						
2019/20	97,411	97,411	20,554	117,965	70,779	47,186
2018/19	99,750	99,750	21,047	120,797	72,478	48,319
Director for Digital & Resources						
2019/20	99,750	99,750	21,047	120,797	66,740	54,057
2018/19	99,750	99,750	21,047	120,797	66,740	54,057
Director for the Economy						
2019/20	99,750	99,750	21,047	120,797	82,142	38,655
2018/19	99,750	99,750	21,047	120,797	82,142	38,655
Head of Finance (S151 Officer)						
2019/20	78,632	78,632	16,591	95,223	55,134	40,089
2018/19	77,090	77,090	16,266	93,356	54,053	39,303
Head of Legal (Monitoring Officer)						
2019/20	70,897	70,897	15,127	86,024	48,764	37,260
2018/19	69,522	69,522	14,831	84,353	47,816	36,537
Head of Planning & Development (Strategic Planning)						
2019/20	71,694	71,694	15,127	86,821	44,279	42,542
2018/19	70,288	70,288	14,831	85,119	43,411	41,708
Head of Housing (Strategic Housing)						
2019/20	75,513	75,513	15,933	91,446	32,920	58,526
2018/19	66,860	66,860	13,955	80,815	29,094	51,721

NOTE 30: OFFICER REMUNERATION - EXIT PACKAGES AND TERMINATION BENEFITS

Exit Packages

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

{a}		{b}		{c}		{d}		{e}	
Exit package cost band (including special payments)		Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
		2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19
								£	£
£0	£20,000	-	7	5	6	5	13	56,752	121,424
£20,000	£40,000	-	3	-	4	-	7	-	188,290
£40,000	£60,000	-	-	-	1	-	1	-	52,065
£60,000	£80,000	-	-	-	-	-	-	-	-
£80,000	£100,000	-	-	-	-	-	-	-	-
£100,000	£150,000	-	-	-	-	-	-	-	-
Total cost included in bandings		-	10	5	11	5	21	56,752	361,779
Total cost included in CIES		-	10	5	11	5	21	56,752	361,779

* These redundancy costs are shared between Worthing and Adur Councils in proportion to the service allocation. The total cost of £56,752 in the table above includes **£34,051** for exit packages that have been charged to Worthing's Comprehensive Income and Expenditure Statement in the current year.

Termination Benefits

	Worthing
	£
Redundancy costs	34,051
Enhanced Pension Benefits	108,250
Total termination benefits 2019/20	142,301
Termination benefits 2018/19	379,266

A total £34,051 is payable in the form of compensation for loss of office for staff working for the Joint Strategic Committee and £108,250 is the 2019/20 working cost of enhanced pension benefits which is normally spread over 3 years. This cost also relates to enhanced pensions from previous year terminations.

NOTE 31: EXTERNAL AUDIT COSTS

The Council incurred the following fees (all payable to the Ernst & Young) relating to external audit.

	2019/20	2018/19
	£'000s	£'000s
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	41	37
Fees payable to external auditors for the certification of grant claims and returns for the year	15	17
	56	**54**

NOTE 32: GRANT INCOME

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

	2019/20	2018/19
Credited to Taxation and Non specific Grant Income:	**£'000s**	**£'000s**
General Fund Grants & Donations		
Revenue Support	-	(8)
Council Tax Transition	-	(2)
New Homes Bonus Scheme	(1,042)	(1,221)
Section 31 Grant	(809)	(1,136)
Other	(5)	-
	(1,856)	**(2,367)**
Capital Grants & Donations		
S106 Developer Contributions: Affordable Housing	(95)	(382)
S106 Developer Contributions: Miscellaneous	-	(50)
Community Infrastructure Levy	(666)	(118)
Heritage Lottery Fund	(81)	(67)
Southdowns National Park	-	(5)
Local Enterprise Partnership	(477)	-
Clothworkers Grant	(2)	-
Coastal Revival Fund	(17)	-
Private Business	(8)	-
	(1,346)	**(622)**

	2019/20	2018/19
Credited to Services:	**£'000s**	**£'000s**
General Fund Grants		
Ministry of Housing, Communities and Local Government (MHCLG) - Flexible Homelessness	(152)	(207)
MHCLG - Rough Sleeping Initiative	(399)	(212)
MHCLG - Other Grants	(194)	(251)
Department of Works and Pensions Grants	(83)	(87)
Cabinet Office IER Grant	(23)	(25)
National Heritage - Cutting Edge	(12)	-
West Sussex County Council	-	(25)
Arun District Council - LEAP funding	(64)	(102)
Other Grants and Donations	(26)	(7)
Grants recognised in Joint Committee	(780)	(798)
	(1,733)	**(1,714)**
Capital Grants & Donations - Specific		
DEFRA/Environment Agency - Coast Protection	(15)	(16)
DCLG Better Care Fund - Disabled Facilities Grant	(1,250)	(1,265)
	(1,265)	**(1,281)**

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that might require the monies or property to be returned to the giver. The balances at the end of the year were as follows:

	2019/20	2018/19
	£'000s	£'000s
Revenue Grants Receipts in Advance		
Ministry of Housing, Communities and Local Government (MGCLG) - Coastal West Sussex Revival Funds	-	(49)
MHCLG Rough Sleeping Initiative	-	(59)
LEAP funding	(9)	(2)
National Heritage - Cutting Edge	(3)	-
Other Grants and Donations	(34)	(7)
Grants recognised in the Joint Committee	(375)	(331)
TOTAL	(421)	(448)

NOTE 33: RELATED PARTIES

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the 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. council tax bills, housing benefits). Grant receipts outstanding at 31st March 2020 are shown in Note 32.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2019/20 is shown in Note 28. Details of all members' transactions are recorded in the Register of Members' Interest, open to public inspection on the Council's website.

The Council agreed a loan of £10m to Worthing Homes in 2016/17 for the purpose of building social Housing in the Borough. In 2019/20 one Worthing member declared an interest in Worthing Homes Limited, as a paid non-executive director. They did not personally benefit from the loan.

Officers

There were no related party transactions declared by officers in 2019/20.

Other Public Bodies

The Council has a partnership arrangement with Adur District Council for the sharing of a joint officer structure.

Entities Controlled or Significantly Influenced by the Authority

The Council has a 20 year agreement with South Downs Leisure Trust to manage two leisure centres.

Payment of £83,016 is receivable from South Downs Leisure Trust in respect of 2019/20.

From 1st November 2019 the Council entered into a 25 year contract agreement with Worthing Theatres and Museum Trust to manage the Worthing theatres and museum. A part year contract payment of £583,750 was paid by Worthing Borough Council to the trust to cover the transition period from1 November 2019 to 31 March 2020. The value of the contract receipt is material to WTM Trust.

NOTE 34: CAPITAL EXPENDITURE AND CAPITAL FINANCING

	2019/20	2018/19
	£'000	£'000
Opening Capital Financing Requirement	**70,674**	**39,150**
Capital Investment		
Property, Plant and Equipment	12,515	6,892
Share Capital	-	25
Intangible Assets	100	13
Revenue Expenditure Funded from Capital Under Statute	1,824	4,646
Investment Properties	45,047	26,697
Loans	5,000	-
Sources of Finance		
Capital receipts	(2,247)	(2,534)
Government grants and other contributions	(2,471)	(2,909)
Sums set aside from revenue:		
Direct revenue contributions	(119)	(95)
MRP/loans fund principal	(1,457)	(1,111)
Revenue funding	(78)	(100)
Closing Capital Financing Requirement	**128,788**	**70,674**
Explanation of movements in year		
Increase / (Decrease) in underlying need to borrow (unsupported by Government financial assistance)	58,114	31,524
Increase/(decrease) in Capital Financing Requirement	**58,114**	**31,524**

NOTE 35: LEASES

Operating Leases - Lessee

The Council has a small number of operating leases, however the value of these leases is not material.

Operating Leases – Lessor

The Council leases out property under operating leases for the following purposes:

- for the provision of community services, such as sports facilities, tourism services and community centres;

- for economic development purposes to provide suitable affordable accommodation for local businesses;
- as part of the Council's Strategic Investment Policy to maximise rental income for the Authority (see note 14).

Future minimum lease receipts are calculated using current receipt contract information. The future minimum lease receipts under non-cancellable leases in future years are:

	31-Mar-20	31-Mar-19
	£'000	£'000
Not later than one year	5,265	3,075
Later than one year and not later than five years	19,307	10,097
Later than five years	43,094	35,269
	67,666	**48,441**

NOTE 36: OTHER LONG TERM LIABILITIES

Other Long Term Liabilities	31-Mar-20	31-Mar-19
	£'000s	£'000s
Commuted Sums	(166)	(170)
Pension Reserve Liability (see note 37)	(13,293)	(39,440)
TOTAL	**(13,459)**	**(39,610)**

NOTE 37: DEFINED BENEFIT PENSION PLAN

Participation in Pension Plans

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

The Council participates in the Local Government Pension Scheme, administered locally by West Sussex County Council – this is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

Transactions Relating to Post-employment Benefits

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

	Consolidation of Joint Committee:		Local Government Pension Scheme	
	Worthing 2019/20	Joint Committee 2019/20	Total 2019/20	Total 2018/19
			£'000s	£'000s
Cost of services				
Current service cost	(427)	(4,670)	(5,097)	(4,406)
Past service cost	4	145	149	(1,152)
(gain)/loss from settlements	480	-	480	-
Financing & Investment Income & Expenditure				
Net Interest cost	(783)	(170)	(953)	(861)
Total post employment benefit charged to the surplus or deficit on the provision of services	(726)	(4,695)	(5,421)	(6,419)
Other post employment benefit charged to the CI&E Statement				
Remeasurement of the net defined benefit liability comprising:				
Return on plan assets (excluding the amount included in the net interest expense)	(3,428)	(3,096)	(6,524)	5,268
Actuarial gains and losses arising on changes in demographic assumptions	3,415	4,190	7,605	-
Actuarial gains and losses arising on changes in financial assumptions	3,162	305	3,467	(10,129)
Other (if applicable)	12,398	10,261	22,659	(72)
Total remeasurements recognised in other comprehensive income	15,547	11,660	27,207	(4,933)
Total post-employment benefits charged to the CI&E statement	**14,821**	**6,965**	**21,786**	**(11,352)**

	Worthing 2019/20	Joint Committee 2019/20	Total 2019/20	Total 2018/19
	£'000s	£'000s	£'000s	£'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(726)	(4,695)	(5,421)	(6,419)
Actual amounts charged against the General Fund balance for pensions in the year:			-	-
Employer's contributions payable to the scheme	1,972	2,173	4,145	4,277
Retirement benefits payable to pensioners	216	-	216	231
Total charged against General Fund balance	2,188	2,173	4,361	4,508

Pension Assets and Liabilities

Pensions Assets and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme					
	2019/20			2018/19		
	Worthing	Joint C'ttee	Total	Worthing	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Present value of the defined benefit obligation	(67,853)	(67,969)	(135,822)	(90,631)	(76,550)	(167,181)
Fair value of plan assets	51,245	71,284	122,529	57,014	70,727	127,741
Net liability arising from defined benefit obligation	**(16,608)**	**3,315**	**(13,293)**	**(33,617)**	**(5,823)**	**(39,440)**

Pension Assets and Liabilities

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme					
	2019/20			2018/19		
	Worthing	Joint C'ttee	Total	Worthing	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Opening fair value of scheme assets	57,014	70,727	127,741	55,200	63,989	119,189
Interest income	1,331	1,724	3,055	1,408	1,755	3,163
Remeasurement gain / (loss):						
The return on plan assets, excluding the amount included in the net interest expense	(3,428)	(3,096)	(6,524)	2,425	2,843	5,268
Contributions from employer	2,188	2,173	4,361	2,340	2,168	4,508
Contributions from employees into the scheme	67	698	765	87	657	744
Benefits paid	(4,115)	(941)	(5,056)	(4,446)	(685)	(5,131)
Effect of Business Settlements	(1,813)	-	(1,813)	-	-	-
Closing fair value of scheme assets	**51,244**	**71,285**	**122,529**	**57,014**	**70,727**	**127,741**

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities : LGPS					
	2019/20			2018/19		
	Worthing	Joint C'ttee	Total	Worthing	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Opening Balance at 1 April	(90,631)	(76,550)	(167,181)	(88,438)	(63,347)	(151,785)
Current service cost	(427)	(4,670)	(5,097)	(569)	(3,837)	(4,406)
Interest cost	(2,114)	(1,894)	(4,008)	(2,250)	(1,774)	(4,024)
Contributions from scheme members	(67)	(698)	(765)	(87)	(657)	(744)
Remeasurement (gains) and losses:		-			-	
Actuarial gains / losses arising from changes in demographic assumptions	3,415	4,190	7,605	-	-	-
Actuarial gains / losses arising from changes in financial assumptions	3,162	305	3,467	(3,537)	(6,592)	(10,129)
Other experience	12,398	10,261	22,659	(72)	-	(72)
Past service cost	4	145	149	(124)	(1,028)	(1,152)
Benefits paid	4,115	941	5,056	4,446	685	5,131
Liabilities extinguished on settlements	2,293	-	2,293	-	-	-
Closing balance at 31 March	**(67,852)**	**(67,970)**	**(135,822)**	**(90,631)**	**(76,550)**	**(167,181)**

Local Government Pension Scheme Assets Comprised:

The scheme assets listed below are valued at bid value.

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair Value of Scheme Assets					
	2019/20			2018/19		
	Worthing	Joint C'ttee	Total	Worthing	Joint C'ttee	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Cash and cash equivalents	1,792.7	2,493.7	4,286.4	1,571.5	1,949.5	3,521.0
Equity instruments:						
Consumer	4,858.3	6,758.2	11,616.5	5,553.7	6,889.5	12,443.2
Manufacturing	2,795.9	3,889.3	6,685.2	3,276.7	4,064.8	7,341.5
Energy and Utilities	794.0	1,104.5	1,898.5	1,735.7	2,153.2	3,888.9
Financial Institutions	4,583.2	6,375.4	10,958.6	6,840.3	8,485.6	15,325.9
Health and Care	3,650.3	5,077.7	8,728.0	2,744.0	3,404.0	6,148.0
Information Technology	5,911.5	8,223.1	14,134.6	3,691.9	4,579.9	8,271.8
Other	1,094.6	1,522.6	2,617.2	3,257.7	4,041.3	7,299.0
Sub-total equity	**23,687.8**	**32,950.8**	**56,638.6**	**27,100.0**	**33,618.3**	**60,718.3**
Debt Securities:						
UK Government	1,375.9	1,913.9	3,289.8	1,617.8	2,006.9	3,624.7
Investment Funds and Unit Trusts:						
Bonds	18,614.7	25,894.1	44,508.8	19,224.3	23,847.9	43,072.2
Other investment funds	322.7	448.8	771.5	608.4	754.8	1,363.2
Total assets in active markets	**45,793.8**	**63,701.3**	**109,495.1**	**50,122.0**	**62,177.4**	**112,299.4**
Local Government Pension Scheme assets comprised (quoted prices are not in active markets)	**Worthing**	**Joint C'ttee**	**Total**	**Worthing**	**Joint C'ttee**	**Total**
	£'000	£'000	£'000	£'000	£'000	£'000
Private Equity:						
All	1,086.3	1,511.0	2,597.3	1,584.0	1,964.9	3,548.9
Real Estate:						
UK Property	4,364.9	6,071.8	10,436.7	5,308.0	6,584.7	11,892.7
Total assets - not in active markets	**5,451.2**	**7,582.8**	**13,034.0**	**6,892.0**	**8,549.6**	**15441.6**
Total assets	**51,245.0**	**71,284.1**	**122,529.1**	**57,014.0**	**70,727.0**	**127,741.0**

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2019/20	2018/19
Mortality assumptions:		
Current pensioners:		
Male	22.2 years	23.6 years
Female	24.2 years	25.0 years
Future pensioners:		
Male	23.3 years	26.0 years
Female	25.9 years	27.8 years
Rate of increase in salaries	2.4%	3.2%
Rate of increase in pensions	2.0%	2.5%
Rate for discounting scheme liabilities	2.3%	2.4%

The estimation of the defined benefit obligation 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 assume for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions for longevity, for example, assume that life expectancy increases or decreases for men and women. In practise, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have been assessed 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.

Change in assumptions at 31 March 2020	Approximate % increase to Employer Liability	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	6%	3,943
0.5% increase in Salary Increase Rate	0%	30
0.5% increase in the Pension Increase Rate	6%	3,903

Included in the actuary assumptions is the potential impact on the Council of the ongoing legal case concerning alleged age discrimination in the administration of public sector pension schemes at a national level. The Court of Appeal has issued a decision regarding transitional arrangements for the benefit changes. The ruling has implications for the Local Government Pension Scheme and Firefighters Pension Scheme since similar reforms have been implemented by these schemes.

The outcome for the employer liabilities is not clear, since the Government may appeal and timescales for resolution may be lengthy. Any remediation process, including cost cap considerations, may also affect the resolution, and so the financial impact at an overall scheme level cannot be estimated at this time. Should an obligation arise, any increase in current or past service costs may affect employer pension contributions in future years, potentially as part of a deficit recovery plan.

Impact on the Council's Cash Flow:

The Council anticipates paying £1,900,000 contributions to the Worthing scheme in 2020/2021, and approximately £2,049,000 contributions to the Adur-Worthing Joint Services scheme (60% share).

NOTE 38: CONTINGENT LIABILITIES

Pension Guarantees - The Council entered into a long term contract for the provision of Leisure Services with South Downs Leisure Trust. This involved the transfer of Council employees to this new service provider. Employees rights are protected under the provision in Transfer of Undertakings (Protection of Employment) Regulation 2006 (TUPE). However pension rights are not fully covered within TUPE regulations. The Council has provided a guarantee that in the event the Leisure Trust ceases trading, the Council will meet pension obligations with respect to employees within the West Sussex Pension Scheme.

In 2019/20 the Council entered into a long term contract for the provision of cultural services with Worthing Theatres and Museum Trust. This involved the transfer of Council employees to this new service provider. Employees rights are protected under the provision in Transfer of Undertakings (Protection of Employment) Regulation 2006 (TUPE), however pension rights are not fully covered within TUPE regulations. The Council has provided a 5 year guarantee that in the event the Trust ceases trading, the Council will meet pension obligations with respect to employees within the West Sussex Pension Scheme.

NOTE 39: HERITAGE ASSETS NOT REPORTED IN THE BALANCE SHEET

The following assets are not reported in the Balance Sheet because information on the cost or value of these assets is not available due to the lack of comparative information and the unique nature of these assets; the cost of obtaining a valuation would not be commensurate with the benefits to the users of the financial statements.

Highdown Gardens

This is a public garden that is on English Heritage's Register of Historic Parks and Gardens Originally created out of a chalk pit by Sir Frederick Stern at the beginning of the last century, the gardens are so special they have been deemed a National Collection. The cultural significance of this asset cannot be valued.

Memorials Monuments

War Memorial Monument - is situated outside the Town Hall. The Council does not hold cost information on this asset and the cultural and historical significance cannot be valued.

Pigeon Memorial Monument - is situated in Steyne Gardens dedicated to the pigeons who took part in the First World War. The cultural and historical significance of this monument cannot be valued.

The Miller's Tomb

This is the famous grave of John Oliver, a miller in 1709, who it is thought was involved in smuggling It is situated on a downland site, which is owned by the Council, that has been designated a site of nature and conservation due to the wealth of flora, including orchids. It is not possible to value the cultural and historical significance of this unique asset.

Amelia Park Gateway

This is a listed building constructed between 1831 and 1833. It is not possible to value the cultural and historical significance of this unique asset.

Costume and Jewellery

This is one of the most important costume collections of its kind in the country and since the 1960s the collection has grown to approximately 25,000 items of British clothing, accessories and ephemera, used and worn by both sexes, all ages and social levels.

Toys

The juvenilia collection is one of the museum's particular strengths and is not only one of the largest collections of its kind outside London, but also includes pieces of superb quality and interest.

Social History

This collection includes books, non-archaeological coins, tokens, medals, militaria, social history, agricultural history, transport, ephemera and photography.

The coin collection includes commemorative medals from Sussex, Iron Age and Roman coins, British coins of all periods, as well as those from British overseas territories, and a small but significant collection of tokens from Sussex as well as others from the rest of Britain.

Each of the main areas within the Social History section is supported by large holdings of printed ephemera and photographs. There is a collection of over 6,000 topographical photographs which illustrate how the local area has developed and provide a wealth of information.

Archaeology and Geology

From the 1930s to the 1970s the Worthing Archaeological Society was responsible for a number of major excavations. Since the early 1970s most excavations in the area have been carried out by professional archaeological units. Material from all this work is housed in the Worthing Museum.

The Geology collection is a comprehensive and representative collection of rocks and minerals from South-East England and especially from Sussex.

HERITAGE ASSETS: FURTHER INFORMATION ON THE MUSEUM'S COLLECTIONS

Heritage Assets of Particular Importance

The archaeology collection is extensive and includes both excavated material and stray finds from all periods from the Palaeolithic to Post-Medieval. Notable exhibits include material from important Neolithic flint-mining sites, Bronze Age material, Iron Age material, Romano-British material, early Anglo-Saxon finds, late Saxon material and Medieval material.

Art and Sculpture

The Museum has built up an extensive topographical collection of paintings, prints and drawings dating from 1800 to the present day. It also has a fine body of oil paintings by the British Post-Impressionist painters who were members of the Camden Town Group. The watercolours include works by some of the main water-colourists working from the eighteenth century onwards.

The Women's Costume collection is the largest section of costume, with examples of Haute Couture, dressmaker, home-made and mass-produced clothing with garments dating from 1700 and accessories dating from 1600.

A unique collection of items that include decorative art, local history and juvenilia was bequeathed to the Museum in 1999 by a local collector.

Preservation and Management

The Council's Museum has a rolling programme of major repair and restoration of its artefacts which is charged to the Comprehensive Income and Expenditure Statement.

The Museum has a detailed Acquisitions and Disposals Policy which outlines the procedures for acquiring assets and disposing of assets.

NOTE 40: TRUST FUNDS

The Council acts as the trustee for the following funds:

	2019/20 Capital Value of Fund	2018/19 Capital Value of Fund
	£'000	£'000
Highdown Tower Gardens	-	31
Income used to make improvements to the garden		
Dr Chester's Charity	27	27
Aid to people in poverty		
TOTAL	**27**	**58**

In neither case do the funds represent the assets of the Council and therefore they have not been included in the balance sheet.

The Council acts as a trustee for the Highdown Tower Gardens (registered charity number 305445). Capital funds were held by the Council on behalf of the Trustees until 2019/20, when an independent bank account was opened and the funds transferred.

NOTE 41: JOINT BUDGETS

Since July 2007, Adur District and Worthing Borough Councils have been working in partnership. Most services are provided by a joint officer structure. The Joint Strategic Committee Balance Sheet is consolidated into the Council's Balance Sheet.

	Gross Expenditure 2019/20	Gross Income 2019/20	Net Expenditure 2019/20
	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES			
Net Cost of General Fund Services	21,748	(4,638)	**17,110**
Holding Accounts	10,461	(673)	**9,788**
NET COST OF SERVICES	**32,209**	**(5,311)**	**26,898**
Funded by:			-
Adur District Council			(9,139)
Worthing Borough Council			(13,527)
(Surplus) or Deficit on Provision of Services			**4,232**
Remeasurements of the net defined pension benefit liability			(19,433)
Other Comprehensive Income & Expenditure			**(19,433)**
Total Comprehensive Income and Expenditure			**(15,201)**

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020

These accounts represent the transactions of the Collection Fund which is a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to Council Tax and Business Rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been raised. Administration costs are borne by the General Fund.

