



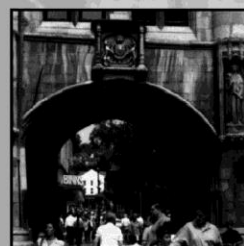
CITY OF  
*Lincoln*  
COUNCIL

SUMMONS  
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SUMMONS

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# Council Summons

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For the meeting to be held on  
**Tuesday, 18 January 2022**

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## **CITY OF LINCOLN COUNCIL**

Sir/Madam,

You are hereby summoned to attend the meeting of the COUNCIL of the City of Lincoln to be held at The Brayford Suite, The Alive Church, Newland, Lincoln, LN1 1XG on Tuesday, 18 January 2022 at 6.30 pm.



Chief Executive and Town Clerk

Angela Andrews

### **A G E N D A**

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**Present:** Councillor Jackie Kirk (*in the Chair*), Councillor Biff Bean, Councillor Bill Bilton, Councillor Alan Briggs, Councillor Bob Bushell, Councillor Liz Bushell, Councillor David Clarkson, Councillor Thomas Dyer, Councillor Matthew Fido, Councillor Gary Hewson, Councillor Rosanne Kirk, Councillor Jane Loffhagen, Councillor Rebecca Longbottom, Councillor Helena Mair, Councillor Bill Mara, Councillor Adrianna McNulty, Councillor Laura McWilliams, Councillor Ric Metcalfe, Councillor Neil Murray, Councillor Lucinda Preston, Councillor Christopher Reid, Councillor Clare Smalley, Councillor Hilton Spratt, Councillor Mark Storer, Councillor Edmund Strengiel, Councillor Pat Vaughan, Councillor Calum Watt and Councillor Loraine Woolley

**Apologies for Absence:** Councillor Chris Burke, Councillor Sue Burke, Councillor Andy Kerry, Councillor Donald Nannestad and Councillor Naomi Twedde

**23. Confirmation of Minutes - 21 September 2021**

RESOLVED that the minutes of the meeting held on 21 September 2021 be confirmed.

**24. Declarations of Interest**

No declarations of interest were received.

**25. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon**

No questions had been submitted by members of the public.

**26. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon**

Councillor Tom Dyer to Councillor Ric Metcalfe, the Leader of the Council

*Question*

Has the City Council undertaken an analysis of what financial savings can be made if the Council were to follow the steps taken by East Lindsey District Council, Boston Borough Council and South Holland District Council and share officers and further services with our neighbouring districts?

*Reply*

Councillor Ric Metcalfe stated that the Council had not undertaken any analysis.

### *Supplementary*

Councillor Tom Dyer stated that he was pleased with the response and expressed the hope that such conversations would not take place.

### *Reply*

Councillor Ric Metcalfe stated that he was pleased that both he and Councillor Dyer were in agreement. Councillor Metcalfe continued by stating that since 2010 the Council had saved £10 million with minimal effect on front line services and there was more to do. The Council was already extremely efficient, delivering good value for money to its council tax payers.

Councillor Metcalfe stated that he would not comment on the merits of the particular partnership referred to in the question, except that running smaller rural authorities was very different from running a city of the size and the significance of Lincoln, where sharing senior management would not be effective.

Councillor Metcalfe added that the Council had some very long-standing and successful partnerships with its neighbours, for example the Central Lincolnshire Joint Strategic Planning Committee, which had produced and overseen the implementation of the Local Plan; and the joint revenues and benefits service with North Kesteven District Council and West Lindsey District Council, which had delivered savings of approximately £2.5 million over the past ten years.

Councillor Metcalfe confirmed that the Council would continue to consider any proposals for joint services on their merits.

### Councillor Chris Reid to Councillor Bob Bushell, Portfolio Holder for Place

#### *Question*

As we approach the Christmas period and thankfully the uphill area has started to get busy again with visitors and people out doing their Christmas shopping, will the Council consider re-opening the Westgate toilets temporarily until after Christmas?

#### *Reply*

Councillor Bob Bushell stated in reply that owing to the financial restrictions on the Council, it had been necessary to close the Westgate facilities for general use, but they had remained open for people with disabilities.

Councillor Bushell added that when the city had events, which would create demand, such as the forthcoming Christmas market, the facilities would be open. Because of the Council's financial position, there was no plan to open them for an extended period.

### *Supplementary*

Councillor Reid asked what the cost would be to the Council of opening the Westgate toilets for the period of December.

*Reply*

Councillor Bushell stated that he did not have the estimated costs of opening the toilets for the period of December. He reiterated that that they been closed because of financial constraints.

Councillor Mark Storer to Councillor Bob Bushell, Portfolio Holder for Place

*Question*

I was delighted to see uphill Lincoln so busy during the recent cycling event and despite the terrible weather, during the Lincoln 10k. Could Cllr Bushell tell me if the Westgate toilets were fully open to the public for both events?

*Reply*

Councillor Bushell replied that these two events had been organised by other organisations, not the City Council. In each case, the organisers had been offered to have the toilets open, and in each case they did not accept the offer.

The supplementary question was not permitted as it did not relate to the original question or answer provided.

Councillor Eddie Strenziel to Councillor Bob Bushell, Portfolio Holder for Place

*Question*

Does the portfolio holder agree with me, that given that the Birchwood / Hartsholme area has a population of a good-sized town, the area desperately needs more play parks and activities for young people?

*Reply*

Councillor Bob Bushell stated that the Council recognised the value of the provision of facilities for children and young people, but the Council was constrained financially, and most of what was being provided had resulted from section 106 funding, for example Whitton Park. Councillor Bushell confirmed that he would like to see more play areas across the city, in addition to the excellent ones already in place. However, these facilities required maintenance and at present this equated to £250k per annum. If the financial position of the Council were to improve, it might be possible to provide additional play area facilities in the future.

Councillor Bushell also stated that the return of youth workers to provide activities for young people in the evenings would be welcomed.

*Supplementary*

Councillor Strenziel referred to a play area, which had been developed by a certain organisation in the Staffordshire Crescent area, which had led to a reduction in anti-social behaviour, and asked whether the portfolio holder would agree that the provision of play areas and activities for young people would benefit the community in reducing anti-social behaviour.

