

AUDITED STATEMENT OF ACCOUNTS

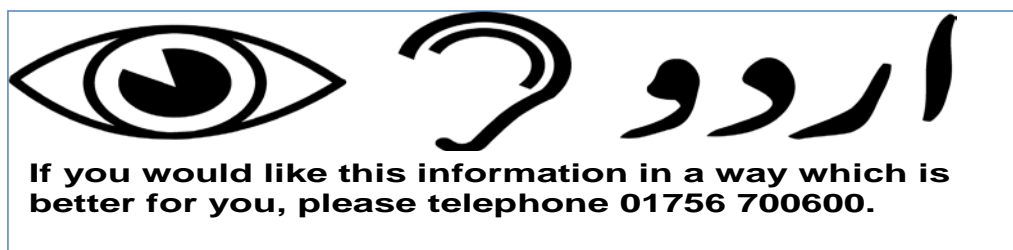
2019/2020

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Additional copies of the Statement of Accounts can be requested from:

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(01756) 706302. Or by e-mail to contactus@cravenc.gov.uk



SECTION 1

NARRATIVE REPORT & EXPLANATION TO THE FINANCIAL STATEMENTS

NARRATIVE REPORT

About the District and the Council

The Craven District

Craven is one of the most beautiful areas in northern England. Its outstanding landscape is reflected in the designation of two thirds of the district being situated within the Yorkshire Dales National Park. The district is the most westerly in North Yorkshire, spread across 117,839 hectares of land that extends north from a boundary near Skipton, with West Yorkshire to the south-east, Lancashire to the west, and Cumbria to the north-west.

Craven is a rural district with a sparse population, 2019 mid-year population estimates of the district were 57,142. The district has 27,414 households (31 March 20). Craven's largest town is Skipton and the majority of Craven's population is concentrated in the Skipton, West Craven and South Craven areas. Craven's other towns include Settle in Mid Craven, Ingletton and Bentham in North Craven and Grassington in Wharfedale. The district also has a number of smaller scattered villages and hamlets.

The rural nature and the ageing population of the district poses several challenges when delivering services to such a sparse population. Craven's total population has a greater proportion of people aged over 65 and a smaller proportion of people are aged 20-29 years compared to other areas of North Yorkshire.

About the Council

The Council operates under a three tier system of local government made up of North Yorkshire County Council, Craven District Council and Parish and Town Councils.

Political Structure of the Council

Craven District Council has 30 district councillors elected from 19 Wards. The Conservative Group has overall control of the Council. The Leader of the Council is Councillor Richard Foster and Deputy Leader Councillor Simon Myers.

The Council operates an "alternative" arrangement, and makes decisions through a modernised committee system. Decisions on major policy issues are made at the full Council meeting but most of its day to day responsibilities are delegated to committees, sub-committees and officers. The Council's main decision-making body is the Policy Committee.

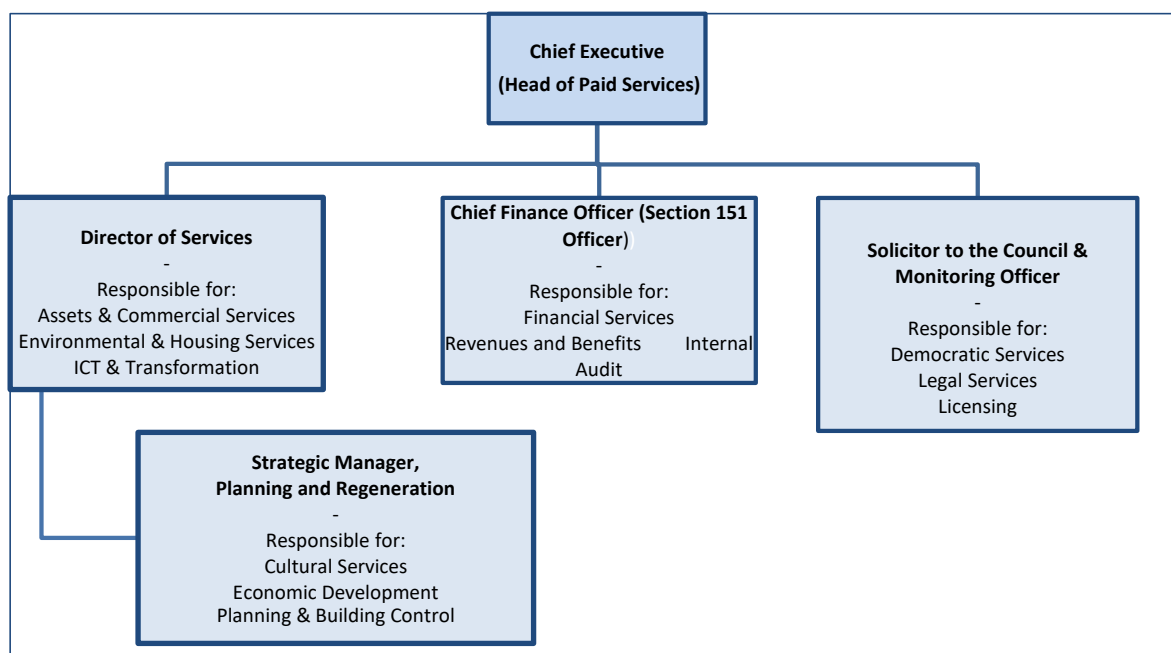
The following Committees are in place:

- Policy Committee and its sub-committees - exercise the Council's powers in making decisions or recommendations on all major non-regulatory matters.
- Select Committee - assists both in the development of new and reviews of existing council policies, as well as scrutinising decisions of the Council.
- Audit and Governance Committee - plays a key role within the Council's corporate governance arrangements and seeks to improve and maintain the corporate focus on the issues arising from risk management, internal control mechanisms, internal and external audit, and financial statements.
- Licensing Committee - considers all issues arising from the Licensing Act 2003 and all other licensing matters for which the Council is responsible, such as taxis (hackney carriages and private hire).
- Planning Committee - responsible for making decisions on planning applications, planning enforcement and other operational planning and building control matters, which require a decision by Councillors.
- Standards Committee - promotes and maintains high standards of conduct for District and Parish Councillors and advises Councillors on matters of conduct.

NARRATIVE REPORT

Management Structure

The Council's organisational structure supports the work of Councillors in the delivery of Council services. This is headed by the Corporate Leadership Team and is led by the Chief Executive, Paul Shevlin.



At 31 March 2020 the Council employed 207.00 full time equivalent (FTE) staff, reducing from 215.8 FTE at 31st March 2019. The Council recognises the value and importance of its staff in the delivery of services to the public. We have developed and are implementing our People Strategy to ensure we continue to have an effective, efficient and highly skilled workforce committed to delivering excellent services to our residents.

Vision, Budgets and Performance

The Council's Vision

'For Craven to be an increasingly prosperous place with strong, vibrant communities that celebrate their unique rural and urban settings, and where all residents enjoy a good quality of life.'

The Council Plan sets out how the Council will achieve its vision through its three priorities of:

- Enterprising Craven
- Resilient Communities
- Financial Sustainability

The Plan is a three year rolling plan which is reviewed annually in conjunction with the annual budget setting process. This ensures that the Council aligns its budgets to the delivery of our priorities. In February 2020, the Council updated its priorities in line with the updated Craven District Council Plan – 2020 & Beyond. This built on the themes already in place but included greater emphasis on achieving carbon neutrality. The revised priorities are:

- Carbon Neutral Craven
- Supporting the Wellbeing of our Communities
- Attracting & Retaining Younger People
- Financial Sustainability

Budgets and Funding

The Council funds the services it provides through its revenue budget and capital expenditure through its Capital Programme.

The Council has in place a rolling Medium Term Financial Plan (MTFP) covering a four-year period. It is reviewed regularly and refreshed annually to ensure we remain on track to deliver the services we provide. The latest version of the MTFP sets out a potential budget gap of £576k in 2021/22 growing to £1.275m by 2023/24. This is based on informed estimates but will depend significantly on future government policy and national funding reviews. Toward the end of 2019/20, the country has been responding to the Covid-19 pandemic. This will have a major national – and indeed global - economic impact. It will also impact the Council's finances and affect future MTFP projections. The potential financial impacts of Covid-19 are set out in later sections of this report.

NARRATIVE REPORT

The Council's annual net revenue expenditure budget of £6,735k for 2019/20 was agreed by the Council in February 2019. Following supplementary estimates during the year, the final budget was £6,863k. This included expenditure on services of £6,024k. Capital expenditure totalling £1,763k was also agreed. Following slippage from 2018/19 and additional supplementary estimates, the final programme stood at £8,692k.

The Council funds its revenue expenditure from a number of sources including Council Tax. A £5 increase in Council Tax for the 2019/20 financial year was approved (based on average Band D equivalent).

The Council borrows money from a range of sources to fund the services it provides.

The Council's borrowing facilities for 2019/20 were as follows;

- Bank overdraft limit of £500,000 (short-term)
- Public Works Loans Board (long-term capital)
- London Money Markets (via brokers) for short and long-term borrowing
- Other Local Authorities

The maximum amount of external borrowing the Council can have at any one time is governed by the requirements of the Prudential Code and reported in the Council's annual Treasury Management Strategy Statement (TMSS). The Prudential Code controls borrowing by reference to an Authorised Limit and Operational Boundary, and these limits are reported in the TMSS. The Council agreed the Prudential Indicator limits for 2019/20 when the annual TMSS was approved. There was no new long-term borrowing during the year.

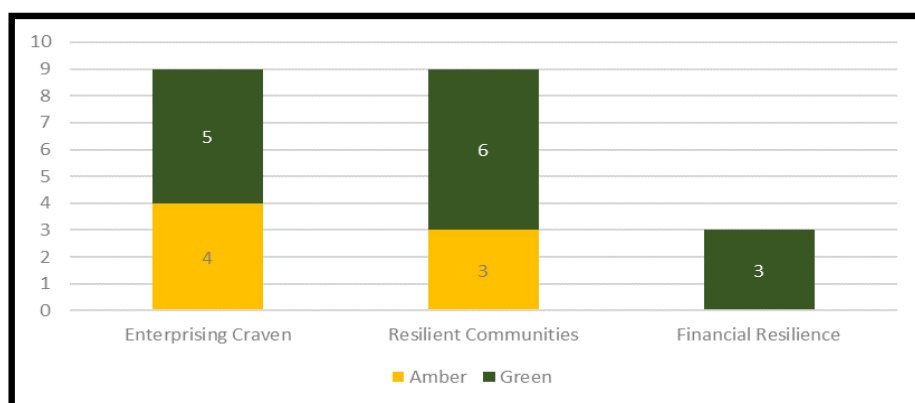
(Financial performance against our budgets is explained further under Financial Performance 2019/2020)

Performance During 2019/2020

We identified twenty-one key actions linked to the Council Plan for 2019/20. The status of fourteen of these actions was judged to be 'Green', meaning that the action was successfully completed as planned within the financial year. Seven actions were judged to be 'Amber', meaning that some or all elements of the action are behind schedule and were not completed in the Financial Year but that there is a clear plan in place to achieve them. No Council Plan actions were listed as 'Red' for 2019/20.

- 4 'Amber' actions relate to the priority 'Enterprising Craven'.
- 3 'Amber' actions relate to the priority 'Resilient Communities'.
- No 'Amber' actions relate to the priority 'Financial Sustainability'.

Overall, a slightly higher proportion of actions linked to our Council Plan are behind schedule in 2019/20 than were behind schedule in 2018/19 (33% in 2019/20, compared to 20% in 2018/19).



	Enterprising Craven	Resilient Communities	Financial Resilience	Total
Amber	4	3	-	7
Green	5	6	3	14

The following sections explain more about how we have performed against our priorities and budgets.

NARRATIVE REPORT

Enterprising Craven

Enterprising Craven - Actions Rated 'Amber'

Propose Skipton for a Tour de Yorkshire start and prepare delivery if required

Skipton was announced as start venue for both Men and Women's race on Friday 1st May 2020. An Officer was appointed to project manage delivery. £125K was secured from Business Rates Pool to cover the hosting fee. £5k funding was secured from Skipton Business Improvement District for dressing the town. An Event Management Plan was developed and had been due to be taken to the Craven Safety Advisory Group in March, however the event was postponed for the foreseeable future due to Covid-19. We are awaiting a date from the event organisers for reschedule.

Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing

The RIBA competition for Horton in Ribblesdale is complete and we are now working with the successful architects to prepare the planning application to the Yorkshire Dales National Park Authority (YDNA). The Local Plan was formally adopted in December 2019. Schemes at Back Gate, Ingleton and Airedale Avenue, Skipton have been submitted for planning approval. Update note: As a result of the Covid-19 crisis, some further delays to the planning process may occur for both the Horton in Ribblesdale scheme and further developments. Our timescales may need to be revised.

Improve the quality and capacity of the transport infrastructure serving the District

The procurement project to appoint consultants to support the development of the Masterplan was delayed but has now started. A member sounding board will be convened in 2020 to support the development of the Masterplan. We have submitted a Stage 2 bid for the Transforming Cities Fund to improve walking and cycling around Skipton. We are expecting a Central Government announcement regarding options for east-west road links during 2020.

Enhance the quality of the trading environment within the District's core retail centres

The Settle website design is underway. Work with Grassington Chamber on improved signage has also commenced. We are supporting the Yorkshire Dales Millennium Trust to prepare a Rural Development Plan for England (RDPE) funding bid for Ingleton Riverside Park to improve access, facilities and the woodland area; this will be submitted during 2020.

Enterprising Craven - Actions Rated 'Green'

Major Council achievements supported by Communications, Customer Services and Partnerships in the period

Dementia Friendly Skipton was launched during Alzheimer's Awareness Week and the Skipton group continues to grow. The Council is registered as working towards becoming Dementia Friendly and an action plan has been produced. The role of Community Safety Hub has been reviewed and a role profile produced for the Community Safety Officer's work within the hub. The Community Safety Hub has been relaunched, with an event at the Craven Communities Together Stakeholder Group. The Hub is now co located at our Belle Vue Square offices as part of a public safety services pilot. Priorities for the group include the Nurturing Neighbourhoods project, a piece of work focusing on the Broughton Road community, and financial resilience in the Bentham community.

Enable the development of eight hectares of new employment land by 2020

Craven Barnfield Regeneration Ltd have produced designs for Langcliffe Quarry and held pre-application discussion with YDNPA. A planning application will be made in 2020. Henry Boot Construction Ltd have completed works on the A629 roundabout. The expected date for the completion of the on-site road works is May 2020.

Update note: As a result of the Covid-19 crisis, some further delays to planning and development processes may occur and timescales may need to be revised.

Ensure new and existing businesses have access to, and are able to benefit from, business support services

A second SME Growth Manager has been appointed to deliver an Information, Diagnosis and Brokerage function to established SMEs in Craven. Part of the local spoke of the LCR LEP Business Growth Service, the post is shared with Bradford Metropolitan Council and is funded through the European Regional Development Fund. One workshop and pop-up business advice café was organised (in conjunction with Bradford Metropolitan Council and the LCR LEP), engaging 11 businesses across the District. During this quarter our SME Growth Manager worked with 9 businesses, of which 7 required support to access finance for expansion projects. The Ad: Venture Business Advisor, who works with new start businesses, worked with 12 businesses covering a range of advice including website improvement, business planning and cashflow/finance.

Ensure all businesses and residents in Craven have access to a high-quality broadband connection by 2020

Superfast North Yorkshire has provided a further 199 premises with access to a superfast broadband connection. These premises are located in Arncliffe, Eshton, Flasby, Ickornshaw, Stainforth, Studfold (Horton-in-Ribblesdale) and areas of Cowling. Each property owner has received a letter from Superfast North Yorkshire advising them on how they can access an improved broadband service. In December 2019, Openreach contacted the Council regarding connectivity to Middleton, Cowling. The area was to be removed from the Superfast North Yorkshire programme as they were unable to confirm the owner of the private street. After pro-active involvement by the Ward Member to bring together the frontages, the landownership issues are being overcome and the premises on this private road are now likely to receive fibre to the premise connectivity.

Develop and implement a new Economic Development Plan

This activity has been superseded by the Local Industrial Strategy under development by the York and North Yorkshire Local Enterprise Partnership.

NARRATIVE REPORT

Resilient Communities

Resilient Communities - Actions Rated 'Amber'

Reduce waste to landfill and increase re-use and recycling

A programme of activity has been completed to encourage the increase of recycling rates.

Promotional recycling material including new information about the recycling of batteries was sent out with Council Tax information. Communications work has been completed around identification of contamination following some recycling contamination spikes. A waste audit will be undertaken May/June 2020 to enable targeted campaigns.

Unfortunately, despite this activity, rates in 2019/20 have not improved as we would like. Further activity will be planned for 2020/21 to ensure further improvement.

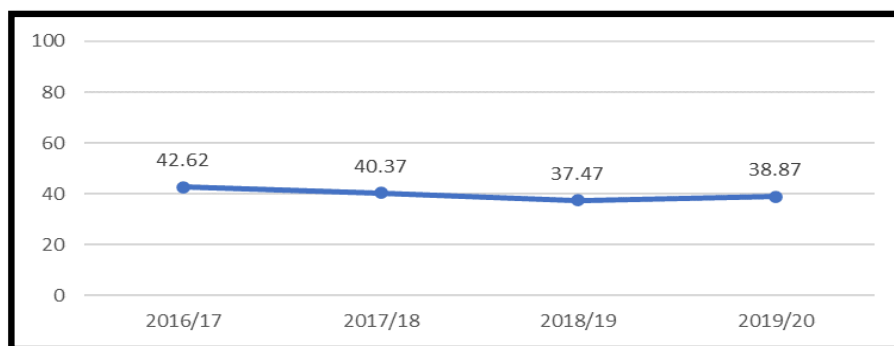


Chart: Annual Recycling Rates in Craven, 2016 to 2020

Promote use of electric vehicles (EV) in Craven

The charging point lease for EV charging points in the High Street car park has been agreed between the Council and a third party. North Yorkshire County Council (NYCC) Highways have agreed to the necessary amendments to the Parking Places Order (PPO). Installation is on hold until pandemic restrictions are lifted as the appointed sub-contractor has furloughed all staff. CDC has also committed to replacing its fleet with Low Emissions Vehicle (LEV) alternatives once they are taken out of service, and our first fully electric vehicle was purchased in 2019.

Update note: The sub-contractor's staff returned to work in April and the High Street EV Charging Point installations were completed in May.

Develop and implement a new Culture Plan

It was agreed that the Culture Plan should be subject to wider consultation with partners from across Craven and the region. Following the wider consultation, the Plan has been redrafted and it will be presented to Policy Committee during 2020.

Resilient Communities - Actions Rated 'Green'

Reduce health and wellbeing inequalities

Dementia Friendly Skipton was launched during Alzheimer's Awareness Week and the Skipton group continues to grow. The Council is registered as working towards becoming Dementia Friendly and an action plan has been produced. The role of Community Safety Hub has been reviewed and a role profile produced for the Community Safety Officer's work within the hub. The Community Safety Hub has been relaunched, with an event at the Craven Communities Together Stakeholder Group. The Hub is now co located at our Belle Vue Square offices as part of a public safety services pilot. Priorities for the group include the Nurturing Neighbourhoods project, a piece of work focusing on the Broughton Road community, and financial resilience in the Bentham community.

Enable community groups across the District to achieve their ambitions

The official opening of the new play area in Aireville Park was held on 7th June 2019. The Great Get Together Picnic was held in Aireville Park on 23rd June 2019 and had approximately 700 attendees from all sections of community. We received great feedback and hope to hold event again. A Planning Gain annual report detailing the value of planning gain in the district was completed. Community consultation has taken place in conjunction with Friends of Aireville Park over the new Aireville Park Masterplan. We have renewed the Ward Member Grant Scheme which received over 50 applications across the District. Update: due to the Covid-19 response, most community activities will be cancelled, delayed or delivered in an alternative format in 2020/21

Make Craven's public spaces cleaner, safer and greener

All targets under the Cleaner Neighbourhoods Action plan were met for 2019/20. A review of the plan was undertaken for 2020/21.