Worthing Borough Council						
Collection Fund - Business Rates and Council Tax						
	2019/20			**2018/19**		
	Business Rates	**Council Tax**	**TOTAL**	**Business Rates**	**Council Tax**	**TOTAL**
INCOME (A)	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Council Tax Receivable	-	70,353	70,353	-	65,823	65,823
Business Rates Receivable	30,633	-	30,633	31,532	-	31,532
Transitional; Protection Payments Receivable	(81)	-	(81)	150	-	150
TOTAL INCOME (C) = (A+B)	**30,552**	**70,353**	**100,905**	**31,682**	**65,823**	**97,505**
EXPENDITURE (D)						
Payment From Previous Year Surplus/ Contribution to Deficit (-)						
Central Government	(828)	(9)	(837)	379	55	434
Worthing Borough Council	(662)	(52)	(714)	303	301	604
West Sussex County Council	(166)	(7)	(173)	76	37	113
Sussex Police and Crime Commissioner	-	-	-	-	-	-
	(1,656)	**(68)**	**(1,724)**	**758**	**393**	**1,151**
Precepts, Demands and Shares (E)						
Central Government	8,141	-	8,141	16,003	-	16,003
Worthing Borough Council	6,513	9,156	15,669	12,803	8,874	21,677
West Sussex County Council	17,910	53,274	71,184	3,201	50,558	53,759
Sussex Police and Crime Commissioner		7,312	7,312	-	6,365	6,365
	32,564	**69,742**	**102,306**	**32,007**	**65,797**	**97,804**
Charges to Collection Fund (F)						
Less: write offs of uncollectable amounts	442	320	762	333	37	370
Less: Incr. / Decr. (-) in Bad Debt Provision	(50)	162	112	(55)	278	223
Less: Incr. / Decr. (-) in Provision for Appeals	(1,072)	-	(1,072)	(41)	-	(41)
Less: Cost of Collection	127	-	127	130	-	130
	(553)	**482**	**(71)**	**367**	**315**	**682**
TOTAL EXPENDITURE (G) = (D+E+F)	**30,355**	**70,156**	**100,511**	**33,132**	**66,505**	**99,637**
Surpl. / Def. (-) arising during the yr (C-G)	**197**	**197**	**394**	**(1,450)**	**(682)**	**(2,132)**
Surplus / Deficit (-) b/fwd. 1st April	**(1,875)**	**(271)**	**(2,146)**	**(425)**	**411**	**(14)**
Surplus / Deficit (-) c/fwd. 31st March	**(1,678)**	**(74)**	**(1,752)**	**(1,875)**	**(271)**	**(2,146)**

NOTE 1: COUNCIL TAX

Council Tax income is based on the value in 1991 of residential properties, which are classified into eight valuation bands, including a variant on Band A in respect of disabled relief. The total numbers of properties in each band are adjusted and then converted to a Band D equivalent, which when totalled and adjusted for valuation changes and losses on collection forms the Council's tax base. The Council Tax Base for 2019/20 was 38,504.3 Band D equivalent.

Individual charges per dwelling are calculated by dividing the total budget requirement of West Sussex County Council, the Sussex Police and Crime Commissioner and Worthing Borough Council by the Council Tax Base calculated above.

	Demand or Precept £		Council Tax Base		Band D Council Tax £
West Sussex County Council	53,273,394	÷	38,504.3	=	1,383.57
Sussex Police & Crime Commissioner	7,312,352	÷	38,504.3	=	189.91
Worthing Borough Council	9,155,552	÷	38,504.3	=	237.78

NOTE 2: BUSINESS RATES

From 1st April 2015 until 31st March 2019, the authority participated in the West Sussex County Council Business Rates Pool. The pool consists of Worthing Borough Council, Adur District Council, Arun District Council, Chichester District Council and West Sussex County Council. Without the Pool, the levy would be paid to MHCLG and not retained in the area to the benefit of local residents.

The funds generated by the Pool are used to fund projects which promote economic regeneration projects, contributions to the LEP (Local Economic Partnership) and other invest to save initiatives. The contribution is shown within the Comprehensive Income and Expenditure Statement.

For 2019/20 the Council was part of a countywide business rate pilot. Under this arrangement Worthing Borough Council only kept 20% of business rates with 55% paid to West Sussex County Council. The benefit of the pilot was additional income of circa £21m retained locally for the purposes of investing in digital infrastructure and other economic regeneration initiatives.

Business rates are collected by the Council from local businesses using a uniform rate supplied by the Government for the country as a whole, which was 49.1p in 2019/20 (49.1p in 2018/19). The overall rateable value for Worthing Borough Council as at 31st March 2020 was £81.1m (£82.80m as at 31st March 2019).

NOTE 3: BAD AND DOUBTFUL DEBTS

A requirement of £2.6m and £1.4m for bad and doubtful debts for Council Tax and Business Rates has been provided for in 2019/20 in line with Worthing Borough Council's accounting policy for maintaining the provision.

NOTE 4: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF COUNCIL TAX

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

	West Sussex County Council	Sussex Police and Crime Commissioner	Worthing	TOTAL
	£	£	£	£
Demand on Collection Fund 2020/21				
Apportionment based on 2019/20	**76.48%**	**10.63%**	**12.89%**	**100.00%**
Council Tax arrears	3,916,848	544,251	660,302	**5,121,401**
Provision for bad debts	(1,963,823)	(272,876)	(331,061)	**(2,567,760)**
Receipt in advance	(952,179)	(132,307)	(160,518)	**(1,245,004)**
(Surplus)/Deficit b/fwd	207,001	28,413	35,575	**270,989**
In year (Surplus)/Deficit	(150,046)	(20,499)	(25,974)	**(196,519)**
Balance as on 31st March, 2020	**1,057,801**	**146,982**	**178,324**	**1,383,107**

NOTE 5: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF BUSINESS RATES

Apportionment of Business Rates Balances to Major Preceptors				
	Department of Communities and Local Govt	West Sussex County Council	Worthing Borough Council	TOTAL
	£'000	£'000	£'000	
Business Rates Arrears	437,650	962,830	350,120	**1,750,600**
Provision for Bad Debts	(353,782)	(778,320)	(283,025)	**(1,415,127)**
Provision for Appeals	(699,619)	(1,539,161)	(559,695)	**(2,798,475)**
RV List Amendments	501,953	1,104,297	401,563	**2,007,813**
Receipt in Advance	(511,961)	(1,126,315)	(409,569)	**(2,047,845)**
(Surplus)/Deficit	474,425	824,400	379,544	**1,678,369**
Balance as at 31st March 2020	**(151,334)**	**(552,269)**	**(121,062)**	**(824,665)**

SCOPE OF RESPONSIBILITY

Worthing Borough 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.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government 2016 (the Framework). The Framework expects that local authorities will put in place proper arrangements for the governance of their affairs and which facilitate the effective exercise of functions and ensures that the responsibilities set out above are met.

At least once a year, Local Authorities are statutorily required to review their governance arrangements. The preparation and publication of an Annual Governance Statement in accordance with the Framework fulfils this requirement.

A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Worthing Borough Council has complied with the code and also meets the requirements of regulation 6 of the Accounts and Audit Regulations 2015 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Council for the financial year ended 31st March 2020 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements are summarised below:

Key elements of the Council’s Governance Framework

Council, Executive and Leader

- Provides leadership and develops the Councils vision of its purpose and intended outcome for residents and service users.
- Develops the vision into objectives for the Council and its partnerships

Decision making

- All decisions are made in the open
- Decisions are recorded on the Council website
- The scheme of delegations which details the decision making arrangements is regularly updated
- The monitoring Officer ensures that all decisions made comply with relevant laws and regulations

Risk Management

- Risk registers identify both operational and strategic risks
- Key risks and opportunities are considered by the Corporate Leadership Team every quarter
- Risks and opportunities are reported to the Joint Governance Committee every quarter and inform the work of the internal audit team

Scrutiny and Review

- The Joint overview and Scrutiny Committee reviews Council policy and can challenge the decisions made.
- The Joint Governance Committee undertakes all of the core functions of an audit committee.
- The Joint Governance Committee is responsible for review and approving the Councils Governance arrangements and undertakes the role of a Standards Committee ensuring that members comply with the Code of Conduct

Corporate Leadership Team

- The Council’s Corporate Leadership Team comprises of the Chief Executive and three Directors who are responsible for the delivery of the Councils aims and objectives
- The head of paid service is the Chief Executive who is responsible for all Council Staff and leading an effective Corporate Leadership Team.
- CLT seeks advice from the Council’s Chief Financial Officer who is responsible for safeguarding the Council’s financial position
- CLT seeks advice from the Monitoring Officer who is the Head of Legal Services. They are responsible for enduring legality and promoting high standards of public conduct.

The operation of this authority’s governance framework is described in the sections below. This sets out how the Council has complied with the seven principles set out in the new Framework during 2019/20.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives the Members and the Organisation, in a number of ways, the confidence and certainty that what needs to be done is being done. The chart below provides a high level overview of the Council's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO	HOW WE DO IT
Principle A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	● The Constitution ● The Monitoring Officer ● Section 151 Officer ● Codes of conduct ● Whistleblowing Policy ● Bribery Act 2010 policy guidance ● Corporate anti-fraud work ● Procurement Strategy
Principle B Ensuring openness and comprehensive stakeholder engagement	● Consultations ● Terms of reference for partnerships ● Freedom of information requests ● Complaints procedure
Principle C Defining outcomes in terms of sustainable economic, social, and environmental benefits	● Organisational goals ● Service planning ● Performance Management ● Community Strategy ● Procurement Strategy
Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes	● Service planning ● Performance Management ● Options appraisals ● Whole life costing
Principle E Developing the Council's capability, including the capability of its leadership and the individuals within it	● Robust interview and selection process ● Training and development ● Workforce planning ● Succession planning ● Performance development reviews ● Talent management ● HR Policies & procedures
Principle F Managing risks and performance through robust internal control and strong public financial management	● Effective member scrutiny function ● Financial management and MTFP ● Corporate risk register ● Annual audit plan ● Information Security policies ● Compliance with the requirements of the Public Service Network (PSN)
Principle G Implementing good practices in transparency reporting and audit to deliver effective accountability	● Reports are held on the website ● Annual audited financial statements are publically available ● Annual Governance Statement ● Effective Internal Audit Service

THE OPERATION OF THE GOVERNANCE FRAMEWORK

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE
Joint Governance Committee function and self-assessment; Corporate Governance Group; Scrutiny Reviews; Review of progress made in addressing issues; Performance monitoring; Review of compliance with corporate governance controls; Review of accounts; Employee opinion surveys; Internal audits and external audits; Inspections and recommendations made by external agencies.

The following sections look at how the Council delivers governance principles in more detail:

A. BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES, AND RESPECTING THE RULE OF LAW

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, this Council continues with this arrangement internally and is in the process of updating the constitution to ensure it reflects current practice. As well as working together as a single organisation and with our neighbour Worthing borough Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, the s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

A. BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES, AND RESPECTING THE RULE OF LAW

Codes of Conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2018) http://awintranet/media/media,125134,en.pdf sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

B. ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

B. ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Transparency

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

All reports and details of decisions made can be found on the Council's website at https://www.adur-worthing.gov.uk/meetings-and-decisions/

Freedom of Information enquiries

The Freedom of Information Act 2000 (FoI) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements.

Adur and Worthing Councils have developed a Consultation Policy which can be found at About consultation in Adur & Worthing - Adur & Worthing Councils which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Councils website at www.adur-worthing.gov.uk . Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, stakeholder forums, council meetings (open to the public), and their local Councillor.

Consultations

Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current district-wide consultations is available on the council website.

B. ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Council operates a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

Partnership working

In addition to the partnership between Adur and Worthing (*http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/*), this Council is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

C. DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL, AND ENVIRONMENTAL BENEFITS

Joint Corporate Priorities

The Councils have recently agreed a new plan 'Platforms for our Places' that sets out Adur & Worthing Councils' ambition for our places' and our communities' prosperity and wellbeing over three years (2017-2020).

The Councils have agreed programmes of work for 2018/19 under five themes or 'Platforms' which set out their aspirations for the town.

- **Our financial economies**
- **Our social economies**
- **Stewarding our natural resources**
- **Services and solutions for our places**
- **Leadership of our places**

Further details of how these priorities will be achieved are included in a programme of work which can be found on the internet at Platforms for our Places 2017 - 2019

The Council has received regular reports on the progress in delivering the outcomes set out within Platforms for our Places.

This has recently been reviewed are revised. Platforms for our Places: Going Further sets out the Councils' role in developing places and communities over the next three years (2020-2022) which can be found on the internet at Platforms for our Places: Going further

Community Strategy

The Waves Ahead Partnership is a strategic partnership for Adur and Worthing. The Partnership, non-statutory since 2010, is made up of key interested parties from the public and private sectors, community, voluntary and faith-based groups and local residents. The aim is to work more effectively through collaboration, adding value to local initiatives, projects and ideas.

C. DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL, AND ENVIRONMENTAL BENEFITS

Community Strategy

Together, partners have produced a collective vision for future which is captured in the Waves Ahead Sustainable Community Strategy. The Strategy has four themes:

- better health and wellbeing for all
- feeling safe and included
- strengthening the local economy and improving job prospects
- a better place to live, work and enjoy, with quality amenities.

This strategy can be found on the internet at http://www.wavesahead.org.uk/

D. DETERMINING THE INTERVENTIONS NECESSARY TO OPTIMISE THE ACHIEVEMENT OF THE INTENDED OUTCOMES

Service planning and performance management

In order to secure these outcomes for residents and service users, the Council needs to respond to some tough challenges. Through partnership working and efficiency savings the Council has made significant savings over the past five years and needs to find a further £3.8m by 2024/25 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

E. DEVELOPING THE COUNCIL'S CAPABILITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

Recruitment and induction

The Council operates a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

E. DEVELOPING THE COUNCIL'S CAPABILITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IS, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Governance, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

Performance development and review

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out a performance development review on an annual basis, which seeks to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

F. MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

Effective scrutiny

The Council operates Joint Overview and Scrutiny Committee (JOSC) governed by it's own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by Executive or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Council is performing and see whether they are providing the best possible, cost effective service for people in the area. The JOSC's findings are reported to the Joint Strategic Committee or Executive and may result in changes to the way in which services are delivered.

Financial management

The Chief Financial Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Executive and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with finance team ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

F. MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

Financial management

Financial Regulations have been recently updated by the s151 Officer so that the Council can meet all of its responsibilities under various laws and are annually reviewed. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place. These risks are regularly reported to CLT and the Joint Governance Committee.

G. IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

Joint Governance Committee

As its name suggests, the Joint Governance Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

Internal audit

The Head of Internal audit is a qualified accountant who has full access to senior management and the Joint Governance Committee (which fulfils the role of an audit committee). The audit team is properly resourced. The Council is in compliance with the CIPFA statement on the Role of the Head of Internal Audit (2010).

The Head of Internal Audit provides an independent and objective annual opinion on the effectiveness of internal control, risk management and governance each year. This is carried out by the Internal Audit team in accordance with the Public Sector Internal Audit Standards.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

G. IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

For 2019/20 the Head of Internal Audit's Annual reports state that based on the Internal Audit work undertaken, it is the Head of Internal Audit's opinion that they can provide Satisfactory Assurance that the system of internal control in place at Worthing Borough Council for the year ended 31st March 2020 accords with proper practice, except for the control environment issues as documented in the report which can be found on the Council's website on the agenda for the Joint Governance Committee dated 28th May 2020.

The assurance is broken down further between financial and non-financial systems where the Head of Internal Audit has commented as follows: "Our overall opinion is that internal controls within financial and operational systems operating throughout the year are fundamentally sound.

Annual accounts

The Council publishes full audited accounts each year which are published on the website at:
https://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/ .

REVIEW OF EFFECTIVENESS

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

The Council has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Executives, the Joint Governance Committee, and the Joint Overview and Scrutiny Committee.
- internal and external audit
- other explicit review/assurance mechanisms.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

It is the opinion of the Council that the governance framework is satisfactory and that no significant governance issues have been identified in 2019/20. The Council will continue to assess and make improvements to the governance framework.

SIGNIFICANT GOVERNANCE ISSUES

There are no significant governance issues either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report or via a report from the Monitoring Officer;

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2018 review together with any issues which have been identified during the current review.

The Council complies with most of the requirements of the 'Statement on the Role of the Chief Financial Officer in Public Services'. Part of the governance requirements as detailed in this statement are that:

- the Chief Financial Officer should be professionally qualified,
- report directly to the Chief Executive; and
- be a member of the leadership team, with a status at least equivalent to other members.

The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council's Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive via regular meetings and the Corporate Leadership Team where necessary.

Covid 19 Emergency

The recent pandemic has required the Council to act swiftly to support the local community. Due to the timing of this event, there has been little impact on the governance arrangements in 2019/20, and the Council was able to take any necessary action in March 2020 using existing budgets and procedures including invoking the Council's business continuity arrangements.

However, the emergency has necessitated an increased use of urgency powers in 2020/21, which will be formally reported to members at the next meeting of the Joint Strategic Committee in June 2020.

To ensure that our Governance arrangements have remained fit for purpose during this emergency, there will be a review of the Council's response as part of the 2020/21 audit plan.

PROPOSED ACTION

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

Signed:

Councillor Daniel Humphreys
Leader of the Council
Worthing Borough Council

Dated: 28th May 2020

Signed:

Alex Bailey
Chief Executive of
Adur & Worthing Councils

Dated: 28th May 2020

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WORTHING BOROUGH COUNCIL

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GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	The period of time covered by the accounts. The current year is 2018/19 which means the year commencing 1st April 2018 and ending 31st March 2019. The end of the accounting period is the date at which the balance sheet is drawn up.
ACCRUAL	An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.
ACTUARIAL ASSUMPTION	An actuarial assumption is an estimate (usually in respect of pension fund valuations) of an unknown value made in accordance with methods of actuarial science. An actuarial assumption is made using statistical tools such as the correlation of known values to possible outcomes for the unknown value. An actuarial assumption is often used to calculate premiums or benefits.
ACTUARIAL GAINS AND LOSSES	Actuarial gains and losses which may result from: (a) experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and (b) the effects of changes in actuarial assumptions.
ASSET	A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.
AMORTISED COST	The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.
BALANCE SHEET	A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.
CAPITAL CHARGE	A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.
CAPITAL EXPENDITURE	Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.

CAPITAL RECEIPTS	The proceeds from the sale of fixed assets.
CASH EQUIVALENTS	Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.
COMMUNITY ASSETS	Assets that are intended to be held in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and historic buildings.
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 LIABILITY	A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.
CREDITORS	Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.
CURRENT ASSETS/LIABILITIES	Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.
CURRENT SERVICE COST	Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.
CURTAILMENT	Curtailments will show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.
DEBTORS	Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date
DEFINED BENEFIT SCHEME	This is 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 loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.
EXPENDITURE	The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.

FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.
INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTANGIBLE ASSETS	Non-financial assets e.g. software licences with no physical substance which is controlled by an entity through custody or legal rights.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the Council without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the Council.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.
OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.

POST BALANCE SHEET EVENTS	Those 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 financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur, but uncertain as to the amounts involved or as to the dates on which they will arise.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in a previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.
PUBLIC WORKS LOAN BOARD (PWLB)	The Public Works Loan Board (PWLB) is a statutory body operating within the Debt management Office of the UK Treasury (DMO) and is responsible for lending money to local authorities and managing certain public sector funds.
REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of a Council.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

Emma Thomas,
Chief Accountant,
Worthing Borough Council,
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Chapel Road,
Worthing,
West Sussex, BN11 1HB

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ADC
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COUNCIL

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To:
Ernst & Young
Grosvenor House,
Grosvenor Square
Southampton
SO15 2BE
United Kingdom

Date: 24th November 2020
Service: Finance
Tel: 01903 221221
Email: Sarah.gobey@adur-worthing.gov.uk

Adur District Council – Audit for the year ended 31 March 2020

This letter of representations is provided in connection with your audit of the financial statements of Adur District Council ("the Council") for the year ended 31 March 2020. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Adur District Council as of 31 March 2020 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented, subject to completion of the work.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with law and regulations, including fraud, known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by "whistle blowers") including non-compliance matters:
    - involving financial statements;
    - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
    - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
    - involving management, or employees who have significant roles in internal controls, or others; or
    - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
    - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
    - Additional information that you have requested from us for the purpose of the audit; and

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- Unrestricted access to persons within the entity from whom you
- determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements[, including those related to the COVID-19 pandemic
3. We have made available to you all minutes of the meetings of the Council, Executive, Joint Governance and Joint Strategic Committees held through the year to the most recent meeting on the following date: 24 November 2020.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate.

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 38 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end, including events related to the COVID-19 pandemic, which require adjustment of or disclosure in the financial statements or notes thereto.

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Going Concern

1. Note 3 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

H. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

I. Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We confirm that the significant assumptions used in making the NDR appeals provision, valuation of assets and IAS19 disclosure estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete ,including the effects of the COVID 19 pandemic on the NDR appeals provision, valuation of assets and IAS19 disclosure and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events, including due to the COVID-19 pandemic.

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J. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Adur District Council

I confirm that this letter has been discussed and agreed by the Joint Governance Committee on 24th November 2020

Signed:

Name: Sarah Gobey

Position: Chief Financial Officer

Date: 24/11/20

Name: Councillor Kevin Boram

Position: Chairman, Joint Governance Committee

Date: 24/11/20

WBC
WORTHING BOROUGH
COUNCIL

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West Sussex, BN11 1HA
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To:
Ernst & Young
Grosvenor House,
Grosvenor Square
Southampton
SO15 2BE
United Kingdom

Date: 24th November 2020
Service: Finance
Tel: 01903 221221
Email: Sarah.gobey@adur-worthing.gov.uk

Worthing Borough Council – Audit for the year ended 31 March 2020

This letter of representations is provided in connection with your audit of the financial statements of Worthing Borough Council ("the Council") for the year ended 31 March 2020. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Worthing Borough Council as of 31 March 2020 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented, subject to completion of the work.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with law and regulations, including fraud, known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by "whistle blowers") including non-compliance matters:
    - involving financial statements;
    - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
    - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
    - involving management, or employees who have significant roles in internal controls, or others; or
    - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
    - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
    - Additional information that you have requested from us for the purpose of the audit; and

- Unrestricted access to persons within the entity from whom you
- determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements, including those related to the COVID-19 pandemic
3. We have made available to you all minutes of the meetings of the Council, Executive, Joint Governance and Joint Strategic Committees held through the year to the most recent meeting on the following date: 24 November 2020.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate.

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 38 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end, including events related to the COVID-19 pandemic, which require adjustment of or disclosure in the financial statements or notes thereto.

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Going Concern

1. Note 3 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

H. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

I. Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We confirm that the significant assumptions used in making the NDR appeals provision, valuation of assets and IAS19 disclosure estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete ,including the effects of the COVID 19 pandemic on the NDR appeals provision, valuation of assets and IAS19 disclosure and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events, including due to the COVID-19 pandemic.

J. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Worthing Borough Council

I confirm that this letter has been discussed and agreed by the Joint Governance Committee on 24th November 2020

Signed:

Name: Sarah Gobey

Position: Chief Financial Officer

Date: 24/11/20

Name: Councillor Roy Barraclough

Position: Chairman, Joint Governance Committee

Date: 24/11/20

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Adur District Council
Audit results report

Year ended 31 March 2020

November 2020

Agenda Item 7

Building a better working world

13 November 2020

Adur District Council
c/o Worthing Town Hall
Chapel Road
Worthing
West Sussex
BN11 1HA

Dear Joint Governance Committee Members

We are pleased to attach our Audit Results Report for the forthcoming meeting of the Joint Governance Committee.

We have substantially completed our audit of the Council for the year ended 31 March 2020, As set out on pages 5 and 6, a number of issues have arisen as a result of COVID-19 which impacted on our audit. We confirm that we expect to issue an unqualified audit opinion on the financial statements, before the accounts publication date of 30 November 2020.

This report is intended solely for the use of the Joint Governance Committee, other members of the Council, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Joint Governance Committee meeting on 24 November 2020.

Yours faithfully

Helen Thompson

Associate Partner

For and on behalf of Ernst & Young LLP

Encl

Contents

Public Sector Audit Appointments Ltd (PSAA) issued the "Statement of responsibilities of auditors and audited bodies". It is available from the Chief Executive of each audited body and the PSAA website (https://www.psaa.co.uk/audit-quality/statement-of-responsibilities/).The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.
The "Terms of Appointment and further guidance (updated April 2018)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Hywel Ball, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

01 Executive Summary

Executive Summary

Scope update

In our audit planning report included in the papers for the 24 March 2020 Joint Governance Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. In our audit plan update, present to you at the Joint Governance Committee meeting on 22 September, we highlighted the changes to that scope as summarised below:

Changes to reporting timescales

As a result of COVID-19, new regulations, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 No. 404, have been published and came into force on 30 April 2020. This announced a change to publication date for final, audited accounts from 31 July to 30 November 2020 for all local authority bodies.

Changes to our risk assessment as a result of Covid-19

- **Valuation of investment property -** The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Council's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of investment property.
- **Pension Liability Valuation -** Due to the timing of the pandemic and the UK restrictions it is highly likely that the value of plan assets within the pension fund will be significantly impacted – in particular level 3 assets where there is no active market. West Sussex Pension Fund had £488m worth of Level 3 assets as at 31st March 19. Although Adur DC only represents 2.56% of the fund this is still material at £12.5m at 31 March 2019. Due to the timing of the pandemic the IAS 19 fair value of assets will be based on an estimate. Considering the size and nature of these assets it is likely that actual values will be different to the estimate and even small changes can have a material impact on the Council's accounts. As a result of the Covid-19 impact on fair value valuations, we have escalated this risk from an area of audit focus to a significant risk.
- **Valuation of Land and Buildings -** The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Council's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of property. This impact is expected to affect PPE valued at Existing Use Value (EUV) as the valuation basis for these properties is linked to recent market transactions. Whilst we have not escalated this to a significant risk, there are additional considerations to the area of audit focus.
- **Disclosures on Going Concern** – Financial plans for 2020/21 and beyond will need revision for Covid-19. We considered the unpredictability of the current environment gave rise to a risk that the Council would not appropriately disclose the key factors relating to going concern, underpinned by managements assessment with particular reference to Covid-19 and the Council's actual year end financial position and performance.
- **Adoption of IFRS16** – The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of local authority financial statements has been deferred until 1 April 2021. The Council will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20. We therefore no longer considered this to be an area of audit focus for 2019/20.