### *Reply*

Councillor Bushell replied that play areas were important in keeping young people active and diverting them from other activities, but this was not the whole answer. Councillor Bushell referred to Councillor Strengeil's role as a county councillor and asked whether in that role he could look into the increased provision of youth workers and youth clubs as a diversion for young people.

### Councillor Dave Clarkson to Councillor Ric Metcalfe on behalf Councillor Donald Nannestad, Portfolio Holder for Housing

#### *Question*

Can the portfolio holder provide a breakdown of how many buy-backs the Council has procured by each of the eleven electoral wards?

#### *Reply*

Councillor Metcalfe replied that by ward the number of buy-backs were: Park 10; Minster 15; Abbey 4; Carholme 0; Moorland 8; Boutham 1; Witham 2; Hartsholme 4; Birchwood 10; Castle 13; and Glebe 6. This made a total of 73 purchases.

#### *Supplementary*

Councillor Clarkson asked what the average cost was of restoring properties to the Council's standards following buy-back.

#### *Reply*

Councillor Metcalfe stated that the information on the average cost of restoration would be provided in a written answer and stressed the importance of bringing these properties to an appropriate standard, as they had often been neglected by the private rented sector. The purchase of these properties by the Council represented a good news story.

### Councillor Matthew Fido to Councillor Ric Metcalfe, the Leader of the Council

#### *Question*

Following a previous Council question, can the Leader provide any further update regarding the City's bid for a Lord Mayoralty?

#### *Reply*

Councillor Metcalfe stated that the detailed application, which was nearing completion by a group of officers working through all the questions on the form, would be submitted before the deadline of 8 December 2021. The Council would be expecting a decision in February 2022, hopefully in the Council's favour.

#### *Supplementary*

Councillor Fido asked whether there was anything the Conservative Group on the Council could do to support the application.



*Reply*

Councillor Metcalfe welcomed the support of the Conservative Group.

Councillor Bill Mara to Councillor Bob Bushell, Portfolio Holder for Place

*Question*

Can the portfolio holder update the council regarding the recent disruption to waste collection services?

*Reply*

Councillor Bob Bushell stated in reply that there were some serious pressures on the Council's waste services currently. He referred to driver recruitment, which was a result of the national shortage of HGV drivers; Covid-19; and inconsiderate parking in some streets in Lincoln were all playing a part. The Council's contractors were taking mitigation measures to ensure a suitably skilled workforce remained available, but Covid-19 was, by its nature, less predictable, and the new variant was an example of this. Councillor Bushell advised that in the week prior to the meeting, a full crew had been made unavailable for green waste collections owing to a Covid-19 infection.

Councillor Bushell asked colleagues to support all residents, particularly during the Christmas period, by advising them that contractors were trying to maintain a service and catch up; for example, if a bin was not collected on its allocated day, it would likely be collected on the following day.

*Supplementary*

Councillor Mara queried what measures the Council was going to take pro-actively to ensure that residents were advised of the causes for the disruption, particularly as the increased number of phone calls to customer services was not a solution.

*Reply*

Councillor Bushell replied that all councillors needed to be better informed so that when they were contacted by residents about a missed bin collection they could advise residents to leave their bin out for collection on the following day, as crews were working to catch up. A great effort was being made to provide an excellent service in challenging circumstances. Councillor Bushell added the Council issued communication messages via social media and standard media.

Councillor Hilton Spratt to Councillor Bob Bushell, Portfolio Holder for Place

*Question*

What steps can the licensing department take to ensure venues take appropriate measures to protect against drink spiking?

### *Reply*

Councillor Bob Bushell stated that this issue had been debated by the Performance Scrutiny Committee on 18 November 2021 and confirmed that drink spiking was a crime, and there was a multi-agency response, which was led by Lincolnshire Police.

Councillor Bushell referred to the Licensing Act 2003, which had public safety as one of its core objectives. If the Police were to identify that premises either had been negligent in its approach or where the premises had not been compliant with a licensing condition, the Police would work with the licensing team and, where appropriate, a licence review could be initiated.

Councillor Bushell added that the licensing team worked with venues more broadly through the *pub-watch* scheme and also directly with venues. The Council also took a co-ordinated and proactive approach by working with partners such as the Police, the licensing team, and Lincoln BIG to ensure that best practice was shared. The Council was aware of reports on social media on specific venues and the police continued to adopt a proactive approach with them.

### *Supplementary*

Councillor Spratt asked whether the Police, or any other organisation within the multi-agency partnership, had raised any concerns on this issue within the community; and if so, whether the number of concerns recorded could be reported.

### *Reply*

Councillor Bushell advised that it was likely the Police had been concerned about issues, for example as a result of postings on social media. Councillor Bushell stated that he would provide detail on the number of concerns raised and reiterated that the Police, the licensing team and other organisations worked directly with venues and through the monitoring of social media, to identify intelligence on this matter.

### Councillor Alan Briggs to Councillor Bob Bushell, Portfolio Holder for Place

#### *Question*

A report to the County Council's Environment and Economy Scrutiny Committee details that Lincolnshire's recycling rate is at 44.6%. Can the portfolio holder indicate what this figure is for the City of Lincoln?

#### *Reply*

Councillor Bushell advised that Lincolnshire's figure of 44.6% included dry waste recycling and materials recycled at household waste recycling centres. Lincoln's combined figure for the year to date, was 35.1%, a slight increase compared to last year. Councillor Bushell added that the figure of 35.1% could be improved, and the Lincolnshire Waste Partnership would recognise that. The Waste Partnership was making efforts to increase recycling for example by collecting the same type of materials in each bin in all Lincolnshire district councils, and trying to educate residents on what can be put in each bin.

Councillor Bushell also referred to a section 51 notice, which was likely to be received before 2024, enabling a separate paper and card collection, and possibly after that, separate collections of food waste. Currently these were voluntary initiatives, but it was likely that the Government might make these mandatory requirements.