Acknowledge, reward and promote best environmental practice across businesses and the voluntary sector

Activities under this heading were completed with all milestones achieved. In particular, the Craven Green Apple awards were successfully awarded.

NARRATIVE REPORT

Improve access to and enjoyment of Craven's great heritage and culture

Construction of the Town Hall started in March 2019 and is expected to be complete in October 2020, a delay of two months following issues with the need to underpin the gable end of the Hall. Tree planting has taken place across a range of sites on our estate, with 9,000 trees planted in total. We are engaging with the Environment Agency and the White Rose Forest to identify a pipeline of new sites for tree planting. The Northern Forest Plan is now required in November 2020 and work with partners has commenced. Works on the Leeds-Liverpool canal towpath are continuing with an expected completion date of April 2020. The Canal and River Trust are exploring the opportunity to apply for further funding to complete the stretch from Kildwick to Silsden.

Collaborate with partners to retain and attract more working age households to the District

The Royal Institute of British Architects (RIBA) design competition for Horton is complete. We are now working with the architects of the winning design to develop the final scheme for submission to Homes England and the YDNPA. The business case and planning application for Langcliffe Quarry are being developed; once developed this employment land should result in additional job opportunities in the area.

Update note: As a result of the Covid-19 crisis, some further delays to planning and development processes may occur and timescales may need to be revised.

Financial Resilience

2019/20 was the first year without any Revenue Support Grant (RSG) from government.

Financial Resilience - All Actions Rated 'Green'

Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities

The CFO has agreed with the CEO and Lead Member for Finance that the LTFS publication will be merged into a single MTFP that accompanies the budget for approval in February. Budget consultation results are included in the February Policy report. Support was shown for the Council's newly identified priorities as included in the survey.

Improve the Council's commercial acumen and generate additional income

The Savings Plan is being reviewed and challenged by CLT on a monthly basis. Income to the end of December is ahead of budget and ahead of the same point last year.

Maximise the Council's assets for the long-term sustainability of the Council and the District

A review of small sites that could be made available for development across the Council's estate has been completed. These have now been referred to an external consultant who has been appointed to oversee delivery of this programme. Development of large schemes remains the responsibility of our joint venture partner, Craven Barnfield Regeneration. A Programme Board has been established to monitor progress against our development programme.

Update note: As a result of the Covid-19 crisis, some further delays to planning and development processes may occur and timescales may need to be revised.

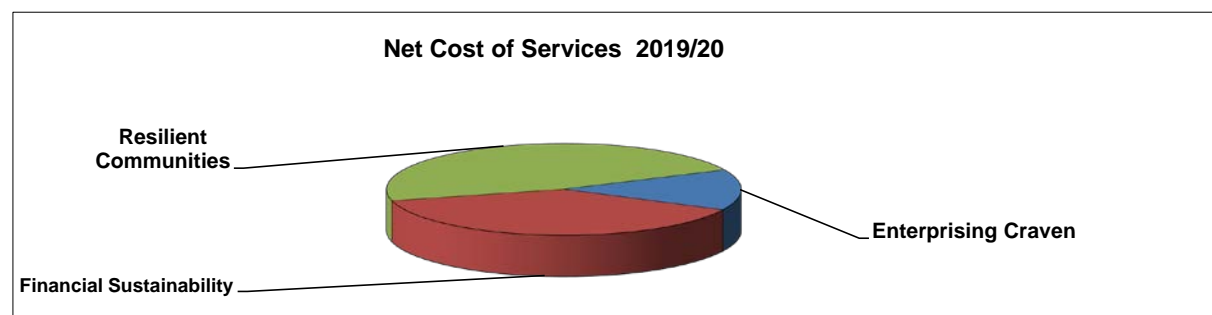
The Council's Medium Term Financial Plan (MTFP) sets out our medium term funding strategy and assumptions and identifies requirements to deliver a balanced annual budget. The MTFP is regularly reviewed and updated annually. Our Income and Savings Plan sets out the detail of how we intend to meet identified targets each year and progress against the plan is reported quarterly to the Policy Committee.

(Financial performance against our budgets is explained further under Financial Performance 2019/2020)

Financial Performance 2019/2020

The Council has continued to strengthen its financial position in 2019/20. The total forecasted net revenue expenditure for the Council during 2019/20 was £6,735k, this includes the net costs of services totalling £5,835k.

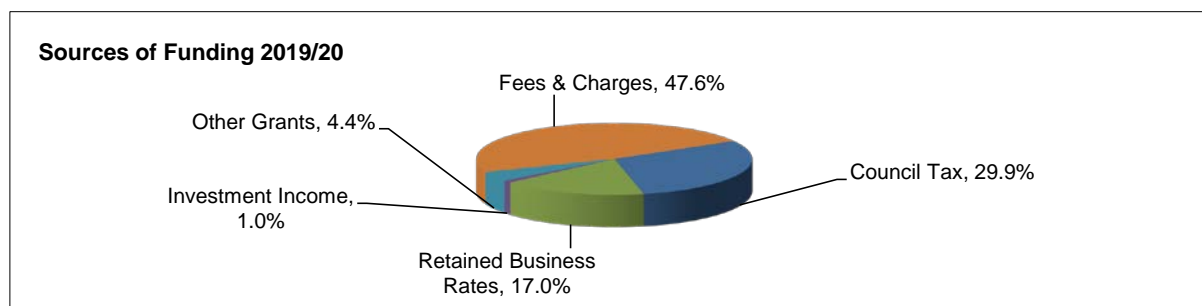
The chart and table below provide further detail on the cost of services.



NARRATIVE REPORT

	Expenditure £'000	Income £'000	Net Exp. £'000
Enterprising Craven includes the costs of all Skipton Town Hall, Craven Museum & Exhibition Gallery, Art Development, Planning and Building Control, Economic Development, Tourist Information Centres and Hackney Carriage and Premises Licensing	2,386	(1,193)	1,193
Financial Sustainability includes costs of miscellaneous property, Skipton Bus Station and Council Depot sites, Belle Vue Square Offices, Corporate Senior Management Costs, costs of teams managing and maintaining the Council's property assets, other back office services of business support finance, legal, human resources, information services, and a range of other corporate costs	3,474	(272)	3,202
Resilient Communities includes the costs of a wide range of front line services delivered to the public including Craven Leisure, Public Conveniences, Car Parks, Garages, Bereavement Services, Waste and Recycling Collection, Street Cleansing, Environmental Health and Housing, Shared Ownership Housing, Elections, Democratic Services, Revenues and Benefits and Customer Services, Community Services and Communications and Partnerships	19,480	(15,564)	3,916
Total Net Cost of Services	25,339	(17,029)	8,311

The chart and table below show the sources of funding to the Council, to fund our expenditure which includes the cost of services. This includes Parish Precepts paid to Parish and Town Council's totalling £1,405k.



Sources of Income to the Council	2019/20 £'000
Revenue Support Grant	-
Retained Business Rates	3,049
Council Tax (including parishes precepts)	5,380
Investment Income	186
Non Specific Government Grants and Other Income	797
Fees & Charges	8,565
Total	17,978

Excluding parish precepts, in 2019/20, the Council received 4.4% of its net funding from government grants, 30% from Council Tax (excluding parish precepts), 16.9% from Retained Business Rates, 47.7% from Fees and Charges, and 1% from investment income

NARRATIVE REPORT

The Council's Capital Programme

The Council Capital Programme sets out the investment the Council will make to improve and acquire assets to support delivery of services and the Council Priorities.

The Capital Programme was agreed by the Council's Policy Committee in February 2019, at £ 1,763k. However, as result of slippage brought forward, additional grant funding and supplementary estimates, the final programme stood at £8,692k. The projects within the Programme are shown in the table below.

The final programme for 2019/20 stands at £3,622k, the variance of £5,070k is a result of a number of reasons, such as projects spanning two financial years, completing under budget, projects not able to progress and slippage against timescales for some projects, due to routine delays and as a result of the Covid-19 pandemic. Required slippage will be carried forward into the 2020/21 Capital Programme for continuing projects.

Capital Programme

2018/19 Expenditure £'000	Areas of Capital Expenditure	2019/20 Approved Budget £'000	2019/20 Expenditure £'000
	Culture and Leisure Related		
223	Aireville Park Facilities	0	14
218	Craven Leisure (formerly Craven Pool & Fitness Centre)	47	45
-	Skipton Town Hall - Concert Hall (Arts Council England Funded Project)	679	0
1	Skipton Town Hall Redevelopment	202	202
309	Skipton Town Hall Redevelopment (Heritage Lottery Fund Scheme)	1,469	1,325
	Craven District Boundary Signs	18	9
17	Leeds Liverpool Canal Towpaths & Skipton Waterfront	588	382
	Economy, Housing and Environmental Related		
292	Aireview House Homelessness Hostel Refurbishment	0	31
48	Car Parks and Parking Machines	69	40
64	Market Town/Village Improvements	63	22
780	Shared-ownership housing / Developing Council Assets	3,700	698
-	Contribution to the Developing the Natural Aire project	125	50
0	Toilet Refurbishment - Ashfield Settle	75	0
32	Flood Alleviation Projects	368	55
	Waste and Recycling Related		
197	Refuse Vehicles and Associated Equipment	152	77
	Other Asset Infrastructure		
84	IT Infrastructure	219	122
-	Langcliffe Quarry Development	47	19
49	Skipton Depot	211	18
839	Waltonwrays Crematorium Improvements	41	2
	Grant Assistance to Residents		
505	Disabled Facilities Capital Grants & Other Home Improvement Grants	619	510
3,658	Total Capital Expenditure	8,692	3,622

The Council finances this expenditure from a variety of sources. An analysis of how the Capital Programme Expenditure in 2019/20 has been financed is set out on the next page.

2018/19 £'000	Capital Programme - Methods of Financing	2019/20 £'000
932	Prudential Borrowing	491
1,466	Capital Grants	2,404
694	Capital Receipts	359
567	Revenue Contribution	368
3,658	Total Financing	3,622

NARRATIVE REPORT

Review of the Council's Current Financial Position

Balance Sheet

The Council's Balance Sheet shows that the net worth of the Council increased by just over £4.96 million to £25,134k at 31 March 2020 from £20,167k at 31 March 2019.

The value of our long term non-current assets which are made up of the Council's property, equipment and vehicles used to deliver Council services, and also other assets such as investments have increased by £3,877k to £41,973k at 31st March 2020 compared to £38,096k at 31 March 2019.

The value of current assets increased by £829k to £15,332k at 31st March 2020 from £14,503k at 31st March 2019. The majority of which being short term investments of £9,000k which decreased by £3,000k from £12,000k at 31 March 2019, short term debtors at £1,998k an increase of £458k from 31 March 2019, and cash and equivalents at £4,282k increasing from £905k at 31 March 2019. Current liabilities increased by £726k from £5,462k at 31st March 2019 to £6,188 at 31st March 2020. this was mainly due to an increase of short term creditors of £659k.

The Council's long term liabilities have decreased by £987k to £25,983k at 31st March 2020 compared to £26,970k at 31st March 2019. This is due to a reduction in liabilities in the Council's share of the deficit in the North Yorkshire Pension Fund which have decreased to £19,989k at 31 March 2020 from £20,976k at 31 March 2019, due to increased gains on investment, and prepayment in 2017/18 of deficit liabilities for 2018/19 and 2019/20 which has given benefits of additional cost discount. This is a long-term position, and contribution rates are set to meet 100% of local authorities' liabilities over time, under Pension Fund Regulations. The table "Scheme History" in Note 36 sets out the Council's estimated share of the North Yorkshire County Council's Pension Fund's assets and liabilities.

Council Reserves

At 31st March 2020 the Council's total reserves stood at £25,134k compared to £20,167k at 31st March 2019, an increase of £4,967k. This includes unusable reserves of £14,527k and usable reserves of £10,607k.

Useable reserves of £10,607k, includes £995k of unallocated general fund revenue reserves and £6,720k of earmarked general fund reserves. This reflects the decision to set aside to fund a range of projects including those to generate future savings and develop new working practices, resource to provide for potential cost pressures resulting from refunds required through the localisation of Business Rates, capital receipts reserves of £2,472k to fund the Capital Programme, and £420k of unapplied capital grants.

The Section 151 officer annually undertakes a risk assessment to calculate a minimum level for reserves. The Medium Term Financial Plan assumes increases to earmarked reserves over the next few years to ensure that future demands can be met, though currently medium term assumptions are being revised in response to the emerging implications of dealing with the Covid-19 pandemic.

Impact of Covid-19

The national response to dealing with Covid-19 is having a significant impact on the economy that is likely to be felt for some considerable time. A drastic fall in output and a significant increase in unemployment will reduce government revenues when costs to deal with the pandemic are significant. At a local level, the council's revenues in the first quarter of 2020/21 have been affected by a loss of income from numerous services but particularly from leisure and car parks and this is likely to continue to be the case throughout the year. Revenues from fees and charges will begin to recover as services and amenities reopen but the extent and financial impact are unknown with certainty.

Council Tax revenues are expected to be impacted by an increase in Council Tax Support and a general decline in collection rates. Business rates will also be affected though the impact in 2020/21 has been mitigated to some extent by the vast expansion of temporary rate relief. The impact of reductions in Council Tax and business rates will initially be accounted for through the Collection fund but could result in a significant impact in the following financial year.

The cash-flow position remains stable in the medium term, helped by government deferring the collection of rate income and paying some grants in advance for the year.

The Council has incurred additional costs in the new financial year in its response to the pandemic but these are less significant compared to the impact of income and funding losses.

Government financial support has been provided and the Council is taking steps to ensure financial stability is maintained. A review of revenue and capital budgets has been undertaken, as has a review of reserves and balances. A more informed review of the Medium Term Financial Plan will be required when there is more certainty about the degree of financial losses, the range of government financial support and mitigating measures and the position regarding planned review of business rates and national funding formulae. A range of potential impacts is continually being updated and latest estimates are that with further government support, losses are containable in 2020/21 but a reprioritisation of the council's budget may be required in future years, depending on the outcome of the factors noted above.

The wider impact of the pandemic on the value of fixed assets and liabilities, the impact on the pension fund and related assets and liabilities are presented within these accounts based on latest expert advice.

NARRATIVE REPORT

Corporate Governance and Risks

The Council has an embedded process to manage risks and assist the achievement of its objectives for service delivery and its priorities set out in the Council Plan. The Corporate Risk Register is subject to review and approval by the Council's Audit and Governance Committee, and monitoring of key risks is integrated into our performance monitoring arrangements and reports considered at the Audit & Governance Committee. In light of Covid-19, all risk registers have been reviewed and new risks assessed. The Council has established a specific Pandemic Response Team in order to monitor the Council's response to current events. The structure follows the Council's Pandemic Response Plan and continually reviews risks, service delivery, public health, governance, financial resilience, staffing and communication issues.

The Council's Local Code of Governance which sets out its governance framework bringing together an underlying set of legislative requirements, governance principles and management processes is kept under review to ensure it remains relevant. The Code provides a framework for the Council to achieve its vision and priorities. The Annual Governance Statement included at Appendix 1 of the Statement of Accounts sets out how we have met our arrangements as set out in the updated Local Code. We have not identified any significant governance risks through our annual review, though we have identified a number of intended improvement actions.

EXPLANATION OF THE FINANCIAL STATEMENTS

The Statement of Accounts is produced to meet the requirement of the Accounts and Audit Regulations 2015.

The purpose of a local authority's published Statement of Accounts is to give electors, those subject to locally levied taxes and charges, Members of the Authority, employees and other interested parties clear information about the Authority's finances. The statement should answer such questions as:

- What did the Authority's services cost in the year of account?
- Where did the money come from?
- What were the Authority's assets and liabilities at the year-end?

The following pages summarise the financial activities of Craven District Council in 2019/20 and comment upon the most significant matters reported in the accounts. This publication incorporates all of the financial statements and disclosure notes required by statute. The accounts have been produced in accordance with The Code of Practice on Local Authority Accounting in the United Kingdom 2019/20: Based on International Financial Reporting Standards (The Code), and the Service Expenditure Reporting of the Council.

The Council's accounts for the year 2019/20 comprise:

- **The Statement of Responsibilities for the Statement of Accounts (page 16).** Under the Code of Practice on Local Authority Accounting in the UK 2005, there is a requirement for the Council, in addition to the Chief Financial Officer, to certify its approval of the Statement of Accounts.
- **The Movement in Reserves Statement (MIRS) (page 19).** This statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase /Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves.
- **The Comprehensive Income and Expenditure Statement (CIES) (page 20).** This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- **The Balance Sheet (page 21).** The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.
- **The Cash Flow Statement (page 22).** The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the authority.
- **The Notes to the Financial Statements (pages 23 to 75).** These provide additional information about the figures in the core financial statements.

EXPLANATION OF THE FINANCIAL STATEMENTS

Supplementary Statements Comprising:

- **The Collection Fund Account (page 77).** This reports the transactions of the Council as a billing authority. Amounts in respect of business rates and council tax due are shown, together with how these have been distributed to precepting authorities, the Council's General Fund and the Government.
- **Notes to the Collection Fund Account (pages 78 to 80).** These provide additional information about the figures in the Collection Fund.

Other Statements Comprising:

- **The Independent Auditor's Report to Craven District Council - Audit Certificate and Opinion (pages 81 to 84)**
- **Glossary of Terms and Index of Notes (pages 85 to 91).** Terms used throughout this document are described in detail in these pages.
- **The Annual Governance Statement (Appendix 1 Page 93).** A statement explaining how the Council maintains an effective system of internal financial control.

Structure of the Council's Accounts

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

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

The way each of these is funded is also different:

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

Non-Current Assets

In accordance with the Council's 5-year rolling programme, a number of properties (land and buildings) were revalued in 2019/20. This resulted in valuation increases and decreases. Valuations were carried out by the Council's internal RICS-registered surveyor. In addition, an impairment review of properties was undertaken and it was found that no properties needed to be downwardly revalued due to impairment.

Investment Properties are revalued annually at fair value in accordance with International Accounting Standard 40.

RICS Material Uncertainty Declaration of March 2020.

As a consequence of the COVID-19 Pandemic, The Royal Institution of Chartered Surveyors (RICS) issued a statement more particularly designed to urge caution regarding valuations for lending purposes however it serves as a general warning as to likely forthcoming market instability and re-adjustment. The restructuring of markets and the time frame for such adjustment is presently an unknown quantity. As such the valuer, when giving his opinions ensured the valuations in his report would be for the sole purpose of providing accounting values for inclusion in the authority's annual statement of accounts.

Prior Period Adjustments

No Prior period adjustments have been made to the Council's 2018/19 published financial statements.

Further Information

If you require further information concerning the Council's accounts, this is available from Financial Management, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ (01756 700600) or by email to contactus@cravencd.gov.uk

SECTION 2

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this Council, that officer is the Chief Finance Officer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the statement of accounts.

The Chief Finance Officer's Responsibilities

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

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

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

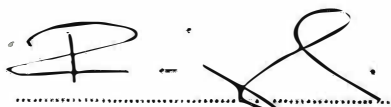
The Chief Finance Officer has also:

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

Certification of the Accounts

I hereby certify that the Statement of Accounts on pages 18 - 75 gives a true and fair view of the financial position of the Council at the reporting date and of its expenditure and income for the year ended 31 March 2020.