Executive Summary

Scope update (continued)

Changes in materiality

We updated our planning materiality assessment using the draft financial statements and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services, we updated our overall materiality assessment to £1.34m (Audit Planning Report – £1.0m). This results in updated performance materiality, at 75% of overall materiality, of £1.0m, and an updated threshold for reporting uncorrected misstatements of £66,000. We have considered whether any change to our materiality is required in light of Covid-19. Following this consideration, we were satisfied that the values for planning materiality, performance materiality and our audit threshold for reporting differences reported to you in our audit planning report remain appropriate.

We also identified areas where misstatement at a lower level than our overall materiality level might influence the reader and developed an audit strategy specific to these areas, including:

- Remuneration disclosures including any severance payments, exit packages and termination benefits. We audit these fully given their inherent sensitive nature.
- Related party transactions. We consider any related parties in terms of the underlying relationship and potential influence, and not simply the overall values disclosed.

Information Produced by the Entity (IPE): We identified an increased risk around the completeness, accuracy, and appropriateness of information produced by the entity due to the inability of the audit team to verify original documents or re-run reports on-site from the Council's systems. We undertook the following to address this risk:

- Used the screen sharing function of Microsoft Teams to evidence re-running of reports used to generate the IPE we audited; and
- Agree IPE to scanned documents or other system screenshots.

Additional EY consultation requirements concerning the impact on auditor reports because of Covid-19. The changes to audit risks, audit approach and auditor reporting requirements changed the level of work we needed to perform. We have set out the impact on our audit fee in Section 8.

Executive Summary

Status of the audit

We have substantially completed our audit of Adur District Council's financial statements for the year ended 31 March 2020 and have performed the procedures outlined in our audit planning report. Subject to satisfactory completion of the following outstanding items. we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 4:

- Work over the valuation of investment properties and land and buildings;
- Work to complete the testing of the bad debts provision; housing benefit expenditure; government grants and finance and investment income;
- Completion of manager and engagement partner review procedures;
- Completion of subsequent events review; and
- Receipt of the signed management representation letter

Audit differences

There are no unadjusted audit differences arising from our audit at this stage.

We have identified one audit difference in the cashflow statement with no impact on the Comprehensive income and expenditure statement, which has been adjusted by management. Details can be found in Section 5 Audit Differences.

Executive Summary

Areas of audit focus

Our audit planning report, and our audit planning update, identified key areas of focus for our audit of the Council's financial statements This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

Risk	Findings & Conclusions
Misstatements due to fraud or error (management override)	Our audit work completed to date has found no evidence that management had attempted to override internal controls and we have not identified any instances of inappropriate judgements being applied. We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business. Our work over the estimate for asset valuations remains in progress at this time.
Incorrect capitalisation of revenue spend	We are satisfied that capital additions made in the year met the requirements of IAS 16, and had been correctly capitalised.
Introduction of new financial management system	From the work performed we have sufficient assurance the data transfer from the old system to the new system was materially accurate and complete.
Valuation of investment properties	We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions. This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.
Pensions liability valuation	We concluded that the net pension liability was fairly stated.
Valuation of land and buildings	We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions. This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.
Going concern disclosure	Management included a very limited going concern disclosure within the draft financial statements. We have requested an updated disclosure and supporting evidence to reflect the impact of Covid-19. We are currently in the process of completing our review of this. Our conclusion will then be subject to an internal consultation process.

Executive Summary

Areas of audit focus (continued)

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Joint Governance Committee.

Executive Summary

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our audit planning report we identified a significant risks over sustainable resource deployment. We have revisited this assessment and considered the wider results of our other audit procedures; we identified no further significant risks.

Our findings and conclusions in respect of this risk are set out at Section 5 Value for Money Conclusion Risks. We have no other matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

Alongside our work on the financial statements, we also review and report to the National Audit Office (NAO) on your WGA return. The extent of our review, and the nature of our report, is specified by the NAO. As the Council falls below the £500 million threshold for review as per the NAO's group instructions, we are not reporting any matters.

Independence

We have no issues to report.

Please refer to Section 9 for our update on Independence.

02 Areas of Audit Focus

Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

As part of our work we focused on the key judgemental areas of financial statements, such as accounting policies, the model applied to the minimum revenue provision and unusual transactions.

We reviewed accounting estimates for evidence of management bias, and specifically focused on the following:

- IAS 19 disclosures;
- NDR appeals provision; and
- Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

What did we do?

We have performed the procedures described in our original audit plan. Please see the following page for full details.

What are our conclusions?

Our audit work completed to date has found no evidence that management had attempted to override internal controls.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business.

We have not yet completed our work on the valuation of assets and will update the Joint Governance Committee on progress is this area verbally.

This conclusion is based on detailed testing of accounts entries susceptible to potential manipulation.

Significant Risk

Significant risk

Further details on procedures/work performed

We identified the key fraud risks at the planning stage of the audit and considered the effectiveness of management's controls that are designed to address the risk of fraud. We updated our understanding of the risks of fraud and the controls put in place to address them and made enquiries of Internal Audit, management and those charged with governance to support our understanding.

We have:

- Inquired of management about risks of fraud and the controls put in place to address those risks.
- Understood the oversight given by those charged with governance of management's processes over fraud.
- Considered the effectiveness of management's controls designed to address the risk of fraud.

Performed mandatory procedures regardless of specifically identified fraud risks, including:

- Reviewing the appropriateness of journal entries recorded in the general ledger, and other adjustments made in the preparation of the financial statements.
- Reviewing and discussing with management and challenging any accounting estimates on revenue or expenditure recognition for evidence of bias, specifically:
    - IAS 19 disclosures;
    - NDR appeals provision; and
    - Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

  We found that the valuation methodology for each of the above estimates has not changed from prior years.

- Reviewing the transactions in the financial statements for evidence of any significant unusual transactions.

In addition to our overall response, we considered where these risks may present themselves and identified a separate fraud risk related to the capitalisation of revenue expenditure and a separate significant risk over the valuation of investment properties and included the valuation of land and buildings as an area of audit focus as set out on the following slides.

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Areas of Audit Focus

Significant risk

Risk of fraud in revenue and expenditure recognition – specifically in inappropriate capitalisation of revenue expenditure

What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

From our risk assessment, we have assessed that the risk manifests itself solely through the inappropriate capitalisation of revenue expenditure to improve the financial position of the general fund.

Capitalised revenue expenditure can be funded through borrowing with only minimal MRP charges recorded in the general fund, deferring the expenditure for 30+ years when the borrowing is repaid.

What did we do?

Our approach focussed on:

► For significant additions we examined invoices, capital expenditure authorisations, leases and other data that support the additions. We reviewed the sample selected against the definition of capital expenditure in IAS 16.

► We extended our testing of items capitalised in the year by lowering our testing threshold. We will also review a larger random sample of capital additions below our testing threshold.

► Journal testing – we used our testing of Journals to identify high risk transactions, such as items originally recorded as revenue expenditure and subsequently capitalised.

► Revenue Expenditure Funded by Capital Under Statute (REFCUS) - We extended our testing of items that were classified as REFCUS in the year by lowering our testing threshold. We challenged managements classification to ensure that items were appropriately included in this category. Expenditure that is classed as REFCUS is mainly in the form of capital grants where the Council does not receive an asset on their Balance Sheet.

What are our conclusions?

The Council made additions to operational assets of £5.7 million; Heritage Assets of £51,000 and Investment Properties of £43.4 million.

The Council also incurred revenue expenditure funded by capital under statute of £11.0 million.

We are satisfied that capital additions made in the year met the requirements of IAS 16, and had been correctly capitalised.

We are also satisfied that the expenditure under REFCUS was appropriately classified.

Significant Risk

Significant risk

Introduction of new financial management system

What is the risk?

The Council introduced its new Technology One financial management system with effect from November 2019. It put in place measures to migrate data on 2019/20 transactions and balances from the old to the new financial management system. The Council's 2019/20 financial statements were prepared using data taken from the new general ledger at the end of the financial year.

To ensure the production of materially accurate and complete 2019/20 financial statements, it is essential that the Council is assured over the completeness and accuracy of financial data to its new general ledger.

What did we do?

We:

- met officers to discuss and understand the process for implementing the new financial management system.
- reviewed the actions taken by the Council to ensure the complete and accurate migration of financial data to the new general ledger. This included reviewing the effectiveness of reconciliation processes.
- undertook our own testing on the completeness and accuracy of data migration.
- met internal audit to understand the work they had completed in 2019/20 in relation to the new ledger system.
- reviewed how data from the new system maps to the statement of accounts, as part of our understanding of the accounts production process for 2019/20.

What are our conclusions?

From the work performed we have sufficient assurance the data transfer from the old system to the new system was materially accurate and complete.

Significant Risk

Significant risk

Valuation of Investment Properties

What is the risk?

The fair value of Investment Properties represents a significant balance in the Council's accounts (£78.6 million) and is subject to valuation changes, impairment reviews and market fluctuations. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty in the valuations at year-end.

Since late March 2020 in the UK, Covid-19 has had a dramatic impact on the occupation of buildings due to the forced closure of restaurants, retail stores, leisure, offices and hotels due to government regulation. We do not know how long the government's measures will last or how long businesses will be impacted. Rental income is expected to fall as tenants may default on their rents or seek to negotiate rent reductions as they can no longer trade effectively. This could have a significant impact on investment properties and we have therefore raised a significant risk in relation to these valuations.

The value of Investment Properties at 31 March 2020 was £78.6 million.

What did we do?

We have:

- Considered the work performed by the Council's valuer, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- instructed our own Property valuation team (EY Real Estates) to review a sample of property valuations performed by the Councils Valuer
- Tested accounting entries have been correctly processed in the financial statements; and

We also noted that the Council's valuer attached a 'material uncertainty' clause to their valuation as a result of Covid. We reviewed the adequacy of the disclosure of this in the Council's accounts.

What are our conclusions?

We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions.

This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.

Our audit opinion is likely to include an emphasis of matter paragraph. The emphasis of matter will draw attention to the material uncertainty over property valuations included within the valuers Report and we will require additional disclosure in the financial statements regarding this matter, as a result of Covid-19. Our opinion is not modified in respect of this matter.

Significant Risk

Significant risk

Pension liability valuation

What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by West Sussex County Council. The Council's pension fund liability is a material estimated balance and the Code requires that this liability be disclosed on the Council's balance sheet. At 31 March 2019 this totalled £34 million. The information disclosed is based on the IAS 19 report issued to the Council by the actuary.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates. In the prior year the 'McCloud' judgement impacted the estimate and resulted in an amendment of the net pension liability. We anticipate this will again be a key assumption in estimating the pension liability. We would expect the Council's actuary to be basing their assumptions taking into account the Council's specific membership profile and how it has been impacted by the judgement. We also note that there may be further developments in this area, potentially again coming after the balance sheet date.

Due to the timing of the pandemic and the UK restrictions it is highly likely that the value of plan assets within the pension fund will be significantly impacted – in particular level 3 assets where there is no active market. West Sussex Pension Fund has £488m worth of Level 3 assets as at 31st March 19. Although Adur DC only represents 2.56% of the fund this is still material at £12.5m at 31 March 2019. Due to the timing of the pandemic the IAS 19 fair value of assets will be based on an estimate. Considering the size and nature of these assets it is likely that actual values will be different to the estimate and even small changes can have a material impact on the Council's accounts.

What did we do?

We have performed the procedures described in our original audit plan. Please see the following page for full details.

What are our conclusions?

The value of the liability as at 31 March 2020 was £14.4 million.

We identified that the pension fund asset value at 31 March 2020 used by the actuary in their report was understated by £185,000.

As the difference is not material, we concluded that the net pension liability was fairly stated.

In all other respects we have no findings to report.

Areas of Audit Focus

Significant risk

Further details on procedures/work performed

We:

- Liaised with the auditors of West Sussex Pension Fund to obtain assurances over the information supplied to the actuary in relation to Adur District Council;
- Assessed the work of the Pension Fund actuary (Hymans Robertson) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by Public Sector Auditor Appointments for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team.
- Considered the movement in fund asset values between the actuary's estimate and year end;
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19; and
- Reviewed the Council's calculation of the impact of the 'McCloud' and 'Goodwin' judgement noting that the post balance sheet events did not have a material impact on the pension liability and therefore are not required to be disclosed as post balance sheet event

We have considered the assurance reports from the West Sussex Pension Fund Auditor.

We have considered the information provided by the EY Pensions actuarial team and are satisfied that the information supplied to the actuary is accurate and the assumptions applied by the actuary are reasonable.

We considered the Council's response to legal rulings regarding age discrimination arising from public sector pension scheme transitional arrangements, commonly described as the McCloud ruling. On 16 July 2020, HM Treasury issued a consultation regarding transitional arrangements for public sector pensions to eliminate discrimination as identified through the McCloud case. This consultation introduced a requirement for members to have been members of the scheme on or before 31 March 2012 and on or after 1 April 2015 to be eligible for remedy. Our EY Pensions team has reviewed the approach taken by Hymans Robertson and established that the approach was reasonable, but noted the approach used by Hymans Robertson was likely to be more approximate compared to other actuaries.

The release of the Consultation allowed the actuary to complete a more detailed calculation of the added McCloud benefit for individual scheme members as opposed to rely on the GAD assumption. EY Pensions confirmed that if the McCloud impact was immaterial using Hymans' pre-consultation methodology, we would expect the McCloud impact to decrease and so remain immaterial. We noted that as the McCloud allowance for Adur District Council was £132,000, any further decrease in the allowance would be immaterial and likely trivial. As the adjustment relates to a post balance sheet event (i.e. the release of the consultation) an adjustment would only be required if it is material, as it is clearly not, no adjustment is required.

As a result, we are satisfied that the IAS 19 report used in the preparation of the draft financial statement is based on appropriate assumptions. We have also considered the impact of another recent legal ruling (referred to as Goodwin) and are satisfied based on the current guidance we have that the impact of this is not material to the Council's financial statements. Therefore no adjustments have been proposed. We have asked the Council to consider whether the post balance sheet events disclosure should be updated to reflect these recent events.

Other risk

Valuation of property, plant & equipment

What is the risk?

The value of Property, Plant and Equipment (PPE) represents a significant balance in the Council's accounts and is subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet. The value of operational assets in the draft accounts at 31 March 2020 is £37.7 million, £23.3 million of which is valued at Existing Use Value (EUV) with the remaining properties £14.5 million at Depreciated Replacement Cost (DRC) and HRA dwellings is £190.6 million valued using the Beacon method.

The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty in the valuations at year-end.

This impact is expected to affect PPE valued at EUV as the valuation basis for these properties is linked to recent market transactions.

What did we do?

We have:

- Considered the work performed by the Council's valuer, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- instructed our own Property valuation team (EY Real Estates) to review a sample of property valuations performed by the Council's Valuer;
- Considered the annual cycle of valuations to ensure that investment properties are being revalued every year;
- Tested accounting entries have been correctly processed in the financial statements; and

We also noted that the Council's valuer attached a 'material uncertainty' clause to their valuation as a result of Covid. We reviewed the adequacy of the disclosure of this in the Council's accounts.

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What are our conclusions?

We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions.

This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.

Our audit opinion is likely to include an emphasis of matter paragraph. The emphasis of matter will draw attention to the material uncertainty over property valuations included within the valuers Report and we will require additional disclosure in the financial statements regarding this matter, as a result of Covid-19. Our opinion is not modified in respect of this matter.

Areas of Audit Focus

Other risk

Going Concern Disclosure

What is the risk?

Covid-19 has created a number of financial pressures throughout Local Government. There is currently not a clear statement of financial support from MHCLG that covers all financial consequences of Covid-19.

There have been a number of media stories in both the national press and trade publications raising the possibilities of an increase in chief financial officers using their s114 powers. This could be under s114(3), insufficient resources to fund likely expenditure.

CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 sets out that organisations that can only be discontinued under statutory prescription shall prepare their accounts on a going concern basis.

However, International Auditing Standard 570 Going Concern, as applied by Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom, still requires auditors to undertake sufficient and appropriate audit procedures to consider whether there is a material uncertainty on going concern that requires reporting by management within the financial statements, and within the auditor's report. We are obliged to report on such matters within the section of our audit report 'Conclusions relating to Going Concern'.
To do this, the auditor must review management's assessment of the going concern basis applying IAS1 Presentation of Financial Statements.

What did we do?

In light of the unprecedented nature of Covid-19, its impact on the funding of public sector entities and uncertainty over the form and extent of government support, we sought a documented and detailed consideration to support management's assertion regarding the going concern basis. Our audit procedures to review these included consideration of:

- Current and developing environment;
- Liquidity (operational and funding);
- Mitigating factors;
- Management information and forecasting; and
- Sensitivities and stress testing.

Due to the impact of Covid-19, we also consulted internally with our risk department over the level of disclosure.

What are our conclusions?

We have reviewed management's going concern assessment in the draft financial statements. We noted that this disclosure was very limited and requested that management provide an enhanced disclosure and supporting evidence to reflect the impact of Covid-19. We are currently in the process of completing our review of this. Our work will include stress testing of assumptions and cash flow forecasts and ensuring the updated going concern disclosure within the financial statements is consistent with management's going concern assessment and that there is no material uncertainty which requires disclosure.

Once we have completed our review we will need to comply with our internal consultation processes in relation to going concern. We will update the Joint Governance Committee if any further issues arise as a result of the consultation.

03 Audit Report

Audit Report

Draft audit report

Our draft opinion on the financial statements is included below. Note that we have not yet concluded whether additional wording around the going concern or the material uncertainty relating to property valuations will be required in our opinion as we have not yet completed our internal consultation procedures.

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADUR DISTRICT COUNCIL

Opinion

We have audited the financial statements of Adur District Council for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash Flow Statement and related notes 1 to 41; the Housing Revenue Account Comprehesive Income and Expenditure Statement, the Statement of Movement on the HRA Balance and the related notes 1 to 12 and the Collection Fund and the related notes 1 to 5.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion the financial statements:

- give a true and fair view of the financial position of Adur District Council as at 31 March 2020 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

Basis for opinion

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

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

Conclusions relating to going concern

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

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

Draft audit report

Our opinion on the financial statements

Other information

The other information comprises the information included in the Statement of Accounts 2019-20, other than the financial statements and our auditor's report thereon. The Chief Financial Officer is responsible for the other information.

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

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

We have nothing to report in this regard.

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

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

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

Matters on which we report by exception

We report to you if:

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

We have nothing to report in these respects.

Draft audit report

Our opinion on the financial statements

Responsibility of the Chief Financial Officer

As explained more fully in the Statement of the Chief Financial Officer Responsibilities set out on page 29, the Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Chief Financial Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

Draft audit report

Our opinion on the financial statements

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

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

Certificate

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

Use of our report

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

Helen Thompson (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Southampton

04 Audit Differences

Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as "known" or "judgemental". Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Summary of adjusted differences

We highlight the following misstatements greater than £1.0 million which have been corrected by management that were identified during the course of our audit:

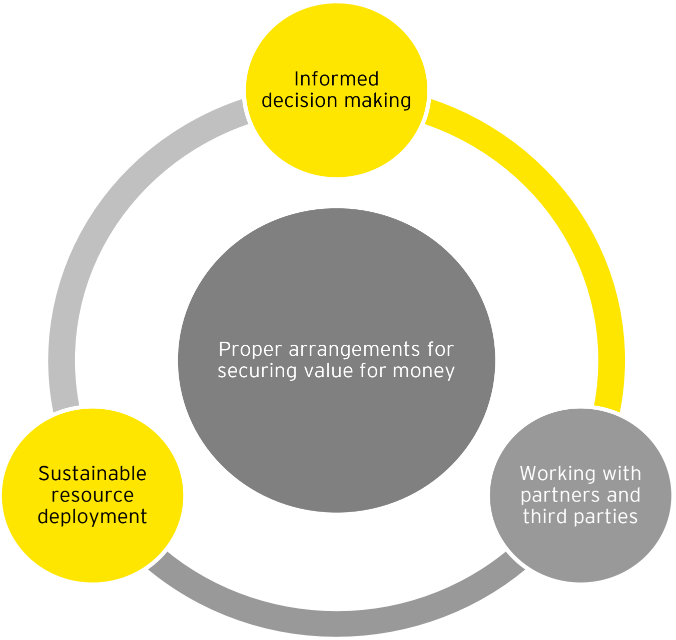
- £4.25 million error in the cashflow statement

There were no uncorrected misstatements at the time of writing this report.

We will update members at the meeting if there are any other adjustments to be reported.

05 Value for Money Risks

Value for Money



Background

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2019/20 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

Impact of Covid-19 on our value for money assessment

On 16 April 2020 the National Audit Office published an update to auditor guidance in relation to the 2019/20 value for money assessment in the light of covid-19.

This clarified that in undertaking the 2019/20 value for money assessment auditors should consider local authorities' response to Covid-19 only as far as it relates to the 2019-20 financial year; only where clear evidence comes to the auditor's attention of a significant failure in arrangements as a result of Covid-19 during the financial year, would it be appropriate to recognise a significant risk in relation to the 2019-20 VFM arrangements conclusion.

Overall conclusion

We identified one significant risk around these arrangements. The table on the next page presents our findings in response to the risk in our audit planning report. We therefore expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

Value for Money Risks

We are only required to determine whether there are any risks that we consider significant within the Code of Audit Practice, where risk is defined as:

"A matter is significant if, in the auditor's professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public"

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The table below presents the findings of our work in response to the risks areas in our audit planning report.

What is the significant value for money risk?	What arrangements did the risk affect?	What are our findings?
The Council will not be able to plan its finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions. The Council continues to face significant financial challenges over the coming years. We concluded last year that the Council's Medium Term Financial Plan was sound and we noted that plans were in place to deliver the 2019/20 budget. In the 2019/20 budget, the Council originally identified a budget gap of £10.3 million over the next 4 years to 2023/24. It has identified £4.3 million of savings to mitigate this gap, however, this leaves £6 million of savings yet to be identified. At 31 March 2019, the Council had £18.1 million of usable revenue reserves. This included the General Fund reserve of £519,000 which is just above the minimum level set by the Section 151 Officer. These reserves would not be sufficient to cover any shortfall in savings were they not to be achieved and leaves little resilience to meet unexpected issues.	Deploy resources in a sustainable manner	We have: ▪ Used the PSAA's value for money profile tool to assess Council spending against similar councils. ▪ Reviewed, assessed and challenged the key assumptions used by the Council to create the medium term financial strategy. ▪ Reviewed the outturn position against budget for 2019/20 and the Council's financial position at 31 March 2020. ▪ Reviewed the Council's monitoring of savings required in service budgets. We also • Reviewed the Council's strategy for purchasing commercial property. • Considered the financial and governance procedures in place regarding this strategy. • Considered whether the Council has obtained appropriate professional advice regarding purchases made within the strategy. In summary, we remain satisfied that the MTFS has been prudently updated in the light of the current economic climate and that the assumptions underpinning it remain reasonable. However, there is still significant uncertainty over future funding from central government. Therefore, the Council needs to continue to seek out methods to generate savings without impacting on services and retaining a sustainable financial position. Our detailed findings are set out on the following pages.

Significant risk

What are our findings?

Review of the PSAA's value for money profile tool to assess Council spending against similar councils
We reviewed the PSAA's value for money profile tools which compared the Council to its nearest statistical neighbours. This highlighted several areas where the Council's expenditure is significantly higher or lower than other similar councils. Many of these areas are where the Council's reportedly higher spending results from the specific nature or arrangements at the Authority, such as its size (which typically means higher cost per head, as one of the smallest authorities) or partnership working arrangements which result in low administration costs.

Further, there are unique demographic and geographical influences on these factors. Spend on Housing Services per head continues to be significantly higher than average, for example, while net spend on Housing Benefit administration continues to be significant below the average. Each of these specific areas are known to the Council and areas of specific focus. The fact these figures are higher than statistical neighbours does not indicate any weaknesses in the Council's proper arrangements to achieve economy, efficiency and effectiveness.

Reviewed, assessed and challenged the key assumptions used by the Council to create the medium term financial strategy
The Council set a balanced budget for 2020/2021 and planning is underway for 2021/22. The Council has updated the Medium Term Financial Strategy (MTFS) for the impacts of Covid-19. We ascertained that all the key assumptions used in creating the 2020/21 annual budget and beyond in the MTFS appear to be reasonable and justified. There are sound internal and external justifications behind the changes in the assumptions for the future years (in inflation and Council Tax for example) and the Council appears to have conservatively estimated savings over the 5-year period of the MTFS.

The Council is facing, and will continue to face, significant financial challenges. The Council carries very low reserves for an organisation of its size, although it is meeting the minimum stated General Fund reserve (6% of revenue expenditure) with a General Fund balance of £1,597,000. When combined with earmarked revenue reserves of £1,392,000, the Council has total available revenue reserves of £2,989,000 as at 31 March 2020.

We recognise that the financial challenge to the Council remains, and further savings requirements will need to be made in order for the Council to build up reserves.

The Council can clearly articulate the impact of Covid-19 on its financial position and has savings plans in place to mitigate the additional pressure on budgets. However, the low reserve levels held by the Council have created risk during the pandemic when it was unclear how much government funding would be received. The subsequent announcements have relieved this pressure in the short term.