## **27. Receive Reports under Council Procedure Rule 2 (vi) from Members**

### **(a) Report by Councillor Neil Murray, Portfolio Holder for Economic Growth**

Councillor Neil Murray, Portfolio Holder for Economic Growth, presented his report to the Council, which had been set out on pages 19 – 25 of the agenda. Councillor Murray highlighted two schemes; firstly, the central market and city square transformation, with work expected to begin on site in January 2022; and secondly, the High Street historic action zone, which included St Mary's Guildhall and the Barbican / Albion Hotel.

Councillor Murray added that he had restarted visits to various organisations, which had included a visit to James Dawson UK, into which its parent company, Michelin, had recently invested £6 million, which represented great news. Councillor Murray had also visited Tom Blount, Executive Director of the Lincoln Science and Innovation Park, which had developed as the centre of Lincoln's hi-tech industry, on a site associated with Lincoln's engineering history. Finally, Councillor Murray referred to his visit to Bifrangi UK Lincoln, located on Spa Road, and highlighted the 32,000-tonne percussion screw press, which provided high specification metal forging.

Councillor Murray also reported that the Local Plan was currently subject to its consultation, with the next version of the plan due to be submitted to the Central Lincolnshire Joint Strategic Planning Committee in February 2022. The county council had not supported some of the ambitious proposals to address climate change in the plan and had remained committed to becoming carbon neutral by 2050. This contrasted with the City of Lincoln Council's ambition for carbon neutrality by 2030.

Councillor Murray also referred to the preparations for the Lincoln Christmas Market, which were set out on page 24 of his report.

The Council was provided with an opportunity to make comments and ask questions, where the following points were confirmed:

- Wage levels in the Social Care Sector – Wage levels were a key factor in recruiting and retaining adult social care staff, whether these levels were just above the level of the national minimum wage or set at around £12.50 per hour, this issue had not been completely addressed by the government's proposals.
- Labour Market – it was commented by a councillor that nationally recent reports had indicated that the long-term impacts of the Covid-19 pandemic and the end of the job retention scheme had not led to a spike in unemployment and that many businesses were now struggling to recruit and retain staff.
- The Drill (formerly the Drill Hall) – a councillor was pleased to highlight that The Drill had recently opened, which was operated by Lincoln College.

- Fibre Broadband – it was highlighted that it had recently been reported that Lincoln was set to receive a full fibre boost as CityFibre had announced an investment of £21 million in a new city-wide network, which was welcome news for those areas of the City with less than adequate coverage.
- Lincoln Central Market – Compensation to Existing Stallholders – Existing stallholders had been offered both a reasonable level of compensation and advice on seeking alternative interim or long-term locations for their businesses. There was a proposal under consideration to charge stallholders in the refurbished market according to their turnover to provide a genuine mix of stalls.
- Lincoln Central Market - Overall Scheme - The plans for the Central Market demonstrated what the Council could achieve with a moderate level of government funding provided and this funding could not have been provided from the Council's own resources, given the constraints on its budget over the previous ten years. The plans included the transformation of City Square, and opening up the bricked up windows.
- Lincoln Central Market - Location of Market Stalls – Proposals were being explored for market stalls to be offered outside the Central Market, and interest in this would be generated by a successful Central Market.
- Lincoln Central Market - Unisex Public Toilets – It would be confirmed whether the plans for unisex toilets had been included in the consultation.
- Controlled Parking Zone – Vernon Street, Mill Lane, Princess Street and Foster Street – Implementation of the controlled parking zone by the county council had been delayed, although the residents had been balloted and were in support of its introduction. Implementation of the controlled parking zone was expected by Easter 2022 by the county council.
- Guildhall Winners – The Council commended the work of the Civic Team, with particular mention being given to the Mayor's Officer, for being recognised by Visit England as an organisation whose staff go the extra mile to welcome visitors.
- St Mary's Guildhall – Works would begin in December 2021.
- Parking Income Data – It was not possible to provide a reason for the increased rates of parking in September and October 2021, compared to the budget projections. It was requested that car parking data in future also included percentages to enable the reader to understand capacity.
- Lincoln Christmas Market 2021 – Expectations for a successful in-person Christmas Market for 2021 were reiterated, which would include a substantial improvement on the online Christmas Market which had taken place in 2020. The importance of people wearing face coverings and taking a lateral flow in advance of attending the Christmas Market were stressed, as infection control measures. It was confirmed that an analysis of the direct economic benefits of the Lincoln Christmas Market for Lincoln could be carried out. It was advised that the Council was not currently considering introducing a sponsor for the market.
- Anti-Social Behaviour on Lincoln High Street – A councillor raised concerns about anti-social behaviour on Lincoln High Street near the Guildhall and Stonebow, which was negatively affecting local businesses and visitors. Many of the people displaying anti-social behaviour on the High Street suffered from mental health issues, but primarily this was a matter for the Police and Councillor Murray undertook to raise the matter with the Police.
- Carbon Neutrality by 2030 – This remained the hope of the City of Lincoln Council and all councillors were asked to support this ambition.

- Levelling Up Fund Initiatives for Park Ward - It was not possible to explain the lack of support from the MP for Lincoln for the Levelling Up initiatives in Park Ward, including a railway bridge, which would connect the north end of Park Ward with the city centre.
- Council Car Parks – An explanation of the pricing policy for the Council's car parks included reference to the costs of the Council's car parks being significantly lower than the Council's main competitor. It was also highlighted that Lincoln Central Car Park had recently won an award. It was also recognised that income from parking services was essential contributor to the Council's budget.

The report was noted.

**28. To Consider the Following Recommendations of the Executive and Committees of the Council**

**(a) Gambling Act 2005 Triennial Review of Statement of Licensing Policy**

The Council considered a request from the Licensing Committee, which had met on 17 November 2021, following its triennial review of the statement of licensing policy.

It was moved by Councillor Loraine Woolley and seconded by Councillor Bill Bilton that the Statement of Principles Policy 2022-2025 under the Gambling Act 2005 be approved.

On being put to the meeting, the motion was declared carried.