Richard Weigh
CPFA
Chief Finance Officer



Date: 27 November 2020

Approval by Chair of Audit and Governance Committee

This Statement of Accounts was approved by a resolution of the Audit and Governance Committee of Craven District Council on



Councillor Wendy Hull
Chair of Audit and Governance Committee

Date: 27 November 2020

SECTION 3

CORE FINANCIAL STATEMENTS

MOVEMENT IN RESERVES STATEMENT

	General Fund Balance £000	Earmarked GF Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Total Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2018	995	6,342	2,418	288	10,043	11,259	21,302
<u>Movement in Reserves during 2018/19</u>							
Surplus or (deficit) on provision of services	(1,399)	0	0	0	(1,399)	0	(1,399)
Other Comprehensive Expenditure and Income	0	0	0	0	0	262	262
Total Comprehensive Expenditure and Income	(1,399)	0	0	0	(1,399)	262	(1,137)
Adjustments between accounting basis & funding basis under regulations (note 7)	1,698	0	(350)	(51)	1,297	(1,297)	0
Net Increase/Decrease before Transfers to Earmarked Reserves	300	0	(350)	(51)	(101)	(1,035)	(1,137)
Transfers to/from Earmarked Reserves (note 8)	(300)	300	0	0	0	0	0
Movement in Year	0	300	(350)	(51)	(101)	(1,035)	(1,137)
Balance at 31 March 2019 carried forward	995	6,642	2,068	238	9,943	10,224	20,167
<u>Movement in reserves during 2019/20</u>							
Surplus or (deficit) on provision of services	368	0	0	0	368	0	368
Other Comprehensive Expenditure and Income	0	0	0	0	0	4,599	4,599
Total Comprehensive Expenditure and Income	368	0	0	0	368	4,599	4,967
Adjustments between accounting basis & funding basis under regulations (note 7)	(289)	0	404	182	296	(297)	(0)
Net Increase/Decrease before Transfers to Earmarked Reserves	78	0	404	182	664	4,302	4,967
Transfers to/from Earmarked Reserves (note 8)	(78)	78	0	0	0	0	0
Movement in Year	0	78	404	182	664	4,302	4,967
Balance at 31 March 2020 carried forward	995	6,720	2,472	420	10,607	14,527	25,134

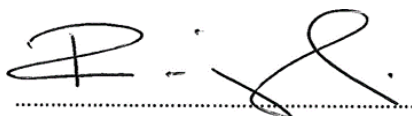
COMPREHENSIVE INCOME & EXPENDITURE STATEMENT

2018/19				2019/20			Notes
Expenditure £'000	Income £'000	Net Exp. £'000		Expenditure £'000	Income £'000	Net Exp. £'000	
2,381	(1,247)	1,135	Enterprising Craven	2,386	(1,193)	1,193	
3,599	(199)	3,400	Financial Sustainability	3,474	(272)	3,202	
19,527	(14,798)	4,729	Resilient Communities	19,480	(15,564)	3,916	
25,508	(16,244)	9,263	Cost of Services	25,340	(17,029)	8,311	
		1,394	Other Operating Expenditure			946	9
		604	Financing and Investment Income & Expenditure			454	10
		(9,862)	Taxation and Non-Specific Grant Income			(10,078)	11
		1,399	(Surplus) or Deficit on Provision of Services			(368)	
			Other Comprehensive Income and Expenditure				
		(202)	(Surplus) or deficit on Revaluation of Property, Plant and Equipment Assets			(2,600)	22.1
		2,073	Impairment Losses on Non-Current assets charged to the Revaluation Reserve			440	22.1
		(2,133)	Remeasurement of net defined benefit / (liability)			(2,439)	36
		(262)	Total Other Comprehensive Income and Expenditure			(4,599)	
		1,137	Total Comprehensive Income and Expenditure			(4,967)	

BALANCE SHEET

31-Mar-19		31-Mar-20		Notes
£'000		£'000	£'000	
33,428	Property Plant & Equipment and Community Assets	36,360		12
2,207	Investment Properties	2,206		12
1,884	Heritage Assets	1,884		12
358	Intangible Assets	407		15
18	Long Term Investments	1,018		16
201	Long Term Debtors	98		16
38,096	Total Long Term Assets		41,973	
12,000	Short Term Investments	9,000		16
-	Assets Held For Sale	-		19
57	Inventories and Work in Progress	52		
1,540	Short Term Debtors	1,998		17
905	Cash and Cash Equivalents	4,282		18
14,503	Total Current Assets		15,332	
-	Cash and Cash Equivalents	-		18
(48)	Short Term Borrowing	(48)		16
(5,098)	Short Term Creditors	(5,757)		20
(316)	Provisions	(383)		39
(5,462)	Total Current Liabilities		(6,188)	
(5,988)	Long Term borrowing	(5,988)		16
(6)	Other Long Term Liabilities	(6)		
(20,976)	Defined Benefit Pension Scheme	(19,989)		36
(26,970)	Total Long Term Liabilities		(25,983)	
20,167	Net Assets		25,134	
9,943	Usable Reserves		10,607	21
10,224	Unusable Reserves		14,527	22
20,167	Total Reserves		25,134	

Richard Weigh
CPFA
Chief Finance Officer



Date: 27 November 2020

CASH FLOW STATEMENT

2018/19 £'000		2019/20 £'000	Notes
(1,399)	Net surplus/(deficit) on the provision of services	368	
3,839	Adjustments to net surplus or deficit on the provision of services for non-cash movements	3,491	23
(344)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	(758)	23
2,097	Net cash flows from operating activities	3,101	
(2,695)	Investing Activities	(1,724)	24
(1,539)	Financing Activities	2,000	25
(2,137)	Net Increase or (Decrease) in cash and cash equivalents	3,377	
3,042	Cash and cash equivalents at the beginning of the reporting period	905	
905	Cash and cash equivalents at the end of the reporting period	4,282	18

SECTION 4

NOTES TO THE CORE FINANCIAL STATEMENTS

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EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies

1.1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. The Authority is required to prepare an Annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices under Section 21 of the 2003 Act primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, supported by International Financial Reporting Standards (IFRS).

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

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

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- Revenue relating to such items as Council Tax and Non Domestic Rates, is measured at the full amount receivable (net of any impairment losses) as they are non-contractual non-exchange transactions and there can be no difference between the delivery and payment dates.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the balance sheet.
- In the event that consideration has been paid in advance of the receipt of goods or services or other benefit, an authority shall recognise a debtor (i.e. payment in advance) in respect of that outflow of resources.
- Authorities shall account for revenue recognition in accordance with IFRS 15 Revenue from Contracts with Customers. The authority will recognise revenue from contracts with service recipients in accordance with the following; Identify if a Contract exists; identify any performance obligations that may exist; determine a transaction price; allocate said price to performance obligations and recognise the price once a performance obligation has been satisfied.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the balance sheet.
- In the event that consideration is received but the revenue does not meet the recognition criteria as described above, the Council recognises it as a creditor (i.e. receipt in advance) in respect of that inflow of resources.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Where it is doubtful that debts will be settled, the balance of debtors is charged to a bad debts provision. Contributions to the provision are made by charging the service revenue accounts dependent upon the value of outstanding aged debts.
- Income and expenditure are credited and debited to the relevant service revenue account, unless they properly represent capital receipts or capital expenditure.
- Year-end accruals and prepayments are made, as appropriate, subject to a de-minimis level of £500.

1.3. Cash & Cash Equivalents

Cash and Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. The Council has adopted a policy of cash equivalents being short term investments of less than one month duration.

1.3.1. Cash Flow

Presentation of Cash Flow Statements can be done using either the direct method, whereby major classes of gross cash receipts and gross cash payments are disclosed, or the indirect method, whereby the net cash flow from revenue activities is derived as a means of a reconciliation from the surplus or deficit on the Comprehensive Income and Expenditure Statement for the year. The Council uses the Indirect Method.

1.3.2. Capital Receipts

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.4. Council Tax and Non-domestic 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 (i.e. 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 collected could be more or less than predicted. (The Council is a billing authority).

Accounting for Council Tax and NDR

The Collection Fund (England) Statement is included as a supplementary statement in the accounts. The transactions of the Collection Fund are wholly prescribed by legislation. Billing Authorities have no discretion to determine which receipts and payments are accounted for within the fund and which outside.

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the authority'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 MiRS.

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

Where debtor balances for the above are identified as impaired because of a likelihood arising from a past event that payments due under the statutory arrangements will not be made (fixed or determinable payments), the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the CIES. The impairment loss is measured as the difference between the carrying amount and the revised future cash flows.

1.5. Prior Period Adjustments

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.

1.6. Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue (MRP) towards the reduction in its overall borrowing requirement. Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the MiRS for the difference between the two.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.7. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within twelve months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu and flexi-time) earned by employees but not taken before the year-end, which employees can carry forward into the next financial year. The accrual is charged to the Surplus or Deficit on the Provision of Services, but then reversed out through the MIRS so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the 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 at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the MIRS, 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 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 North Yorkshire County Council (NYCC).

The Local Government Pension Scheme

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

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

Liabilities are discounted to their value at current prices, using a discount rate of 2.3% on long dated AA rated Corporate Bonds.

The assets of the North Yorkshire Pension Fund attributable to the council are included in the balance sheet at their fair value:

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

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

Service Cost Comprising:

- Current service cost – the increase in liabilities as result of years of service earned this year – allocated in the CIES to the revenue accounts of services for which the employees worked.
- Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the CIES as part of Non Distributed Costs.
- Net interest on the net defined benefit liability (asset), i.e. net interest expense for the Council - 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 CIES - 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.

Remeasurements Comprising:

- The return on plan assets - excluding amounts included in net interest on the net defined benefit liability (asset) - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Actuarial gains and losses - changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to Pensions Reserve as Other Comprehensive Income and Expenditure.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.7. Employee Benefits continued.....

Contributions paid to the North Yorkshire Pension Fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

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.

1.8. Events After the Reporting Period

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

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

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

1.9. Financial Instruments

Financial Liabilities

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

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 Council has a policy of spreading the gain/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 MiRS.

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 cashflow 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 authority'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 payment of principal and interest (i.e. where the cash flows do not take the form of a basic debt instrument).

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.9. Financial Instruments continued.....

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised in 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 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 or losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model

The authority recognises expected credit losses on all its financial assets held at amortised cost, 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 the 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 and 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 - 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 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 derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

1.10. Government Grants and Contributions

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

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

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

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

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.11. Heritage Assets

Heritage assets are those assets that are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations.

The authority's heritage assets comprise artworks, literature, antiquities, machinery and equipment held in the museum, in storage for future exhibition, or in locations within the wider district.

Where carrying values can reasonably be determined, the values are included on the balance sheet as Non-Current Assets. Items held by the museum are subject to periodic insurance valuations which determine the carrying values for inclusion in the total of Non-Current Assets. Items which have an individual value below the de-minimis (currently £10,000) are not included in the value of Heritage Assets.

Heritage Assets are recognised and measured (including treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment.

Heritage assets are held in perpetuity with no defined useful life and consequently are not depreciated. The carrying amounts are reviewed where there is evidence of impairment and any impairment is recognised and measured in accordance with the authority's general policy on impairment - see note 1.18 in this summary of significant accounting policies.

1.12. Intangible Assets

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

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of assets held by the Council can be determined by reference to an active market. In practice, no intangible assets held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the CIES. An asset is tested for impairment whenever there is an indication that the asset might be impaired - any losses recognised are posted to the relevant service lines in the CIES. Any gain or loss arising on disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the CIES.

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

1.13. Interests in Companies and Other Entities

The Council has an interest in a company that has the nature of a joint venture arrangement, but considers it not sufficiently material to require the preparation of group accounts for 2019/20. This assessment is reviewed annually.

1.14. Inventories and Long-term Contracts

Inventories are included in the balance sheet at the lower of cost and net realisable value. The nature of the inventories means cost is assigned using the FIFO costing formula.

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.15. Investment Property

Investment properties are those that are used solely to earn rental income 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. The Council's property portfolio is reviewed annually to identify any additional assets which meet or cease to meet this criteria.

Investment properties are measured initially at cost and subsequently at fair value, based on the highest and best use value of the asset from the market participants perspective. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the CIES. The same treatment is applied to gains and losses on disposal.

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

1.16. Accounting for 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 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.

The Council as Lessee

Finance Leases

Property plant and equipment held under finance leases are recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the leases inception (or 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 Council 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 - applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the CIES).

Property, plant and equipment recognised under finance leases are accounted for using the policies applied generally to property, plant and equipment, 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 deemed capital investment in accordance with statutory requirements. Depreciation, 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.

Operating Leases

Rentals paid under operating leases are charged to the CIES as an expense of the services benefitting 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.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.16. Accounting for Leases continued.....

The Council as a Lessor

Finance Leases

Where the Authority grants a finance lease over a property or 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. A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also 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 – 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 MIRS. 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 MIRS. 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 fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General fund Balance in the MIRS.

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is no 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.

1.17. Overheads and Support Services

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

1.18. Property, Plant and Equipment

Assets that have physical substance and are held for use in the provision of services or for administrative purposes and that are expected to be used on a continuing basis for more than one financial year are classified as Property Plant and Equipment.

Recognition:

Expenditure on the acquisition, creation or enhancement of tangible non-current is capitalised on an accruals basis, provided that it yields benefits to the Council and the services that it provides for more than one financial year (subject to a £10k de-minimis limit). Expenditure that secures but does not extend the previously assessed standards of performance of asset (e.g. repairs and maintenance) is charged to revenue as it is incurred.

Measurement:

Assets are initially measured at cost, comprising:

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

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

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.18. Property, Plant and Equipment continued.....

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-specific Grant Income and Expenditure line of the CIES, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the CIES, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the MIRS.

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

- Infrastructure assets (e.g. highways and footpaths) if any are included in the Balance Sheet at depreciated historical cost.
- Community assets (e.g. parks, cemeteries, etc.) acquired prior to 1 April 1994 have been given a nil value. Assets acquired after 1 April 1994 are valued at historic cost.
- Heritage assets have been included in the balance sheet at last insurance valuation.
- Vehicles, plant and equipment are recorded in the Balance Sheet at historic cost net of depreciation. This is regarded as a reasonable indication of net current replacement cost.
- Shared Ownership dwellings - Council share only - current value, determined as the amount that would be paid for the asset at Market Value

Otherwise, net current replacement cost is assessed as:

- non-specialised operational properties – existing use value
- specialised operational properties – depreciated replacement cost
- investment properties – market value.
- surplus assets – highest and best use.

Assets included in the balance sheet at current value are revalued where there have been material changes in the value, but as a minimum every five years in accordance with the requirements of The Code. A 20% rolling revaluation programme has been implemented.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the CIES where they arise from a reversal of an impairment loss previously charged to a service revenue account.

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

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the reduction in the carrying amount of the asset is written down against the balance.
- where there is no balance in the Revaluation Reserve or an insufficient balance, the reduction in the carrying amount of the asset is first written down against the balance and then the remaining value is written down against the relevant service line in the CIES.

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

Impairment:

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

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

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the reduction in the carrying amount of the asset is written down against that balance;
- where there is no balance in the Revaluation Reserve or an insufficient balance, the reduction in the carrying amount of the asset is written down against the relevant service line in the CIES.

Assets having major components will be reviewed for componentisation when revaluation occurs as part of the rolling 5-year programme, or when major capital improvements are undertaken. Componentisation affects all assets recognised under IAS16, IAS17 and IFRIC12.

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

Depreciation:

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

Depreciation is provided for on all non-current and intangible assets on a straight-line basis over the period of their useful economic life.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.18. Property, Plant and Equipment continued.....

Where an asset has major components with different estimated useful lives, the components are depreciated separately.

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

Componentisation:

All property assets containing a building are split into two components – land and buildings. The buildings are then further reviewed to assess if there are additional significant components which should be recognised. A component is considered significant when the cost of the component is 20% or greater than the total cost of the asset and has a differing useful life. Each component is depreciated separately and where there is more than one significant component of the same asset which has the same useful life and depreciation method, such components may be grouped in determining the depreciation charge. Assets with a value less than £50k will not be considered for componentisation (on the basis of materiality) unless the circumstances are deemed appropriate.

Remaining Useful Asset Life:

The calculation of depreciation takes into consideration the expected remaining useful life of each asset.

- For depreciable buildings, the asset lives range between 2 and 100 years depending on the type of asset and its current use.
- For intangible assets a standard 5 year life has been used for the calculation of annual amortised amounts.
- For vehicles a 10 year life has been used and for smaller items of plant, a 7 year life has been used. For major plant an asset life up to 20 years may be used if appropriate.

Disposals and Non-Current Assets Held For Sale:

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. These are assets that have been declared surplus to the Council's operational requirements, are being actively marketed and have an estimated sale date within twelve months of the balance sheet date. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

Assets Held for Sale are included as current assets on the Balance Sheet at the lower of the carrying amount or the fair value of the asset less the costs to sell the asset. Impairment or revaluation losses on initial classification or subsequent write down to fair value are charged directly to the CIES even if the asset has been previously re-valued. Any balance on the Revaluation Reserve remains until the asset is sold. No depreciation is charged on Assets Held for Sale.

When an asset is disposed of or decommissioned, the value of the asset in the balance sheet is written off to the CIES as part of the gain or loss on disposal. Receipts from disposals are credited to the CIES as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve relating to the asset sold are transferred to the Capital Adjustment Account.

Amounts in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals are payable to the Government, including mortgage receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against council tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account via the MIRS.

1.19. Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

Provisions are charged as an expense to the appropriate service line in the CIES when the authority has an obligation, and are measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.19. Provisions, Contingent Liabilities and Contingent Assets continued.....

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

1.20. Reserves

The Council has both capital and revenue reserves, some of which can be used to finance current expenditure.

The Council sets aside specific amounts as earmarked reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the CIES. 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 such as the Revaluation Reserve, the Capital Adjustment Account and the Financial Instruments Adjustment Account, and for pension costs and employee benefits, and do not represent usable resources for the Council.

Capital reserves of capital grants, contributions and usable capital receipts, can only be used to finance capital expenditure.

1.21. Revenue Expenditure Funded from Capital under Statute

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

1.22. Value Added Tax (VAT)

VAT is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs and therefore charged to revenue or capital as appropriate. VAT receivable is excluded from income.

1.23. Fair Value Measurement

The authority measures some of its non-financial assets such as surplus assets and investment properties 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 interest.

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies continued

1.23. Fair Value Measurement continued.....

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 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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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 Code. For the 2019/20 Statement of Accounts there are a number of accounting changes that need to be reported. These relate to:

Annual Improvements to IFRS Standards 2015-2017 Cycle

□

Amendments to IAS19 Employee Benefits: Plan Amendment, Curtailment or Settlement

These amendments are minor, and they are not expected to have a material impact on the Statement of Accounts.

IAS 28 Investments in Associates and Joint Ventures: Measuring an Associate or Joint Venture at Fair Value. This is to clarify that an entity applies IFRS 9 'Financial Instruments' to long-term interests in an associate or joint venture that form part of the net investment in the associate or joint venture but to which the equity method is not applied. The Council has a Joint Venture with Barnfield Construction and for 2019/20 this is not material. The position will be reviewed on an annual basis once the JV commences its project work.

3. Critical Accounting Judgements In Applying Accounting Policies

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

Classification of Leases

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

Arrangements Containing a Lease - Implied Leasing

The Council does not have any outsourced contracts where there are leases.

Local Government Funding

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

Investment Properties (Commercial Property)

Investment properties have been estimated using the identifiable criteria under IFRS of being held for rental income or capital appreciation. These properties have been assessed using these criteria which is subject to interpretation.

Assets Held For Sale

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

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

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

Valuation and Revaluation of Property Plant and Equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets, and the expected period that each asset will be used for its existing purpose. The Authority will ensure that its assets are maintained to a usable standard to ensure remaining useful lives will not be shortened

If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. Remaining useful lives are reviewed following major expenditure, and future policy.

RICS Material Uncertainty Declaration of March 2020.

As a consequence of the COVID-19 Pandemic, RICS issued a statement more particularly designed to urge caution regarding valuations for lending purposes however it serves as a general warning as to likely forthcoming market instability and re-adjustment. The restructuring of markets and the time frame for such adjustment is presently an unknown quantity. As such the valuer, when giving his opinions ensured the valuations in his report would be for the sole purpose of providing accounting values for inclusion in the authority's annual statement of accounts.