Reviewed the outturn position against budget for 2019/20 and the Council's financial position at 31 March 2020.
The financial outturn for the General Fund shows that the Council has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. The Council has reported an underspend of £613,424 against a revenue budget of £8,658,000 and capital spend of £60,269,978 against a revised budget of £71,972,440.

Areas of Audit Focus

Significant risk

What are our findings?
Reviewed the Council's monitoring of savings required in service budgets Based on previous experience of the Council's budget process, whereby the savings required have been detailed in the budget book and through budget monitoring procedures down to service or activity level, we have concluded that the saving requirements will be appropriately identified and monitored. The Council appears to be prioritising savings items and giving these savings appropriate consideration at Committee level when making plans. They have forecast significant additional income from commercial properties and have earmarked funds to help them achieve this. **Reviewed the Council's strategy for purchasing commercial property.** The Council has continued to invest in property, a strategy originally established during 2017/18 and has purchased significant commercial property, some of which is outside its boundary. Significant purchases (£43.4m) were made in 2019/20 and more options are being evaluated. The Council has continued to borrow to invest in properties. The Council's strategy appears to be consistent across all main areas (investment, treasury, and commercial) – investment and commercial goals are aimed towards facilitating investment in commercial properties. Treasury management makes plans for this and works to balance the need to invest in properties that will generate future income, with the need to implement short term savings. The Council has sought appropriate sufficient financial advice from third parties who are well qualified to issue it, including both external financial advice and treasury management support. **Considered the financial and governance procedures in place regarding this strategy.** The Council appears to have a clear plan for risk management and oversight in place to prevent risk. Importantly there is a risk response plan in place for when risks are identified. The governance procedures in place to minimise risks associated with the individual property purchases appear to be robust – there are set timetables for updates to the committees; and committee members appear to be engaged and questioning about the purchase plans. To manage long term strategic risk, the Council has a standardised prescriptive procedure in place for identifying, categorising and managing risks. This helps departments to be more aware of the risks that they face and to be better prepared to manage them if they arise. Financial risk management is predominantly based around ensuring the Council has sufficient funds to support itself on any occasions when spend is higher than anticipated. The Council is also working on building up their reserves over the next five years to support this.

Significant risk

What are our findings?
Considered whether the Council has obtained appropriate professional advice regarding purchases made within the strategy. The Council commissioned a report on the commercial investment plan by a private sector property consultancy firm in the prior year. The Council has used the advice of the consultancy firm in areas such as planning the size of the fund and the level of revenue retention to maintain, which has been incorporated into budgets. This report has helped guide the Council in both financial planning and financial due diligence. The background information allows the Council to check that figures and expectations in the strategy are robust while the recommendations provided help shape future financial plans. With respect to property purchases throughout the year, the Council has received external support from estate agents and property surveyors. This helps the Council with the valuation of the property and the anticipated return on investment, as well as evaluating the physical condition of the proposed purchase. The surveyor's report also includes legal due diligence, for example checks on the legal title, tenure and service charges and existing contracts.

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06 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2019/20 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2019/20 and published with the financial statements is consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We have no matters to report to the Council in relation to this work.

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other matters

We have no other matters to report.

07 Assessment of Control Environment

Assessment of Control Environment

Financial controls

Under ISA (UK&I) 265 it is mandatory to communicate significant deficiencies in internal control in writing to any audit client. Unless the audit team has used the 'Management Letter template' to communicate significant deficiencies, it is mandatory to use this section if there are any.

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

08 Independence

Confirmation and analysis of Audit fees

We confirm there are no changes in our assessment of independence since our confirmation in our audit planning board report dated March 2020.

We complied with the APB Ethical Standards. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Joint Governance Committee

We confirm we have undertaken non-audit work outside of the Statement of responsibilities of auditors and audited bodies as issued by the Public Sector Audit Appointments Ltd. We have adopted the necessary safeguards in our completion of this work

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Council, and its directors and senior management and its affiliates, including all services provided by us and our network to your Council, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2019 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

Our fees do not yet include the scale fee review which is currently underway with management and PSAA to agree whether the scale fees need to be rebased to properly account for the increased audit and quality requirements as well as increased regulatory challenge on the depth and quality of assurance provided by audit suppliers. There is now greater pressure on firms to deliver higher quality audits by requiring auditors to demonstrate greater professional scepticism when carrying out their work. This has resulted in auditors needing to exercise greater challenge to the areas where management makes judgements or relies upon advisers, for example, in relation to estimates and related assumptions within the accounts. Discussions remain ongoing.

As part of our reporting on our independence, we set out below a summary of the fees you have paid us in the year ended 31 March 2020.

Description	Estimated Fee 2019/20 £	Scale Fee 2019/20 £	Final Fee 2018/19 £
Total Fee – Code work (1)	37,054	37,054	37,054
Change in financial management system	10,500	n/a	n/a
Value for money risk	3,000	n/a	3,000
Prior year adjustment	n/a	n/a	335
Additional Covid -19 related costs (2)	TBC	n/a	n/a
Total audit	TBC	37,054	37,054
Other non-audit services not covered above (Housing Benefits)	TBC	n/a	29,506
Total other non-audit services	TBC	n/a	29,506

All fees exclude VAT

Note:

(1) We outlined in our audit plan the basis on which the scale fees are set by PSAA. We also outlined a combination of factors which mean that we do not believe the existing scale fees provide a clear link with both a public sector organisation's risk and complexity and therefore it endangers the sustainability of Local Audit in the future.

Based on these factors, and in light of requests from PSAA to provide further detailed analysis we have estimated the impact on the Council, which has been shared with management but we have not reached agreement on that rebasing.

(2) We will hold discussions with officers regarding the additional fee for the work required in relation to Covid-19.

All additional fees will be subject to approval by PSAA.

Other communications

EY Transparency Report 2020

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2020:

https://www.ey.com/en_uk/who-we-are/transparency-report-2020

09 Appendices

Appendix A

Required communications with the Joint Governance Committee

There are certain communications that we must provide to the audit committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

Required communications	What is reported?	Our Reporting to you When and where
Terms of engagement	Confirmation by the Joint Governance Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit planning report to Joint Governance Committee in March 2020
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Audit planning report to Joint Governance Committee in March 2020
Significant findings from the audit	▸ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures ▸ Significant difficulties, if any, encountered during the audit ▸ Significant matters, if any, arising from the audit that were discussed with management ▸ Written representations that we are seeking ▸ Expected modifications to the audit report ▸ Other matters if any, significant to the oversight of the financial reporting process	Audit results report to November 2020 Joint Governance Committee

Appendix A

Required communications	What is reported?	Our Reporting to you: When and where
Going concern	Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including: ▸ Whether the events or conditions constitute a material uncertainty ▸ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▸ The adequacy of related disclosures in the financial statements	No conditions or events were identified, either individually or together to raise any doubt about Adur District Council's ability to continue for the 12 months from the date of our report.
Misstatements	▸ Uncorrected misstatements and their effect on our audit opinion ▸ The effect of uncorrected misstatements related to prior periods ▸ A request that any uncorrected misstatement be corrected ▸ Material misstatements corrected by management	Audit results report to November 2020 Joint Governance Committee
Subsequent events	▸ Enquiry of the Joint Governance Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.	November 2020 Joint Governance Committee
Fraud	▸ Enquiries of the Joint Governance Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority ▸ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist ▸ Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. ▸ The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected ▸ Any other matters related to fraud, relevant to Joint Governance Committee responsibility.	Audit results report to November 2020 Joint Governance Committee No matters to report.

Appendix A

Required communications	What is reported?	Our Reporting to you When and where
Related parties	Significant matters arising during the audit in connection with the Authority's related parties including, when applicable: ▸ Non-disclosure by management ▸ Inappropriate authorisation and approval of transactions ▸ Disagreement over disclosures ▸ Non-compliance with laws and regulations ▸ Difficulty in identifying the party that ultimately controls the Authority	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Independence	Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence. Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as: ▸ The principal threats ▸ Safeguards adopted and their effectiveness ▸ An overall assessment of threats and safeguards ▸ Information about the general policies and process within the firm to maintain objectivity and independence Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.	Audit planning report to Joint Governance Committee in March 2020 and Audit results report to November 2020 Joint Governance Committee

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
External confirmations	▸ Management's refusal for us to request confirmations ▸ Inability to obtain relevant and reliable audit evidence from other procedures.	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Consideration of laws and regulations	▸ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur ▸ Enquiry of the Joint Governance Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Joint Governance Committee may be aware of	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.
Significant deficiencies in internal controls identified during the audit	▸ Significant deficiencies in internal controls identified during the audit.	Audit results report to November 2020 Joint Governance Committee and Annual Audit Letter. No matters to report.

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		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Written representations we are requesting from management and/or those charged with governance	▸ Written representations we are requesting from management and/or those charged with governance	Audit results report to November 2020 Joint Governance Committee
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	▸ Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Auditors report	▸ Any circumstances identified that affect the form and content of our auditor's report	Audit results report to November 2020 Joint Governance Committee
Fee Reporting	▸ Breakdown of fee information when the audit planning report is agreed ▸ Breakdown of fee information at the completion of the audit ▸ Any non-audit work	Audit planning report to Joint Governance Committee in March 2020 and Audit results report to November 2020 Joint Governance Committee

Management representation letter

Management Rep Letter

Ernst & Young LLP

Grosvenor House,

Grosvenor Square,

Southampton SO15 2BE,

United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of Adur District Council ("the Council") for the year ended 31 March 2020. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Adur District Council as of 31 March 2020 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented, subject to completion of the work.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with law and regulations, including fraud, known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by "whistleblowers") including non-compliance

Appendix B

Management representation letter

Management Rep Letter

matters:

- involving financial statements;
- related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
- related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
- involving management, or employees who have significant roles in internal controls, or others; or
- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
   - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
   - Additional information that you have requested from us for the purpose of the audit; and
   - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements[, including those related to the COVID-19 pandemic
3. We have made available to you all minutes of the meetings of the Council, Executive, Joint Governance and Joint Strategic Committees held through the year to the most recent meeting on the following date: 24 November 2020.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 35 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end, including events related to the COVID-19 pandemic, which require adjustment of or disclosure in the financial statements or notes thereto.

Management representation letter

Management Rep Letter

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Going Concern

1. Note 37 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

H. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

I. Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We confirm that the significant assumptions used in making the NDR appeals provision, valuation of assets and IAS19 disclosure estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete ,including the effects of the COVID-19 pandemic on the NDR appeals provision, valuation of assets and IAS19 disclosure and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events, including due to the COVID-19 pandemic

J. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Adur District Council

I confirm that this letter has been discussed and agreed by the Joint Governance Committee

Signed:

Name: Sarah Gobey

Position: Chief Financial Officer

Date:

Name: Councillor Boram

Position: Chairman, Joint Governance Committee

Date:

Appendix C

Accounting and regulatory update

Accounting update

Since the date of our last report to the Joint Governance Committee, there have been a number of exposure drafts, discussion papers and other projects issued. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures	Impact on Adur District Council
IFRS 16	▸ The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2021. The Council will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20.	IFRS 16 – leases introduces a number of significant changes which go beyond accounting technicalities. For example, the changes have the potential to impact on procurement processes as more information becomes available on the real cost of leases. The key accounting impact is that assets and liabilities in relation to significant lease arrangements previously accounted for as operating leases will need to be recognised on the balance sheet. In particular, full compliance with the revised standard for 2021/22 is likely to require a detailed review of existing lease and other contract documentation prior to 1 April 2021 in order to identify: ▸ all leases which need to be accounted for ▸ the costs and lease term which apply to the lease ▸ the value of the asset and liability to be recognised as at 1 April 2021 where a lease has previously been accounted for as an operating lease. We will discuss progress made in preparing for the implementation of IFRS 16 – leases with the finance team over the course of our 2020/21 audit.

Appendix C

Regulatory update

Since the date of our last report to the Joint Governance Committee, there have been a number of regulatory developments. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures	Impact on Adur District Council
Code of Audit Practice 2020	▸ The updated Code of Audit Practice issued by the National Audit Office has introduced some significant changes to the requirements regarding auditors' work on the value for money conclusion, which will be applicable from 2020/21.	▸ The NAO are currently updating the Auditor Guidance Notes which will set out how the new Code of Audit Practice should be applied when carrying out value for money work. As such, the impact remains to be confirmed. ▸ Further updates will be provided when possible.
Going Concern - ISA (UK) 570 (Revised September 2019)	▸ The standard is effective for audits of financial statements for periods commencing on or after 15 December 2019, however EY expects to early-adopt the revised standard for all of our audits of periods ending on or after 30 June 2020. ▸ This auditing standard has been revised in response to enforcement cases and well-publicised corporate failures where the auditor's report failed to highlight concerns about the prospects of entities which collapsed shortly after.	▸ Practice Note 10, which sets out how the auditing standards are applied in a public sector context, is currently being revised, including in light of the updated standard for Going Concern. As such, the impact is not clear at this stage. ▸ Further updates will be provided when possible.
Independence	▸ The Financial Reporting Council (FRC) published the Revised Ethical Standard 2019 in December and will be effective from 15 March 2020. A key change in the new Ethical Standard will be a general prohibition on the provision of non-audit services by the auditor (and its network) which will apply to companies that are UK Public Interest Entities (PIEs) . This prohibition will also extend to any UK parent and apply to all worldwide subsidiaries. A narrow list of permitted services will continue to be allowed.	▸ We will continue to monitor and assess all ongoing and proposed non-audit services and relationships to ensure they are permitted under the FRC Revised Ethical Standard 2019 which will be effective from 15 March 2020. Non-audit services which are in progress as at 15 March 2020 and are permitted under the existing ethical standard will be allowed to continue under the existing engagement terms until completed. We will work with you to ensure orderly completion of the services or where required, transition to another service provider within mutually agreed timescales.

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About EY

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Worthing Borough Council

Audit results report

Year ended 31 March 2020

November 2020

Building a better working world

13 November 2020

Worthing Borough Council
Worthing Town Hall
Chapel Road
Worthing
West Sussex
BN11 1HA

Dear Joint Governance Committee Members

We are pleased to attach our Audit Results Report for the forthcoming meeting of the Joint Governance Committee.

We have substantially completed our audit of the Council for the year ended 31 March 2020, As set out on pages 5 and 6, a number of issues have arisen as a result of Covid-19 which impacted on our audit. We confirm that we expect to issue an unqualified audit opinion on the financial statements, before the accounts publication date of 30 November 2020.

This report is intended solely for the use of the Joint Governance Committee, other members of the Council, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Joint Governance Committee meeting on 24 November 2020.

Yours faithfully

Helen Thompson

Associate Partner

For and on behalf of Ernst & Young LLP

Encl

Contents

Public Sector Audit Appointments Ltd (PSAA) issued the "Statement of responsibilities of auditors and audited bodies". It is available from the Chief Executive of each audited body and the PSAA website (https://www.psaa.co.uk/audit-quality/statement-of-responsibilities/).The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.
The "Terms of Appointment and further guidance (updated April 2018)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

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Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Hywel Ball, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

01 Executive Summary

Executive Summary

Scope update

In our audit planning report included in the papers for the 24 March 2020 Joint Governance Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. In our audit plan update, present to you at the Joint Governance Committee meeting on 22 September, we highlighted the changes to that scope as summarised below:

Changes to reporting timescales

As a result of COVID-19, new regulations, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 No. 404, have been published and came into force on 30 April 2020. This announced a change to publication date for final, audited accounts from 31 July to 30 November 2020 for all local authority bodies.

Changes to our risk assessment as a result of Covid-19

- **Valuation of investment property -** The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Council's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of investment property.
- **Pension Liability Valuation** - Due to the timing of the pandemic and the UK restrictions it is highly likely that the value of plan assets within the pension fund will be significantly impacted – in particular level 3 assets where there is no active market. West Sussex Pension Fund has £488m worth of Level 3 assets as at 31st March 19. Although Worthing Borough Council only represents 2.93% of the fund this is still material at £14.3m at 31 March 2019. Due to the timing of the pandemic the IAS 19 fair value of assets will be based on an estimate. Considering the size and nature of these assets it is likely that actual values will be different to the estimate and even small changes can have a material impact on the Council's accounts. As a result of the Covid-19 impact on fair value valuations, we have escalated this risk from an area of audit focus to a significant risk.
- **Valuation of Land and Buildings -** The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Council's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of property. This impact is expected to affect PPE valued at Existing Use Value (EUV) as the valuation basis for these properties is linked to recent market transactions. Whilst we have not escalated this to a significant risk, there are additional considerations to the area of audit focus.
- **Disclosures on Going Concern** – Financial plans for 2020/21 and beyond will need revision for Covid-19. We considered the unpredictability of the current environment gave rise to a risk that the Council would not appropriately disclose the key factors relating to going concern, underpinned by managements assessment with particular reference to Covid-19 and the Council's actual year end financial position and performance.
- **Adoption of IFRS16** – The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of local authority financial statements has been deferred until 1 April 2021. The Council will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20. We therefore no longer considered this to be an area of audit focus for 2019/20.

Executive Summary

Scope update (continued)

Changes in materiality

We updated our planning materiality assessment using the draft financial statements and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services, we updated our overall materiality assessment to £1.44 million (Audit Planning Report – £1.44m). This results in updated performance materiality, at 75% of overall materiality, of £1.08 million, and an updated threshold for reporting uncorrected misstatements of £72,000. We have considered whether any change to our materiality is required in light of Covid-19. Following this consideration, we were satisfied that the values for planning materiality, performance materiality and our audit threshold for reporting differences reported to you in our audit planning report remain appropriate.

We also identified areas where misstatement at a lower level than our overall materiality level might influence the reader and developed an audit strategy specific to these areas, including:

- Remuneration disclosures including any severance payments, exit packages and termination benefits. We audit these fully given their inherent sensitive nature.
- Related party transactions. We consider any related parties in terms of the underlying relationship and potential influence, and not simply the overall values disclosed.

Information Produced by the Entity (IPE): We identified an increased risk around the completeness, accuracy, and appropriateness of information produced by the entity due to the inability of the audit team to verify original documents or re-run reports on-site from the Council's systems. We undertook the following to address this risk:

- Used the screen sharing function of Microsoft Teams to evidence re-running of reports used to generate the IPE we audited; and
- Agree IPE to scanned documents or other system screenshots.

Additional EY consultation requirements concerning the impact on auditor reports because of Covid-19. The changes to audit risks, audit approach and auditor reporting requirements changed the level of work we needed to perform. We have set out the impact on our audit fee in Section 8.

Executive Summary

Status of the audit

We have substantially completed our audit of Worthing Borough Council's financial statements for the year ended 31 March 2020 and have performed the procedures outlined in our audit planning report. Subject to satisfactory completion of the following outstanding items. we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 4:

- Work over the valuation of investment properties and land and buildings;
- Work to complete the testing of the bad debts provision; housing benefit expenditure; government grants and finance and Investment income;
- Completion of manager and engagement partner review procedures;
- Completion of subsequent events review; and
- Receipt of the signed management representation letter

Audit differences

There are no unadjusted or adjusted audit differences arising from our audit.

Executive Summary

Areas of audit focus

Our audit planning report, and our audit planning update, identified key areas of focus for our audit of the Council's financial statements This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

Risk	Findings & Conclusions
Misstatements due to fraud or error (management override)	Our audit work completed to date has found no evidence that management had attempted to override internal controls and we have not identified any instances of inappropriate judgements being applied. We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business. Our work over the estimate for asset valuations remains in progress at this time.
Incorrect capitalisation of revenue spend	We are satisfied that capital additions made in the year met the requirements of IAS 16, and had been correctly capitalised.
Introduction of new financial management system	From the work performed we have sufficient assurance the data transfer from the old system to the new system was materially accurate and complete.
Valuation of investment properties	We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions. This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.
Pensions liability valuation	We concluded that the net pension liability was fairly stated.
Valuation of land and buildings	We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions. This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.
Going concern disclosure	Management included a very limited going concern disclosure within the draft financial statements. We have requested an updated disclosure and supporting evidence to reflect the impact of Covid-19. We are currently in the process of completing our review of this. Our conclusion will then be subject to an internal consultation process.

Areas of audit focus (continued)

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Joint Governance Committee.

Executive Summary

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our audit planning report we identified a significant risks over sustainable resource deployment. We have revisited this assessment and considered the wider results of our other audit procedures; we identified no further significant risks.

Our findings and conclusions in respect of this risk are set out at Section 5 Value for Money Conclusion Risks. We have no other matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

Alongside our work on the financial statements, we also review and report to the National Audit Office (NAO) on your WGA return. The extent of our review, and the nature of our report, is specified by the NAO. As the Council falls below the £500 million threshold for review as per the NAO's group instructions, we are not reporting any matters.

Independence

We have no issues to report.

Please refer to Section 9 for our update on Independence.

02 Areas of Audit Focus

Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

As part of our work we focused on the key judgemental areas of financial statements, such as accounting policies, the model applied to the minimum revenue provision and unusual transactions.

We reviewed accounting estimates for evidence of management bias, and specifically focused on the following:

- IAS 19 disclosures;
- NDR appeals provision; and
- Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

What did we do?

We have performed the procedures described in our original audit plan. Please see the following page for full details.

What are our conclusions?

Our audit work completed to date has found no evidence that management had attempted to override internal controls.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business.

We have not yet completed our work on the valuation of assets and will update the Joint Governance Committee on progress is this area verbally.

This conclusion is based on detailed testing of accounts entries susceptible to potential manipulation.

Significant Risk

Significant risk

Further details on procedures/work performed

We identified the key fraud risks at the planning stage of the audit and considered the effectiveness of management's controls that are designed to address the risk of fraud. We updated our understanding of the risks of fraud and the controls put in place to address them and made enquiries of Internal Audit, management and those charged with governance to support our understanding.

We have:

- Inquired of management about risks of fraud and the controls put in place to address those risks.
- Understood the oversight given by those charged with governance of management's processes over fraud.
- Considered the effectiveness of management's controls designed to address the risk of fraud.

Performed mandatory procedures regardless of specifically identified fraud risks, including:

- Reviewing the appropriateness of journal entries recorded in the general ledger, and other adjustments made in the preparation of the financial statements.
- Reviewing and discussing with management and challenging any accounting estimates on revenue or expenditure recognition for evidence of bias, specifically:
    - IAS 19 disclosures;
    - NDR appeals provision; and
    - Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

  We found that the valuation methodology for each of the above estimates has not changed from prior years.

- Reviewing the transactions in the financial statements for evidence of any significant unusual transactions.

In addition to our overall response, we considered where these risks may present themselves and identified a separate fraud risk related to the capitalisation of revenue expenditure and a separate significant risk over the valuation of investment properties and included the valuation of land and buildings as an area of audit focus as set out on the following slides.

Significant risk

Risk of fraud in revenue and expenditure recognition – specifically in inappropriate capitalisation of revenue expenditure

What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

From our risk assessment, we have assessed that the risk manifests itself solely through the inappropriate capitalisation of revenue expenditure to improve the financial position of the general fund.

Capitalised revenue expenditure can be funded through borrowing with only minimal MRP charges recorded in the general fund, deferring the expenditure for 30+ years when the borrowing is repaid.

What did we do?

Our approach focussed on:

► For significant additions we examined invoices, capital expenditure authorisations, leases and other data that support the additions. We reviewed the sample selected against the definition of capital expenditure in IAS 16.

► We extended our testing of items capitalised in the year by lowering our testing threshold. We will also review a larger random sample of capital additions below our testing threshold.

► Journal testing – we used our testing of Journals to identify high risk transactions, such as items originally recorded as revenue expenditure and subsequently capitalised.

► Revenue Expenditure Funded by Capital Under Statute (REFCUS) - We extended our testing of items that were classified as REFCUS in the year by lowering our testing threshold. We challenged managements classification to ensure that items were appropriately included in this category. Expenditure that is classed as REFCUS is mainly in the form of capital grants where the Council does not receive an asset on their Balance Sheet.

What are our conclusions?

The Council made additions to operational assets of £12.5 million and Investment Properties of £45.0 million.

The Council also incurred revenue expenditure funded by capital under statute of £1.8 million.

We are satisfied that capital additions made in the year met the requirements of IAS 16, and had been correctly capitalised.

We are also satisfied that the expenditure under REFCUS was appropriately classified.

Significant Risk

Significant risk

Introduction of new financial management system

What is the risk?

The Council introduced its new Technology One financial management system with effect from November 2019. It put in place measures to migrate data on 2019/20 transactions and balances from the old to the new financial management system. The Council's 2019/20 financial statements were prepared using data taken from the new general ledger at the end of the financial year.

To ensure the production of materially accurate and complete 2019/20 financial statements, it is essential that the Council is assured over the completeness and accuracy of financial data to its new general ledger.

What did we do?

We:

- met officers to discuss and understand the process for implementing the new financial management system.
- reviewed the actions taken by the Council to ensure the complete and accurate migration of financial data to the new general ledger. This included reviewing the effectiveness of reconciliation processes.
- undertook our own testing on the completeness and accuracy of data migration.
- met internal audit to understand the work they had completed in 2019/20 in relation to the new ledger system.
- reviewed how data from the new system maps to the statement of accounts, as part of our understanding of the accounts production process for 2019/20.