RESOLVED that the Statement of Principles Policy 2022-2025 under the Gaming Act 2005, as set out on pages 33 – 75 of the Council agenda, be approved.

*(Note: Following consideration of this item, Councillor Gary Hewson left for the remainder of the meeting.)*

**(b) Members' Code of Conduct Update**

The Council noted a report from the Monitoring Officer on a decision by the Hearing Sub-Committee on 10 October 2021 on a complaint in relation to the Members' Code of Conduct.

**(c) Appointments of Chairs and Vice-Chairs and Committee Membership**

A report on the appointment of chairs and vice-chairs to and on membership of certain committees had been submitted as page 83 of the agenda. A supplement to the report had been circulated.

It was moved by Councillor Ric Metcalfe and seconded by Councillor Neil Murray that:

- (1) Councillor Patrick Vaughan be appointed as the Vice-Chair of the Licensing Committee.
- (2) Councillor Patrick Vaughan be appointed as the Chair of the Performance Scrutiny Committee.
- (3) Councillor Lorraine Woolley be appointed as the Vice-Chair of the Performance Scrutiny Committee.

- (4) The appointment of Councillor Helena Mair to a vacancy on the Performance Scrutiny Committee be noted.
- (5) Councillor Patrick Vaughan be appointed as the Chair of the Housing Scrutiny Sub-Committee.
- (6) Councillor Lorraine Woolley be appointed as the Vice-Chair of the Housing Scrutiny Sub-Committee.
- (7) The appointment of Councillor Jane Loffhagen to a vacancy on the Housing Scrutiny Sub-Committee be noted.

An amendment was moved by Councillor Tom Dyer and seconded by Councillor Hilton Spratt, the effect of which was to delete "Councillor Patrick Vaughan" from (2) and (5) above and replace with "Councillor Christopher Reid".

Arguments in support of the amendment included:

- Opposition councillors were given roles chairing overview and scrutiny committees in other local authorities, such as the county council's Overview and Scrutiny Management Board.
- National reports and government guidance supported the practice of some of the overview and scrutiny chairing roles being held by opposition councillors, as a means of constructively holding the executive to account.

Arguments against the amendment included:

- The overview and scrutiny process at the City Council was apolitical and these committees were conducted in a constructive way by all members of overview and scrutiny committees. There have never been any questions raised over the independence of the Council's overview and scrutiny function, which was fully supported by all members of the Executive.
- Previous City Council administrations, when controlled by the current opposition, had not taken an approach of offering chairing roles to the opposition group.

On being put to the meeting, the amendment set out above was declared lost.

On being put to the meeting, the original motion set out above was declared carried.

## RESOLVED

- (1) That Councillor Patrick Vaughan be appointed as the Vice-Chair of the Licensing Committee.
- (2) That Councillor Patrick Vaughan be appointed as the Chair of the Performance Scrutiny Committee.
- (3) That Councillor Lorraine Woolley be appointed as the Vice-Chair of the Performance Scrutiny Committee.
- (4) That the appointment of Councillor Helena Mair to a vacancy on the Performance Scrutiny Committee be noted.
- (5) That Councillor Patrick Vaughan be appointed as the Chair of the Housing Scrutiny Sub-Committee.

- (6) That Councillor Lorraine Woolley be appointed as the Vice-Chair of the Housing Scrutiny Sub-Committee.
- (7) That the appointment of Councillor Jane Loffhagen to a vacancy on the Housing Scrutiny Sub-Committee be noted.

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**Present:** Councillor Jackie Kirk (*in the Chair*),  
Councillor Biff Bean, Councillor Alan Briggs,  
Councillor Chris Burke, Councillor Sue Burke,  
Councillor Bob Bushell, Councillor Liz Bushell,  
Councillor David Clarkson, Councillor Thomas Dyer,  
Councillor Gary Hewson, Councillor Rosanne Kirk,  
Councillor Jane Loffhagen, Councillor  
Rebecca Longbottom, Councillor Helena Mair,  
Councillor Adrianna McNulty, Councillor Ric Metcalfe,  
Councillor Neil Murray, Councillor Lucinda Preston,  
Councillor Christopher Reid, Councillor Naomi Tweddle,  
Councillor Pat Vaughan, Councillor Calum Watt and  
Councillor Loraine Woolley

**Apologies for Absence:** Councillor Bill Bilton, Councillor Matthew Fido,  
Councillor Andy Kerry, Councillor Bill Mara,  
Councillor Laura McWilliams, Councillor  
Donald Nannestad, Councillor Clare Smalley,  
Councillor Hilton Spratt, Councillor Mark Storer and  
Councillor Edmund Strengiel

### **32. Declarations of Interest**

No declarations of interest were received.

### **33. Planning Committee Protocol - Western Growth Corridor Application**

It was moved by Councillor Ric Metcalfe that the Planning Committee Protocol, as set out at Appendix A to the report, be approved for adoption for the meeting of the Council when it sits as the Planning Committee to consider the planning application on the Western Growth Corridor.

Councillor Metcalfe in moving the motion advised that in 2006 the Council had resolved to reserve decision-making on the planning application for the Western Growth Corridor to the Council sitting as the Planning Committee. Part 5 of the Council's Constitution included Probity in Planning: Code of Practice, a guide to procedures and protocol for councillors and officers involved in making decisions on planning applications and other planning matters. The protocol set out at Appendix A to the report would temporarily amend specific provisions contained within the Probity in Planning: Code of Practice for the meeting of the Planning Committee when it considered the application on the Western Growth Corridor. All other existing provisions contained the Probity in Planning: Code of Practice would apply. The proposed changes included:

- Extending the number of people permitted to speak either objecting to or in support of the application from one to five in each case.
- Amending the deadlines for registering to speak, including ward councillors, and for information to be included in the 'Update Sheet' to 4.00 p.m. five clear working days prior to the meeting.
- Setting out the process for requesting to speak.
- Setting out the process for the answering of questions.

The motion was seconded by Councillor Bob Bushell.

In response to questions by Councillor David Clarkson and Councillor Gary Hewson it was confirmed that requests to speak would be allocated on a first come, first served basis and that in accordance with normal procedure, if a councillor spoke as a ward councillor, they would not be able to participate as a member of the Planning Committee.