The valuer has reported valuations on the basis of 'material valuation uncertainty' (as per VPS3 and VPGA 10 of the RICS red book). The consequence of which means there is less certainty and a higher degree of caution should be attached to the valuation than would normally be the case.

Fair Value Measurements

When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets, their fair value is measured using valuation techniques. Where possible, the inputs to 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. However, changes in the assumptions used could affect the fair value of the authority's assets and liabilities.

Where Level 1 inputs are not available, the authority employs relevant experts to identify the most appropriate valuation techniques to determine fair value (for example for investment properties, the authority's in-house valuer or external valuer).

The fair value of investment property is done as Level 2. The values have been measured using a market approach, which takes into account quoted prices for similar assets in active markets, existing lease terms and rentals, research into market evidence including market rentals and yields, the covenant strength for existing tenants, and data and market knowledge gained in managing the Council's Investment Asset portfolio. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised as level 2 on the fair value hierarchy.

Alongside the valuers report, and to ensure that consideration had been given to a change in valuations due to the COVID-19 impact on the market, a Property Market Report was produced. The purpose of the report was to give context around the potential impact of pandemic on valuations that would have been carried out throughout the year and to make sure that at the reporting date the potential impact was disclosed, where the fair value hierarchy is at level 2. The value of the investment properties at the reporting date was £2,206k and the valuer place a possible market adjustment of 5% on those assets under the Tenanted Commercial, industrial markets, this potentially could change the value by around £110k. This is below the threshold for materiality but disclosed based upon it's nature and potential impact.

Pensions Liability

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

COVID-19 impact

This year to mitigate the risk on changes to the asset valuations, as a result of the pandemic, the pensions valuation report was requested to reflect valuations as at the year end, rather than based on in year estimates. This was to ensure that any assumptions or valuations used by the actuary in calculating the plan assets would be more accurate. This would reduce the likelihood of a significant misstatement of the pension scheme position at the year end.

The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £1,386k.

The Council's net pension liability included in the balance sheet and disclosed in note 36 includes an estimate of the total value of the Council's share of the North Yorkshire Pension Fund's property assets. The valuation of the Fund's property fund assets has been impacted by Covid-19 and reported on the basis of 'material valuation uncertainty' as per the requirements of VPGA 10 of the RICS Red Book Global. As a consequence, there is less certainty and a higher degree of caution should be attached to the Council's share of these Pension Fund assets. The Council's actuary has estimated that the value of the Council's share of these Pension Fund Property investment assets was £3. 878m, as at the 31 March 2020.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

Arrears

At 31 March 2020, the Authority had a balance of sundry debtors for £404k and housing benefit overpayments of £163k. A review of all balances suggested that an impairment of doubtful debts of £325k was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.

If collection rates were to deteriorate, a doubling of the amount of impairment for doubtful debts (for non-public body sundry debtors) would require an additional £37k to be set aside as an allowance.

Employee Benefits Accrual

The employee benefits accrual cost was calculated for years from 2008/09 to 2016/17. There is little or no variation year on year. The amount involved is deemed not to be material and therefore no adjustment has been made to the accrual included within the accounts. The calculation will be performed and reviewed each year and should it be deemed material an adjustment to the accrual will be made in the accounts. The level of leave at the end of 2019/20 has not altered materially from 2016/17.

Surplus Asset Revaluation

As part of The Council's current Surplus Assets there have been two assets that have been subject to a valuation in 2019/20. The valuation is based on the valuers opinion of the value of the Land and buildings that present and the potential it has for development. At the reporting date the current valuation is valid, but as the development is subject to scrutiny and potential change throughout 2020/21 and beyond there is potential for this value to change.

5. Material Items of Income & Expenditure

In the period there have been no material items in the context of the overall income and expenditure of the Council.

6. Events After The Reporting Period

The unaudited Statement of Accounts was authorised for issue on 30th June 2020 by the Chief Finance Officer. Events taking place after this date are not reflected in the financial statements or notes. Where events take place before this date, provided information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

COVID-19 Impact;

Due to the existence of COVID-19 being recognised within the 2019/20 financial year and that some of its impacts and some of the actions taken by Government were known by the reporting date, this is potentially an adjusting event. As stated throughout the document where possible and where the impact of the pandemic is likely to impact on the assets and liabilities at the reporting date, disclosures have been made. However as new information about the likely severity and duration of the effects of COVID-19 will continue to emerge for some time, actual impacts are somewhat unknown.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations

2019/20	General Fund Balances £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:				
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Charges for depreciation and impairment of non-current assets	1,322			(1,322)
Revaluation gains/(losses) on Property, Plant and Equipment	60			(60)
Movements in the fair value of Investment Properties	1			(1)
Amortisation of intangible assets	38			(38)
Capital grants and contributions applied	(1,826)			1,826
Revenue expenditure funded from capital under statute	1,140			(1,140)
 Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposals to the Comprehensive Income and Expenditure Statement	 241			 (241)
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Statutory provision for the financing of capital investment	(88)			88
Capital expenditure charged against the General Fund	(368)			368
 Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(760)		760	-
Application of grants to capital financing transferred to the Capital Adjustment Account			(578)	578
 Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(759)	759		-
Use of the Capital Receipts Reserve to finance new capital expenditure		(359)		359
Other cash receipts		4		(4)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

2019/20	General Fund Balances £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Deferred Capital Receipts Reserve: Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement				-
Adjustments primarily involving the Financial Instruments Adjustment Account: Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements				-
Adjustments primarily involving the Pensions Reserve: Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 36)	2,392			(2,392)
Employer's pensions contributions and direct payments to pensioners payable in the year	(940)			940
less prepayment of 2018/2019 employers' contributions payable	(577)			577
Adjustments primarily 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	57			(57)
Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements	(222)			222
Cost of Services	(289)	404	182	(297)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations

2018/19	General Fund Balances £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:				
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Charges for depreciation and impairment of non-current assets	1,717			(1,717)
Revaluation gains/(losses) on Property, Plant and Equipment	70			(70)
Movements in the fair value of Investment Properties	148			(148)
Amortisation of intangible assets	20			(20)
Capital grants and contributions applied	(1,132)			1,132
Revenue expenditure funded from capital under statute	619			(619)
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposals to the Comprehensive Income and Expenditure Statement	257			(257)
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Statutory provision for the financing of capital investment	(245)	-		245
Capital expenditure charged against the General Fund	(567)			567
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(282)		282	-
Application of grants to capital financing transferred to the Capital Adjustment Account			(333)	333
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(295)	295		-
Use of the Capital Receipts Reserve to finance new capital expenditure		(694)		694
Other cash receipts	(49)	49		-

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

2018/19	General Fund Balances £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Movement in Unusable Reserves £'000
Adjustments primarily involving the Deferred Capital Receipts Reserve: Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement				-
Adjustments primarily involving the Financial Instruments Adjustment Account: Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements				-
Adjustments primarily involving the Pensions Reserve: Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 36)	2,869			(2,869)
Employer's pensions contributions and direct payments to pensioners payable in the year	(904)			904
less prepayment of 2018/2019 employers' contributions payable	(577)			577
Adjustments primarily 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	83			(83)
Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements	(34)			34
Cost of Services	1,698	(350)	(51)	(1,297)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

8. Earmarked Reserves

This consists of sums earmarked for specific purposes, e.g. funding of specific projects and service developments of strategic importance. This note sets out the amounts set aside during the accounting period and the amounts posted back to meet expenditure over the same period. The significant reserves and their intended purpose are described in more detail below:

	Balance at 31-Mar-18 £'000	Exp in Year £'000	Income in Year £'000	Balance at 31-Mar-19 £'000	Exp in Year £'000	Income in Year £'000	Balance at 31-Mar-20 £'000	See Notes Below
Bishopdale Court	5	-	-	5			5	
Building Control Reserve	25	-	-	25		-	25	
Buildings Reserve	360	(98)	198	460	(62)	52	450	8.1
Business Rates Equalisation	750	(100)	500	1,150			1,150	8.2
Contingency	100			100	-		100	
Edith Stead Bequest Reserve	2			2			2	
Elections	35	(7)		28	(7)		21	8.3
Enabling Efficiencies Fund	300	(19)	21	302	(32)		270	8.4
ERDF Funds	48			48			48	8.5
Future Year Budget Support	240	(99)	30	171	(77)	146	240	8.6
Insurance	70		10	80		10	90	
IT Reserve	560	(109)	60	511	(122)	30	419	8.7
Local Authority Business Growth Incentive	9			9			9	
Local Plan / Planning Reserve	475	(135)	100	440			440	8.8
New Homes Bonus	2,192	(328)	455	2,319	(257)	444	2,506	8.9
Partial Exemption Reserve	800	(200)		600			600	8.10
Revenue Expenditure Reserve	21	(21)	54	54	-	-	54	8.11
Vehicle Replacement Reserve	350	(192)	180	338	(77)	30	291	8.12
Total	6,342	(1,308)	1,608	6,642	(634)	712	6,720	

8.1. The Buildings Reserve has been created to fund repairs and improvements to the Council's buildings.

8.2. The Business Rates Equalisation reserve is to provide protection should the Council suffer early losses before the funding safety net is reached.

8.3. The Elections Reserve has been created to smooth the costs of elections which the Council holds 3 years out of every 4 when one third of the Councillors seats are up for election are up for election.

8.4. The Enabling Efficiencies Fund is used to fund the implementation of the Council's savings plan which will generate short/longer term savings.

8.5. ERDF Funds are grants from the Government for Economic Development Initiatives.

8.6. The Future Year Budget Support reserve has been created from planned income and savings generated from the Council's income and savings plan and will be used to support future years budgets to mitigate the impact of reductions in government grant funding.

8.7. The ICT Replacement reserve is to fund the purchase of new computer equipment and upgrade of systems.

8.8. Local Plan / Planning Reserve is used to fund costs relating to the local plan, including the public consultation process and other planning cost pressures.

8.9. New Homes Bonus Reserve is used to fund local infrastructure improvements, the return of empty homes into use and to support local community, voluntary and business sectors to deliver a range of community activities and projects for the benefit of local residents.

8.10. Partial Exemption Reserve carries funds to offset the impact on revenue services if the Council's partial exemption de-minimis threshold of 5% is exceeded meaning that VAT on purchases cannot be recovered for certain Council services.

8.11. Revenue Expenditure Reserve is for funds to cover expenditure commitments that have slipped to the following financial year.

8.12. Vehicle replacement reserve is used to fund replacements of the vehicle fleet.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

9. Other Operating Expenditure

2018/19 £'000		2019/20 £'000
1,360	Parish Precepts	1,405
(39)	Receipts from covenants & other capital cash	(0)
70	Revaluations (Gain) / Loss Chargeable to the CIES	60
3	(Gains) / Losses on Disposal of non-Current assets	(519)
1,394	Total	946

10. Financing and Investment Income and Expenditure

2018/19 £'000		2019/20 £'000
256	Interest Payable and similar charges	256
(205)	Interest Receivable and similar income	(186)
538	Net interest on the net defined benefit liability (asset)	492
15	Changes in the fair value of investment properties	(108)
-	Other investment income	-
604	Total	454

11. Taxation and Non-Specific Grant Income

2018/19 £'000		2019/20 £'000
(5,131)	Council Tax	(5,324)
(2,351)	Non Ring-fenced Government Grants	(2,715)
(830)	Capital Grants and other contributions	(686)
(7,424)	Retained Business Rates	(9,221)
5,874	Business Rates Tariff/(Top Up)	7,868
(9,862)	Total	(10,078)

12. Property, Plant and Equipment

12.1. Depreciation

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

	Estimated Useful Life (years)
Buildings	
Operational Buildings, up to	100
Non-Operational Buildings, up to	50
Garages	10
Other Assets	
Vehicles and smaller items of Plant & Equipment	10
Major items of plant and equipment, up to	20

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12.2. Property, Plant and Equipment, Heritage Assets & Investment Properties

Movement on Fixed Assets

The tables below and on the following page show the movement in value of the Council's non-current assets. Properties owned by the Council are valued on a rolling programme basis except for investment properties which are valued annually at the balance sheet date. Valuations for 2018/19 have been undertaken in-house by a RICS-qualified valuer.

Community Assets include allotments and the cemeteries at Waltonwray's and Ingletton. **Heritage Assets** with significant value and which have been capitalised comprise the Shakespeare First Folio and a selection of the Roebuck Collection of paintings.

	Land & Buildings	Vehicles Plant & Equipment	Surplus Assets	Community Assets	PPE, SA & CA TOTAL	Investment Property	Heritage Assets	TOTAL
2019/20	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Tangible Assets								
Cost or Valuation at 31 March 2019	31,561	7,612	1,249	1,333	41,755	2,207	1,884	45,846
Movement in 2018/2019								
Additions	2,198	198	-	-	2,396	-	-	2,396
Donations	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	2,280	-	90	(440)	1,930	-	-	1,930
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the								
Provision of Services	(40)	-	-	(20)	(60)	(1)	-	(61)
Derecognition - disposals	(244)	-	-	-	(244)	-	-	(244)
Reclassification	-	-	-	-	-	-	-	-
Value as at 31 March 2020	35,755	7,810	1,339	873	45,777	2,206	1,884	49,867
Accumulated Depreciation and Impairment								
at 31 March 2019	4,422	3,881	25	-	8,327	-	-	8,327
Movement in 2019/2020								
Depreciation for the Year	981	341	-	-	1,322	-	-	1,322
Depreciation written out to the Revaluation Reserve	(230)	-	-	-	(230)	-	-	(230)
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Depreciation written out to the (Surplus)/Deficit on the								
Provision of Services	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the (Surplus)/								
Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Derecognition - disposals	(3)	-	-	-	(3)	-	-	(3)
Other movements in								
Depreciation and Impairment	-	-	-	-	-	-	-	-
Reclassification	-	-	-	-	-	-	-	-
Value as at 31 March 2019	5,170	4,222	25	-	9,417	-	-	9,417
Net Book Value								
at 31 March 2020	30,585	3,588	1,314	873	36,360	2,206	1,884	40,450
at 31 March 2019	27,140	3,731	1,224	1,333	33,428	2,207	1,884	37,519

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12.2. Property, Plant and Equipment, Heritage Assets & Investment Properties

Movement on Fixed Assets

The tables below and on the following page show the movement in value of the Council's non-current assets. Properties owned by the Council are valued on a rolling programme basis except for investment properties which are valued annually at the balance sheet date. Valuations for 2018/19 have been undertaken in-house by a RICS-qualified valuer.

Community Assets include allotments and the cemeteries at Waltonwray's and Ingletton. **Heritage Assets** with significant value and which have been capitalised comprise the Shakespeare First Folio and a selection of the Roebuck Collection of paintings.

2018/19	Land & Buildings £'000	Vehicles Plant & Equipment £'000	Surplus Assets £'000	Community Assets £'000	PPE, SA & CA TOTAL £'000	Investment Property £'000	Heritage Assets £'000	TOTAL £'000
Tangible Assets								
Cost or Valuation at 31 March 2018	31,097	6,341	2,780	1,333	41,551	2,176	1,884	45,611
Movement in 2018/2019								
Additions	1,431	1,542	-	-	2,973	-	-	2,973
Donations	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	(420)	-	(1,531)	-	(1,951)	-	-	(1,951)
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the								
Provision of Services	(70)	-	-	-	(70)	(148)	-	(218)
Derecognition - disposals	(298)	(271)	-	-	(569)	-	-	(569)
Reclassification	(179)	-	-	-	(179)	179	-	-
Value as at 31 March 2019	31,561	7,612	1,249	1,333	41,755	2,207	1,884	45,846
Accumulated Depreciation and Impairment								
at 31 March 2018	3,090	3,851	20	-	6,961	-	-	6,961
Movement in 2018/2019								
Depreciation for the Year	1,418	294	5	-	1,717	-	-	1,717
Depreciation written out to the Revaluation Reserve	(80)	-	-	-	(80)	-	-	(80)
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Depreciation written out to the (Surplus)/Deficit on the								
Provision of Services	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the (Surplus)/								
Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Derecognition - disposals	(6)	(265)	-	-	(271)	-	-	(271)
Other movements in								
Depreciation and Impairment	-	-	-	-	-	-	-	-
Reclassification	-	-	-	-	-	-	-	-
Value as at 31 March 2019	4,422	3,881	25	-	8,327	-	-	8,327
Net Book Value								
at 31 March 2019	27,140	3,731	1,224	1,333	33,428	2,207	1,884	37,519
at 31 March 2018	28,007	2,490	2,760	1,333	34,590	2,176	1,884	38,650

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12.3. Commitments Under Capital Contracts

The Council is required to disclose any significant commitments under capital contracts. These commitments relate to contractual obligations entered into but not discharged by 31 March 2020, and commitments to meet items in the proposed capital programme where contracts have not been entered into, which are not already reflected within the accounts.

The Council has committed to expenditure in future years of £348k, as shown in the table below;

	Expenditure approved and contracted at 31-Mar-20 £'000	Period of Investment
IT Software	-	1-3 years
Vehicles & Equipment	22	1-3 years
Home Improvement & Repair Grants	35	1-3 years
Other Grants	3	1-3 years
Craven Market Towns Development	-	1-5 years
Property Acquisitions / New Build	-	1-3 years
Improvements to Property	288	1-3 years
Total	348	

12.4. Revaluations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at current value is revalued at least every five years. All valuations were carried out by an internal valuer. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors. No items of vehicles, plant, furniture or equipment required revaluation.

	Land and Buildings £'000	Vehicles Plant Furniture & Equipment £'000	Surplus Assets £'000	Community Assets £'000	Investment Property £'000	Heritage Assets £'000	Total £'000
Carried at historical cost:		3,587		-	-	-	3,587
Valued at fair value as at:							
31-Mar-20	12,490	-	90	854	2,204	-	15,638
01-Apr-19	1,439	-	1,219	-	-	-	2,658
01-Apr-18	4,315	-	-	-	-	1,514	5,829
01-Apr-17	4,262	-		19	-	370	4,651
31-Mar-16	8,082	-	5	-	-	-	8,087
Total Cost or Valuation	30,588	3,587	1,314	873	2,204	1,884	40,450

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

12.5. Surplus Assets

Fair Value Hierarchy

The Council's Surplus Assets have been value assessed as Level 2 on the fair value hierarchy for valuation purposes (see Note 1 Accounting Policy 1.23 for an explanation of the fair value levels).

Valuation Techniques Used to Determine Level 2 Fair Values for Surplus Assets

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

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

13. Heritage Assets

Heritage assets are included in the Balance Sheet at their insurance valuations. Revaluation should usually occur every five years with the last full scale valuation in 2014. There have been interim insurance valuations in 2017/18 which have adjusted the amounts held in the Asset Register for the Roebuck Collection of Artwork and the Shakespeare First Folio. There was due to be a full revaluation of Heritage Assets in 2019/20, however due to the Capital Works at the Town Hall and Museum and the majority of the Assets being in storage or inaccessible this has been postponed until in the development works are complete. this was likely to be 2020/21 however with the capital works being delayed due to the Coronavirus Pandemic in 2020, this is yet to be confirmed. There were no disposals of capitalised heritage assets in the year.

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 CIES.

	2018/19	2019/20
	£'000	£'000
Rental Income From Investment Property	140	117
Direct Operating expenses arising from investment property	(7)	(8)
Net Gain / (Loss)	133	109

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

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

	2018/19	2019/20
	£'000	£'000
Balance at start of the year	2,176	2,207
Additions:		
Purchases	-	-
Construction	-	-
Subsequent Expenditure	-	-
Disposals	-	-
Net gains/losses from fair value adjustments	(148)	(1)
Transfers:		
to/from Inventories	-	-
to/from Property, Plant and Equipment	179	-
Other Changes	-	-
Balance at end of Year	2,207	2,206

Fair Value Hierarchy

All the Council's investment properties have been value assessed as Level 2 on the fair value hierarchy for valuation purposes (see Note 1 Accounting Policy 1.23 for an explanation of the fair value levels).