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What are our conclusions?

From the work performed we have sufficient assurance the data transfer from the old system to the new system was materially accurate and complete.

Significant Risk

Areas of Audit Focus

Significant risk

Valuation of Investment Properties

What is the risk?

The fair value of Investment Properties represents a significant balance in the Council's accounts (£78.6 million) and is subject to valuation changes, impairment reviews and market fluctuations. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty in the valuations at year-end.

Since late March 2020 in the UK, Covid-19 has had a dramatic impact on the occupation of buildings due to the forced closure of restaurants, retail stores, leisure, offices and hotels due to government regulation. We do not know how long the government's measures will last or how long businesses will be impacted. Rental income is expected to fall as tenants may default on their rents or seek to negotiate rent reductions as they can no longer trade effectively. This could have a significant impact on investment properties and we have therefore raised a significant risk in relation to these valuations.

The value of Investment Properties at 31 March 2020 was £74.5 million.

What did we do?

We have:

- Considered the work performed by the Council's valuer, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- instructed our own Property valuation team (EY Real Estates) to review a sample of property valuations performed by the Council's Valuer
- Tested accounting entries have been correctly processed in the financial statements; and

We also noted that the Council's valuer attached a 'material uncertainty' clause to their valuation as a result of Covid. We reviewed the adequacy of the disclosure of this in the Council's accounts.

What are our conclusions?

We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions.

This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.

Our audit opinion is likely to include an emphasis of matter paragraph. The emphasis of matter will draw attention to the material uncertainty over property valuations included within the valuers Report and we will require additional disclosure in the financial statements regarding this matter, as a result of Covid-19. Our opinion is not modified in respect of this matter.

Significant Risk

Significant risk

Pension liability valuation

What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by West Sussex County Council. The Council's pension fund liability is a material estimated balance and the Code requires that this liability be disclosed on the Council's balance sheet. At 31 March 2019 this totalled £34 million. The information disclosed is based on the IAS 19 report issued to the Council by the actuary.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates. In the prior year the 'McCloud' judgement impacted the estimate and resulted in an amendment of the net pension liability. We anticipate this will again be a key assumption in estimating the pension liability. We would expect the Council's actuary to be basing their assumptions taking into account the Council's specific membership profile and how it has been impacted by the judgement. We also note that there may be further developments in this area, potentially again coming after the balance sheet date.

Due to the timing of the pandemic and the UK restrictions it is highly likely that the value of plan assets within the pension fund will be significantly impacted – in particular level 3 assets where there is no active market. West Sussex Pension Fund has £488m worth of Level 3 assets as at 31st March 19. Although Worthing Borough Council only represents 2.93% of the fund this is still material at £14.3m at 31 March 2019. Due to the timing of the pandemic the IAS 19 fair value of assets will be based on an estimate. Considering the size and nature of these assets it is likely that actual values will be different to the estimate and even small changes can have a material impact on the Council's accounts.

What did we do?

We have performed the procedures described in our original audit plan. Please see the following page for full details.

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What are our conclusions?

The value of the liability as at 31 March 2020 was £13.5 million.

We identified that the pension fund asset value at 31 March 2020 used by the actuary in their report was understated by £208,000.

As the difference is not material, we concluded that the net pension liability was fairly stated.

In all other respects we have no findings to report.

Areas of Audit Focus

Significant risk

Further details on procedures/work performed

We:

- Liaised with the auditors of West Sussex Pension Fund to obtain assurances over the information supplied to the actuary in relation to Worthing Borough Council;
- Assessed the work of the Pension Fund actuary (Hymans Robertson) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by Public Sector Auditor Appointments for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team.
- Considered the movement in fund asset values between the actuary's estimate and year end;
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19; and
- Reviewed the Council's calculation of the impact of the 'McCloud' and 'Goodwin' judgement noting that the post balance sheet events did not have a material impact on the pension liability and therefore are not required to be disclosed as post balance sheet event

We have considered the assurance reports from the West Sussex Pension Fund Auditor.

We have considered the information provided by the EY Pensions actuarial team and are satisfied that the information supplied to the actuary is accurate and the assumptions applied by the actuary are reasonable.

We considered the Council's response to legal rulings regarding age discrimination arising from public sector pension scheme transitional arrangements, commonly described as the McCloud ruling. On 16 July 2020, HM Treasury issued a consultation regarding transitional arrangements for public sector pensions to eliminate discrimination as identified through the McCloud case. This consultation introduced a requirement for members to have been members of the scheme on or before 31 March 2012 and on or after 1 April 2015 to be eligible for remedy. Our EY Pensions team has reviewed the approach taken by Hymans Robertson and established that the approach was reasonable, but noted the approach used by Hymans Robertson was likely to be more approximate compared to other actuaries.

The release of the Consultation allowed the actuary to complete a more detailed calculation of the added McCloud benefit for individual scheme members as opposed to rely on the GAD assumption. EY Pensions confirmed that if the McCloud impact was immaterial using Hymans' pre-consultation methodology, we would expect the McCloud impact to decrease and so remain immaterial. We noted that as the McCloud allowance for Worthing Borough Council was £175,000, any further decrease in the allowance would be immaterial and likely trivial. As the adjustment relates to a post balance sheet event (i.e. the release of the consultation) an adjustment would only be required if it is material, as it is clearly not, no adjustment is required.

As a result, we are satisfied that the IAS 19 report used in the preparation of the draft financial statement is based on appropriate assumptions. We have also considered the impact of another recent legal ruling (referred to as Goodwin) and are satisfied based on the current guidance we have that the impact of this is not material to the Council's financial statements. Therefore no adjustments have been proposed. We have asked the Council to consider whether the post balance sheet events disclosure should be updated to reflect these recent events.

Other risk

Valuation of property, plant & equipment

What is the risk?

The value of Property, Plant and Equipment (PPE) represents a significant balance in the Council's accounts and is subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet. The value of operational assets in the draft accounts at 31 March 2020 is £109.5 million.

The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty in the valuations at year-end.

This impact is expected to affect PPE valued at EUV as the valuation basis for these properties is linked to recent market transactions.

What did we do?

We have:

- Considered the work performed by the Council's valuer, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- instructed our own Property valuation team (EY Real Estates) to review a sample of property valuations performed by the Council's Valuer;
- Considered the annual cycle of valuations to ensure that investment properties are being revalued every year;
- Tested accounting entries have been correctly processed in the financial statements; and

We also noted that the Council's valuer attached a 'material uncertainty' clause to their valuation as a result of Covid-19. We reviewed the adequacy of the disclosure of this in the Council's accounts.

What are our conclusions?

We instructed our property valuation team to review a sample of the valuation performed by the Council. The review focuses on whether the valuation is based on reasonable and supportable assumptions.

This review is not yet complete and we will provide an update to the Committee at the meeting on 24 November 2020.

Our audit opinion is likely to include an emphasis of matter paragraph. The emphasis of matter will draw attention to the material uncertainty over property valuations included within the valuers Report and we will require additional disclosure in the financial statements regarding this matter, as a result of Covid-19. Our opinion is not modified in respect of this matter.

Areas of Audit Focus

Other risk

Going Concern Disclosure

What is the risk?

Covid-19 has created a number of financial pressures throughout Local Government. There is currently not a clear statement of financial support from MHCLG that covers all financial consequences of Covid-19.

There have been a number of media stories in both the national press and trade publications raising the possibilities of an increase in chief financial officers using their s114 powers. This could be under s114(3), insufficient resources to fund likely expenditure.

CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 sets out that organisations that can only be discontinued under statutory prescription shall prepare their accounts on a going concern basis.

However, International Auditing Standard 570 Going Concern, as applied by Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom, still requires auditors to undertake sufficient and appropriate audit procedures to consider whether there is a material uncertainty on going concern that requires reporting by management within the financial statements, and within the auditor's report. We are obliged to report on such matters within the section of our audit report 'Conclusions relating to Going Concern'.
To do this, the auditor must review management's assessment of the going concern basis applying IAS1 Presentation of Financial Statements.

What did we do?

In light of the unprecedented nature of Covid-19, its impact on the funding of public sector entities and uncertainty over the form and extent of government support, we sought a documented and detailed consideration to support management's assertion regarding the going concern basis. Our audit procedures to review these included consideration of:

- Current and developing environment;
- Liquidity (operational and funding);
- Mitigating factors;
- Management information and forecasting; and
- Sensitivities and stress testing.

Due to the impact of Covid-19, we also consulted internally with our risk department over the level of disclosure.

What are our conclusions?

We have reviewed management's going concern assessment in the draft financial statements. We noted that this disclosure was very limited and requested that management provide an enhanced disclosure and supporting evidence to reflect the impact of Covid-19. We are currently in the process of completing our review of this. Our work will include stress testing of assumptions and cash flow forecasts and ensuring the updated going concern disclosure within the financial statements is consistent with management's going concern assessment and that there is no material uncertainty which requires disclosure.

Once we have completed our review we will need to comply with our internal consultation processes in relation to going concern. We will update the Joint Governance Committee if any further issues arise as a result of the consultation.

03 Audit Report

Audit Report

Draft audit report

Our draft opinion on the financial statements is included below. Note that we have not yet concluded whether additional wording around the going concern or the material uncertainty relating to property valuations will be required in our opinion as we have not yet completed our internal consultation procedures.

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WORTHING BOROUGH COUNCIL

Opinion

We have audited the financial statements of Worthing Borough Council for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash Flow Statement and related notes 1 to 41; and the Collection Fund and the related notes 1 to 5.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion the financial statements:

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

Basis for opinion

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

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

Conclusions relating to going concern

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

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

Draft audit report

Our opinion on the financial statements

Other information

The other information comprises the information included in the Statement of Accounts 2019-20, other than the financial statements and our auditor's report thereon. The Chief Financial Officer is responsible for the other information.

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

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

We have nothing to report in this regard.

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

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

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

Matters on which we report by exception

We report to you if:

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

We have nothing to report in these respects.

Draft audit report

Our opinion on the financial statements

Responsibility of the Chief Financial Officer

As explained more fully in the Statement of the Chief Financial Officer Responsibilities set out on page 29, the Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Chief Financial Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

Draft audit report

Our opinion on the financial statements

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

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

Certificate

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

Use of our report

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

Helen Thompson (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Southampton

04 Audit Differences

Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as "known" or "judgemental". Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

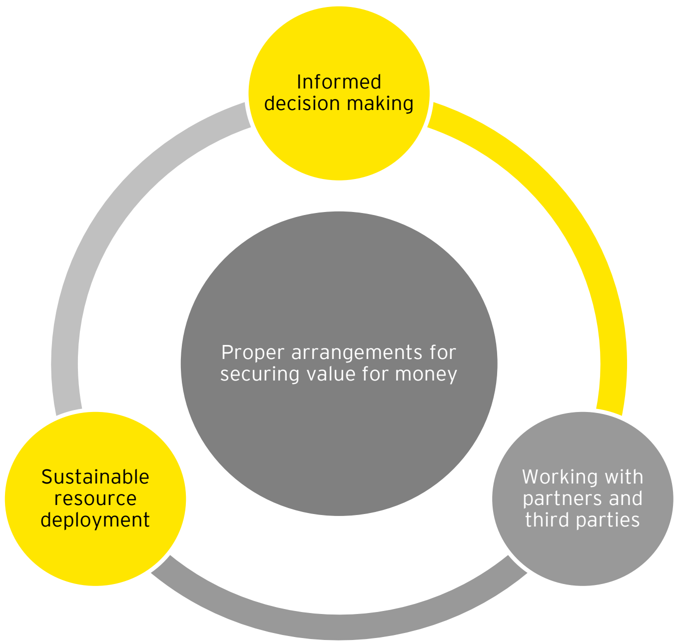
Summary of adjusted and unadjusted differences

We highlight any misstatements greater than £1.08 million which have been corrected by management that were identified during the course of our audit.

There were no corrected or uncorrected misstatements at the time of writing this report.

We will update members at the meeting if there are any adjustments to be reported.

05 Value for Money Risks



Background

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2019/20 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

Impact of Covid-19 on our value for money assessment

On 16 April 2020 the National Audit Office published an update to auditor guidance in relation to the 2019/20 value for money assessment in the light of covid-19.

This clarified that in undertaking the 2019/20 value for money assessment auditors should consider local authorities' response to Covid-19 only as far as it relates to the 2019-20 financial year; only where clear evidence comes to the auditor's attention of a significant failure in arrangements as a result of Covid-19 during the financial year, would it be appropriate to recognise a significant risk in relation to the 2019-20 VFM arrangements conclusion.

Overall conclusion

We identified one significant risk around these arrangements. The table on the next page presents our findings in response to the risk in our audit planning report. We therefore expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

Value for Money Risks

We are only required to determine whether there are any risks that we consider significant within the Code of Audit Practice, where risk is defined as:

"A matter is significant if, in the auditor's professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public"

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The table below presents the findings of our work in response to the risks areas in our audit planning report.

What is the significant value for money risk?	What arrangements did the risk affect?	What are our findings?
The Council will not be able to plan its finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions. The Council continues to face significant financial challenges over the coming years. We concluded last year that the Council's Medium Term Financial Plan was sound and we noted that plans were in place to deliver the 2019/20 budget. In the 2019/20 budget, the Council originally identified a budget gap of £14.9 million over the next 4 years to 2023/24. It has identified £7.6 million of savings to mitigate this gap, however, the leaves £6 million of savings yet to be identified. At 31 March 2019, the Council had £18.1 million of usable revenue reserves. This included the General Fund reserve of £869,000 which is just above the minimum level set by the Section 151 Officer. These reserves would not be sufficient to cover any shortfall in savings were they not to be achieved and leaves little resilience to meet unexpected issues.	Deploy resources in a sustainable manner	We have: ▪ Used the PSAA's value for money profile tool to assess Council spending against similar councils. ▪ Reviewed, assessed and challenged the key assumptions used by the Council to create the medium term financial strategy. ▪ Reviewed the outturn position against budget for 2019/20 and the Council's financial position at 31 March 2020. ▪ Reviewed the Council's monitoring of savings required in service budgets. We also • Reviewed the Council's strategy for purchasing commercial property. • Considered the financial and governance procedures in place regarding this strategy. • Considered whether the Council has obtained appropriate professional advice regarding purchases made within the strategy. In summary, we remain satisfied that the MTFS has been prudently updated in the light of the current economic climate and that the assumptions underpinning it remain reasonable. However, there is still significant uncertainty over future funding from central government. Therefore, the Council needs to continue to seek out methods to generate savings without impacting on services and retaining a sustainable financial position. Our detailed findings are set out on the following pages.

Significant risk

What are our findings?
Review of the PSAA's value for money profile tool to assess Council spending against similar councils We reviewed the PSAA's value for money profile tools which compared the Council to its nearest statistical neighbours. This highlighted a number of areas where the Council's expenditure is significantly higher or lower than other similar councils. Many of these areas are where the Council's reportedly higher spending results from the specific nature or arrangements at the Authority, such as its size (which typically means higher cost per head, as one of the smallest authorities) or partnership working arrangements which result in low administration costs. Further, there are unique demographic and geographical influences on these factors. Spend on Housing Services per head continues to be significantly higher than average, for example, while net spend on Housing Benefit administration continues to be significant below the average. Each of these specific areas are known to the Council and areas of specific focus. The fact these figures are higher than statistical neighbours does not indicate weaknesses in the Council's proper arrangements to achieve economy, efficiency and effectiveness. **Reviewed, assessed and challenged the key assumptions used by the Council to create the medium term financial strategy** The Council set a balanced budget for 2020/2021 and planning is underway for 2021/22. The Council has updated the Medium Term Financial Strategy (MTFS) for the impacts of Covid-19. We ascertained that all the key assumptions used in creating the 2020/21 annual budget and beyond in the MTFS appear to be reasonable and justified. There are sound internal and external justifications behind the changes in the assumptions for the future years (in inflation and Council Tax for example) and the Council appears to have conservatively estimated savings over the 5-year period of the MTFS. The Council is facing, and will continue to face, significant financial challenges. The Council carries very low reserves for an organisation of its size, although it is meeting the minimum stated General Fund reserve (6% of revenue expenditure) with a General Fund balance of £1,705,000. When combined with earmarked revenue reserves of £3,525,000, the Council has total available revenue reserves of £5,230,000 as at 31 March 2020. We recognise that the financial challenge to the Council remains, and further savings requirements will need to be made in order for the Council to build up reserves. The Council can clearly articulate the impact of Covid-19 on its financial position and has savings plans in place to mitigate the additional pressure on budgets. However, the low reserve levels held by the Council have created risk during the pandemic when it was unclear how much government funding would be received. The subsequent announcements have relieved this pressure in the short term. **Reviewed the outturn position against budget for 2019/20 and the Council's financial position at 31 March 2020.** The financial outturn for the General Fund shows that the Council has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. The Council has reported an underspend of £982,248 against a revenue budget of £13,704,010 and capital spend of £64,486,000 against a revised budget of £66,390,000.

Areas of Audit Focus

Significant risk

What are our findings?
Reviewed the Council's monitoring of savings required in service budgets Based on previous experience of the Council's budget process, whereby the savings required have been detailed in the budget book and through budget monitoring procedures down to service or activity level, we have concluded that the saving requirements will be appropriately identified and monitored. Whilst the Council has updated the MTFS in the light of COVID-19 and continues to identify savings, there is a cumulative budget gap across the period to 2025/26 of £19.9 million. The Council has identified £15.5 million of savings to date; however, this leaves a remaining budget gap of £4.4 million. The Council appears to be prioritising savings items and giving these savings appropriate consideration at Committee level when making plans. They have forecast significant additional income from commercial properties and have earmarked funds to help them achieve this. **Reviewed the Council's strategy for purchasing commercial property.** The Council has continued to invest in property, a strategy originally established during 2017/18 and have purchased significant commercial property, some of which is outside its boundary. Significant purchases (£45.0m) were made in 2019/20 and more options are being evaluated. The Council has continued to borrow to invest in properties. The Council's strategy appears to be consistent across all main areas (investment, treasury, and commercial) – investment and commercial goals are aimed towards facilitating investment in commercial properties. Treasury management makes plans for this and works to balance the need to invest in properties that will generate future income, with the need to implement short term savings. The Council has sought appropriate sufficient financial advice from third parties who are well qualified to issue it, including both external financial advice and Treasury Management support. **Considered the financial and governance procedures in place regarding this strategy.** The Council appears to have a clear plan for risk management and oversight in place to prevent risk. Importantly there is a risk response plan in place for when risks are identified. The governance procedures in place to minimise risks associated with the individual property purchases appear to be robust – there are set timetables for updates to the committees; and committee members appear to be engaged and questioning about the purchase plans. To manage long term strategic risk, the Council has a standardised prescriptive procedure in place for identifying, categorising and managing risks. This helps departments to be more aware of the risks that they face and to be better prepared to manage them if they arise. Financial risk management is predominantly based around ensuring the Council has sufficient funds to support itself on any occasions when spend is higher than anticipated. The Council is also working on building up their reserves over the next five years to support this.

Significant risk

What are our findings?
Considered whether the Council has obtained appropriate professional advice regarding purchases made within the strategy. The Council commissioned a report on the commercial investment plan by a private sector property consultancy firm in the prior year. The Council has used the advice of the consultancy firm in areas such as planning the size of the fund and the level of revenue retention to maintain, which has been incorporated into budgets. This report has helped guide the Council in both financial planning and financial due diligence. The background information allows the Council to check that figures and expectations in the strategy are robust while the recommendations provided help shape future financial plans. With respect to property purchases throughout the year, the Council has received external support from estate agents and property surveyors. This helps the Council with the valuation of the property and the anticipated return on investment, as well as evaluating the physical condition of the proposed purchase. The surveyor's report also includes legal due diligence, for example checks on the legal title, tenure and service charges and existing contracts.

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06 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement
We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2019/20 with the audited financial statements We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance. Financial information in the Statement of Accounts 2019/20 and published with the financial statements is consistent with the audited financial statements. We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Whole of Government Accounts
Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office. We have no matters to report to the Council in relation to this work.

Other powers and duties
We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest. We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other matters
We have no other matters to report.

07 Assessment of Control Environment

Assessment of Control Environment

Financial controls

Under ISA (UK&I) 265 it is mandatory to communicate significant deficiencies in internal control in writing to any audit client. Unless the audit team has used the 'Management Letter template' to communicate significant deficiencies, it is mandatory to use this section if there are any.

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

08 Independence

Independence

Confirmation and analysis of Audit fees

We confirm there are no changes in our assessment of independence since our confirmation in our audit planning board report dated March 2020.

We complied with the APB Ethical Standards. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Joint Governance Committee

We confirm we have undertaken non-audit work outside of the Statement of responsibilities of auditors and audited bodies as issued by the Public Sector Audit Appointments Ltd. We have adopted the necessary safeguards in our completion of this work

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Council, and its directors and senior management and its affiliates, including all services provided by us and our network to your Council, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2019 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

Our fees do not yet include the scale fee review which is currently underway with management and PSAA to agree whether the scale fees need to be rebased to properly account for the increased audit and quality requirements as well as increased regulatory challenge on the depth and quality of assurance provided by audit suppliers. There is now greater pressure on firms to deliver higher quality audits by requiring auditors to demonstrate greater professional scepticism when carrying out their work. This has resulted in auditors needing to exercise greater challenge to the areas where management makes judgements or relies upon advisers, for example, in relation to estimates and related assumptions within the accounts. Discussions remain ongoing.

As part of our reporting on our independence, we set out below a summary of the fees you have paid us in the year ended 31 March 2020.

Description	Estimated Fee 2019/20 £	Scale Fee 2019/20 £	Final Fee 2018/19 £
Total Fee – Code work (1)	36,311	36,311	36,311
Change in financial management system	10,500	n/a	n/a
Value for money risk	3,000	n/a	3,000
Additional Covid -19 related costs (2)	TBC	n/a	n/a
Total audit	TBC	36,311	39,311
Other non-audit services not covered above (Housing Benefits)	TBC	n/a	14,910
Total other non-audit services	TBC	n/a	14,910

All fees exclude VAT

Note:

(1) We outlined in our audit plan the basis on which the scale fees are set by PSAA. We also outlined a combination of factors which mean that we do not believe the existing scale fees provide a clear link with both a public sector organisation's risk and complexity and therefore it endangers the sustainability of Local Audit in the future.

Based on these factors, and in light of requests from PSAA to provide further detailed analysis we have estimated the impact on the Council, which has been shared with management but we have not reached agreement on that rebasing.

(2) We will hold discussions with officers regarding the additional fee for the work required in relation to Covid-19.

All additional fees will be subject to approval by PSAA.

Other communications

EY Transparency Report 2020
Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained. Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2020: https://www.ey.com/en_uk/who-we-are/transparency-report-2020

09 Appendices

Appendix A

Required communications with the Joint Governance Committee

There are certain communications that we must provide to the audit committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

Required communications	What is reported?	Our Reporting to you When and where
Terms of engagement	Confirmation by the Joint Governance Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit planning report to Joint Governance Committee in March 2020
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Audit planning report to Joint Governance Committee in March 2020
Significant findings from the audit	▸ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures ▸ Significant difficulties, if any, encountered during the audit ▸ Significant matters, if any, arising from the audit that were discussed with management ▸ Written representations that we are seeking ▸ Expected modifications to the audit report ▸ Other matters if any, significant to the oversight of the financial reporting process	Audit results report to November 2020 Joint Governance Committee

Appendix A

Required communications	What is reported?	Our Reporting to you: When and where
Going concern	Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including: ▸ Whether the events or conditions constitute a material uncertainty ▸ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▸ The adequacy of related disclosures in the financial statements	No conditions or events were identified, either individually or together to raise any doubt about Worthing Borough Council's ability to continue for the 12 months from the date of our report.
Misstatements	▸ Uncorrected misstatements and their effect on our audit opinion ▸ The effect of uncorrected misstatements related to prior periods ▸ A request that any uncorrected misstatement be corrected ▸ Material misstatements corrected by management	Audit results report to November 2020 Joint Governance Committee
Subsequent events	▸ Enquiry of the Joint Governance Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.	November 2020 Joint Governance Committee
Fraud	▸ Enquiries of the Joint Governance Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority ▸ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist ▸ Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. ▸ The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected ▸ Any other matters related to fraud, relevant to Joint Governance Committee responsibility.	Audit results report to November 2020 Joint Governance Committee No matters to report.

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Related parties	Significant matters arising during the audit in connection with the Authority's related parties including, when applicable: ▶ Non-disclosure by management ▶ Inappropriate authorisation and approval of transactions ▶ Disagreement over disclosures ▶ Non-compliance with laws and regulations ▶ Difficulty in identifying the party that ultimately controls the Authority	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Independence	Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence. Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as: ▶ The principal threats ▶ Safeguards adopted and their effectiveness ▶ An overall assessment of threats and safeguards ▶ Information about the general policies and process within the firm to maintain objectivity and independence Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.	Audit planning report to Joint Governance Committee in March 2020 and Audit results report to November 2020 Joint Governance Committee

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
External confirmations	▸ Management's refusal for us to request confirmations ▸ Inability to obtain relevant and reliable audit evidence from other procedures.	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Consideration of laws and regulations	▸ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur ▸ Enquiry of the Joint Governance Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Joint Governance Committee may be aware of	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.
Significant deficiencies in internal controls identified during the audit	▸ Significant deficiencies in internal controls identified during the audit.	Audit results report to November 2020 Joint Governance Committee and Annual Audit Letter. No matters to report.