#### RESOLVED

- (1) That the Planning Committee Protocol – Western Growth Corridor, as set out at Appendix A to the report, be approved and temporarily adopted for the meeting of the Council when it sits as the Planning Committee to consider the planning application on the Western Growth Corridor.
- (2) That the existing provisions contained in the Probity in Planning: Code of Practice, not amended by the Planning Committee Protocol for the Western Growth Corridor (as set out at Appendix A) remain in place.

**COUNCIL**

**18 JANUARY 2022**

**REPORT UNDER RULE 2(vi) OF THE COUNCIL PROCEDURE RULES REPORT  
BY COUNCILLOR BILL BILTON, CHAIR OF POLICY SCRUTINY COMMITTEE**

My last report to Council was delivered on 23 February 2021 during the third national lockdown. I was pleased to be able to report then that the Policy Scrutiny Committee had carried on undertaking its duties throughout the challenges of the previous year.

I am glad to be able to report that, again, despite the various changes to ways in which the Policy Scrutiny Committee could meet over the past year, it has continued fulfil its role. We have continued to scrutinise a wide variety of council business without diminishing the important role of the committee is holding decision-making bodies to account and trying to ensure the right decisions are made for Lincoln.

This year the committee has considered the following topics, alongside its regular items for update and review:

- Management of Change in Development Management
- Public Conveniences Service Review
- Environmental Policy
- Corporate Consultation and Engagement Strategy 2021 - 2025
- Central Lincolnshire Local Plan Consultation Draft
- Protecting Vulnerable People
- Renewal of Public Spaces Protection Order allowing for the Gating of St Peters Passage
- CCTV Update
- Localised Council Tax Support Scheme 2022/23
- Draft Decarbonisation Strategy and Action Plan Report
- Resident Engagement, Building Safety

As part of my role as chair, I am nominated as the Council's nominee on the Health Scrutiny Committee for Lincolnshire. The joint committee's principal role is to scrutinise substantial developments or variations to NHS services in Lincolnshire.

Members will need no reminding of the challenges faced by the NHS this year across the country. Lincolnshire has faced particular challenges, some driven by the coronavirus pandemic and others exacerbated by it.

While the opportunity to provide input to and receive reports from those managing local health services is useful, there is of course limited scope within the Health Scrutiny Committee to effect substantial change.

As such, I am keen to see the Policy Scrutiny Committee take on and expand its role in scrutinising the impact of the Council's services on local people's health and wellbeing.

The committee has recently highlighted its interest in what the Council is doing to tackle the significant disparities in the health of people living in different wards in and outside Lincoln. The problem is undoubtedly a very complex one, rooted in the development of the city and the country over many years.

While members will be aware of the limits of both the Council's powers and budgets to tackle healthcare issues, it is vital that we do all we can both to target our resources as effectively as possible and to use our influence to bring Lincoln to the top of the agenda for other bodies.

Throughout the coming year I am sure members will have particular regard to the potential impact of proposed policy changes upon health and wellbeing. In addition, we look forward to receiving data in the near future which will allow members to consider the health disparities in further detail and to understand better the factors which have led to them.

I would like to offer my grateful thanks to all councillors who have contributed to the committee's work over the past year, as well as to officers for the reports and support provided to the committee during that time.

Members of every party continue to have a crucial role to play in bringing their local knowledge and experience to bear on the significant policy decisions which are brought to the committee for scrutiny.

I hope the coming year will allow the committee to continue its role in supporting the Council to deliver the best services possible for the people of Lincoln.

**Councillor Bill Bilton**  
**Chair of the Policy Scrutiny Committee**

## Annual report by Cllr Sue Burke Portfolio Holder for Reducing Inequality

In May 2021 I became the Portfolio Holder for Reducing Inequalities for the council, taking over from Cllr Rosanne Kirk.

In my previous role as Mayor and recently as portfolio holder, throughout the pandemic it has been overwhelming to see the level of support the council has provided to our residents, particularly those most in need, during an extremely difficult time as a result of the Covid-19 pandemic. The dedication of council employees and members has been outstanding, and I would like to say a huge thank you for their effort and professionalism during this time.

I would also like to thank the statutory, religious, and voluntary agencies who have worked with us. This has contributed to mitigating some of the adverse impact of many years of ongoing cuts to local government funding. By partnership working we have continued to find innovative ways of breaking down equality barriers, lifting and enabling dignity to the most vulnerable.

This report provides an update regarding the services the council has delivered under my new portfolio during the past year to support our residents, with a specific focus on key achievements and success stories. I would like to thank our officers for their input in helping to produce this report.

I look forward to working with our employees and elected members over the coming months and continuing to help those most in need as we work through the ongoing impacts of the pandemic.

### Welfare and benefits advice



The Welfare team has continued to provide invaluable advice and support for customers who are trying to negotiate the complicated rules of benefit entitlement. The team has continued to offer advice on individual and household entitlements and enabled residents to make claims for the correct benefit.

In the last financial year (2020/21), the team spent much of their time working from home and were unable to complete visits to the homes of people with disabilities and vulnerable circumstances, however they still succeeded in assisting 6,830 people. Part of the important service during the last year has been ensuring that people had access to food while unable to work, and the team issued a total of 1,047 food vouchers for local community larders and food banks. This was a significant increase on the previous year when the total was 535 vouchers.

Additional benefits claimed by Lincoln customers who sought the advice and assistance of the Welfare Team in 2020/2021 totalled a weekly value of £19,525. Over the full year these additional benefits amounted to £1,015,319. In addition to these benefits, in many cases customers had backdated awards or lump sum payments. In the last year the total value of backdated and lump sum payments amounted to £311,249.