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

14. Investment Properties continued.....

Valuation Techniques Used to Determine Level 2 Fair Values for Investment Property

The fair value of investment property has been measured using a market approach, which takes into account quoted prices for similar assets in active markets, existing lease terms and rentals, research into market evidence including market rentals and yields, the covenant strength for existing tenants, and data and market knowledge gained in managing the Council's Investment Asset portfolio. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised as level 2 on the fair value hierarchy.

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

However due to the Global Pandemic relating to Coronavirus (COVID-19) it is likely that the market activity in the investment property and rental markets will be impacted upon. The valuer has provided the value of the investment properties based upon the known market conditions at the date of valuation, however he has also issued a RICS material Uncertainty Declaration notice. This gives indications regarding the potential market adjustment as a result of the Countries lockdown and it's impact on the national and local economy.

15. Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licenses) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority. Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, they are therefore carried at amortised cost.

2018/19 Software Licenses £'000		2019/20 Software Licenses £'000
1,537	Cost	
66	Historic Cost brought forward 1 April	1,603
-	Additions	87
	Reclassifications	-
	Disposals	-
1,603	Historic Cost carried forward 31 March	1,690
1,225	Amortisation and Impairments	
20	Accumulated amortisation and impairment brought forward	1,245
-	Charge for year	38
-	Reclassifications	-
	Disposals	-
1,245	Accumulated amortisation and impairment carried forward	1,283
358	Balance Sheet at 31 March	407

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

16. Financial Instrument Balances

Categories of Financial Instruments

The borrowings and investments disclosed in the Balance Sheet are detailed below. The council has categorised its financial instruments in accordance with IFRS 9. Consequently the council now recognises and measures financial assets as either fair value profit and loss, fair value through other comprehensive income or amortised cost. Note 38 provides additional details regarding financial instruments.

Financial Assets	Non-Current		Current	
	31-Mar-19 £'000	31-Mar-20 £'000	31-Mar-19 £'000	31-Mar-20 £'000
Investment				
Fair value through profit or loss	18	18	0	-
Amortised cost	-	1,000	12,000	9,000
Fair Value through other comprehensive income	-	-	-	-
Total Investments	18	1,018	12,000	9,000
Debtors				
Amortised cost	201	98	465	1,079
Total Debtors	201	98	465	1,079
Total Financial Instruments	219	1,116	12,465	10,079
Non-financial instrument balances	-	-	1,076	1,228
Total	219	1,116	13,541	11,307

Financial liabilities	Non-Current		Current	
	31-Mar-19 £'000	31-Mar-20 £'000	31-Mar-19 £'000	31-Mar-20 £'000
Borrowings				
Fair value through profit or loss	-	-	-	-
Amortised cost	5,988	5,988	48	48
Creditors				
Amortised cost	-	-	1,564	1,639
Total financial liabilities	5,988	5,988	1,612	1,687
Non-financial liabilities	-	-	3,535	4,118
Total	5,988	5,988	5,147	5,805

Income, Expense, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are as follows: The interest earned from financial assets held at amortised cost during 19/20 was £161k The interest earned from loans held at amortised cost amounted to £16k.

The interest expense on financial liabilities held at amortised cost during the year amounted to £255k.

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

Except for the financial assets carried at fair value, as shown in the above table, all other financial assets and liabilities held by the council are carried in the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments (Level 2), using the following assumptions:

- For loans payable from the Public Works Loan Board (PWLb), premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures, and these are compared to the fair value based on new borrowing rates as calculated by Link Asset Services.

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;

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

16. Financial Instrument Balances continued.....

The fair value of trade and other payables is taken to be the billed amount, hence the fair value will be the same as the carrying amount.

The fair values calculated using Link Asset Services' method (new borrowing rate) are as follows	31 March 2019		31 March 2020	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Financial Liabilities held at amortised cost	5,988	8,746	5,988	8,339

The fair values calculated using PWLB's method (premature repayment rate) are as follows	31 March 2019		31 March 2020	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Financial Liabilities held at amortised cost	5,988	10,482	5,988	12,160

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

	31 March 2019		31 March 2020	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Financial assets held at amortised cost	12,000	12,000	10,000	10,000

The fair value is the same as the carrying amount because the authority's portfolio of investments consists predominantly of fixed rate loans where the interest rate receivable is similar to the rates available for similar loans at the balance sheet date.

17. Short-Term Debtors

The following table shows the amounts owed to the Council for which payments have not been received by 31 March 2020. Payments to Government departments and the HM Customs have been grouped in Central Government Bodies. The other entities and individuals are made up of any debtors or prepayments that do not fall under the other categories. These include Council Tax and Rental debtors, as well as general debtors, joint projects and any accrued income.

31-Mar-19 £'000		31-Mar-20 £'000
739	Central Government Bodies	1,250
351	Other Local Authorities / Public Bodies	491
799	Other Entities and Individuals	582
1,889		2,323
(348)	Less Provision for Bad Debts	(325)
1,540	Total	1,998

17a. Debtors for Local Taxation

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

31-Mar-19 £'000		31-Mar-20 £'000
236	Less than three months	212
665	Three months to one year	580
755	More than one year	941
1,656		1,733

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

18. Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

Balance at 31-Mar-19 £'000		Balance at 31-Mar-20 £'000
6	Cash held by the Authority	7
899	Bank Current Accounts	4,275
0	Short-term Deposits	0
905		4,282

19. Assets Held For Sale

There are no items fulfilling the criteria of Assets Held for Sale as at 31 March 2020.

20. Creditors

The following analysis identifies the Council's major creditors (payable within 12 months):

31-Mar-19 £'000		31-Mar-20 £'000
892	Central Government Bodies	2,216
1,556	Other Local Authorities / Public Bodies	884
2,650	Other Entities and Individuals	2,657
5,098	Total	5,757

21. Usable Reserves

The Council keeps a number of reserves in the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans. These Reserves can be analysed between Usable (i.e. the balances are available to support the delivery of Council Services) and Unusable (i.e. they are kept to manage accounting processes for non-current assets, financial instruments, and retirement benefits and do not represent usable resources for the Authority). Unusable Reserves are detailed in note 22.

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement, and revenue earmarked reserves are set out in detail in note 8. Descriptions of each reserve are shown after the table.

2018/19 £'000		2019/20 £'000	Note
	Usable Reserves		
995	General Fund	995	21.1
6,642	Earmarked Reserves	6,720	21.2
2,068	Capital Receipts Reserve	2,472	21.3
238	Capital Grants Unapplied	420	21.4
9,943	Total	10,607	

21.1. General Fund

This is a non-earmarked balance which is set aside to cover unforeseen events and the risk of inflation increases. The Council has a minimum level for this balance set at £1.0m. Any amounts above this may be used to support the budget and future council tax levels within the context of the Council's financial strategy.

21.2. Earmarked Reserves

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

21.3. Capital Receipts Reserve

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

21. Usable Reserves continued.....

21.4. Capital Grants Unapplied Reserve

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

22. Unusable Reserves

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

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

2018/19 £'000		2019/20 £'000	Note
	Unusable Reserves		
11,246	Revaluation Balances		
20,558	Revaluation Reserve	12,710	22.1
(21,553)	Capital Adjustment Account	21,667	22.2
-	Pensions Reserve	(19,989)	22.3
31	Deferred Capital Receipts Reserve	-	22.4
(58)	Collection Fund Adjustment Account	197	22.5
	Accumulated Absences Account	(58)	22.6
10,224	Total	14,527	

22.1. Revaluation Reserve

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

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

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

2018/19 £'000		2019/20 £'000
13,675	Balance brought forward at 1 April	11,246
202	Upwards revaluation of assets	2,600
(2,073)	Downward revaluation of assets and impairment losses not charged to the surplus/deficit on the Provision of Services	(440)
(1,871)	Surplus/(Deficit) on revaluation of non-current assets not posted to the (Surplus)/Deficit on the Provision of Services	2,160
(517)	Difference between fair value depreciation and historical cost depreciation	(696)
(41)	Accumulated gains on assets sold or scrapped	-
(558)	Amount written off to the Capital Adjustment Account	(696)
11,246	Balance carried forward at 31 March	12,710

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

22. Unusable Reserves continued.....

22.2. Capital Adjustment Account

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

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

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

2018/19		2019/20
£'000		£'000
19,860	Balance brought forward at 1 April	20,558
-	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	-
(1,717)	Charges for depreciation and impairment of non-current assets	(1,322)
(20)	Amortisation of intangible assets	(38)
(70)	Revaluation losses on Property, Plant and Equipment	(60)
(619)	Revenue Expenditure Funded From Capital Under Statute	(1,140)
(257)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(241)
(2,683)		(2,801)
558	Adjusting amounts written out of the Revaluation Reserve	696
(2,125)	Net written out amount of the cost of non-current assets consumed in the year	(2,105)
	Capital financing applied in the year:	
694	Use of the Capital Receipts Reserve to finance new capital expenditure	359
1,132	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,826
333	Application of grants to capital financing from the Capital Grants Unapplied Account	578
245	Minimum Revenue Provision - Borrowing	84
567	Capital expenditure charged against the General Fund	368
2,971	Total capital financing applied in the year	3,215
(148)	Movements in the market value of Investment Properties debited or credited to the CIES	(1)
-	Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	-
20,558	Balance carried forward at 31 March	21,667

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

22. Unusable Reserves continued.....

22.3. Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2018/19 £'000		2019/20 £'000
(22,298)	Balance brought forward at 1 April	(21,553)
2,133	Remeasurements of the net defined benefit liability / (asset)	2,439
(2,869)	Reversal of items relating to retirement benefits debited or credited to the (Surplus)/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(2,392)
904	Employer's pensions contributions and direct payments to pensioners payable in the year	940
577	Adjustment for the Pension Deficit Prepayment	577
(21,553)	Balance carried forward at 31 March	(19,989)

22.4. Deferred Capital Receipts Reserve

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

22.5. Collection Fund Adjustment Account

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

2018/19 £'000		2019/20 £'000
80	Balance brought forward at 1 April	31
(49)	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax calculated for the year in accordance with statutory requirements	166
31	Balance carried forward at 31 March	197

22.6. Accumulated Absences Account

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

2018/19 £'000		2019/20 £'000
(58)	Balance brought forward at 1 April	(58)
(58)	Balance carried forward at 31 March	(58)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

23. Cash Flow Statement - Operating Activities

2018/19 £'000		2019/20 £'000
	The cash flows for operating activities include the following items:	
(205)	Interest Received	(186)
256	Interest Paid	256
51		70

2018/19 £'000		2019/20 £'000
(1,399)	Net Surplus / (deficit) on the provision of services	368
	The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:	
1,807	Depreciation, impairment and downward valuations	1,420
190	(Increase) / decrease in long term debtors	103
(360)	Increase / (decrease) in creditors	659
(43)	(Increase) / decrease in debtors	(457)
(111)	Increase / (decrease) in provisions	67
(8)	(Increase) / decrease in inventories	5
1,965	Movement in pension liability	1,452
257	Carrying amount of non-current assets and non-current assets held for sale, sold or de-recognised	241
148	Changes in the value of Investment Properties	1
(6)	Other non-cash items charged to the net surplus or deficit on the provision of services	-
3,839	The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:	3,491
(344)	Proceeds from the sale of property, plant and equipment, investment property and intangibles	(759)
2,097	Net Cash Flows From Operating Activities	3,100

24. Cash Flow Statement - Investing Activities

2018/19 £'000		2019/20 £'000
(3,039)	Purchase of property, plant and equipment, investment property and intangible assets	(2,483)
344	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	759
-	Proceeds from short-term and long-term investments	-
(2,695)	Net Cash Flows From Investing Activities	(1,724)

25. Cash Flow Statement - Financing Activities

2018/19 £'000		2019/20 £'000
-	Cash receipts of short-term and long-term borrowing	
-	Repayments of short-term and long-term borrowing	-
(1,539)	Other payments for financing activities	2,000
(1,539)	Net Cash Flows From Financing Activities	2,000

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

26. Expenditure and Funding Analysis

The Expenditure and Funding Analysis 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 directorates/services/departments. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2018/19				2019/20		
Net Expenditure Chargeable to the General Fund Balances £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the CIES £'000		Net Expenditure Chargeable to the General Fund Balances £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the CIES £'000
746	388	1,134	Enterprising Craven	885	309	1,193
2,766	633	3,400	Financial Sustainability	2,697	505	3,202
1,901	2,828	4,729	Resilient Communities	1,832	2,084	3,916
5,413	3,850	9,263	Net Cost of Services	5,414	2,898	8,311
(5,713)	(2,151)	(7,864)	Other Income and Expenditure	(5,492)	(3,187)	(8,678)
(300)	1,698	1,398	Surplus or Deficit	(78)	(289)	(368)
7,336			Opening General Fund Balance 31 March (including Earmarked Reserves)	7,637		
(300)			Plus Surplus/Less Deficit on General Fund Balance in Year	(78)		
7,637			Closing General Fund Balance 31 March (including Earmarked Reserves)	7,714		

Note 26a to the EFA 19 20 - adjustments between funding and accounting basis

Adjustments from General Fund to arrive at the Comprehensive Income & Expenditure Statement amounts	Adjustments for Capital Purposes (Note 1) £'000	Net Change for the Pensions Adjustments (Note 2) £'000	Other (Note 3) £'000	Total Adjustments £'000
Enterprising Craven	47	262	-	309
Financial Sustainability	84	421	-	505
Resilient Communities	1,229	855	-	2,084
Net Cost of Services	1,360	1,537	-	2,897
Other Income & Expenditure from the Funding	(2,359)	(662)	(165)	(3,187)
Difference between General Fund Surplus or Deficit and Comprehensive Income & Expenditure	(999)	875	(165)	(290)

Other (Note 3) Analysis:

£ '000

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

57

Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements

(222)

(165)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

26. Expenditure and Funding Analysis continued.....

Note 26a to the EFA 18 19 - adjustments between funding and accounting basis

Adjustments from General Fund to arrive at the Comprehensive Income & Expenditure Statement amounts	Adjustments for Capital Purposes (Note 1) £'000	Net Change for the Pensions Adjustments (Note 2) £'000	Other (Note 3) £'000	Total Adjustments £'000
Enterprising Craven	41	348	-	388
Financial Sustainability	75	559	-	633
Resilient Communities	1,692	1,136	-	2,828
Net Cost of Services	1,807	2,042	-	3,850
Other Income & Expenditure from the Funding	(1,546)	(654)	49	(2,151)
Difference between General Fund Surplus or	261	1,388	49	1,698

Other (Note 3) Analysis:

£ '000

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

83

Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements

(34)

49

1. Adjustments for Capital Purposes

This column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

- Other operating expenditure – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.
- Financing and investment income and expenditure – the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
- Taxation and non-specific grant income and expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

2. Net Change for Pensions Adjustments

Net change for the removal of pension contributions and the addition of IAS 19 Employee

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

For Financing and investment income and expenditure – the net interest on the defined benefit liability is charged to the CIES.

3. Other Differences

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

For Financing and investment income and expenditure the other differences column recognises adjustments to the General Fund for the timing differences for premiums and discounts.

□

The charge under Taxation and non-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or deficits on the Collection Fund.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

26. Expenditure and Funding Analysis continued.....

Note 26b to the EFA 19 20 - Segmental Income & Expenditure

	Enterprising Craven £'000	Financial Sustainability £'000	Resilient Communities £'000	Other Income & Expenditure from the Funding Analysis £'000	Total £'000
Revenues from External Customers	(1,188)	(272)	(14,977)	-	(16,437)
Revenues from transactions with other operating segments of the authority	(7)	-	(587)	-	(594)
Interest Revenue	-	-	-	(186)	(186)
Interest Expense	-	-	-	256	256
Depreciation & Amortisation	47	84	1,229	-	1,360
	(1,148)	(188)	(14,335)	70	(15,601)

Note 26b to the EFA 18 19 - Segmental Income & Expenditure

	Enterprising Craven £'000	Financial Sustainability £'000	Resilient Communities £'000	Other Income & Expenditure from the Funding Analysis £'000	Total £'000
Revenues from External Customers	(1,247)	(199)	(14,673)	-	(16,118)
Revenues from transactions with other operating segments of the authority	-	-	(126)	-	(126)
Interest Revenue	-	-	-	(200)	(200)
Interest Expense	-	-	-	256	256
Depreciation & Amortisation	41	65	1,632	-	1,737
	(1,206)	(134)	(13,167)	56	(14,451)

Note 26c Segmental Income: Income received on a segmental basis

	2018/19 Income from Services £ '000	2019/20 Income from Services £ '000
Enterprising Craven	(1,247)	(1,193)
Financial Sustainability	(199)	(272)
Resilient Communities	(14,799)	(15,564)
Total Income Analysed on a Segmental Basis	(16,245)	(17,029)

27. Expenditure and Income Analysed by Nature

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

	2018/19 £ '000	2019/20 £ '000
Expenditure		
Employee benefits expenses	9,938	9,817
Other services expenses	13,750	13,500
Support service recharges	-	-
Depreciation, amortisation, impairment	1,807	1,420
Interest payments	794	748
Precepts and levies	1,360	1,405
Payments to Housing Capital Receipts Pool	-	-
Gain on the disposal of assets	3	(518)
Total Expenditure	27,652	26,372
Income		
Fees, charges and other service income	(7,922)	(8,565)
Interest and investment income	(244)	(186)
Income from council tax, nondomestic rates, district rate income	(6,681)	(6,678)
Government grants and contributions	(11,406)	(11,310)
Total income	(26,253)	(26,739)
Surplus or Deficit on the Provision of Services	1,399	(367)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

28. Members Allowances

The Accounting Code of Practice requires disclosure of the total sum paid in the year under the Members Allowances Scheme. The total amount paid to Members (Basic Allowance, Special Responsibility Allowance and travel/subsistence payments) in 2019/20 is £173,620 (compared to £165,615 in 2018/19). The table analyses these payments.

2018/19 £'000		2019/20 £'000
161	Allowances	170
5	Expenses	4
166	Total	174

29. Officers' Remuneration

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

	Salary (including fees & allowance)	Return ing Officer Fees	Bonuse s	Benefits in Kind (car allowance)	Total Remuneration excluding pension contributions	Pension Contribution	Total Remuneratio n including pension contributions
Post Title	£		£		£	£	£
2019/20							
Chief Executive	104,832	6,157	4,250	-	115,239	18,955	134,194
Director of Services	81,190	-	-	-	81,190	14,370	95,560
Chief Finance Officer (Section 151 Officer) <i>Entering July 19</i>	35,701	-	-	-	35,701	6,319	42,020
Chief Finance Officer (Section 151 Officer) <i>Exiting June 19</i>	15,213				15,213	2,693	17,906
Solicitor to the Council (Monitoring Officer)	59,874	-	-	-	59,874	10,598	70,472
Strategic Manager - Planning and Regeneration	57,375	-	-	-	57,375	10,155	67,530
2018/19							
Chief Executive	100,825	2,578	4,600	-	108,003	19,116	127,119
Director of Services	79,208	-	-	-	79,208	14,020	93,228
Chief Finance Officer (Section 151 Officer)	56,360	-	-	-	56,360	9,976	66,335
Solicitor to the Council (Monitoring Officer)	57,154	-	-	-	57,154	10,116	67,270
Strategic Manager - Planning and Regeneration	55,974	-	-	-	55,974	9,907	65,881

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

29. continued

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

2018/19 Total	Remuneration Band			2019/20 Total
	£		£	
1	50,000	to	54,999	1
0	55,000	to	59,999	0
0	60,000	to	64,999	0
0	65,000	to	69,999	0
0	70,000	to	74,999	0
0	75,000	to	79,999	0
0	80,000	to	84,999	0

Termination Benefits

Four exit packages were approved in 2019/20 at a cost of £42,304.