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Written representations we are requesting from management and/or those charged with governance	▸ Written representations we are requesting from management and/or those charged with governance	Audit results report to November 2020 Joint Governance Committee
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	▸ Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	Audit results report to November 2020 Joint Governance Committee. No matters to report.
Auditors report	▸ Any circumstances identified that affect the form and content of our auditor's report	Audit results report to November 2020 Joint Governance Committee
Fee Reporting	▸ Breakdown of fee information when the audit planning report is agreed ▸ Breakdown of fee information at the completion of the audit ▸ Any non-audit work	Audit planning report to Joint Governance Committee in March 2020 and Audit results report to November 2020 Joint Governance Committee

Management representation letter

Management Rep Letter

Ernst & Young LLP

Grosvenor House,

Grosvenor Square,

Southampton SO15 2BE,

United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of Worthing Borough Council ("the Council") for the year ended 31 March 2020. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Worthing Borough Council as of 31 March 2020 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented, subject to completion of the work.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with law and regulations, including fraud, known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by "whistleblowers") including non-compliance

Appendix B

Management representation letter

Management Rep Letter

matters:

- involving financial statements;
- related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
- related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
- involving management, or employees who have significant roles in internal controls, or others; or
- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
   - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
   - Additional information that you have requested from us for the purpose of the audit; and
   - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements[, including those related to the COVID-19 pandemic
3. We have made available to you all minutes of the meetings of the Council, Executive, Joint Governance and Joint Strategic Committees held through the year to the most recent meeting on the following date: 24 November 2020.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 35 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end, including events related to the COVID-19 pandemic, which require adjustment of or disclosure in the financial statements or notes thereto.

Management representation letter

Management Rep Letter

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Going Concern

1. Note 37 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

H. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

I. Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We confirm that the significant assumptions used in making the NDR appeals provision, valuation of assets and IAS19 disclosure estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete ,including the effects of the COVID-19 pandemic on the NDR appeals provision, valuation of assets and IAS19 disclosure and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events, including due to the COVID-19 pandemic

J. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Worthing Borough Council

I confirm that this letter has been discussed and agreed by the Joint Governance Committee

Signed:

Name: Sarah Gobey

Position: Chief Financial Officer

Date:

Name: Councillor Boram

Position: Chairman, Joint Governance Committee

Date:

Appendix C

Accounting and regulatory update

Accounting update

Since the date of our last report to the Joint Governance Committee, there have been a number of exposure drafts, discussion papers and other projects issued. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures	Impact on Worthing Borough Council
IFRS 16	▸ The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2021. The Council will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20.	IFRS 16 – leases introduces a number of significant changes which go beyond accounting technicalities. For example, the changes have the potential to impact on procurement processes as more information becomes available on the real cost of leases. The key accounting impact is that assets and liabilities in relation to significant lease arrangements previously accounted for as operating leases will need to be recognised on the balance sheet. In particular, full compliance with the revised standard for 2021/22 is likely to require a detailed review of existing lease and other contract documentation prior to 1 April 2021 in order to identify: ▸ all leases which need to be accounted for ▸ the costs and lease term which apply to the lease ▸ the value of the asset and liability to be recognised as at 1 April 2021 where a lease has previously been accounted for as an operating lease. We will discuss progress made in preparing for the implementation of IFRS 16 – leases with the finance team over the course of our 2020/21 audit.

Appendix C

Regulatory update

Since the date of our last report to the Joint Governance Committee, there have been a number of regulatory developments. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures	Impact on Worthing Borough Council
Code of Audit Practice 2020	▸ The updated Code of Audit Practice issued by the National Audit Office has introduced some significant changes to the requirements regarding auditors' work on the value for money conclusion, which will be applicable from 2020/21.	▸ The NAO are currently updating the Auditor Guidance Notes which will set out how the new Code of Audit Practice should be applied when carrying out value for money work. As such, the impact remains to be confirmed. ▸ Further updates will be provided when possible.
Going Concern - ISA (UK) 570 (Revised September 2019)	▸ The standard is effective for audits of financial statements for periods commencing on or after 15 December 2019, however EY expects to early-adopt the revised standard for all of our audits of periods ending on or after 30 June 2020. ▸ This auditing standard has been revised in response to enforcement cases and well-publicised corporate failures where the auditor's report failed to highlight concerns about the prospects of entities which collapsed shortly after.	▸ Practice Note 10, which sets out how the auditing standards are applied in a public sector context, is currently being revised, including in light of the updated standard for Going Concern. As such, the impact is not clear at this stage. ▸ Further updates will be provided when possible.
Independence	▸ The Financial Reporting Council (FRC) published the Revised Ethical Standard 2019 in December and will be effective from 15 March 2020. A key change in the new Ethical Standard will be a general prohibition on the provision of non-audit services by the auditor (and its network) which will apply to companies that are UK Public Interest Entities (PIEs) . This prohibition will also extend to any UK parent and apply to all worldwide subsidiaries. A narrow list of permitted services will continue to be allowed.	▸ We will continue to monitor and assess all ongoing and proposed non-audit services and relationships to ensure they are permitted under the FRC Revised Ethical Standard 2019 which will be effective from 15 March 2020. Non-audit services which are in progress as at 15 March 2020 and are permitted under the existing ethical standard will be allowed to continue under the existing engagement terms until completed. We will work with you to ensure orderly completion of the services or where required, transition to another service provider within mutually agreed timescales.

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About EY

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ED None

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ADUR & WORTHING
COUNCILS

Joint Governance Committee
24 November, 2020

Joint Strategic Committee
1 December, 2020

Key Decision : No
Ward(s) Affected: All

MID YEAR REVIEW OF TREASURY MANAGEMENT 2020-21, ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL

REPORT BY THE DIRECTOR FOR DIGITAL AND RESOURCES

EXECUTIVE SUMMARY

1. PURPOSE

1.1 This report asks Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2020, as required by regulations issued under the Local Government Act 2003.

2. RECOMMENDATIONS

2.1 (i) The Joint Governance Committee is recommended to note this report and refer any comments or suggestions to the Joint Strategic Committee meeting on the 1st December 2020.

(ii) The Joint Governance Committee is asked to note that the Chief Executive used his urgency powers to approve changes to the investment limits for April to June (approved by JSC on 9th June 2020) in order to manage the significant funds provided by the Government to be distributed as Business Grants.

2.2 The Joint Strategic Committee is recommended to note this report and the changes to the investment limits which the Committee approved on 9th June 2020.

3. CONTEXT

3.1 This report summarises the treasury management activities and portfolio for both Adur and Worthing Councils for the half year to 30 September 2020.

3.2 This is one of 3 treasury management reports that are required to be presented during the financial year (see Para. 4.1.3).

3.3 **Capital Strategy**

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. All local authorities are required to prepare a Capital Strategy which is intended to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

A report setting out our Capital Strategy was approved by the full Councils on 16th July 2020 (Adur) and 14th July 2020 (Worthing).

3.4 **Treasury Management**

The Councils operate balanced budgets, which broadly means cash raised during the year will meet their cash expenditure. Part of the treasury management operation is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment return.

Covid 19 has had a significant impact on our cash flows during the year to date and this will continue to be the case over the next few months, necessitating continuous review and updating of the forecasts:

- there has been a large reduction in income from several areas including car parking, Business Rates and sales, fees and charges
- there have been significant additional costs incurred in order to support the local community and to continue to operate services
- Government grants are being received in large tranches, for example to be paid out to local businesses, which makes managing the funds particularly complex
- uncertainty around the extent to which our loss of income and additional costs will be reimbursed means that funds need to be kept liquid, reducing the opportunity to place longer term investments
- the substantial reduction in interest rates and concerns over risk require extensive research around the available investments and counterparties.

The second main function of the treasury management service is the funding of the Councils' capital plans. These capital plans provide a guide to the borrowing need of the Councils, essentially the longer term cash flow planning to ensure the Councils can meet their capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Accordingly, treasury management is defined as:

"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

3.5 The Councils' Treasury Management Strategy and Annual Investment Strategy place the security of investments as foremost in considering all treasury management dealing. By so doing it contributes towards the Councils' priorities set out in Platforms for our Places.

4. ISSUES FOR CONSIDERATION

4.1 This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Councils' treasury management activities.

2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Councils will seek to achieve those policies and objectives.

3. Receipt by the full Councils of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.

4. Delegation by the Councils of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

5. Delegation by the Councils of the role of scrutiny of treasury management strategy and policies to a specific named body. For these Councils the delegated bodies are the Joint Governance Committee and the Joint Strategic Committee.

4.2 This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2020/21 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Councils' capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Councils' investment portfolios for 2020/21;
- A review of the Councils' borrowing strategy for 2020/21;
- A review of any debt rescheduling undertaken during 2020/21;
- A review of compliance with Treasury and Prudential Limits for 2020/21

5. THE ECONOMY AND INTEREST RATES

*The following commentary has been supplied by **Link Treasury Services Ltd**, the professional consultants for the Councils' shared treasury management services provider. The context is significant as it describes the backdrop against which treasury management activity has been undertaken during the year.*

5.1 Economics update

5.1.1 **UK.** As expected, the Bank of England's Monetary Policy Committee kept Bank Rate unchanged on 6th August. It also kept unchanged the level of quantitative easing at £745bn. Its forecasts were optimistic in terms of three areas:

- The fall in GDP in the first half of 2020 was revised from 28% to 23% (subsequently revised to -21.8%). This is still one of the largest falls in output of any developed nation. However, it is only to be expected as the UK economy is heavily skewed towards consumer-facing services – an area which was particularly vulnerable to being damaged by lockdown.
- The peak in the unemployment rate was revised down from 9% in Q2 to 7½% by Q4 2020.
- It forecast that there would be excess demand in the economy by Q3 2022 causing CPI inflation to rise above the 2% target in Q3 2022, (based on market interest rate expectations for a further loosening in policy). Nevertheless, even if the Bank were to leave policy unchanged, inflation was still projected to be above 2% in 2023.

5.1.2 It also squashed any idea of using negative interest rates, at least in the next six months or so. It suggested that while negative rates can work in some circumstances, it would be "less effective as a tool to stimulate the economy" at this time when banks are worried about future loan losses. It also has "other instruments available", including QE and the use of forward guidance.

The MPC expected the £300bn of quantitative easing purchases announced between its March and June meetings to continue until the "turn of the year". This implies that the pace of purchases will slow further to about £4bn a week, down from £14bn a week at the height of the crisis and £7bn more recently.

In conclusion, this would indicate that the Bank could now just sit on its hands as the economy was recovering better than expected. However, the MPC acknowledged that the "medium-term projections were a less informative guide than usual" and the minutes had multiple references to downside risks, which were judged to persist both in the short and medium term. One has only to look at the way in which second waves of the virus are now impacting many countries including Britain, to see the dangers.

However, rather than a national lockdown, as in March, any spikes in virus infections are now likely to be dealt with by localised measures and this should limit the amount of economic damage caused. In addition, Brexit uncertainties ahead of the year-end deadline are likely to be a drag on recovery. The wind down of the initial generous furlough scheme through to the end of October is another development that could cause the Bank to review the need for more support for the economy later in the year. Admittedly, the Chancellor announced in late September a second six month package from 1st November of government support for jobs whereby it will pay up to 22% of the costs of retaining an employee working a minimum of one third of their normal hours. There was further help for the self-employed, freelancers and the hospitality industry. However, this is a much less generous scheme than the furlough package and will inevitably mean there will be further job losses from the 11% of the workforce still on furlough in mid September.

5.1.3 Overall, the pace of recovery is not expected to be in the form of a rapid V shape, but a more elongated and prolonged one after a sharp recovery in June through to August which left the economy 11.7% smaller than in February. The last three months of 2020 are now likely to show no growth as consumers will probably remain cautious in spending and uncertainty over the outcome of the UK/EU trade negotiations concluding at the end of the year will also be a headwind. If the Bank felt it did need to provide further support to recovery, then it is likely that the tool of choice would be more QE.

There will be some painful longer term adjustments as e.g. office space and travel by planes, trains and buses may not recover to their previous level of use for several years, or possibly ever. There is also likely to be a reversal of globalisation as this crisis has shown up how vulnerable long-distance supply chains are. On the other hand, digital services is one area that has already seen huge growth.

5.1.4 One key addition to the Bank's forward guidance was a new phrase in the policy statement, namely that "it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainably". That seems designed to say, in effect, that even if inflation rises to 2% in a couple of years' time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate

The Financial Policy Committee (FPC) report on 6th August revised down their expected credit losses for the banking sector to "somewhat less than £80bn". It stated that in its assessment "banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC's central projection". The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC's projection, with unemployment rising to above 15%.

5.1.5 **US**. The incoming sets of data during the first week of August were almost universally stronger than expected. With the number of new daily coronavirus infections beginning to abate, recovery from its contraction this year of 10.2% should continue over the coming months and employment growth should also pick up again. However, growth will be dampened by continuing outbreaks of the virus in some states leading to fresh localised restrictions. At its end of August meeting, the Fed tweaked its inflation target from 2% to maintaining an average of 2% over an unspecified time period i.e.following periods when inflation has been running persistently below 2%, appropriate monetary policy will likely aim to achieve inflation moderately above 2% for some time.

This change is aimed to provide more stimulus for economic growth and higher levels of employment and to avoid the danger of getting caught in a deflationary "trap" like Japan. It is to be noted that inflation has actually been under-shooting the 2% target significantly for most of the last decade so financial markets took note that higher levels of inflation are likely to be in the pipeline; long term bond yields duly rose after the meeting. The Fed also called on Congress to end its political disagreement over providing more support for the unemployed as there is a limit to what monetary policy can do compared to more directed central government fiscal policy.

The FOMC's updated economic and rate projections in mid-September showed that officials expect to leave the fed funds rate at near-zero until at least end-2023 and probably for another year or two beyond that. There is now some expectation that where the Fed has led in changing its inflation target, other major central banks will follow. The increase in tension over the last year between the US and China is likely to lead to a lack of momentum in progressing the initial positive moves to agree a phase one trade deal.

5.1.6 **EU**. The economy was recovering well towards the end of Q2 after a sharp drop in GDP, (e.g. France 18.9%, Italy 17.6%). However, the second wave of the virus affecting some countries could cause a significant slowdown in the pace of recovery, especially in countries more dependent on tourism. The fiscal support package, eventually agreed by the EU after prolonged disagreement between various countries, is unlikely to provide significant support and quickly enough to make an appreciable difference in weaker countries. The ECB has been struggling to get inflation up to its 2% target and it is therefore expected that it will have to provide more monetary policy support through more quantitative easing purchases of bonds in the absence of sufficient fiscal support.

5.1.7 **China.** After a concerted effort to get on top of the virus outbreak in Q1, economic recovery was strong in Q2 and has enabled it to recover all of the contraction in Q1. However, this was achieved by major central government funding of yet more infrastructure spending. After years of growth having been focused on this same area, any further spending in this area is likely to lead to increasingly weaker economic returns. This could, therefore, lead to a further misallocation of resources which will weigh on growth in future years.

5.1.8 **Japan**. There are some concerns that a second wave of the virus is gaining momentum and could dampen economic recovery from its contraction of 8.5% in GDP. It has been struggling to get out of a deflation trap for many years and to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy. The resignation of Prime Minister Abe is not expected to result in any significant change in economic policy.

5.1.9 **World growth**. Latin America and India are currently hotspots for virus infections. World growth will be in recession this year. Inflation is unlikely to be a problem for some years due to the creation of excess production capacity and depressed demand caused by the coronavirus crisis.

5.2 **Interest rate forecasts**

5.2.1 The Council's treasury advisor, Link Group, provided the following forecasts on 11th August 2020 (PWLB rates are certainty rates, gilt yields plus 180bps):

Link Group Interest Rate View 11.8.20										
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month average earnings	0.05	0.05	0.05	0.05	0.05	-	-	-	-	-
6 month average earnings	0.10	0.10	0.10	0.10	0.10	-	-	-	-	-
12 month average earnings	0.15	0.15	0.15	0.15	0.15	-	-	-	-	-
5yr PWLB Rate	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its meeting on 6th August (and the subsequent September meeting), although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected within the forecast horizon ending on 31st March 2023 as economic recovery is expected to be only gradual and, therefore, prolonged.

5.2.2 **Gilt yields / PWLB rates**. There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was heightened expectations that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers. This means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. The consequence of this has been the gradual lowering of the overall level of interest rates and bond yields in financial markets over the last 30 years. Over the year prior to the coronavirus crisis, this has seen many bond yields up to 10 years turn negative in the Eurozone. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

Gilt yields had therefore already been on a generally falling trend up until the coronavirus crisis hit western economies during March. After gilt yields spiked up during the initial phases of the health crisis in March, we have seen these yields fall sharply to unprecedented lows as major western central banks took rapid action to deal with excessive stress in financial markets, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in "normal" times would have caused bond yields to rise sharply. At the close of the day on 30th September, all gilt yields from 1 to 6 years were in negative territory, while even 25-year yields were at only 0.76% and 50 year at 0.60%.

5.2.3 From the local authority borrowing perspective, HM Treasury imposed **two changes of margins over gilt yields** for PWLB rates in 2019-20 without any prior warning. The first took place on 9th October 2019, adding an additional 1% margin over gilts to all PWLB period rates. That increase was then at least partially reversed for some forms of borrowing on 11th March 2020, but not for mainstream General Fund capital schemes, at the same time as the

Government announced in the Budget a programme of increased infrastructure expenditure. It also announced that there would be a consultation with local authorities on possibly further amending these margins; this was to end on 4th June, but that date was subsequently put back to 31st July. It is clear HM Treasury will no longer allow local authorities to borrow money from the PWLB to purchase commercial property if the aim is solely to generate an income stream (assets for yield).

Following the changes on 11th March 2020 in margins over gilt yields, the current situation is as follows: -

PWLB Standard Rate is gilt plus 200 basis points (G+200bps)

PWLB Certainty Rate is gilt plus 180 basis points (G+180bps)

PWLB HRA Standard Rate is gilt plus 100 basis points (G+100bps)

PWLB HRA Certainty Rate is gilt plus 80bps (G+80bps)

Local Infrastructure Rate is gilt plus 60bps (G+60bps)

It is possible that the non-HRA Certainty Rate will be subject to revision downwards after the conclusion of the PWLB consultation; however, the timing of such a change is currently an unknown, although it would be likely to be within the current financial year.

As the interest forecast table for PWLB certainty rates, (gilts plus 180bps), above shows, there is likely to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. Inflation is also likely to be very low during this period and could even turn negative in some major western economies during 2020/21.

5.3 **Economic risks**

5.3.1 **The balance of risks to the UK**

- The overall balance of risks to economic growth in the UK is probably relatively even, but is subject to major uncertainty due to the virus.
- There is relatively little UK domestic risk of increases or decreases in Bank Rate and significant changes in shorter term PWLB rates. The Bank of England has effectively ruled out the use of negative interest rates in the near term and increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, could impact gilt yields, (and so PWLB rates), in the UK.

5.3.2 **Downside risks to current forecasts for UK gilt yields and PWLB rates include:**

- **UK** - second nationwide wave of virus infections requiring a national lockdown

- **UK / EU** trade negotiations – if it were to cause significant economic disruption and a fresh major downturn in the rate of growth.
- **UK** - Bank of England takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis**. The ECB has taken monetary policy action to support the bonds of EU states, with the positive impact most likely for "weaker" countries. In addition, the EU recently agreed a €750bn fiscal support package. These actions will help shield weaker economic regions for the next year or so. However, in the case of Italy, the cost of the virus crisis has added to its already huge debt mountain and its slow economic growth will leave it vulnerable to markets returning to taking the view that its level of debt is unsupportable. There remains a sharp divide between northern EU countries favouring low debt to GDP and annual balanced budgets and southern countries who want to see jointly issued Eurobonds to finance economic recovery. This divide could undermine the unity of the EU in time to come.
- Weak capitalisation of some **European banks**, which could be undermined further depending on extent of credit losses resultant of the pandemic.
- **German minority government & general election in 2021**. In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. The CDU has done badly in subsequent state elections but the SPD has done particularly badly. Angela Merkel has stepped down from being the CDU party leader but she intends to remain as Chancellor until the general election in 2021. This then leaves a major question mark over who will be the major guiding hand and driver of EU unity when she steps down.
- **Other minority EU governments**. Austria, Sweden, Spain, Portugal, Netherlands, Ireland and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been a rise in anti-immigration sentiment in Germany and France.
- **Geopolitical risks,** for example in China, Iran or North Korea, but also in Europe and other Middle Eastern countries, which could lead to increasing safe haven flows.
- **US – the Presidential election in 2020**: this could have repercussions for the US economy and SINO-US trade relations.

5.3.3 **Upside risks to current forecasts for UK gilt yields and PWLB rates**

- **UK** - stronger than currently expected recovery in UK economy.
- **Post-Brexit –** if an agreement was reached that removed the majority of threats of economic disruption between the EU and the UK.
- **The Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.

6. TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY UPDATE

6.1 The Treasury Management Strategy Statement (TMSS) for 2020/21 was noted by the Joint Governance Committee on the 28th January 2020 and approved by Adur Council on 20th February 2020 and by Worthing Council on 18th February 2020.

6.2 **Use of Chief Executive's Urgency Powers**

6.2.1 As approved by JSC on 9th June 2020, the Chief Executive used his urgency powers to amend the counterparty investment limits from 1 April 2020 to 30 June 2020 to enable the Councils to manage the significant funding received from the Government to distribute as Business Grants. The duty to distribute the funds as quickly as possible necessitated that the funds were kept liquid and they could not be placed in fixed term investments.

6.2.2 For Worthing Borough Council the investment limit was increased from £3m per counterparty to £6.5m per counterparty, with an overall total for money market funds of £26m. The limit for Lloyds Bank was increased to £7m.

6.2.3 For Adur District Council the investment limit was increased from £3m to £5m per counterparty with an overall total for money market funds of £20m. The limit for Lloyds Bank was increased to £6m.

6.2.4 The Treasury Management Strategy Statement counterparty limits now apply.

7. THE COUNCILS' CAPITAL POSITION (PRUDENTIAL INDICATORS)

This part of the report is structured to update:

- The Councils' capital expenditure plans
- How these plans are being financed
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow
- Compliance with the limits in place for borrowing activity

7.1 **Prudential Indicator for Capital Expenditure**

These tables show the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

Adur District Council

	2020/21 Original Estimate	Actual at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
HRA	16.768	1.575	10.564
Non HRA	10.200	2.367	16.675
Commercial property	37.020	0.000	23.488
Total capital expenditure	63.988	3.942	50.727

The change in the Adur revised capital expenditure estimate is due mainly to reprofiling caused by Covid-19 and £8.95m of grant funding from the Local Enterprise Partnership to assist the delivery of key strategic housing sites.

Worthing Borough Council

	2020/21 Original Estimate	Actual at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
Non HRA	21.470	2.662	19.944
Commercial property	47.999	4.793	47.428
Total capital expenditure	69.469	7.455	67.372

There have been various changes to the Worthing capital expenditure programme, which have been detailed in regular reports and are partly due to Covid-19. Changes include grant funding of £4.5m from the Local Enterprise Partnership for the development of Decoy Farm and re-profiled spend of £3.5m for refurbishment of the High Street multi-storey car park.

7.2 **Changes to the Financing of the Capital Programme**

The tables below draw together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure.