To illustrate what these figures can mean to an individual, one excellent example of a resident helped was a disabled lady who had previously had no success obtaining Personal Independence Payments (PIP) for herself. She was assisted with an appeal which was successful, and she was awarded both Daily Living and Mobility elements of the benefit, backdated to February 2020. This also meant that her Housing Benefit, Council Tax Support

and Working Tax Credit also increased by the amounts below. She was awarded lump sum awards of £4,930.50 for PIP; £3,697.41 for Housing Benefit; £722.18 in Council Tax support and £3,010.42 in Tax credits - Total backdated awards of £12,360.51. On an ongoing basis her monthly income increased by £800.45.

The money advice side of the team's work saw less demand over the past year, which is in common with most debt advice services. During the periods of furlough and debt recovery work being placed on hold, many people have been able to delay debt recovery. During the year the team assisted and advised 66 individuals with their debts, this compares to 97 in the previous 12 months. The total debt managed was £299,480 for City of Lincoln residents. 67% of these Money Advice clients were City of Lincoln Council local authority tenants.

## **Welfare Reform**

Over the past year referrals to the Shared Service Welfare Reform Support team (formerly Universal Support Team) continued to be received from council service areas, customers, and external stakeholders.

Throughout the Covid-19 pandemic, the Welfare Reform Support Team was able to provide vital support to new and existing customers – both over the phone and via email. The team was able to explain to customers the support available to them (national and local), undertake assessments for Universal Credit, Housing Benefit, Council Tax Support and Discretionary Housing Payments. This was also a flexible model, which was adapted and utilised for the Test and Trace Support Payments scheme.

Universal Credit itself continued to have a significant impact on the workload of the Benefits Team, with a high volume of UC-related documents requiring processing by the team, including in relation to Council Tax Support claims. At points in 2020/21, there was an increase in more than 60% in Universal Credit documents requiring processing by our Benefits Team.

As well as Universal Credit, our Benefits Team continued to administer a whole range of other welfare reforms – such as Localised Council Tax Support, Spare Room Subsidy ('bedroom tax'), Benefits Cap and Discretionary Housing Payments (DHP). In 2020/21, the team paid out £226,635 to help our residents with their housing costs. Up to the end of September 2021, the Team had already paid out £162,451 for 2021/22 in DHP, to 497 residents. This proactive approach aims to help residents mitigate impacts of welfare reforms.

## **Housing Benefit / Council Tax Support**

Although Universal Credit Full Service was rolled out for new claims in Lincoln Jobcentre Plus from March 2018, our Benefits Team continued to administer a significant number of Housing Benefit and Council Tax Support caseloads – as at the end of September 2021 these figures were 4,650 and 8,799 respectively. Our Council Tax Support caseload rose sharply as a result of the initial Covid-19 lockdown – i.e. this was 8,491 at the end of February 2020, meaning a 3.63% increase up to the end of August 2021. This rise has now 'plateaued' somewhat, however with certain national Covid-19 protections, such as the furlough scheme and the Universal Credit £20 'uplift' ending in September 2021, it is anticipated more residents will claim Council Tax Support in the coming months.



Despite the challenges, pressures and demands on the Benefits Team, New Claims and Changes of Circumstance continue to be processed promptly, with positive average processing times being achieved – New Claims currently processed within an average of 17.5 days and Changes of Circumstance in 5.5 days.

## **Discretionary Rate Relief Policy**

A 'Business Rates Growth Policy' was approved by Executive on 23<sup>rd</sup> July 2018. The policy provides a time-limited rate relief discount to new and extended business premises within the city, in the interest of building the Business Rates base, supporting economic growth and job creation. Eligibility for this scheme is dependent on the extent of the business premises creation or extension, location and the impact of the new business or expansion plans has on the local economy.

The impacts of Covid-19 meant applications under this policy understandably reduced. In 2020/21, a total of £35,624 was awarded under this policy, and to date in 2021/22 a total of £16,071 has been awarded.

The Business Rates Team has also been instrumental in supporting businesses so far in 2021/22, awarding £9.5 million in Expanded Retail Discount. Also, the team worked closely with Major Developments colleagues to help administer the variety of business support grants throughout the year.

## **Test and Trace Payment Scheme and Winter Grants Scheme**

Our Revenues and Benefits Service played a crucial role in the Covid-19 response for our residents. The national Test and Trace Payments Scheme was successfully implemented in September 2020, and from the scheme commencing to the end of September 2021, the team made 1,121 successful awards of £500. In addition to this, the team was instrumental in developing and implementing a range of schemes supporting our residents with utilities costs under the Winter Grant Scheme, equating to total payments of £99,500.

## **Food vouchers for vulnerable families in the Easter holidays**

During the pandemic national government provided support for vulnerable families. This support consisted of a national voucher scheme and latterly the Winter Covid payments. As a result of this national support, the FISH (Food in School Holidays) Christian Incorporated Organisation project was able to place its focus upon children ineligible for this support but identified by schools as at risk of food poverty, especially during the holidays.

Of the thirty-two schools scoped for this project, 654 children were identified as in need. For the Easter period, this amounted to 1,308 vouchers at the value of £10 each being given. This meant that a total of £13,080 was required to deliver this project.

During the Easter break, out of the 1,308 vouchers given out, 933 vouchers were collected and redeemed from shops. This was at least a 71.3% take up overall, which shows the success of this project and the positive impact the vouchers had on vulnerable families in the city.

City of Lincoln Council was able to provide a grant of £5,430 towards this project. Funding was also provided by other organisations, including Lincoln Community Larder.

## **Financial Inclusion**

Officers have continued to be proactively involved in the Lincolnshire Financial Inclusion Partnership (FIP), with Martin Walmsley, Head of Shared Revenues and Benefits now being the chair of the Partnership.

FIP aims to ensure that everyone has the capability and opportunity to access appropriate financial services and products needed to participate fully in society and has played a key role in Covid-19 recovery, leading on development of a Covid-19 Recovery Financial Inclusion Action Plan. This plan currently contains 50 specific actions to assist residents from a range of partners as well as the council itself.

There is a huge amount of fantastic financial work and projects being delivered by a variety of organisations including the third sector in Lincoln, and through initiatives such as FIP this work will be actively communicated to residents and other stakeholders.