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	
			2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19 £	2019/20 £
£		£								
0	-	20,000	-	2	-	2	-	4	-	42,304
20,001	-	40,000	-	-	1	-	1	-	20,463	-
40,001	-	60,000	-	-	-	-	-	-	-	-
60,001	-	80,000	-	-	-	-	-	-	-	-
80,001	-	100,000	-	-	-	-	-	-	-	-
Total			-	2	1	2	1	4	20,463	42,304

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

30. External Audit Costs

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

2018/19 £'000		2019/20 £'000
39	Fees payable to Mazars with regard to external audit services carried out by the appointed auditor for the year.	35
-	Fee variation relating to previous years audit	13
9	Fees payable to Mazars with regards to V.A.T advice	-
9	Fees payable to Mazars for the certification of grant claims and returns for the year	9
57	Total	57

31. Grant Income

An analysis of Government and Other Grants Included in the CIES for 2019/20 is shown below:

2018/19 £'000		2019/20 £'000
	<u>Credited to Taxation and Non-specific Grant Income</u>	
141	Revenue Support Grant	-
	Non-Service Related Government Grants	
513	New Homes Bonus	517
1,409	NNDR - Small Business Rate Relief, Retail Relief and Other S. 31 Grants	1,918
-	Transitional Grants	-
8	Transparency code set up	-
280	Rural Services Support Grant	280
2,351	Total Revenue Grants	2,715
830	Capital Grants	686
	<u>Credited to Services</u>	
	Other Government Grants:-	
6,878	DWP Grant for HB	6,794
577	Private Sector/Disabled Facilities Home Improvement Works (General Fund)	557
-	Homes England grants	35
97	Housing Benefits Admin & Other Benefit Reforms Grants	89
116	NNDR Collection	118
43	Local Council Tax Support Admin Subsidy	42
64	New Burdens	45
-	Business Rates Reconciliation Grant	118
57	Weight management grant	53
	Individual Electoral Registration	6
11	LADS (Data Sharing)	9
10	National Community Clean-up Grant	-
19	Improvement and Development Agency Grant	-
17	Brexit Preparation Grant	35
	Apprentice Levy Grant	
100	Homelessness (Prevention/rough sleeping)	204
97	Aireville Park Grants	63
95	Custom build & Brownfield Sites Grant	17
	Neighbourhood Planning Grant	20
	Information & Technology grant	7
	<u>Non-government Grants:</u>	
331	HLF-Museum	285
	HLF-Great Places Lakes and Dales	607
	Arts Council Funding	7
11,693	Total	12,512

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

31. Grant Income continued....

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 at the balance sheet date that will require the monies or property to be returned to the giver if they are not utilised for the intended purpose. Capital grant receipts in advance are sums of money that have been received from the Government such as Disabled Facilities Grants, and other organisations to contribute towards the costs of non-current assets and other capital expenditure such as grants to other organisations. When the conditions for the grant are met it is transferred to the Comprehensive Income and Expenditure Statement. Should the conditions not be met then the grant is repaid. The balances at the year-end which are included as part of creditors are as follows:

	Long-Term		Current	
	31-Mar-19 £'000	31-Mar-20 £'000	31-Mar-19 £'000	31-Mar-20 £'000
<u>Grants Receipts in Advance (Capital Grants)</u>				
Disabled Facilities Grant	-	-	547	547
Section 106, Planning Gain	-	-	56	56
Heritage Lotter Fund Grant				203
Total	-	-	603	806

	Long-Term		Current	
	31-Mar-19 £'000	31-Mar-20 £'000	31-Mar-19 £'000	31-Mar-20 £'000
<u>Grants Receipts in Advance (Revenue Grants)</u>				
Local Services Grant	-	-	152	104
Total	-	-	152	104

32. Related Party Transactions

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

- Central Government
- Members
- Officers
- Other Public Bodies
- Entities controlled or significantly influenced by 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 the subjective analysis in Note 27 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2020 are shown in Note 31.

Members

Members of the Council have direct control over the Council's financial and operating policies, and annually are asked to declare any third party interests (e.g. directorships, chairpersonships, etc.).

During 2019/20, there were services provided by the Council, to organisations of which Members had a declared interest. The agreements are in place with no bias, and no discounts or benefits were afforded to these organisations. The material transactions are included below.

Officers

During the year 2019/20 one Officer declared an interest of acting as a director of Skipton Business Improvement District as a representative of Craven District Council. One officer is a director of Craven Barnfield Regeneration Ltd, and another is acting as Company Secretary.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

32. Related Party Transactions continued.....

Other Public Bodies

The Council collects Council Tax to fund its own revenue requirements and to distribute to other precepting authorities. These being North Yorkshire County Council, The Police & Crime Commissioner for North Yorkshire, North Yorkshire Fire and Rescue Service and various Town & Parish Councils. For further details see Collection Fund Note 5.

Craven District Council Councillors who were also North Yorkshire County Councillors are as follows; Cllr Barret, Cllr Heseltine, Cllr Ireton, Cllr Mulligan, Cllr Solloway and Cllr Welch. In the year Craven District Council received of £1.081m in income and had £645.5k of expenditure relating to North Yorkshire County Council.

Cllr Heseltine, Cllr Jacquin, Cllr Madeley, Cllr Barrett and Cllr Solloway are all members of Skipton Town Council. Transactions relating to Skipton Town Council were £33k in income and expenditure of £501k of which £500k related to parish precept payments.

Cllr Brown is a Governor at Craven College from which we received income of £6k and had expenditure of £3k. Craven Council gave the college a loan £400k in 2017/18, of which £199k remains outstanding.

Cllr Lis is a director of the Yorkshire Dales National Park Authority (YDNPA), the Yorkshire Millennium Trust and National Parks UK LTD. Cllrs Foster & Cllr Heseltine both also have an interest in YDNPA. Transactions relating to the YDNPA were £34k in income and £9k in expenditure.

Cllr Foster is a member of the Yorkshire & Humber Local Authorities Employers Association with which the Council had expenditure of £1k, and also a member of the District Councils Network with which the council incurred expenditure of £1k.

Cllr Brown, Cllr Morrell, Cllr Shuttleworth and Cllr Sutcliffe are all board members of Airedale Drainage Board with which Craven Council had expenditure of £6k.

Cllr Heseltine, Cllr Jacquin and Cllr Lis all sit on the committee for Yorkshire Housing Group Ltd from which we received income of £23k and had £6k of expenditure.

Cllr Myers and Cllr Foster are associated with the West Yorkshire Combined Authority - to which £7k was paid out.

Each councillor had a ward member district grant allowing them to give up to £1,000 to a support a community project within their ward. A total of £19,353. was given out as ward grant, the details of which can be found on the council's website.

Details of all the members interests can be found on the councils website or on the Register of Members' Interest, open for public inspection at the Council offices.

The Council does not administer any pension fund.

In partnership with Barnfield Investment Properties Ltd, the Council during 2017/18 has established a joint venture company to be known as Craven Barnfield Regeneration Partnership Ltd. This partnership continued in 2019/20, the details of this are given in note 40.

The table below summarise those material transactions which were a cost to the Council during the year. The table also shows the balances owed to/(from) these parties at the year end.

2018/19 Transactions £'000	2018/19 Balance Owed £'000		2019/20 Transactions £'000	2019/20 Balance Owed £'000
1,360	-	Parish Precepts	1,405	-
904	-	North Yorkshire Pension Fund (Employer Contributions)	940	-
2,264	-	Total Payments	2,345	-

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

33. Capital Expenditure and Financing

The total amount of capital expenditure incurred in the year is shown in the table following, 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.

2018/19 £'000		2019/20 £'000	2019/20 £'000
5,775	Opening Capital Financing Requirement		6,462
	Capital investment		
2,973	Property Plant & Equipment	2,396	
66	Intangible assets	87	
619	Revenue Expenditure Funded from Capital Under Statute (REFCUS) - non CDC Assets, grants & repair assistance loans	1,140	
3,658	Total Capital Investment		3,622
	Sources of finance		
(694)	Capital receipts		(359)
(1,466)	Government grants and other contributions		(2,404)
(567)	Sums Set Aside from Revenue		(368)
(245)	MRP / Loans Fund Principal		(88)
6,462	Closing Capital Financing Requirement		6,865
	Explanation of movements in year		
932	Increase in underlying need to borrow (unsupported by government financial assistance)		491
(245)	MRP / Loans Fund Principal		(88)
687	Increase / (decrease) in Capital Financing Requirement		403

34. Leases

Authority as a Lessee

Finance Leases

The Council's offices at Belle Vue square are held on a 999 year finance lease which was fully paid in 2011/12. The value is included within land and buildings note 12. Craven District Council has no other finance leases for which it is a lessee.

Operating Leases

Craven District Council leases land in Bentham with which it provides car parking facilities. The annual rent is £1,365 and no parking income is derived. The council also leases several machines, the cost of which came to £7,430 during 19/20. The expenditure was charged to the Comprehensive Income & Expenditure Statement in 2019/20.

Authority as a Lessor

Finance Leases

Craven District Council has no finance leases for which it acts as a lessor.

Operating Leases

The Council acts as a lessor for a number of properties including industrial units, shops, offices and dwellings. The income received from these tenants during the year was £200k (£174k in 2018/19).

Minimum, undiscounted lease payments that are non-cancellable to be received on an annual basis for the next 5 years, and a total of amounts beyond 5 years, are:

Within one year £'000	Between two and five years £'000	Greater than five years £'000
188	615	7,354

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

35. Impairment Losses

During 2019/20 the Council has recognised no impairment losses charged to the Surplus/Deficit of the Provision of Services, as was the case during 2018/19.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

36. Defined Benefit Pension Schemes

Participation in Pension Schemes

The Council participates in the Local Government Pension Scheme, administered by North Yorkshire County Council and called the North Yorkshire Pension Fund.

The LGPS is a funded defined benefit plan with benefits earned up to 31 March 2014 being linked to final salary. Benefits after 31 March 2014 are based on a Career Average Revalued Earnings scheme. Details of the benefits earned are set out in The Local Government Pension Scheme Regulations 2013 and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

Unfunded pension arrangements relate to termination benefits made on a discretionary basis upon early retirement in respect of members of the Local Government Pension Scheme, under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations. These liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

Funding and Governance Arrangements

The funded nature of the LGPS requires participating employers and its employees to pay contributions into the Fund, calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions to be paid is set out in the LGPS Regulations 2012 and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31 March 2019 and the contributions to be paid until 31 March 2024 resulting from that valuation are set out in the Fund's Rates and Adjustment Certificate.

The Fund Administering Authority, North Yorkshire County Council, is responsible for the governance of the Fund. Policy is determined in accordance with the Pensions Fund Regulations.

Principal Risks to the Authority of the Scheme

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

Transactions Relating to Retirement Benefits

The Council makes contributions towards the cost of post employment benefits, as part of the terms and conditions of employment of its officers. 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. During 2017/18 the Council made a prepayment of deficit liabilities for 2018/19 and 2019/20 which has given benefits of additional cost discount.

2018/19 £'000	North Yorkshire Pension Fund	2019/20 £'000
	Comprehensive Income and Expenditure Statement	
	<i>Net Cost of Services:</i>	
1,559	current service cost	1,884
772	past service costs	16
	<i>Financing and Investment Income and Expenditure:</i>	
538	net interest on the net defined benefit liability (asset)	492
2,869	Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	2,392
	<i>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	
131	Remeasurements (experience (gain)/loss on liabilities)	1,330
3,734	Remeasurements (experience (gain)/loss on financial assumptions)	(1,340)
(2,966)	Remeasurements (experience (gain)/loss on demographic assumptions)	(2,628)
(3,032)	Remeasurements (experience gain on assets)	199
736	Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(47)
	Movement in Reserves Statement	
2,869	reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the code	2,392
	Actual Amount charged against the General Fund Balance for pensions in the year:	
(904)	employers' contributions payable to the scheme	(940)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

36. Defined Benefit Pension Schemes continued.....

Transactions Relating to Retirement Benefits continued.....

The Council recognises the cost of retirement benefits in the reported net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against Council Tax is based on the cash payable in the year, so the real cost of post employment / retirement benefits is reversed out of the General Fund 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:

Assets and Liabilities in Relation to Post-employment Benefits

The underlying assets and liabilities for retirement benefits attributable to the Council at 31 March are as follows:

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	Funded		Unfunded	
	2018/19 £'000	2019/20 £'000	2018/19 £'000	2019/20 £'000
1 April b/fwd.	71,062	73,991	240	226
Current Service Cost	1,559	1,884	-	-
Interest on Pension Liabilities	1,820	1,751	6	5
Member contributions	319	334	-	-
Past Service Cost/(gain)	772	16	-	-
Remeasurements (experience (gain)/loss on liabilities)	130	1,331	1	(1)
Remeasurements (experience (gain)/loss on financial assumptions)	3,729	(1,334)	5	(6)
Remeasurements (experience (gain)/loss on demographic assumptions)	(2,957)	(2,626)	(9)	(2)
Curtailments	-	-	-	-
Benefits Paid	(2,443)	(2,437)	(17)	(13)
31 March c/fwd	73,991	72,910	226	209

Reconciliation of fair value of the scheme assets:

	Funded		Unfunded	
	2018/19 £'000	2019/20 £'000	2018/19 £'000	2019/20 £'000
1 April b/fwd	50,158	53,241	-	-
Interest on plan assets	1,288	1,264	-	-
Remeasurements (assets)	3,032	(199)	-	-
Administration expenses	-	-	-	-
Employer Contributions	887	927	17	13
Member Contributions	319	334	-	-
Benefits/transfers paid	(2,443)	(2,437)	(17)	(13)
31 March c/fwd	53,241	53,130	-	-

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experience in the respective markets. The actual return on scheme assets in the year was £1,065k (2018/19 £4,320k).

Scheme History

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Present Value of Liabilities	(61,970)	(69,683)	(71,302)	(74,217)	(73,119)
Fair Value of Assets	38,537	45,818	50,158	53,241	53,130
Surplus / (Deficit) in the Scheme	(23,433)	(23,865)	(21,144)	(20,976)	(19,989)

The liabilities show the underlying commitments that the Council has in the long-run to pay post employment (retirement) benefits. The total liability of £20m has a substantial impact on the net worth of the authority as recorded in the Balance Sheet.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

36. Retirement Benefits continued

However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. For example, the deficit on the Local Government Pension Scheme will be made good by increased contributions over the remaining working life of employees as assessed by the scheme actuary.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in 2020/21 is £1.352m (2019/20 £0.918m).

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The assessment of the North Yorkshire Pension Fund liabilities have been assessed by Aon Hewitt Ltd, an independent firm of actuaries, estimates being based on the latest full valuation of the scheme as at 31 March 2019.

The main assumptions used in their calculations have been:

	2018/19	2019/20
Rate of CPI inflation	2.2%	2.0%
Rate of increase in salaries	3.45%	3.25%
Rate of increase in pensions	2.2%	2.0%
Discount Rate	2.4%	2.3%
Longevity at 65 for current pensioners (in years):		
Men	22.2	21.8
Women	25.3	23.9
Longevity at 65 for future pensioners (in years):		
Men	23.9	23.5
Women	27.2	25.7

	31-Mar-19		31-Mar-20	
	£'000	%	£'000	%
Split of Assets between Investment Categories:				
Equities (Quoted)	30,028	56.4%	31,081	58.5%
Government Bonds (Quoted)	10,116	19.0%	10,149	19.1%
Corporate Bonds (Quoted)	-	0.0%	-	0.0%
Property (Quoted)	4,472	8.4%	3,878	7.3%
Cash (Quoted)	2,609	4.9%	2,178	4.1%
Other (Quoted)	2,236	4.2%	2,178	4.1%
Other (Unquoted)	3,780	7.1%	3,666	6.9%
Total	53,241	100.00%	53,130	100.00%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Impact on the Defined Benefit Obligation in the scheme	
	Increase in assumption
	£'000
Longevity increase of 1 year	2,348
Rate of inflation increase by 0.1%	1,319
Rate of increase in salaries increase 0.1%	144
Rate for discounting scheme liabilities increase by 0.1%	(1,386)

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

36. Retirement Benefits continued

Asset and Liability Matching Strategy

The Pension Fund Committee of North Yorkshire County Council has determined the investment strategy which is aimed at growing the Fund's assets to meet benefit obligations when they fall due. As required by the regulations, the suitability of various classes of investments has been considered including assessing the benefit of asset class diversification. The Fund is primarily invested in equities (59% of scheme assets), with investments also in bonds (19% of scheme assets), property (7% of scheme assets) and other alternatives, the proportions being not materially dissimilar to the comparative year. This strategy is reviewed periodically, dependent on changes to market conditions and the solvency position of the Fund.

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 24 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2022.

The council anticipates to pay £1.352m expected contributions to the scheme in 2020/21.

The weighted average duration of the defined benefit obligation for the scheme members is 19.2 years.

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

37. Contingent Liabilities

A contingent liability is a potential liability which depends on the occurrence or non-occurrence of one or more uncertain future events. The Council has identified the following contingent liabilities as at 31 March 2020.

Non Domestic Rates

The Council has made a provision for NDR appeals based upon its best estimates of the actual liability as at the year-end in known appeals. It is not possible to quantify appeals that have not been lodged with the Valuation Office so there is a risk to the Council that national and local appeals may have a future impact on the accounts.

Planning Appeals

The Council is currently involved in planning application appeal. The appeal is based on a planning decision in the 2019/20 financial year. It is not possible to accurately quantify the financial liability arising.

VAT Partial Exemption Test

Due to the significant amount of expenditure in relation to the replacement of the Council's two Cremators, it has meant that the Council has breached the limit of the partial exemption insignificance test. This may result in the Council having to repay any VAT that has been overclaimed in relation to partial exemption levels. Due to the uncertainty a provision has not been made, but instead funds have been placed in The Council's partial exemption reserve to pay for the liability should it arise

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

38. Nature and Extent of Risks Arising From Financial Instruments

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

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

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.

The Council has adopted CIPFA's *Treasury Management in the Public Services: Code of Practice* and has set treasury management indicators to control key financial instrument risks in accordance with CIPFA's Prudential Code.

The Council's treasury team operates under the treasury management policy, annual treasury management strategy and investment strategy approved by the Council.

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. The risk is minimised through the councils' Annual Investment Strategy.

The Council manages its credit risk by not investing in any counterparty that does not meet its identified minimum credit criteria, spreading the investment portfolio as widely as possible, maximum investment limits per counterparty, time limits for investments and investing with credit-rated counterparties or those with sufficient asset-backed capital.

Regarding the credit criteria the council uses the creditworthiness service provided by Link Asset Services. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poor's, forming the core element. However it does not rely solely on the current credit ratings of counterparties as it also uses credit watches and credit outlooks from credit rating agencies, Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings and sovereign ratings to select counterparties from only the most creditworthy countries.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £2.0m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum would be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at the 31 March 2020 that this was likely to crystallise.

The Council does not expect any losses from non-performance by any of its counterparties in relation to deposits, but deposit protection arrangements would limit losses should any arise.

The Council generally only allows credit for customers when there are standing order or direct debit payment arrangements in place, and deals with the credit risk associated with them by making bad debts provisions within the accounts. Details of the provisions are covered in a separate note.

Collateral – during the reporting period the Council held collateral as security in the form of a legal charge placed against the property of a long-term debtor.

The following analysis summarises the Council's potential maximum exposure to credit risk, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions and the age of the debts.

	Amount at 31 Mar 2020 £'000 (A)	Historical experience of default % (B)	Historical experience adjusted for market conditions at 31 Mar 2020 % (C)	Estimated maximum exposure to default and uncollect- ability 31 Mar 2020 £'000 (A x C)	Estimated maximum exposure default and uncollect- ability 31 Mar 2019 £'000
Deposits with banks and financial institutions	10,000	0.032	0.032	3	1
Customers:					
- Government & Local Authorities	1,622	0	0	0	
- Other	264	0.64	0.64	2	1
				5	2

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

No credit limits were exceeded during the reporting period by banks and financial institutions and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits. The amount owed by customers past its due date for payment can be analysed by age as follows:

At 31-Mar-19 £'000		At 31-Mar-20 £'000
136	Up to 1 month	166
10	1-2 months	29
5	2-3 months	4
14	3-6 months	16
38	over 6 months	49
203		264

Liquidity Risk

The Council manages its liquidity position through the setting and approval of prudential indicators and the approval of treasury and investment strategy reports. Alongside this it also has comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowing from either the Public Works Loans Board or the money market. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The Treasury Management Strategy approved by the Council each year allows flexibility for the treasury team to ensure that resources are available to fund commitments. The risk that the Council is facing, all be it some way off, is that £4.3m of its debt becomes due for repayment in 2057 and potentially will need to be replaced.