The borrowing element of the tables increases the underlying indebtedness of the Councils by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Adur District Council

	2020/21 Original Estimate	2020/21 Revised Estimate
	£m	**£m**
Total Capital Expenditure	63.988	50.727
Financed by:		
Capital receipts	1.045	1.248
Capital Grants & contributions	2.317	10.666
HRA Major Repairs & Dev Reserves	6.313	5.540
GF Reserves & revenue contributions	0.110	0.091
Total financing	9.785	17.545
Borrowing requirement	54.203	33.182

Worthing Borough Council

	2020/21 Original Estimate	2020/21 Revised Estimate
	£m	**£m**
Total Capital Expenditure	69.469	67.372
Financed by:		
Capital receipts	4.056	2.117
Capital grants & contributions	7.290	7.972
Reserves & revenue contributions	2.764	0.399
Total financing	14.110	10.488
Borrowing requirement	55.359	56.884

7.3 **Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary**

The tables below show the CFR, which is the underlying external need to incur borrowing for a capital purpose. They also show the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicator - Capital Financing Requirement
As explained above, the CFR forecasts change with the capital expenditure forecasts, to the extent that the expenditure is not funded.
Prudential Indicator - the Operational Boundary for external debt

Adur District Council

	2020/21 Original Estimate	Actual at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
Prudential Indicator			
Capital Financing Requirement			
CFR - HRA	71.849	60.294	63.667
CFR – Non-HRA	158.443	107.005	134.311
Total CFR	230.292	167.299	197.978
Net movement in CFR	54.203	0.281	30.960
	Operational Boundary	**Actual Debt**	**Operational Boundary**
Borrowing	229.000	160.835	229.000
Other long term liabilities	1.000	0.000	1.000
Total debt	230.000	160.835	230.000

Worthing Borough Council

	2020/21 Original Estimate	Actual at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
Prudential Indicator			
Capital Financing Requirement			
CFR - Non-HRA	188.892	135.094	183.954
Net movement in CFR	55.359	5.954	54.814
	Operational Boundary	**Actual Debt**	**Operational Boundary**
Borrowing re Worthing Homes	10.000	10.000	10.000
Borrowing re GB Met	5.000	5.000	5.000
Other Borrowing	179.000	112.898	179.000
Other long term liabilities	1.000	0.000	1.000
Total debt	195.000	127.898	195.000

7.4 **Limits to Borrowing Activity: CFR and debt**

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2020/21 and the next two financial years. This allows some flexibility for limited early borrowing for future years. The Councils have approved a policy for borrowing in advance of need which will be adhered to if this proves prudent. The Chief Financial Officer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

Adur District Council

	2020/21 Original Estimate	Actual debt at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
Borrowing	221.709	160.835	192.762
Other long term liabilities	0.000	0.000	0.000
Total debt	221.709	160.835	192.762
CFR	230.292	167.299	197.978

Worthing Borough Council

	2020/21 Original Estimate	Actual debt at 30 Sept 2020	2020/21 Revised Estimate
	£m	£m	£m
Borrowing	184.868	127.898	182.885
Other long term liabilities	0.000	0.000	0.000
Total debt	184.868	127.898	182.885
CFR	188.892	135.094	183.954

7.5 **Limits to Borrowing Activity: Authorised Limit and debt**

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Adur District Council

	2020/21 Original Indicator	Actual debt at 30 Sept 2020	2020/21 Revised Indicator
Authorised Limit for external debt	£m	£m	£m
Borrowing	244.000	160.835	244.000
Other long term liabilities	1.000	0.000	1.000
Total	245.000	160.835	245.000

Worthing Borough Council

	2020/21 Original Indicator	Actual debt at 30 Sept 2020	2020/21 Revised Indicator
Authorised Limit for external debt	**£m**	**£m**	**£m**
Borrowing re Worthing Homes and GB Met	15.000	15.000	15.000
Other Borrowing	184.000	112.898	184.000
Other long term liabilities	1.000	0.000	1.000
Total	200.000	127.898	200.000

8 BORROWING

8.1 The Capital Financing Requirement (CFR) denotes the Councils' underlying need to borrow for capital purposes. If the CFR is positive the Councils may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. For both Adur and Worthing Councils capital expenditure in 2020/21 is funded from grants, capital receipts, contributions, reserves and revenue contributions as well as borrowing. This is a prudent and cost effective approach in the current economic climate but will require ongoing monitoring.

8.2 Adur District Council's revised CFR forecast for 2020/21 is £197.978m. The relevant table in 7.4 shows the Council has borrowings of £160.835m at 30 September 2020.

Worthing Borough Council's revised CFR for 2020/21 is £183.954m. The relevant table in 7.4 shows the Council has borrowings of £127.898m at 30 September 2020.

8.3 Due to the overall financial position, the payments made on repayment loans and the underlying need to borrow for capital purposes, new external borrowing was undertaken as shown in the tables below. It is anticipated that further borrowing will be undertaken by both Councils during this financial year to fund capital expenditure and any debt refinancing needs. Due to the increase in PWLB margins over gilt yields in October 2019, and the subsequent consultation on these margins by HM Treasury - which ended on 31 July 2020 - the Councils have made use of short-term borrowing from other local authorities. When the new PWLB policy is issued our borrowing strategy will be reviewed and revised in order to achieve optimum value and risk exposure in the long-term.

Adur District Council – new loans

Lender	Principal	Type	Interest Rate	Maturity
Worthing Borough Council	£2.5m	Fixed interest rate	1.00%	30/06/2022
Rugby Borough Council	£2.0m	Fixed interest rate	1.70%	25/11/2022

Worthing Borough Council – new loans

Lender	Principal	Type	Interest Rate	Maturity
Gloucestershire County C	£5m	Fixed interest rate	1.00%	30/06/2022
Rugby Borough Council	£2m	Fixed interest rate	1.70%	25/11/2022

8.4 **PWLB maturity certainty rates (gilts plus 180bps) year to date**

PWLB rates varied within a relatively narrow range between April and July but the longer end of the curve rose during August. This increase came in two periods; the first in the second week of the month was on the back of hopes for fresh US stimulus. This saw investors switch monies out of government bonds and into equities. The second shift higher at the longer end of the curve came in the latter stages of the month as investors reacted to the announcement of the tweak to the Fed's inflation target. Despite moves further out in the yield curve, the short end remained anchored on the basis of no fundamental change to the interest rate outlook.

The 50-year PWLB target rate for new long-term borrowing was unchanged at 2.3%.

9.0 DEBT RESCHEDULING

Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates, and following the increase in the margin added to gilt yields which has impacted PWLB new borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year for either Council.

10.0 COMPLIANCE WITH TREASURY AND PRUDENTIAL LIMITS

It is a statutory duty for the Councils to determine and keep under review the affordable borrowing limits. Due to the Covid-19 pandemic the Government made substantial payments to both Councils to distribute as Business Grants to local businesses. On April 1st 2020 Adur District Council received £17.64m and Worthing Borough Council received £26.13m. Additional funding was also received to provide relief to the local community, support the additional costs that the Councils are incurring, and to compensate for the loss of income.

The Councils have been very successful in distributing the funds to support local businesses, However it was not possible to accept the grant funding and also adhere to the counterparty investment limits set out in the Treasury Management Strategy Statement whilst managing these short term funds. Consequently the Chief Executive used his urgency powers to approve changes to the investment limits for three months (April - June), which was approved by JSC on the 9th June 2020. The approval ended on the 30th June, but unfortunately the counterparty limits were still exceeded on the 1st July. All counterparty limits were met on the 2nd July and subsequently and there was no loss to either Council. These breaches have previously been reported to the Joint Governance Committee and Joint Strategic Committee.

The Chief Financial Officer reports that no difficulties are envisaged for the current or future years in complying with the indicators.

11.0 ANNUAL INVESTMENT STRATEGY

11.1 The Treasury Management Strategy Statement (TMSS) for 2020/21, which includes the Annual Investment Strategy, was approved by the Adur Council on 20 February 2020 and by Worthing Council on 18 February 2020. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Councils' investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Councils will aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity and with the Councils' risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions. The shared Treasury Service uses information supplied by the Treasury advisers, Link, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

As shown by the interest rate forecasts in section 5.2, it is now impossible to earn the level of interest rates commonly seen in previous decades as all investment rates are barely above zero now that Bank Rate is at 0.10%, while some entities, including more recently the Debt Management Account Deposit Facility (DMADF), are offering negative rates of return in some shorter time periods. Given this risk environment and the fact that increases in Bank Rate are unlikely to occur before the end of the current forecast horizon of 31st March 2023, investment returns are expected to remain low.

This has had an impact on the income from our investment portfolios which has fallen substantially. Within the Medium Term Financial Strategy, the impact of these rates has added to the financial pressure the Councils are under.

Negative investment rates

While the Bank of England has said that it is unlikely to introduce a negative Bank Rate, at least in the next 6 -12 months, some deposit accounts are already offering negative rates for shorter periods. As part of the response to the pandemic and lockdown, the Bank and the Government have provided financial markets and businesses with plentiful access to credit, either directly or through commercial banks. In addition, the Government has provided large sums of grants to local authorities to help deal with the Covid crisis; this has caused some local authorities to have sudden large increases in investment balances searching for an investment home, some of which was only very short term until those sums were able to be passed on.

As for money market funds (MMFs), yields have continued to drift lower. Some managers have suggested that they might resort to trimming fee levels to ensure that net yields for investors remain in positive territory where possible and practical. Investor cash flow uncertainty, and the need to maintain liquidity in these unprecedented times, has meant there is a glut of money swilling around at the very short end of the market. This has seen a number of market operators, now including the DMADF, offer nil or negative rates for very short term maturities. This is not universal, and MMFs are still offering a marginally positive return, as are a number of financial institutions.

Inter-local authority lending and borrowing rates have also declined due to the surge in the levels of cash seeking a short-term home at a time when many local authorities are probably having difficulties over accurately forecasting when disbursements of funds received will occur or when further large receipts will be received from the Government.

11.2 **Creditworthiness**

Although the credit rating agencies changed their outlook on many UK banks from stable to negative outlook during the quarter ended 30th June 2020 due to upcoming risks to banks' earnings and asset quality during the economic downturn caused by the pandemic, the majority of ratings were affirmed due to the continuing strong credit profiles of UK banks. However, during Q1 and Q2 2020, banks made provisions for expected credit losses and the rating changes reflected these provisions.

As we move into the next quarters ahead, more information will emerge on actual levels of credit losses. (Quarterly performance is normally announced in the second half of the month following the end of the quarter.) This has the potential to cause rating agencies to revisit their initial rating adjustments earlier in the current year. These adjustments could be negative or positive, although it should also be borne in mind that UK banks went into this pandemic with strong balance sheets. Indeed, the Financial Policy Committee (FPC) report on 6th August revised down their expected credit losses for the banking sector to "somewhat less than £80bn". They stated that in their assessment, “banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC’s central projection”. The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC’s projection, with unemployment rising to above 15%.

All three rating agencies have reviewed banks around the world with similar results in many countries of most banks being placed on negative watch, but with a small number of actual downgrades.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirements of the treasury management function.

Credit Default Swap prices

Credit Default Swaps (CDS) are credit derivative contracts that enable investors to swap credit risk on a company with another counterparty. They are market indicators of credit risk. Although CDS prices for UK banks spiked upwards at the end of March / early April due to the liquidity crisis throughout financial markets, CDS prices have returned to more average levels since then, although they are still elevated compared to end-February. Pricing is likely to remain volatile as uncertainty continues. However, sentiment can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

11.3 **Investment balances**

The average level of funds available for investment purposes during the half year for Adur was £20.6m and for Worthing was £17.7m. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt and payment of grants and progress on the capital programme.

11.4 **Investment performance – Adur District Council**

The investment portfolio yield for the first 6 months of the year is 0.43% p.a. against benchmark rates (supplied by Link) of 0.21% for 6 month deposits. This rate excludes the £3m investment in the Local Authorities’ Property Fund, which returned 3.7% p.a. over the 6 months. The portfolio is shown below. Adur District Council’s budgeted investment return for 2020/21 for both the General Fund and the HRA is £383k and the current forecast will result in an under achievement of about £205k, due to poor interest rates available in the market, the delay in the capital receipt from the sale of the Civic Centre site in Shoreham and the use of internal borrowing to fund capital projects. This strategy contributes to a saving in the interest payable budget which is currently expected to underspend by £181k by the year end.

Investment portfolio – Adur District Council

Counterparty	Issue Date	Maturity Date	Principal	Interest Rate	Long Term Rating
Birmingham City Council	15.04.20	05.02.21	£2,000,000	1.10%	AA-
CCLA MMF	n/a	n/a	£3,000,000	var	AAA
Close Brother Ltd	10.08.20	10.08.21	£1,000,000	0.80%	A-
Close Brothers Ltd	20.08.20	06.09.21	£1,000,000	0.80%	A-
Federated Investments MMF	n/a	n/a	£2,295,000	var	AAA
Handelsbanken call account	n/a	n/a	£3,000,000	var	AA-
Invesco MMF	n/a	n/a	£10,000	var	AAA
Leeds Building Society	24.06.20	05.01.21	£2,000,000	0.26%	A-
Lloyds Bank 95 day notice	22.07.20	n/a	£1,000,000	0.30%	A+
Local Authority Property Fund	25.04.17	n/a	£3,000,000	var	n/a
Nationwide Building Society	01.07.20	05.10.20	£1,000,000	0.17%	A
Santander UK	27.09.19	05.10.20	£1,000,000	1.00%	A
Santander UK	02.10.19	05.10.20	£1,000,000	1.00%	A
Boom Credit Union	06.03.15	n/a	£25,000	n/a	n/a
TOTAL			**£21,330,000**		

11.5 **Investment performance – Worthing Borough Council**

The investment portfolio yield for the first 6 months of the year is 0.37% p.a. against benchmark rates of 0.21% for 6 month deposits. This rate excludes the £1.5m investment in the Local Authorities' Property Fund, which returned 3.7% p.a. over the 6 months.

The Council has also made 2 loans which are treated as capital expenditure rather than treasury investments:

- £10m to Worthing Homes at 0.7% above the rate at which the funds were borrowed, generating £70k p.a. for the Council
- £5m to GB Met College at 2% above the rate at which funds were borrowed, generating £100k in 2020/21 for the Council.

Worthing's investment portfolio yield is lower than Adur's because Adur has been able to place more fixed term investments due to its higher average balance of funds. Worthing needs to retain more of its cash in short term investments, including Money Market Funds, because it collects a larger amount of Council Tax and Business Rates, most of which is held temporarily. The portfolio is shown below.

Worthing Borough Council's budgeted investment income for 2020/21, excluding the Worthing Homes and GB Met loans, is £169k and the current forecast will result in an under achievement of about £67k, due to poor interest rates available in the market and the use of internal borrowing to fund capital projects. This strategy contributes to a saving in the interest payable budget which is currently expected to underspend by £291k by the year end.

Investment Portfolio - Worthing Borough Council

Counterparty	Issue Date	Maturity Date	Principal	Interest Rate	Long Term Rating
Adur District Council	30.06.20	30.06.22	£2,500,000	1.00%	AA-
CCLA MMF	n/a	n/a	£1,920,000	var	AAA
Federated Investments MMF	n/a	n/a	£25,000	var	AAA
Handelsbanken call account	n/a	n/a	£3,000,000	var	AA-
Invesco MMF	n/a	n/a	£5,000	var	AAA
Leeds Building Society	24.06.20	05.01.21	£2,000,000	0.26%	A-
Nationwide Building Society	01.07.20	05.10.20	£2,000,000	0.17%	A
Local Authority Property Fund	27.04.17	n/a	£1,500,000	var	n/a
Boom Credit Union	Various	n/a	£50,000	n/a	n/a
TOTAL			**£13,000,000**		

Investment Performance – Approved Limits

The Chief Financial Officer confirms that the only breaches of the approved limits during the first six months of 2020/21 for Adur District Council or Worthing Borough Council within the Annual Investment Strategy were as described in section 10 above.

11.6 **Counterparty commitment to sustainability**

The Councils are committed to ethical investments and the use of counterparties which have appropriate sustainability, carbon reduction or ethical plans. There are links below to the plans or declarations of our current investment counterparties.

https://www.birmingham.gov.uk/info/20015/environment/2026/climate_emergency/3

https://www.ccla.co.uk/our-policies/climate-change-and-investment-policy

https://www.closebrothers.com/sustainability-and-environment

https://www.federatedinvestors.com/resources/resource-centers/responsible-investing-center.do?hint=class

https://www.handelsbanken.com/en/sustainability/climate-impact

https://www.invesco.com/corporate/about-us/esg/environmental-sustainability

https://www.leedsbuildingsociety.co.uk/knowledge-base/members/continuing-to-reduce-our-carbon-footprint/

https://www.lloydsbankinggroup.com/our-group/responsible-business/financing-a-green-future-together/reducing-our-own-environmental-footprint/

https://www.nationwide.co.uk/-/media/MainSite/documents/about/corporate-information/results-and-accounts/2019-2020/Responsible_Business%20Report_2019_Nationwide.pdf

https://www.santander.co.uk/assets/s3fs-public/documents/2019_santander_esg_supplement.pdf

12. ENGAGEMENT AND COMMUNICATION

12.1 The Adur and Worthing Councils' treasury management team provides treasury services to Mid Sussex District Council through a shared services arrangement (SSA). The SSA is provided under a Service Level Agreement that was renewed from 18th October 2019, and which defines the respective roles of the client and provider authorities for a period of three years.

12.2 Information and advice is supplied throughout the year by Link Treasury Services Ltd, the professional consultants for the Councils' shared treasury management service.

13. FINANCIAL IMPLICATIONS

13.1 This report has no quantifiable additional financial implications to those outlined above. Interest payable and interest receivable arising from treasury management operations, and annual revenue provisions for repayment of debt, form part of the revenue budget.

14. LEGAL IMPLICATIONS

14.1 The presentation of the Half Year Report is required by regulations issued under the Local Government Act 2003 to review the treasury management activities, the actual prudential indicators and the treasury related indicators for 2020/21.

Background Papers

Joint Treasury Management Strategy Statement and Annual Investment Strategy Report 2020/21 to 2022/23 (Adur Council 20 February 2020 and Worthing Council 18 February 2020).

Annual Joint In-House Treasury Management Operations Report 1 April 2019 – 31 March 2020 (Adur Council 29 October 2020, Worthing Council 20 October 2020)

Link Treasury Services Ltd Half Year Report Template 2020/21

Treasury Management in the Public Services: Code of Practice and Cross Sectoral Guidance Notes (CIPFA)
The Prudential Code for Capital Finance in Local Authorities (CIPFA)

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Group Accountant (Strategic Finance)
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SUSTAINABILITY & RISK ASSESSMENT

1. ECONOMIC

The treasury management function ensures that the Councils have sufficient liquidity to finance their day to day operations. Borrowing is arranged as required to fund the capital programmes. Available funds are invested according to the specified criteria to ensure security of the funds, liquidity and, after these considerations, to maximise the rate of return.

2. SOCIAL

2.1 **Social Value**

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. ENVIRONMENTAL

Matter considered and no issues identified.

4. GOVERNANCE

4.1 The Councils' Treasury Management Strategy and Annual Investment Strategy places the security of investments as foremost in considering all treasury management dealing. By so doing it contributes towards the Council priorities.

4.2 The operation of the treasury management function is as approved by the Councils' Treasury Management Strategy and Annual Investment Strategy 2020/21 - 2022/23, submitted and approved before the commencement of the 2020/21 financial year.

4.3 In the current economic climate the security of investments is paramount, the management of which includes regular monitoring of the credit ratings and other incidental information relating to credit worthiness of the Councils' investment counterparties.

Joint Governance Committee
24 November 2020

ADUR & WORTHING
COUNCILS

Ward(s) Affected:N/A

Local Government Ombudsman and Housing Ombudsman Monitoring Report 2019/20

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

1.1 This report reviews the Annual Review letters of the Local Government Ombudsman (LGO) relating to Adur District Council and Worthing Borough Council for the year ended 31 March 2020. The report also includes information on complaints received from the Housing Ombudsman (HO) in relation to Adur District Councils' Housing landlord role.

2. Recommendations

2.1 That the Committee note the contents of the report.

3. Context

3.1 The Commission for Local Administration in England was created by Part 3 of the Local Government Act 1974 to run the Local Government Ombudsman Service.

3.2 The Local Government Ombudsman investigates complaints by members of the public who, generally, have had complaints considered by the Local Authority, but still consider that they have been caused injustice by the administrative actions of Local Authorities and other bodies within the jurisdiction of the LGO.

3.3 The LGO provides a free, independent and impartial service. When they receive a complaint they are on the side of neither the complainant nor the respondent Authority. In each case, they investigate whether there has been any administrative fault that has caused a personal injustice to the complainant.

3.4 If the LGO finds that something has gone wrong and that a person has suffered as a consequence, they aim to get it put right with a satisfactory remedy. The remedy will depend on the circumstances of the complaint and, in some cases, the Authority will be asked to pay compensation.

3.5 The Housing Ombudsman (HO) was given jurisdiction to deal with local authority landlord complaints by the Localism Act 2011. The service provided is free, independent and impartial. The HO resolves disputes involving the tenants and leaseholders of social landlords (housing associations and local authorities) and also voluntary members (private landlords and letting agents who are committed to good service for their tenants.

3.6 The HO considers complaints using dispute resolution principles and encourages landlords and residents to use the principles so that they can resolve complaints together at the earliest opportunity. To ensure that the HO service is open and transparent, the HO will later this year begin to publish, on its website, the complaints information on individual landlords for 2019/20 and from early 2021 will also publish all HO complaint determinations.

4. LGO Annual Review Letters 2019/20

4.1 The LGO received 8 complaints and enquiries about Adur District Council for the year ended 31 March 2020 compared with 11 for the year ended 31 March 2019. A copy of the LGO's letter is appended to the report as Appendix 1.

4.2 Members have historically asked to have comparative information and Table 1 provides the total number of complaints and enquiries received by the Local Government Ombudsman in relation to Adur District Council over the past 9 years. These range from 8 - 15.

Table 1

Enquiries and Complaints received	**2011/12**	**2012/13**	**2013/14**	**2014/15**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
Total	**11**	**12**	**11**	**9**	**11**	**9**	**15**	**11**	**8**

4.3 During this period the LGO made 8 decisions on those complaints/enquiries about **Adur District Council**. Advice was given for 2 complaints/enquiries, 5 were closed after initial enquiries and 1 was not upheld. 2 of the complaints/enquiries were regarding Housing issues, 1 was regarding Planning & Development issues, 1 related to Highways & Transport issues, 1 related to Environmental Services & Public Protection & Regulation issues, 1 related to other services, 1 related to Corporate and other services and 1 was Null.

4.4 The LGO received 14 complaints and enquiries about **Worthing Borough Council** for the year ended 31 March 2020 compared with 16 for the year ended 31 March 2019. A copy of the LGO's letter is appended to the report as Appendix 2. During this period the LGO made 18 decisions regarding complaints/enquiries received. 6 were upheld, 7 were closed after initial enquiries, 1 was not upheld, 3 were referred back for local resolution and advice was given for 1 complaint. 8 of the complaints/enquiries related to Housing issues, 3 Planning & Development issues, 4 Benefits and Tax issues, 2 Corporate and other services issues and 1 Highways & Transport issues. Information on the upheld complaints is summarised in Appendix 3 to this report.

4.5 The comparative information relating to Worthing Borough Council is set out in Table 2 below. Complaints and enquiries during these times have ranged from 5 - 24.

Table 2

Enquiries and Complaints received	**2011/12**	**2012/13**	**2013/14**	**2014/15**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
Total	24	16	18	23	9	5	11	16	14

5. HO Monitoring information for 2019/20

5.1 The HO received 13 complaints and enquiries about Adur District Council for the year ended 31 March 2020 compared with 13 in 2018/19 and 6 in 2017/18.

5.2 During this period the HO made 4 decisions on those complaints/enquiries about **Adur District Council**. 2 of these were determined as maladministration and 2 were partial maladministration. 2 of the complaints/enquiries received by the HO related to complaints handling, 1 was regarding home ownership issues, 1 related to landlord advice, 2 related to moving to a property, 1 was outside of the HO jurisdiction, 7 related to property condition and 3 related to tenants behaviour. (**Note:** A single complaint/enquiry can have multiple complaint categories in the HO recording system)

5.3 A total compensation award of £970 for the year was made by the HO. Property condition was the main reason for complaints (46%), followed by tenants behaviour at 23%.

5.4 Information on the upheld complaints is summarised in Appendix 3 to this report.

6. Analysis of upheld complaints

6.1 Comparative information on upheld LGO complaints across the other District Councils in West Sussex is set out in the table below:-

Local Authority	**Number of upheld complaints as a % of investigations**
Adur District Council	**0 out of 1 investigation (0%)**
Arun District Council	4 out of 9 investigations (44%)
Chichester District Council	1 out of 7 investigations (14%)
Crawley Borough Council	1 out of 4 investigations (25%)
Horsham District Council	2 out of 6 investigations (33%)
Mid Sussex District Council	2 out of 6 investigations (33%)
Worthing Borough Council	**6 out of 7 investigations (86%)**

6.2 In 2019/20 the LGO upheld an average of 45% of complaints which it investigated in similar Authorities across England which compares with 43% in 2018/19.

6.3 In 2019/20 Adur District Council has again recorded 0 LGO upheld complaints. For Worthing Borough Council, however, there has been an increase in the number of LGO upheld complaints from 4 out of 6 investigations in 2018/19 to 6 out of 7 investigations in 2019/20. Clearly this is an increase of 50% in upheld complaints compared with 2019/20 and action has been taken by Services to ensure that these issues do not re occur, In house complaints handling training has also been provided in 19/20 and an on line complaints training module is being provided during 20/21 for staff who are responsible for responding to complaints. However, the numbers of upheld complaints are relatively low compared with the number of transactions undertaken by the Councils.

6.4 The LGO also has a performance measure which provides statistics about Local Authority compliance with LGO recommendations. This change has been made to enable the LGO to monitor the implementation of its recommendations to remedy any fault found. In 2019/20 there were no complaints for Adur where a response or failure to respond to the recommended remedy was recorded. For Worthing the compliance rate with the Ombudsman recommendations was 100%.

7. Issues for consideration

7.1 In line with its role as a steward of the Constitutional framework and Standards, ethics and probity monitoring, the Committee is requested to note and review the analysis of complaints received by the Local Government Ombudsman and Housing Ombudsman during 2019/20 as set out in this report and detailed in the Annual Review letters and Appendices to this report.