## **Skills and Training (including Adult Learning and The Network)**

Although the Covid-19 pandemic very much altered the skills and training landscape, officers remained in regular contact with a number of organisations to identify and promote skills and training opportunities to our residents.

In 2020, City of Lincoln Council registered as an organisation to help signpost residents to the government's Kickstart scheme, with a focus of finding six-month placements for young people seeking work. As part of this commitment, the council became part of the countywide Kickstart Monitoring Group.

I have provided an update below from Graham Metcalfe, Partnership Manager at Lincoln Department for Work and Pensions (DWP), on the key outcomes of the Kickstart scheme so far.

- DWP district of Lincolnshire, Nottinghamshire & Rutland is the second highest performing district nationally for the Kickstart scheme.
- Lincoln Jobcentre's contribution is significantly proportionately higher than other similar sized Jobcentre sites – This is partly due to the partnership working undertaken to get Gateway Organisations signed up the scheme early and their appetite to engage smaller employers to carry the Kickstart offer forward in Lincoln.
- DWP hosted Kickstart Breakfast meetings through the lifetime of the scheme, and these remained available to join every Thursday morning up until 16th December 21.
- Members of the Lincoln Social Responsibility Charter have all had invites to attend breakfast meetings with good numbers progressing with applications.

Moving forwards, in addition to supporting the Kickstart Scheme, the council will aim to assist in identifying customers who may benefit from being included on the 'Restart scheme'. This scheme gives Universal Credit customers who have been out of work for at least 12 months enhanced support to find jobs in their local area.

### **The Network**

The Network project, which aims to provide careers and related advice to the Not in Education or Employment (NEET) group, proactively engages with young people to help them with a variety of issues and to provide positive outcomes for them in trying to find work and development opportunities.

Throughout the pandemic The Network has continued to find innovative solutions to engage with young people to ensure the service has been accessible to as many people as possible. This has meant implementing a mix of face to face, phone call and virtual options, including platforms such as Discord and WhatsApp.

City of Lincoln Council has continued to support this project, sitting on its Trustee and Management Board, as well as physically hosting The Network office on the ground floor of City Hall.

Gabby Wright, Project Co-ordinator at The Network, has provided the key statistics for this service below. The statistics are for the period October 2020 to October 2021.



<b>The Network</b>	
Clients total (all projects)	252
Appointments held – Approximate total (virtual and in person, not including between session support)	531
<b>Projects / funding: CareerNet, Flexible Support Fund with Department for Work &amp; Pensions, funding from City of Lincoln Council</b>	
Job Outcomes	70 confirmed
Training	47 confirmed
Volunteering/work experience	19
Career plans	142
Traineeships	7
<u>Notes</u>	
<ul style="list-style-type: none"> <li>- Some of the numbers are approximations as it can be hard to track down outcomes once a client has progressed.</li> <li>- The project / funding figures are a summary of all support provided by The Network, including their CareerNet project covering North Kesteven District Council, the Flexible Support Fund project with Lincoln Jobcentre, and their continued work with City of Lincoln Council.</li> </ul>	

### **The Network's support towards the Kickstart Scheme**

The Network as a gateway attracted two employers to take part in the Kickstart Scheme. Of these, one employer took two individuals, and another requested they be put on pause due to staff leaving.

The Network itself is hosting two Kickstart positions. These include a Web Developer role and an Events Coordinator Role.

Of those clients which The Network has progressed into work, approximately 16 have been progressed into Kickstart positions, however, please note this is a rough estimate and is likely to be higher as The Network doesn't always receive a full report from their clients.

### **Barriers**

The Network has seen an increase in the barriers faced by young people during the pandemic. Social anxiety has always been a concern amongst our demographic, but with the pandemic this has increased and been compounded by other issues. Below is a summary from The Network's Flexible Support Fund project of the barriers they have identified:

<b>Barrier</b>	<b>Frequency</b>	<b>Percentage</b>
Mental health	63	32%
Autism Spectrum Disorder (ASD)	28	15%
Social Anxiety	91	48%
Low confidence / self esteem	78	41%
Lack of transport	86	45%
Housing issues	18	9%
Debt / financial concerns	22	12%
Substance misuse	4	2%
Criminal record	11	6%
Physical health issue	9	5%

Attention Deficit Hyperactivity Disorder (ADHD)	21	11%
Dyslexia / dyscalculia	24	13%
Identified reasonable adjustments	18	9%
Lacking Maths and English	60	32%
Other	44	23%

## Homelessness and Rough Sleeping



The pandemic has been extremely challenging for the Allocations, Homelessness and Rough Sleeping Services. During this time the Homelessness and Allocations Team continued to work from home and only attended City Hall for exceptional circumstances, for example to undertake interviews that could not be done by

telephone or another form of technology.

Over the past year the council has continued to receive high numbers of homelessness enquiries, however the numbers of applications from families did reduce somewhat. These have now started to rise again following the lifting of the moratorium on evictions from privately rented accommodation.

Throughout the pandemic the council saw large increases in applications from single people where their non-secure living arrangements came to an end because of the increased pressures of living in lockdown and under the Tier restrictions. This situation did not change following the lifting of restrictions, and we continue to receive high numbers of applications from single people. We have also recently seen an increase in very complex homelessness cases, for example Domestic Abuse and dealing with these continues to take significant amounts of staff time.

Our Rough Sleeping Team worked from City Hall and face to face safely throughout the pandemic. The council was successful in securing in excess of £2 million to provide 30 units of accommodation with support for the rough sleeping cohort, and we were also again successful in receiving Rough Sleeping Initiative funding for 2021/2022 to continue our rough sleeping work.

In terms of the number of rough sleepers in the city, this number can vary widely depending on various circumstances including the weather, big events taking place in the city etc.

The official Annual Rough Sleeping Count took place on Friday 19th November 21, which identified **14** rough sleepers in the city at that time. The team is actively making contact with those rough sleeping to develop a suitable plan for each person.

## Asylum Seekers and Refugees

The two families who arrived in Lincoln in March 2019 as part of the Vulnerable Persons Resettlement Scheme settled in extremely well. The families were supported by suitably qualified and experienced officers who helped them to settle into life in this country. This support included helping them to enrol into health services, getting children into school or nursery places, ensuring the families attend their ESOL English language classes and more. The families are now coming towards the end of their support package and will continue to live in the city.