The maturity analysis of financial liabilities is as follows:

At 31-Mar-19 £'000		At 31-Mar-20 £'000
-	Less than one year	
-	Between one and two years	500
1,000	Between two and five years	500
4,988	More than five years	4,988
5,988		5,988

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

The Council has generally been a net investor and as such its earnings from its deposits form a critical element of income for delivery of services. With interest rates continuing to be low, generating investment income remains particularly challenging, and a mix of short term and longer term deposits have been made to enable any increases in interest rates to be maximised.

During times of falling interest rates the Council will look to invest ahead of the falls and for longer periods. However, if borrowing is required then this will either be delayed or kept short. If there is potential for rates to rise then investments are kept short so that advantage can be taken of increased rates.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

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

Interest Rate Risk continued.....

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 quarterly during the year. This allows any adverse changes to be accommodated.

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

At 31-Mar-18 £'000		At 31-Mar-19 £'000
-	Increase in interest payable on variable rate borrowings	-
135	Increase in interest receivable on variable rate investments	131
-	Increase in government grant receivable for financing costs	-
135	Impact on Surplus of Deficit on the Provision of Services	131
-	Decrease in fair value of fixed rate investment assets	-
-	Impact on Other Comprehensive Income & Expenditure	-
(1,409)	Increase/(Decrease) in fair value of fixed rate borrowings (no impact on Consolidated Income and Expenditure Statement)	(1,286)

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

Price risk

This is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices. The most common financial instruments where capital is at risk are equities and gilts.

The Council does not invest in the equity share market.

The in-house treasury team do not purchase Gilts (Government backed securities) as this is a specialist market.

Foreign exchange risk

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

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

39. Provisions

2018/19 £'000	Business Rates	Business Rates £'000	Other £'000	2019/20 TOTAL £'000
427	Balance brought forward at 1 April	297	19	316
(111)	Increase/(decrease) in provision in year	67	-	67
316	Balance carried forward at 31 March	364	19	383

Business Rates

The Local Government Finance Act 2012 introduced a business rates retention scheme that enabled local authorities to retain a proportion of the business rates generated in their area. The new arrangements for the retention of business rates came into effect on 1 April 2014.

Craven District Council, as the business rates billing authority, acts as an agent on behalf central government, North Yorkshire County Council, North Yorkshire Fire & Rescue Service and themselves and are required to make a provision for any refunds that may become payable to ratepayers following successful appeals against the rateable value of their properties on the ratings list.

The Council retains a 52% share of net business rates income under the new localised scheme. The amount shown in the Council's Balance Sheet reflects the Council's proportion of the appeals provision as at 31 March 2020.

Local Land Charges

Craven District Council has previously been a defendant in proceedings brought by a group of Property Search Companies for refunds of fees paid to the Council to access land charges data. Another group of Property Search Companies may also seek to claim refunds although no proceedings have yet been issued. This group of Property Search Companies have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present. This balance of the provision is £19,000. The situation will be kept under review.

COVID-19 Impact

When considering changes to the provisions required across all Council debts the impact of COVID-19 on the ability for that debtor be settled has been considered. For Business rates the opinion of the rating officers was sought. As many of the properties who, would have been adversely impacted upon, have been granted reliefs or given additional Government support it is anticipated that levels of NDR debt will not rise significantly as a consequence. For the Council's sundry debts the percentage of each type of debt has been considered and in fact increased for each individual type of sundry debt. It is understood that the impact of the pandemic on the Counties and Districts economy will adversely impact people's ability to settle debts when they fall due.

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

40. Joint Venture Arrangements

In partnership with Barnfield Investment Properties Ltd, the Council during 2017/18 established a joint venture company to be known as Craven Barnfield Regeneration Partnership Ltd. Whilst it is considered to be a jointly controlled entity it is not regarded in the financial year ended 31 March 2020 as so financially material to the Council to require the preparation of Group Accounts for 2019/20. This position is subject to an annual review in response to any changes in the scale of activity of the Council and Craven Barnfield Regeneration Partnership Ltd.

Craven Barnfield Regeneration Partnership Ltd (Company No. 10855480)

Craven Barnfield Regeneration Partnership (CBRP) was incorporated in July 2017. The overriding aim of the Joint Venture is to improve the economic, social and environmental well-being of Craven District. This aim will be achieved by:-

- ◆ enabling the development of new employment land
- ◆ increasing investment and financial leverage for development
- ◆ maximising returns and creating a revolving fund for future schemes
- ◆ increasing the speed of project development and delivery
- ◆ leveraging in private and public sector funding

The Council holds 3000 shares, Barnfield 7000. It requires Barnfield for each project to transfer an amount of cash into a joint venture account equivalent to the land value x 2.33 and the Council to commit the land, (an investment ratio of 30:70).

The Board shall consist of six personnel, three representatives nominated each by the Council and Barnfield. The Council's representation was two officers and an elected member. However, in March 2020, the Council's Policy Committee elected to change the representation to two members and one officer.

Company Secretarial services were provided by the Council during 2019/20.

SECTION 5

SUPPLEMENTARY FINANCIAL STATEMENT

Collection Fund and Notes

THE COLLECTION FUND

The Council is required by the Local Government Finance Act 1988 to maintain a Collection Fund to account for the income from Council Tax, Non-Domestic (Business) Rates and any residual Community Charges. This income finances the net expenditure requirements (demands) of the authorities within the Craven area, including the District Council itself, North Yorkshire County Council (NYCC), North Yorkshire Police and Crime Commissioner (NYPCC) , North Yorkshire Fire and Rescue Service (NYFRS) and the Parish Councils.

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

2018/19 £'000		NNDR £'000	2019/20 Council Tax £'000	Total £'000	Notes
	Income				
40,170	Council Tax		42,637	42,637	
18,822	Non Domestic Ratepayers	18,644		18,644	4
(363)	Transitional Protection Payments	(286)		(286)	
58,629	Total Income	18,358	42,637	60,995	
	Expenditure				
39,940	Demands on Collection Fund		42,186	42,186	5
750	Payments of previous surplus	-	750	750	
(50)	Receipt of previous deficit	(257)	-	(257)	
	Business Rates:				
9,262	- Payment to Government	4,499	-	4,499	4
1,667	- Payment to NYCC	3,869	-	3,869	4
185	- Payment to NYFRS	180	-	180	4
7,410	- Payment to Craven DC	9,447	-	9,447	4
	- Costs of Collection Allowance (to				
116	CDC)	118	-	118	
-	- Interest on Overpayments	-	-	-	
143	Bad and Doubtful Debts - Write Offs	53	88	141	5
28	Contribution to Provision for bad and				
	Doubtful Debts	15	45	60	5
(277)	Appeals - Write Offs	(51)	-	(51)	5
-	Contribution to Provision for Appeals	-	-	-	5
59,175	Total Expenditure	17,873	43,069	60,942	
546	(Surplus) / Deficit for the year	(485)	432	(53)	
	COLLECTION FUND BALANCE				
(1,265)	Balance Brought Forward	207	(926)	(719)	6
546	(Surplus) / Deficit for the year	(485)	432	(53)	6
(719)	Balance Carried Forward	(278)	(494)	(772)	6

NOTES TO THE COLLECTION FUND

1. General

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

The year-end surplus or deficit on the Collection Fund is to be distributed between billing and precepting authorities on the basis of estimates made by 15 January each year of the year-end balance.

2. Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into 9 valuation bands at estimated 1 April 1991 values. Individual charges are calculated by estimating the amount of income required to fund the demands on the collection fund for the forthcoming year and dividing this by the Council Tax base. The numbers of properties making up the tax base are shown in the table below. A number of adjustments are then made to reflect discounts, reliefs and exemptions that apply to properties in each band. The numbers of properties after the above adjustments are then converted into the Band D equivalent using the proportions shown in the table.

Band	Council Tax Setting				
	Total No Of Dwellings	Discounts Exemptions Allowances	Revised No. of Dwellings	Ratio	Band D equivalent dwellings
-A	9	(1)	8	5/9	4.30
A	4,167	(562)	3,605	6/9	2,403.20
B	6,135	(595)	5,540	7/9	4,308.70
C	5,942	(452)	5,490	8/9	4,880.40
D	4,244	(267)	3,977	9/9	3,977.50
E	3,204	(169)	3,035	11/9	3,710.10
F	1,983	(87)	1,896	13/9	2,739.40
G	1,273	(50)	1,223	15/9	2,038.30
H	94	(5)	89	18/9	178.50
Total	27,051	(2,188)	24,864		24,240.40
Net effect of premiums and discounts					(1,714.54)
COUNCIL TAX BASE (Band D Equivalent)					22,525.86

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

The total council tax income in the year, including the income from benefits, is equivalent to the average Band D charge for the year multiplied by the year-end tax base.

3. Council Tax Income

The average Band D Council Tax for a property (£1,810.41 in 2019/20) was set by dividing the total of Precepts and Demands on the Collection Fund by the Council Tax base shown above. The Council Tax for dwellings in other Valuation Bands is the appropriate Proportion of the Band D tax.

The basic amount for a band D property in 2019/20 of £1,810.41 is broken down as follows:

2018/19 £		2019/20 £
167.21	Craven District Council	172.21
1,248.85	North Yorkshire County Council	1,311.16
232.82	Police and Crime Commissioner North Yorkshire	255.77
69.20	North Yorkshire Fire & Rescue Authority	71.27
1,718.08		1,810.41

4. Income from Business Ratepayers

NNDR is organised on a national basis. The Government specifies an amount for businesses with a rateable value below £51,000 of 49.1p in 2019/20, (48.0p in 2018/19) and 50.4p in 2019/20 (49.3p 2018/19) for businesses with a rateable value above £51,000, subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount. The total non-domestic rateable value at 31st March 2020 was £50.821m (31st March 2019 £50.076m).

NOTES TO THE COLLECTION FUND

4. Income from Business Ratepayers continued.....

The Council collects National Non-Domestic Rates (NNDR) for its area based on local rateable values provided by the Valuation Office Agency (VOA) multiplied by a uniform business rate set nationally by Central Government. In previous financial years the total amount due, less certain allowances, was paid to a central pool (the NNDR pool) administered by Central Government, which, in turn, paid to Local Authorities their share of the pool, such shares being based on a standard amount per head of the local adult population.

Since 2013/14, the administration of NNDR changed following the introduction of a business rates retention scheme which aims to give Councils a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NNDR to the central pool, local authorities retain a proportion of the total collectable rates due. In the case of Craven the local share is 52%. The remainder is distributed to preceptors and in the case of Craven these are Central Government (25%), North Yorkshire County Council (22%) and 1% to the North Yorkshire Fire & Rescue Authority.

The business rates shares payable for 2019/20 were estimated before the start of the financial year as £4.499m to Central Government, £3.869m to NYCC, £180k to NYFRS and £9.447m to Craven Council. These sums have been paid in 2019/20 and charged to the collection fund in year.

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates and a top up or tariff amount to ensure that all authorities receive their baseline amount. Tariffs due from authorities payable to Central Government are used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In this respect Craven made an estimated tariff payment from the General Fund in 2019/20 to the value of £7.928m (£5.773m in 2018/19).

The total income from business rate payers collected in 2019/20 was £18.644m (£18.822m in 2018/19). This sum includes £286k of transitional protection relief for ratepayers (£363k in 2018/19) which under Government regulation should have a neutral impact on the business rate retention scheme.

In addition to the top up, a 'safety net' figure is calculated from the baseline amount which ensures that authorities are protected to this level of Business Rates income. For Craven the value of safety net figure is £1.742m. The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and the revision to Small Business Rate Relief (announced in the Autumn Statement 2012) not allowed for when the safety net was set. The Council does not qualify for a safety net payment for 2019/20.

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by VOA and hence business rates outstanding as at 31 March 2020. As such, authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. The total provision as at 31 March 2020 has been calculated at £692k (£743k at 31 March 2019).

The amounts collected are analysed below:

2018/19 £'000		2019/20 £'000
24,621	Gross Amount Due	25,251
(5,137)	Charitable Relief etc.	(5,094)
(363)	Transitional Protection Payments / (Relief)	(286)
(662)	Other Reliefs: Empty and Part Occupation Relief etc.	(1,513)
18,459		18,358

5. Demands on the Collection Fund

Monies are paid from the Collection Fund to finance a proportion of expenditure of each of the precepting authorities. Details of the total payments made are as follows:

2018/19 £'000		2019/20 £'000
3,755	Craven District Council	3,879
28,043	North Yorkshire County Council	29,535
5,228	Police and Crime Commissioner North Yorkshire	5,761
1,554	North Yorkshire Fire & Rescue Authority	1,606
1,360	Parishes	1,405
39,940	Total	42,186

NOTES TO THE COLLECTION FUND

5. Demands on the Collection Fund continued.....

The Council acts as an agent on behalf of the Precepting Bodies for Council Tax and Central Government for Non-Domestic Rates. Provision is made for bad debts based on prior years' experience and current collection rates. The following table shows the movement in the year. The Collection Fund account also provides for provision for appeals against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31st March 2020.

2018/19 £'000		2019/20 £'000
	<u>Council Tax Bad & Doubtful Debts</u>	
85	Write-offs during the year	88
(111)	Contributions to provisions during the year	(133)
(26)	Net (increase)/decrease in provision in year	(45)
(532)	Balance at 1 April	(558)
(558)	Balance at 31 March	(603)
	<u>NNDR Bad & Doubtful Debts</u>	
58	Write-offs during the year	53
(60)	Contributions to provisions during the year	(68)
(2)	Net (increase)/decrease in provision in year	(15)
(153)	Balance at 1 April	(155)
(155)	Balance at 31 March	(170)
	<u>NNDR Appeals</u>	
277	Write-offs during the year	51
-	Contributions to provisions during the year	-
277	Net (increase)/decrease in provision in year	51
(1,020)	Balance at 1 April	(743)
(743)	Balance at 31 March	(692)

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

The year-end surplus or deficit on the Collection Fund is to be shared between billing and precepting authorities on the basis of estimates made on 15 January of the year-end balance. For 2019/20 there was a distribution of £200k surplus on Council Tax based on this calculation and a claw-back of £35k on the deficit on NNDR.

Council Tax:

There was an in-year deficit of £432k on the Collection Fund in 2019/20, the effect of which was to decrease the balance on the Account at 31 March 2020 to £494k.

NNDR:

There was an in-year surplus of £485k on the Collection Fund in 2019/20, the effect of which was to change from the fund having a deficit balance to a surplus balance on the Account at 31 March 2020 to £278k.

The balance at 31 March 2020 has been disaggregated for the purpose of these Accounts to attribute relevant amounts to the precepting authorities and the billing authority as follows:

2018/19 Council Tax £'000	2018/19 NNDR £'000		2019/20 Council Tax £'000	2019/20 NNDR £'000
118	(83)	Craven District Council (including parishes)	61	140
650	(19)	North Yorkshire County Council	346	53
122	-	Police and Crime Commissioner North Yorkshire	68	-
36	(2)	North Yorkshire Fire & Rescue Authority	19	3
-	(103)	Central Government	-	82
926	(207)	Total	494	278

The overall position between Craven District Council as the Billing Authority and the major preceptors is reflected in the Council's Balance Sheet at 31st March 2020 as required by the 2019/20 Code of Practice on Local Authority Accounting.

SECTION 6

Independent auditor's report to the members of Craven District Council

Report on the financial statements

Opinion

We have audited the financial statements of Craven District Council ('the Council') for the year ended 31 March 2020, which comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion, the financial statements:

- give a true and fair view of the financial position of Craven District Council as at 31st March 2020 and of its expenditure and income for the year then ended; and
- have been properly prepared 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 section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Effect of the Covid-19 pandemic on the valuation of property, plant and equipment and investment properties and pension fund property assets

We draw attention to note 4 and note 14 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Council's property, plant and equipment and investment assets and the valuation of the Council's share of North Yorkshire Pension Fund's property investment assets. As disclosed in note 4 and note 14 of the financial statements, the Council's and Pension Fund's valuers included a 'material valuation uncertainty' declaration within their report as a result of the Covid-19 pandemic. Our opinion is not modified in respect of this matter.

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 Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Council'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.

Other information

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

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

We have nothing to report in this regard.

Responsibilities of the Chief Finance Officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts the Chief Finance 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. The Chief Finance Officer is also responsible for such internal control as the Chief Finance Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Chief Finance Officer is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 and prepare the financial statements on a going concern basis, unless the Council is informed of the intention for dissolution without transfer of services or function to another entity. The Chief Finance Officer is responsible for assessing each year whether or not it is appropriate for the Council to prepare its accounts on the going concern basis and disclosing, as applicable, matters related to going concern.

Auditor's responsibilities for the audit of the financial statements

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

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

Matters on which we are required to report by exception under the Code of Audit Practice

We are required by the Code of Audit Practice to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make a recommendation under section 24 of the Local Audit and Accountability Act 2014; or
- we exercise any other special powers of the auditor under sections 28, 29 or 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Conclusion on Craven District Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Conclusion

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

Basis for conclusion

We have undertaken our review in accordance with the Code of Audit Practice issued by the Comptroller and Auditor General, having regard to the guidance on the specified criterion issued in April 2020, as to whether the 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 in satisfying ourselves whether the 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, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Responsibilities of the Council

The Council 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 review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We are required under section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice requires us to report to you our conclusion relating to proper arrangements. We are not required to consider, nor have we considered, whether all aspects of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Use of the audit report

This report is made solely to the members of Craven District Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 44 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Council, as a body, for our audit work, for this report, or for the opinions we have formed.

Certificate

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



Mark Dalton
For and on behalf of Mazars LLP

5th Floor
3 Wellington Place
Leeds
LS1 4AP

30 November 2020

SECTION 7

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Accounting Concepts

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

Accounting Period

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

Accounting Policies

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

Accounts

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

Accruals

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

Actuarial Gains and Losses:

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

Actuary

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

Administrative Buildings

Buildings that either have a shared use or are not charged directly to a service. The costs relating to all such buildings are usually pooled and then allocated to the users of the buildings on some appropriate basis (usually the floor area occupied by

Agency Services

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

Amortisation

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

Asset

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

Assets Under Construction

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

Audit

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

Balances

Surplus of income over expenditure that may be used to finance expenditure. Balances can be earmarked in the accounts for specific purposes. Those that are not, represent resources set aside for such purpose as general contingencies and cash flow management.

Balance Sheet

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

Business Improvement District Schemes(BIDS)

BID projects benefit a particular area and are financed (in whole or in part) by a BID levy paid by the non-domestic ratepayers, or a class of such ratepayers, in the BID area.

Billing Authorities

Those authorities that set the council tax and collect the council tax and non-domestic rates.

Capital Adjustment Account

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

Capital Charge

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

Capital Expenditure

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

GLOSSARY OF TERMS

Capital Expenditure charged to Revenue Account (CERA)

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

Capital Financing

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

Capital Financing Requirement

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

Capital Grant

Grant provided for the purpose of capital expenditure on projects.

Capital Programme

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

Capital Receipts

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

Cash Equivalents

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

Cash Flow Statement

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

Charging Authority

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

CIPFA

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

Code of Practice on Local Authority Accounting

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

Collection Fund

A fund administered by Charging Authorities into which is paid council tax and NNDR income. Precepts are paid from the fund to Precepting Authorities, including the Charging Authority, and the NNDR collected is paid to the Government.

Community Assets

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

Comprehensive Income and Expenditure Account

The income and expenditure account combines the income and expenditure relating to all the Council's functions.