8. Engagement and Communication

8.1 The decisions of the Local Government Ombudsman and Housing Ombudsman are communicated to relevant Services as well as any requests for the Councils to undertake follow up actions. The Councils Leadership Team and Organisational Leadership Group have been consulted on the contents of this report.

9. Financial Implications

9.1 There are no direct financial implications arising from this report but the upheld complaints may have involved some financial implications, with the payment of some compensation as referred to in the report.

10. Legal Implications

10.1 The role of the Local Government Ombudsman is governed by Part 3 of the Local Government Act 1974. The role of the Housing Ombudsman to deal with local authority landlord complaints is governed by Part 7 of the Localism Act 2011.

10.2 Section 111 of the Local Government Act 1972 allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

Background Papers

Adur District Council Annual Review letter from Local Government and Social Care Ombudsman - July 2020
Worthing Borough Council Annual Review letter from Local Government and Social Care Ombudsman - July 2020
Housing Ombudsman monitoring report - September 2020

Officer Contact Details:-
Mark Lowe
Scrutiny & Risk Officer
01903 221009
mark.lowe@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Matter considered. Commitment to develop customer intelligence and insight function. Analysis of LGO and HO complaints will help in this process. Responding to Local Government Ombudsman and Housing Ombudsman investigations in a timely and open manner assists the Councils to improve their service, service delivery and reputation. Outcomes from Local Government Ombudsman and Housing Ombudsman investigations can impact on the Councils' reputation and lead to service improvements.

Local Government & Social Care OMBUDSMAN

22 July 2020

By email

Mr Bailey
Chief Executive
Adur District Council

Dear Mr Bailey

Annual Review letter 2020

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2020. Given the exceptional pressures under which local authorities have been working over recent months, I thought carefully about whether it was still appropriate to send you this annual update. However, now, more than ever, I believe that it is essential that the public experience of local services is at the heart of our thinking. So, I hope that this feedback, which provides unique insight into the lived experience of your Council's services, will be useful as you continue to deal with the current situation and plan for the future.

Complaint statistics

This year, we continue to place our focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have made several changes over recent years to improve the data we capture and report. We focus our statistics on these three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated. A focus on how often things go wrong, rather than simple volumes of complaints provides a clearer indicator of performance.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice. Our recommendations try to put people back in the position they were before the fault and we monitor authorities to ensure they comply with our recommendations. Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedies provided by the authority - We want to encourage the early resolution of complaints and to credit authorities that have a positive and open approach to resolving complaints. We recognise cases where an authority has taken steps to put things right before the complaint came to us. The authority upheld the complaint and we agreed with how it offered to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

This data will be uploaded to our interactive map, Your council's performance, along with a copy of this letter on 29 July 2020, and our Review of Local Government Complaints. For further information on how to interpret our statistics, please visit our website.

Resources to help you get it right

There are a range of resources available that can support you to place the learning from complaints, about your authority and others, at the heart of your system of corporate governance. Your council's performance launched last year and puts our data and information about councils in one place. Again, the emphasis is on learning, not numbers. You can find the decisions we have made, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the tool with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

Earlier this year, we held our link officer seminars in London, Bristol, Leeds and Birmingham. Attended by 178 delegates from 143 local authorities, we focused on maximising the impact of complaints, making sure the right person is involved with complaints at the right time, and how to overcome common challenges.

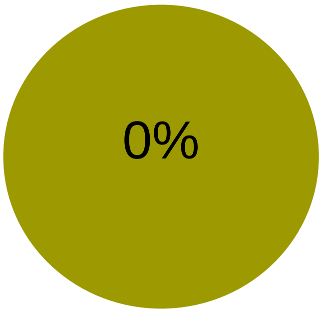
We have a well-established and successful training programme supporting local authorities and independent care providers to help improve local complaint handling. During the year, we delivered 118 courses, training more than 1,400 people. This is 47 more courses than we delivered last year and included more training to adult social care providers than ever before. To find out more visit www.lgo.org.uk/training.

Yours sincerely,

Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Adur District Council
For the period ending: 31/03/20

Complaints upheld



0% of complaints we investigated were upheld.

This compares to an average of **45%** in similar authorities.

0
upheld decisions

Statistics are based on a total of 1 detailed investigation for the period between 1 April 2019 to 31 March 2020

Compliance with Ombudsman recommendations

No recommendations were due for compliance in this period

Satisfactory remedies provided by the authority

The Ombudsman did not uphold any detailed investigations during this period

22 July 2020

By email

Mr Bailey
Chief Executive
Worthing Borough Council

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Yours sincerely,

Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Worthing Borough Council
For the period ending: 31/03/20

Complaints upheld

86%

86% of complaints we investigated were upheld.

This compares to an average of **45%** in similar authorities.

6
upheld decisions

Statistics are based on a total of 7 detailed investigations for the period between 1 April 2019 to 31 March 2020

Compliance with Ombudsman recommendations

100%

In **100%** of cases we were satisfied the authority had successfully implemented our recommendations.

This compares to an average of **99%** in similar authorities.

Statistics are based on a total of 5 compliance outcomes for the period between 1 April 2019 to 31 March 2020

- Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedies provided by the authority

17%

In **17%** of upheld cases we found the authority had provided a satisfactory remedy before the complaint reached the Ombudsman.

This compares to an average of **20%** in similar authorities.

1
satisfactory remedy decision

Statistics are based on a total of 7 detailed investigations for the period between 1 April 2019 to 31 March 2020

Local Government Ombudsman (LGO) upheld complaints

Housing complaints
(a) **Ref No: 18011830** - Complaint about the way that the Council handled a housing matter. The Ombudsman found some evidence of fault by the Council. The Ombudsman did not consider the fault he found prevented the complainant from being offered permanent accommodation. For those reasons he ended his investigation of this complaint. **LGO recommendations and compliance** Council to pay the complainants storage charges for two months in recognition of the injustice caused to her. Training to be provided for the staff involved. LGO satisfied that the Council has carried out the agreed actions and the LGO involvement in the case has ended.
(b) **Ref No: 18005173 -** Complaint about the Council's handling of a homelessness issue. The Ombudsman found that there was some fault by the Council. This resulted in delay in the Council treating the complainant as homeless. It also caused the complainant a missed opportunity and uncertainty. **LGO recommendations and compliance** The Council to apologise, pay the complainant £250 and review its actions including training to be provided for staff within one month. Council has complied with recommendations.
Benefit & Tax complaints
(a) **Ref No: 18017571 -** Complaint that the Council deducted money from the complainants earnings without notice and this left her in financial hardship and the Council did not properly consider her circumstances. The Ombudsman found fault in how the Council managed the recovery of housing benefit overpayments from the complainant which caused injustice. **LGO recommendations and compliance** Council was recommended to apologise, pay the complainant for distress and time and trouble and remind its officers of guidance on use of the DWP's Housing Benefits overpayments guide: 'Recovery of overpayments' and that direct earnings attachments should be used as a last resort. Council has complied with recommendations and LGO has ended his involvement in the case.

(b) **Ref No: 19003599 -** The complainant, a landlord, complained that the Council had wrongly pursued him for council tax he was not liable for which resulted in a liability order against him. The complainant said this caused him distress and had damaged his reputation. The Ombudsman found that the Council was at fault when it failed to record tenancy details that the complainant had provided.

LGO recommendations and compliance

The Council had already apologised for the distress and inconvenience caused to the complainant, removed his liability and cancelled all costs. The Ombudsman considered that the actions by the Council were sufficient to remedy the injustice it caused.

Note: In both of the Benefit and Tax complaints referred to above, the Service area has reviewed and amended internal procedures as appropriate. The complaints were also treated as learning opportunities and training for team members was provided/reinforced to minimise the potential for the same situations recurring.

Planning and Development complaints

(a) **Ref No: 18015315 -** Complaint about the Council's decision to approve a planning application, resulting in the complainant suffering loss of light, privacy and access. The complaint also stated that the Council failed to provide a final response to the complaint, causing distress.

LGO recommendations and compliance

The Ombudsman found fault in the Council's decision making process, but found that caused no significant injustice. The Ombudsman found fault in the handling of the complaint and recommended that the Council provide an apology and act to reduce the risk of recurrence by ensuring that it provides written complaint responses in future and keeps a record of key discussions with complainants. The Council has complied with the recommendations.

(b) **Ref No: 19001034 -** Complaint about the process followed by the Council when enforcing breaches of planning control at a site close to the complainant’s home. The Ombudsman found that there was fault because the Council incorrectly drafted two Enforcement Notices which meant that the complainant suffered injustice in the form of overlooking and noise from the car park.

LGO recommendations and compliance
Council to apologise and pay £1800 in recognition of the impact on the complainant’s amenity and a further £200 for the time and trouble. There was no fault in the other matters complained about.
The Council has complied with the recommendations of the LGO and also, at the request of the LGO, has reviewed the wording on its website regarding public speaking times to ensure that it is consistent with the wording in the Constitution.

Housing Ombudsman (HO) upheld complaints

Complaints handling issues
Ref No: 1360193 - Complaint about the handling of reports of anti social behaviour **HO recommendations and compliance** HO determined that there was maladministration by the landlord in respect of the complaint about how the landlord handled the reports of ASB. Council recommended to apologise to the complainant and pay him £300 compensation for the distress and inconvenience caused by its failures in handling his reports of ASB within six weeks of the date of the Order. The Council to provide the complainant with an opportunity to set out his version of events in relation to any recent reports of ASB and ongoing issues. If the complainant does so, the landlord to carry out, or continue any ongoing, investigation into these reports in accordance with its ASB policy. The landlord to write to the complainant and the Ombudsman with the results of the investigation. The Ombudsman has accepted that, because of the present restrictions due to the coronavirus pandemic, the timing of the above actions will depend on what is reasonable in the light of Government guidance regarding the health of the resident and of the landlord’s staff. The landlord to keep the complainant and the Ombudsman updated in relation to the time frames within which it can address the above step taking into account the present restrictions. The landlord to provide evidence of compliance with the orders as soon as is reasonably possible. The Council was recommended to take steps to ensure it is responding to complaints in accordance with its policy by sending written responses and keeping adequate records of its complaint decisions and the reasons.
Moving to a property complaints
Ref No: 2026327 - Complaint about the way that the Council handled the complainant’s mutual exchange including the handling of reports of damp in the property, a request for gas connection and information regarding a recharge and the level of information provided regarding moving the complainant from Housing Benefit to Universal Credit following the exchange. **HO recommendations and compliance** Council recommended to pay £500 compensation for distress and inconvenience which was offset against the tenants rent arrears.

Property condition complaints
(a) **Ref No: 901781 -** Complaint about housing repairs work, poor communication throughout the complaints process and delays in dealing with the complaints. **HO recommendations and compliance** Council to pay £470 to the complainant for the delays and poor communication throughout the process and to undertake the repair as soon as possible. (b) **Ref No: 964683 -** Complaint about the response to reports of disrepair to windows, mould growing in the living room and requests for compensation. **HO recommendations and compliance** The HO found that there was no maladministration in the landlord's response to the complainant's request that the electric storage heating at the property was replaced with gas central heating. However, Council recommended to pay the complainant £100 compensation for the inconvenience experienced because of the delays in fitting the new windows and trickle vents and the contractor missing an appointment for the repairs. The Council was also requested to consider compiling a compensation policy to ensure that there was a fair and consistent approach to compensation.

Joint Governance Committee
24 November 2020
Agenda Item

ADUR & WORTHING
COUNCILS

Ward(s) Affected: All

Standards in Public Life: An Update

Report by the Monitoring Officer

Executive Summary

1.0 Purpose

1.1 Members of the Joint Governance Committee will be aware of the report of the Committee on Standards in Public Life and the work of the Local Government Association on the Model Code of Conduct.

1.2 This report seeks to provide members of the Joint Governance Committee with an update on the progress of the work of the Committee on Standards in Public Life and the Local Government Association, and to set out the implications for Adur and Worthing Councils.

2.0 Recommendations

2.1 Members of the Joint Governance Committee are asked to note the contents of this report.

2.2 Members of the Joint Governance Committee are asked to nominate 4 members, from their membership, to sit on a Joint Officer/Member

Constitutional Working Group, to consider standards and ethics matters, including :

- the LGA Model Code of Conduct,
- the recommendations of the Committee on Standards in Public Life and,
- the arrangements surrounding Councillor Conduct at Adur and Worthing Councils.

2.3 The Joint Governance Committee is recommended to require a report back from the Joint Officer / Member Working Group with recommendations on the issues set out at 2.2 above, at their meeting in March 2021.

3.0 Background

3.1 It is expected that Elected and Co-opted Members of the Borough, District and Parish Councils will uphold the highest standards of conduct expected of holders of public office. Section 28 of the Localism Act 2011 requires the Councils to have a Code of Conduct for Elected Members and both Adur and Worthing Councils adopted a Code in 2015, updated in 2020, which forms part of the Constitution. Lancing Parish Council and Sompting Parish Council have their own Code of Conduct for their Members, adopted by the relevant Parish Council.

3.2 Face to face training on the Code of Conduct is offered by the Monitoring Officer to all Members on an annual basis and training is also included in the new Member induction day. Regular updates and briefings are included in the Members' Bulletin.

3.3 The Adur & Worthing Code of Conduct is based on the 7 Nolan principles for those who hold public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

3.4 The Localism Act places emphasis on local resolution of conduct matters, and the Councils' internal procedures provide authority to the Monitoring Officer to dispose of matters by way of informal resolution where appropriate.

3.5 Section 28(6) and 28(7) of the Localism Act 2011 requires the Councils to put in place 'arrangements' under which allegations that a Member of the Borough, District or Parish Council has failed to comply with the relevant Authority's Code of Conduct when they are acting in their capacity as a Councillor. The Localism Act also provides an obligation on Local

Authorities to appoint at least one Independent Person to act as a consultee when considering standards matters.

3.6 The Joint Governance Committee is responsible for standards, ethics and probity matters, audit and accounts activity and the constitutional framework. Within its terms of reference the Committee has the following responsibilities:

- To lead on the Council's duties to design, implement, monitor, approve and review the standards of ethics and probity of the Council, its Councillors and Co-opted Members.

- To promote a culture of openness, ready accountability and probity in order to ensure the highest standards of conduct of Councillors and Co-opted Members.

- To oversee and manage a programme of guidance, advice and training on ethics, standards and probity for Councillors and Co-opted Members and on the Members' Code of Conduct.

- To establish a standards sub-committee to receive reports following investigation on behalf of the Monitoring Officer into allegations of misconduct by Members and to determine appropropriate action in respect of alleged breaches of the Members' Code of Conduct.

- To receive an annual report from the Monitoring Officer on the local resolution and assessment of allegations of breach of the Member Code of Conduct, by Members of the Councils and any Parish Council.

- To support the Monitoring Officer ... in their statutory role.

4.0 Committee on Standards in Public Life

4.1 Members will recall the report brought to them in November 2019 entitled 'Standards in Public Life' which updated Members of the Joint Governance Committee with the work recently undertaken by the Committee on Standards in Public Life and their recommendations in respect of ethical standards.

4.2 The Committee on Standards in Public Life, Chaired by Lord Evans of Weardale, in addition to many recommendations that require legislative changes, made some best practice recommendations. These, together with the Monitoring Officers response are set out below:

4.2.1 Local Authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

The Codes of Conduct for Adur District Councillors and Worthing Borough Councillors adopted in January 2020 include prohibitions on bullying and harassment. Further work needs to be undertaken in respect of including a definition and examples within the code.

4.2.2 Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.

The Adur and Worthing Standards Procedure Rules provide that the Monitoring Officer may reject any complaint considered to be trivial or malicious. Further work needs to be undertaken in respect of including a provision in the code itself to prohibit trivial or malicious allegations by councillors, and to require councillors to comply with any formal standards investigation.

4.2.3 Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Adur and Worthing Councils reviewed their codes of conduct in January 2020 and a further review will be required in early 2021.

4.2.4 An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Adur and Worthing Council's Codes of Conduct are available on their website and form part of each Council's constitutions. They are readily available to councillors and the public. Recent Coronavirus legislation provides that where documentation is required to be available for inspection at the offices of the Council, making it available by electronic means, is currently sufficient.

4.2.5 Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format.

Adur and Worthing Council's update their gifts and hospitality register on an ongoing basis, every time Officers are notified by a Councillor of a new entry.

4.2.6 Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Adur and Worthing Councils Standards Procedure Rules provide for the Monitoring Officer to apply a public interest test in assessing formal complaints received. Further work needs to be undertaken to include details of the test applied in those rules.

4.2.7 Local authorities should have access to at least two Independent Persons.

Adur and Worthing Council's, until October 2020, had two Independent Persons, appointed to provide a joint role to both authorities. There is currently only 1 Independent Person in post but members have authorised the appointment of two additional persons; recruitment is ongoing and this Committee is due to convene a Sub Committee to consider appointments in early December 2020.

4.2.8 An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Adur and Worthing Council's Standards Procedure Rules provide for the Independent Person to be consulted by the Monitoring Officer on assessment of complaints, despite this not being a statutory requirement. The Monitoring Officer does therefore consult with the Independent Person as to whether to undertake a formal investigation on an allegation, and he/she is given the option to review and comment on allegations which the Monitoring Officer is minded to dismiss as being without merit, vexatious or trivial. Further the views of the Independent Person are always made known to the Joint Governance Committee on an annual basis and at Sub Committee meetings determining complaints following investigation.

4.2.9 Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

At Adur and Worthing Councils' current practice is where a decision on an allegation following a formal investigation is made, it is made by a Sub Committee of the Joint Governance Committee, and the draft minutes of the meeting are published on the Council's website as soon as possible. The minutes usually include a brief statement of the facts, the provisions of the code engaged, the view of the Independent Person, the reasoning of the Sub Committee, and any sanction applied.

4.2.10 A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Adur and Worthing Councils have published guidance on their website on how to make a complaint under the code of conduct and the process for handling complaints. Further work needs to be undertaken on timescales for investigations and outcomes.

4.2.11 **Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.**

Consideration needs to be given to include such a provision in the Adur and Worthing Standards Procedure Rules.

4.2.12 **Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.**

Consideration needs to be given to the support provided to the Adur and Worthing Monitoring Officer.

4.2.13 **A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.**

Adur and Worthing Council's Standards Procedure Rules include provision for Deputy Monitoring Officers, other Monitoring Officers or external appointees to undertake investigations.

4.2.14 **Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.**

Further consideration needs to be given to this recommendation.

4.2.15 **Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.**

Further consideration needs to be given to this recommendation

5.0 Local Government Association

5.1 The Committee on Standards in Public Life report recommended creating an updated model code of conduct, by the Local Government Association, in consultation with the representative bodies of councillors and officers of all tiers of local government.

5.2 Consultation on a draft Code ran for 10 weeks from 8th June until 17th August 2020. Members of the Joint Governance Committee will recall the report brought to them at their July 2020 meeting where they were invited to consider the draft Code and engage with the consultation process.

5.3 A summary of the consultation response provided by the LGA is as follows:

Overwhelming support for the Code, but a number of issues raised as follows:

- First person or third person?
- Respect or Civility?
- More on social media including confidentiality
- Declaration of gifts £25 too low or £50 too high?
- Need for accompanying guidance with examples
- Equality Act - obligations to comply
- Obligation to cooperate with investigation
- Compulsory training for members
- Sanctions

5.4 Further to the consultation, the LGA have made minor amendments to the draft Model Code of Conduct. The revised draft Code was considered at an LGA Councillors Forum on 22nd October 2020.

5.5 A final code is to be prepared by the LGA and taken to their Board meeting for approval on 3rd December 2020. The approved Model Code will then be published and Guidance issued.

6.0 What Does this Mean for Adur and Worthing Councils?

6.1 As set out above further steps need to be taken to consider the recommendations made by the Committee on Standards in Public Life.

6.2 The final Model Code of Conduct will need to be considered by Members and if the Joint Governance Committee recommend its adoption, it will need to be taken to each full Council for formal adoption.

6.3 The Model Code and the recommendations of the Committee on Standards in Public Life will require a review of the Adur and Worthing Standards Procedure Rules and some significant amendments are likely to be necessary. Proposed changes to Standards Procedure Rules will also need to be considered by the Joint Governance Committee with a recommendation to each full Council for their adoption.

6.4 It is recommended that a Joint Officer / Working Group be established to consider these matters further. It is recommended that the Joint / Officer Working Group comprise the following:

- 4 members of the Joint Governance Committee
- The Councils 3 Independent Persons
- Group Leaders of Adur District Council
- Group Leaders of Worthing Borough Council
- The Council's Monitoring Officer
- The Council's 2 Deputy Monitoring Officers
- The Council's Senior Democratic Services Officer

6.5 It is recommended that the Joint Officer Working Group meet on dates to be arranged between January 2020 and March 2020 with a view to considering the report from the Committee on Standards in Public Life and the Local Government Association's Model Code of Conduct; that the working Group bring a report back to the Joint Governance Committee in March 2020 with recommendations for a revised Code of Conduct and Standards Procedure Rules; that such recommendations are considered by each full Council at their April meetings with revised Codes of Conduct and Standards Procedure Rules for each Council to be effective from 7th May 2021.

6.6 It is recommended that in their considerations the Joint Officer Working Group consider the following issues:

- Definition of bullying and examples within the Code of Conduct
- Clarity and specific training on when the Code is engaged
- Clarity and specific training of social media and a review of the Council's Social Media Policy
- Prohibition in the Code of Conduct of the bringing of trivial or malicious complaints by Councillors
- A requirement within the Code of Conduct requiring councillors to comply with any formal standards investigation
- A requirement within the procedures for the Joint Governance Committee to review the Code of Conduct on at least an annual basis
- A requirement that the Joint Governance Committee receive a regular report of the register of Gifts and Hospitality
- Inclusion of a public interest test within the Standards Procedure Rules
- Timescales for investigations and outcomes
- Review of the information on the Council's website as to how to make a complaint
- Whether provision is required in the Standards Procedure Rules concerning who should bring a complaint about the conduct of a Parish Councillor towards a Parish clerk and whether similar provisions should be introduced about the conduct of a Councillor towards a District or Borough Council's Monitoring Officer.
- Separate bodies established or owned by the Councils and the conduct and ethics of their members

- Support provided to the Councils' Monitoring Officer
- Regular meetings between Senior Officers, Group Leaders, Joint Chairpersons of the Joint Governance Committee to discuss standards and ethics or regular attendance at Joint Governance Meetings by Group Leaders to discuss standards and ethics issues.
- Compulsory training on standards and ethics for all Councillors, on election and at least annually
- Compulsory training on standards and ethics for all Independent Persons, on appointment, and at least annually
- Compulsory training for members of the Joint Governance Committee, on determination hearings and standards and ethics issues generally, on appointment to that Committee, and at least annually
- Consideration of the arrangements governing the membership of any Sub Committee meeting to hold a determination hearing of a complaint; in particular how that Sub Committee is selected, whether it is politically balanced, whether the Chairman has a casting vote and if not, how a matter is determined in the circumstances of an equal vote, and how the Chairperson of a Sub Committee is selected.
- The procedure of a Sub Committee meeting when hearing and determining a code of conduct complaint.
- Budget implications of carrying out investigations and seeking external advice in respect of standards matters and a recommendation for a separate budget to be provided and to be monitored regularly by the Monitoring Officers and annually by the Joint Governance Committee to ensure the Monitoring Officer has sufficient resources to carry out his/her statutory role.

6.0 Engagement and Communication

6.1 The Monitoring Officer regularly consults with the Independent Person, the Chief Executive and the Joint Chairpersons of the Joint Governance Committee on all standards matters.

6.2 The Council will need to consider whether they wish to consult with the wider community and stakeholders prior to adopting a revised Code of Conduct in 2021.

6.3 The LGA have already consulted widely with Officers, Councillors, and other stakeholders nationally in producing their Model Code of Conduct.

7.0 Financial Implications

7.1 There are no financial implications arising from this report.

8.0 Legal Implications

8.1 The Localism Act 2011 provides the statutory framework for Member conduct, the mandatory obligation for Local Authorities to have a Code of Conduct and for Councils to have local arrangements for dealing with complaints about Member conduct.

8.2 The Terms of Reference of the Joint Governance Committee provide that the Committee is responsible for Standards of Ethics and Probity amongst Members. The Standards Procedure Rules provide procedural arrangements for the consideration of complaints relating to Member conduct.

8.3 The Localism Act 2011 provides that the District Council is responsible for dealing with allegations relating to Member conduct in respect of any parishes in its area.

Background Papers

- Part 3 Terms of Reference of the Adur District Council and Worthing Borough Council Constitutions
- Standards Procedure Rules
- Localism Act 2011
- Adur District Council Code of Conduct for Elected Members
- Worthing Borough Council Code of Conduct for Elected Members
- The LGA draft Model Code of Conduct
- The Committee on Standards in Public Life's report on Ethical Standards published January 2019

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Any hearing to be held before the Standards Sub-Committee would be based on the principles of natural justice and comply with Human Rights legislations and particularly the right to a fair trial.

3. Environmental

Matter considered and no issues identified.

4. Governance

Upholding high standards of conduct and probity amongst Members is paramount and breaches of the Code of Conduct have an adverse effect on public confidence in the democratic process and adversely affect the reputation of the Council.

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