Consistency

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

Contingent Asset

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

Contingent Liability

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

Council Tax

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

Creditors

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

Current Assets

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

Current Liabilities

Amounts that will become due during the next accounting period.

GLOSSARY OF TERMS

Current Service Cost

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

Curtailment

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

Debtors

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

Deferred Credits

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

Deferred Discounts & Premiums on Early Repayment of Debt

Amounts due to or from the Council arising from the early repayment of debt.

Deferred Liabilities

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

Defined Benefit Pension Scheme

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

Depreciation

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

Emoluments

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

Exceptional Items

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

Exchange Transactions

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

Expected Return in Pension Assets

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

Fees and Charges

Income arising from the provision of services.

Finance Leases

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

Financial Instruments and the Financial Instruments Adjustment Account (FIAA)

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

Financial Reporting Standards (FRSs)

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

Financial Year

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

GLOSSARY OF TERMS

General Fund

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

Going Concern

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

Government Grants

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

Housing Capital Receipts Pool

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

Housing - Other Services

The expenditure contained within this heading refers to the strategic housing responsibilities of the Council this service area includes costs and income associated with homelessness, housing benefits, private sector housing grants, and as a housing enabler.

Impairment

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

Infrastructure Asset

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

Intangible Non-Current Asset

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

Interest Cost

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

International Financial Reporting Standards (IFRS)

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

Investment

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

Joint Venture (JV)

A commercial enterprise undertaken jointly by two or more parties, which otherwise retain their distinct identities. Ownership of the JV is shared as are returns, risks and governance.

Leasing

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

Liability

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

Minimum Revenue Provision (MRP)

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

Monitoring Officer

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

Movement in Reserves

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

National Non-Domestic Rates (NNDR)

An NNDR poundage is set annually by central government and collected by charging authorities, who pay the monies over to the government. The proceeds are then redistributed by the government between local authorities.

Net Book Value

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

GLOSSARY OF TERMS

Non-Current Assets

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

Non Distributed Costs

Non Distributed costs are held centrally, and as such are not recharged to particular services, as per relevant accounting regulations. Non Distributed costs include the costs relating to unused facilities, such as unused buildings, and the cost of bringing assets under construction into the balance sheet at fair value. Pension costs charged during the year due to changes in value of the pension fund IAS19 pension costs are also included.

Non-Exchange Transactions

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

Non-Operational Assets

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

Operational Assets

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

Past Service Cost

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

Post Balance Sheet Events

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

Precept

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

Precepting Authority

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

Prior Year Adjustments

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

Provisions

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

Prudence

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

Prudential Indicators

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

Public Works Loans Board (PWLB)

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

Realisable Value

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

Related Party

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

Reserves

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

Residual Value

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

Retirement Benefits

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

GLOSSARY OF TERMS

Revaluation Reserve

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

Revenue Account

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

Revenue Expenditure Funded from Capital Under Statute

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

Revenue Support Grant

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

Scheme Liabilities

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

S106 Agreements

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

Section 151 Officer (S151)

ensure that the Council's budgeting, financial management and accounting practices meet relevant and professional requirements. Furthermore, Section 25 of the Local Government Act 2003 requires the Section 151 Officer to comment on the robustness of the budget estimates and the adequacy of reserves. In Craven the Section 151 Officer is the Chief Financial Officer.

Settlement

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

Service Reporting Code of Practice (SeRCOP)

The system of local authority accounting and reporting has been modernised to meet the changing needs of local government. The SeRCOP provides guidance on the content and presentation of costs and service activities to enable consistency across Local Government. The code has been driven by IFRS.

Soft Loans

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

Statement of Recommended Practice (SORP)

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

Statement of Standard Accounting Practice (SSAP's)

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

Inventories

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

Support Services

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

Tangible Non-Current Assets

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

Temporary Borrowing/Investment

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

Unsupported (Prudential) Borrowing

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

Useful Life

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

Vested Rights

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

Work in Progress

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

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Craven District Council

Annual Governance Statement 2019/20

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1.1 Scope and Purpose of the Governance Framework

Craven District Council is responsible for conducting its business in accordance with the law, and for ensuring that public money is used efficiently and properly accounted for.

The Council is responsible for putting in place governance arrangements to ensure it exercises its duties and functions with proper regard to legislation and guidance. These arrangements include financial controls, risk management, audit and performance management.

The Council's Governance Framework describes the systems, processes cultures and values, by which the Council is directed and controlled.

The Council has approved and adopted a Local Code of Governance (the Code), which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government.

A copy of the Local Code and a description of our governance arrangements can be obtained from the Council's website at <https://www.cravendc.gov.uk/the-council/corporate-governance/>

or by writing to:

Financial Services, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ.

This Statement describes how Craven District Council has complied with this Code and meets the requirements of Regulation 6 of the Accounts and Audit (England) Regulations 2015, which require the Council to prepare an Annual Governance Statement.

This statement gives assurances on compliance with Craven District Council's governance framework for the year ending 31 March 2020 and up to the date of approval of the Statement of Accounts for 2020/2021.

1.2 Annual Review of Effectiveness

Craven District Council must conduct, at least annually, a review of the effectiveness of its governance framework.

The Council has reviewed the effectiveness of its governance mechanisms as outlined in the Local Code of Governance.

The purpose of the review is to identify and evaluate the controls in place to manage key risks, evaluate any assurances received from responsible Officers, and identify gaps in controls and assurances. Areas of improvement have been identified and are outlined in the Statement.

Review of the governance framework is overseen by the Council's Strategic Finance Manager (s151 Officer) and undertaken by the Corporate Governance Working Group consisting of the Corporate Leadership Team (CLT) and representatives of the service managers that form the Council's Senior Leadership Team (SLT).

The review of effectiveness is informed by the work of the Corporate Leadership Team (CLT) who have responsibility for developing and maintaining the governance environment, the Internal Audit Services Manager's annual report. The report considers recommendations made by external auditors as well as feedback from other review agencies and inspectorates including the LGA Peer Review process.

The outcomes of the review are considered and approved by the Audit and Governance Committee. The Audit and Governance Committee has overall responsibility for ensuring the effective development and operation of corporate governance within the Council.

Issues identified in the Annual Governance Statement and management actions to reduce risks have been reported to Audit & Governance Committee and/or Policy Committee and/or Council. These reports where appropriate have also included new issues for consideration.

1.3 Specific Assurances

The following specific assurances have been obtained to support this statement:

Chief Finance Officer, Section 151 Officer: The CIPFA statement on the role of the Chief Financial Officer requires them to provide assurance on financial decision making, financial accounting and reporting, internal control, and risk management. These assurances have been considered through the review of our governance arrangements. The Council's arrangements conform to CIPFA requirements.

Chief Information Officer: Craven District Council maintains externally verified (annually) compliance with the Governments PSN (Public Services Network) and the Payment Card Industries PCI-DSS (Payment Card Industries – Data Security Standards). Compliance with these standards provides confidence that services used over the technical network will work without problems, gives assurance that our data and our customers data is protected in accordance with our Information Assurance (IA) commitments and ensures that in the event of things going wrong they can be quickly put right. In the case of PCI-DSS it also ensures that adequate controls are in place surrounding the storage, transmission and processing of customer payment card data.

Audit Services Manager: The 2019/20 financial year was the second year of a 3 year shared service arrangement between Craven District Council and Harrogate Borough Council. The current arrangement follows the completion of a successful 3-year arrangement with Harrogate Borough Council which ran from 2015/16 to 2017/18. There were 8 audit reports completed during 2019/20. 2 of these indicated a 'substantial' level of assurance, 6 a 'good' level of assurance **and none a 'partial' level of assurance**. Progress against all Internal Audit recommendations is routinely monitored and reported to the Audit & Governance Committee.

External Audit: The external audit of the Council is provided by Mazars. Whilst external auditors are not required to form an opinion on the effectiveness of the Council's risk and control procedures, their work does give a degree of assurance. The Council believes that a proactive relationship with the Mazars strengthens its governance arrangements. Regular meetings have taken place to cover corporate governance, accounting and internal audit matters. There were no significant issues arising from the 2019/20 Audit.

1.4 Local Government Ombudsman

The Local Government Ombudsman Annual Review letter was published in July 2020. The report considered 1 complaint referred to the Ombudsman in for the year ended 31 March 2020. This complaint was not upheld.

The letter is published online at

<https://www.lgo.org.uk/documents/councilperformance/2020/craven%20district%20council.pdf>

1.5 Performance against the Local Code of Corporate Governance

The Council considers that its governance arrangements continue to be fit for purpose and compliant with our Local Code of Corporate Governance. In undertaking our review of effectiveness we have assessed our performance against the detailed arrangements set out in the code.

The Council has assessed and confirms that arrangements detailed within the Local Code are in place and no significant weaknesses to our governance arrangements have been identified. However, in doing so we have identified a number of areas for improvement to form part of our Governance Improvement Plan.

It is stressed that no system of control can provide absolute assurance against material mis-statement or loss. This statement is intended to provide reasonable assurance.

The following pages detail our assessment of compliance with the arrangements we have in place to meet the governance principles as set out in our Local Code, along with our Governance Improvement Plan.

2. Review of Actions from the Annual Governance Plan, 2019/20

Action to Improve Governance Arrangements

Update

GS 19/20/01

Consultation and engagement

Improve the number of responses to the budget consultation from young people, whilst maintaining the overall response rate

The Council successfully promoted the Budget Consultation to a wide range of audiences including young people. The number of young people responding to the survey was substantially higher than in 2018/19. The total number of responses was 40% higher than 2018/19, up from 161 to 223.

This action was **completed**.

GS 19/20/02

GS 19/20/03

Economic, Social and Environmental Impacts

Ensure that project, partnership and service delivery plans clearly define the longer-term outcomes that we expect to achieve for residents.

A working group was formed to improve the Council's approach to service planning, including ensuring that considering and measuring longer-term outcomes is a part of our planning process. This work has started but is not yet complete.

This action was **partially completed. Further action is planned for 2020/21**.

Review our approach to assessing the economic, social and environmental impact of decision-making. Ensure that meaningful consideration of these impacts is embedded in our processes.

In addition to the work described above, the Council's approach to completing and using Equalities Impact Assessments has been reviewed. The Climate Emergency Strategic Plan includes arrangements for assessing the environmental impact of our decisions. Whilst progress has been made, these changes are not yet embedded in our processes

This action was **partially completed. Further action is planned for 2020/21**.

GS 19/20/04

Procurement Support

Ensure that an appropriate procurement support arrangement is in place.

The Council conducted an open tender exercise for appropriately qualified and experienced procurement support. Cirrus Purchasing Ltd were appointed and are now actively providing advice and support.

This action was **completed**.

GS 19/20/05

Procurement Strategy and Plan

Agree and implement an updated Procurement Strategy and Procurement Forward Plan.

A Procurement Strategy and Forward Plan has been completed and is in place.

This action was **completed**.

GS 19/20/06

Health & Safety

Review progress on Health & Safety actions to ensure that identified improvements are fully embedded both in our defined processes and in practice.

This action was **completed**.

GS 19/20/07

Risk Management

Ensure that the roll-out of our Risk Management approach is successfully completed, via member training and the development of a risk appetite statement.

Risk Management training has been offered to all members and a new Risk Appetite Statement has been completed. All strategic and operational risks have been reviewed and updated.

This action was **completed**.

GS 19/20/08

Performance Management Framework

Revise the Performance Management Framework to ensure that regular performance meetings cover service delivery, projects and contracts and guarantee regular consideration of risk.

Planned activity to improve the Performance Management Framework did not take place,

This action was **not completed**.

GS 19/20/09

Partnership impact

Embed the review of partnership impact within the Council's performance review and monitoring arrangements.

This action was **not completed**.

3. Review of Effectiveness for 2019/20

This section of the report describes our self-assessment of our effectiveness in applying the principles we have identified in the Local Code of Governance over the past financial year.

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

Overall Assessment: We are achieving this principle

The Council's ethical values and the legal requirements of our work are clearly communicated and regularly reinforced.

The Council's constitution is reviewed and updated annually. A light touch review was completed and agreed by Full Council in August 2019. The Nolan Principles have been actively promoted to Members and Officers, and this activity is now part of the Council's routine 'annual reminder' activity for all staff.

3.2 Principle B – Ensuring openness and comprehensive stakeholder engagement

Overall Assessment: We are achieving this principle

The Council continues to engage successfully with a range of stakeholders to deliver key projects. This includes, for example, the extensive public engagement on local travel and transport carried out by the Open Skipton project, our successful engagement with environmental groups and other organisations to develop the Climate Emergency Strategic Plan, and our partnership projects with local NHS organisations. The Great Place: Lakes and Dales project has included a wide range of activity to increase our engagement with young people in the area.

The 2019/20 budget consultation exercise achieved our highest ever response rate, including improving the number of responses from younger residents.

3.3 Principle C – Defining outcomes in terms of sustainable economic, social and environmental benefits

Overall Assessment: We are partially achieving this principle

Some improvement is required to ensure that we achieve this principle in 2020/21

The Council has a clear vision which provides a strong basis for strategy, planning and decision-making. The required resources and intended outputs of projects and service activities are clearly defined.

The Council does not always clearly define the longer-term outcomes that it expects to achieve for residents as a result of its activity. The Council is reviewing its approach to Performance Management. This review was intended to take place in 2019/20, but did not take place due to resource constraints. It will be prioritised for 2020/21.

The council does take into account financial, legal, risk and equality impact of all decisions. There remains a need to embed the assessment of economic, social and environmental impacts into decision-making processes.

The Council is strongly committed to ensuring the most positive environmental impact of its operations. A Climate Emergency was declared unanimously by Full Council in August 2019 and a Climate Emergency Strategic Plan was unanimously agreed by Full Council in February 2020. The Council's progress against this plan will be monitored via the revised performance framework.

The Council has worked with the North Yorkshire Resilience Forum to put in place a strong response to the covid-19 pandemic. The Council will be taking a lead role locally in the recovery phase. Ensuring the successful execution of the recovery phase is critical to ensuring the continuing health and wellbeing of residents across the District.

Improvement Action 1: Implement well-planned and comprehensive arrangements for the recovery phase of the local covid-19 pandemic, that meet all legal requirements and national guidance, to safeguard the health and wellbeing of residents.

Improvement Action 2: Ensure that progress against the Climate Emergency Strategic Plan is accurately monitored via the Performance Framework

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

Overall Assessment: We are achieving this principle

The council continues to achieve many aspects of this principle including ensuring clear Lead Member responsibility for priorities, sound financial planning, comprehensive monitoring arrangements and regular contingency planning.

We improved our approach to procurement support during 2019/20. We conducted an open competitive tender exercise and appointed a specialist consultancy with the experience and qualifications necessary to provide effective support. We have also revised and updated our Procurement Strategy and Forward Plan.

3.5 Principle E – Developing the entity's capacity, including the capability of its leadership and the individuals within it

Overall Assessment: We are largely achieving this principle, but with some minor areas for targeted improvement

The council continues to achieve many aspects of this principle. Leadership roles are clearly defined, there are transparent lines of delegated decision-making and an effective performance review process is in place. The Council's Apprenticeship scheme is a strength.

A revised induction programme is in place and this is subject to ongoing review. New training for Members has been introduced, with further training planned for 2020/21.

There have been recent improvements in arrangements to ensure the Health & Safety of our workforce, including a new strategy and a newly contracted Health & Safety Advisor. Our programme of work for 2019/20 was completed successfully, including a full review of all guidance documentation and Health & Safety risk assessments. The covid-19 pandemic has resulted in a need for us to review our position. All assessments are being re-evaluated to ensure that our working practices are safe in line with central government guidance and the

covid-19 regulations. We must also ensure that the recent improvements to our Health & Safety arrangements are fully embedded in our organisational culture.

Improvement Action 3: Ensure that our review of all Health & Safety risk assessments against covid-19 governance and legislation is completed to a high standard.

Improvement Action 4: Review progress on Health & Safety actions to ensure that the improvements we have made to Health & Safety policies and processes are fully embedded in practice, particularly in light of the covid-19 pandemic.

3.6 Principle F – Managing risks and performance through robust internal control and strong public financial management

Overall Assessment: We are partially achieving this principle

Some improvement is required in key areas to ensure that we achieve this principle in 2020/21

The Council's approach to Risk Management was revised and strengthened in 2018/19 and activity to embed this was successfully completed in 2019/20. A member training session was held and a clear risk appetite statement was agreed, together with a light-tough review of all strategic and operational risks.

The Council has a clearly defined Performance Management Framework. Some elements of the framework require review to ensure that our performance management activity supports effective and constructive challenge and debate. Improvement activity planned for 2019/20 did not take due to resource constraints; this will be prioritised for 2020/21.

All required policies are in place to ensure safe and effective data management. Our compliance with these policies is monitored on an ongoing basis and reported quarterly to the Council's Leadership Team.

The Council's approach to monitoring and addressing fraud risk is robust, with a strong and recently reviewed Anti-Fraud and Corruption Strategy. Financial controls are comprehensive and are applied effectively. One current area of increased risk is the low usage of official orders for purchasing. A plan has been put in place to address this; this will need to be implemented and closely monitored during 2020/21 to ensure that the rate of compliance increases.

Improvement Action 5: Implement and monitor our plan to increase the rate of compliance with the use of official orders for purchasing.

3.7 Principle G – Implementing good practices in transparency, reporting and audit to deliver effective accountability

Overall Assessment: We are largely achieving this principle, but with some minor areas for targeted improvement

Annual Governance Statement 2019/20

The Council's approach to transparency is supported by clear policies and regular consideration is given to the style and volume of both reporting and data presented to the public and other stakeholders. The Council is compliant with the Local Government Transparency Code.

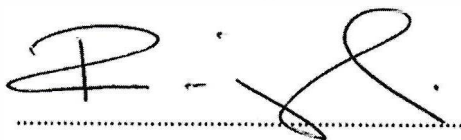
We have continued our strong and compliant Internal Audit shared service with Harrogate Borough Council. Our financial controls are well-established and effective. External Audit services are provided by Mazars.

Partnership governance arrangements are clearly defined. More work is still required to ensure that we are able to monitor the shared impact of partnership activity. This was planned for 2019/20, but did not take place due to resource constraints. This will take place as part of a comprehensive review of the Council's performance monitoring and reporting arrangements in 2020/21.

Improvement Action 6: Embed a process for reviewing partnership impact within the Council's performance review and monitoring arrangements.

4. Summary of improvement actions for 2020/21

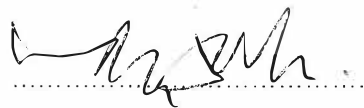
Principle	Actions
Principle C – Defining outcomes in terms of sustainable economic, social and environmental benefits	<i>Improvement Action 1:</i> <i>Implement well-planned and comprehensive arrangements for the recovery phase of the local covid-19 pandemic, that meet all legal requirements and national guidance, to safeguard the health and wellbeing of residents.</i> <i>Improvement Action 2:</i> <i>Ensure that progress against the Climate Emergency Strategic Plan is accurately monitored via the Performance Framework</i>
Principle E – Developing the entity's capacity, including the capability of its leadership and the individuals within it	<i>Improvement Action 3: Ensure that our review of all Health & Safety risk assessments against covid-19 governance and legislation is completed to a high standard.</i> <i>Improvement Action 4: Review progress on Health & Safety actions to ensure that the improvements we have made to Health & Safety policies and processes are fully embedded in practice, particularly in light of the covid-19 pandemic.</i>
Principle F – Managing risks and performance through robust internal control and strong public financial management	<i>Improvement Action 5: Implement and monitor our plan to increase the rate of compliance with the use of official orders for purchasing.</i>
Principle G – Implementing good practices in transparency, reporting and audit to deliver effective accountability	<i>Improvement Action 6: Embed a process for reviewing partnership impact within the Council's performance review and monitoring arrangements.</i>



Richard Weigh, CPFA

Chief Finance Officer

November 2020



Cllr Wendy Hull

Chair of Audit & Governance Committee

November 2020