Members will be fully aware of the current escalation of the crisis in Afghanistan. Although at the time of writing this report there is no agreed number of refugees for Lincolnshire, the Leader, Cllr Ric Metcalfe, has pledged to continue to look at the availability of suitable homes and to

work with our partners in the Lincolnshire Districts and Lincolnshire County Council to do what we can to assist in temporarily housing Afghan Refugee families.

To support refugees, the council's Neighbourhood Working team arranged for a number of third sector organisations to meet on a weekly basis to help understand what support is required by Afghan refugee families. As the group became aware of what was needed, a call for support was sent out across their networks. So far, the group has been able to supply traditional women's clothes that were previously difficult to source. The group continues to liaise with local Churches to provide the support as and when required.

## **Neighbourhood Working**

Over the past twelve months the Neighbourhood Team was heavily involved in supporting vulnerable members of our communities during the pandemic. This included leading on the development of the Befriending Service, Community Helpline and Crisis Fund. In addition to this vital work, the team has also worked to support a number of other projects. These projects included:

### **Black, Asian, and Minority Ethnic (BAME) communities**

Last summer the neighbourhood team met with several groups that represent the BAME communities in the city to gain an insight into how they were coping during the pandemic. The groups all discussed a lack of access to advice and guidance and an aspiration to have a shared space in the city.

To act as a focal point for our diverse communities, an informal networking group was formed, which was further supported by Local Motion (a joint initiative by six funders to support communities). Working together the group managed to attract funding to work with Optima to develop their branding and the creation of a website that can be translated into different languages.

The group was also recently successful with a funding application to Mercers of London. This grant of £24k will enable the group to work with an organisation called GYROS from Great Yarmouth who will support the development of LEAN (Lincoln Embracing All Nations), including building the capacity of the group, and will produce a feasibility study for a shared space in the city.

Until the group is formally constituted, the Islamic Association of Lincoln has agreed to hold funds on behalf of the group. The group brings together members from the Mosque, the Centre for Reconciliation, Lincolnshire Polish Society, Bulgarian Group, and the Portuguese community. Further work will be undertaken to attract more groups from across the city.

### **Covid-19 testing sites**

During the winter the Neighbourhood Team supported the development of the testing sites at Monks Road and Sincil Bank. Once these were operational, the team supported the street engagement exercise to help raise awareness of the testing sites and to encourage local residents to get tested. The team also provided advice to the NHS on how to engage with some of our harder to reach communities.

### **Sincil Bank**

In between working on Covid-19 response projects, the Neighbourhood Team was also able to work with our community partners to advance some of our key projects in the Sincil Bank area which is among the most deprived areas of the country. As later discussed, work continues in

other wards, expanding CCTV coverage in three areas that are popular walking routes home for example.

These projects included:

- Development of open spaces – An area of land owned by the council was leased to Sincil Community Land Trust. The land was formally opened in early 2021. Following approval from Executive, work also commenced to lease an area of land on Chelmsford Street to Sincil Community Land Trust and an area of land under Pelham Bridge to Bridge Church which will be used for community activities.
- Hermit Street – Lindum’s was appointed to provide a feasibility study of the concept designs that were previously produced for the proposed regeneration scheme, which comprised of new build, remodelling and estate improvements. Once the outcome of this study is known and is deemed to be viable, Executive approval will be sought to fully work up and submit a planning application.
- Residents Parking – The Neighbourhood Team provided information to the local community in advance of a consultation regarding Residents Parking. Residents voted in favour and the scheme. It is therefore hoped that the scheme will be introduced early in 2022 followed by a major improvement programme to radically improve the local environment.

### **Equality and Diversity – Employer perspective**

Over the past 12 months, the Human Resources team has continued to manage staff training in respect of Equality and Diversity and reviewed and refreshed the content for the mandatory Equality and Diversity training.

Line manager briefings have continued covering a wide range of topics including disability awareness, management of sickness absence and supporting mental health.

The council successfully retained accreditation as a Mindful Employer and Disability Confident Employer and successfully gained the Carers Quality Award.

The council’s workforce as of 31<sup>st</sup> March 2021 stood at 631 staff members, of which 294 were males and 337 were females. 33 members of the workforce declared a disability and 18 were from a black and ethnic minority group. The largest age group was 50 to 59 years of age, with 187 staff members in this age group.

The HR team has continued to provide advice and guidance, monitor recruitment and workforce data and review HR policies and procedures.

### **Equality and Diversity – Service user perspective**

In 2020, to combat discrimination and other forms of injustice, the council adopted five Equality Objectives, which will be in place until 2024. These objectives are:

1. Our services are accessible and do not discriminate on any unjustifiable grounds.
2. Local communities, partners and stakeholders are empowered to influence the way our services are provided to them.
3. Equality and diversity is at the heart of decision making at all levels within the city council.
4. Our workforce at all levels reflects the makeup of the local community.
5. Equalities, Social Inclusion and Community Cohesion have all improved within our communities.

In my new role as portfolio holder, I have taken on the role as vice chair for the Equality and Diversity Group, alongside Cllr Naomi Tweddle as chair of the group.

Supporting our equality objectives is the Equality and Diversity Action Plan, which is developed on an annual basis and monitored by the Equality and Diversity Advisory Group. Each year the action plan includes a range of actions which will be delivered within the financial year towards meeting the council's Equality Objectives. The action plan is developed as part of the service planning process. The council's progress towards these actions is highlighted within the annual Equality Journal. The Equality Journal 2020/21 can be accessed via the following link – <https://www.lincoln.gov.uk/policies-publications/equality-diversity-1/3>. In summary, five actions from the initial 2020/21 Equality and Diversity Action Plan and a further 11 actions in response to the Covid-19 pandemic were completed, making an overall total of 16 completed equality actions.

Within the current 2021/22 Equality and Diversity Action Plan, which runs between the period 1<sup>st</sup> April 21 and 31<sup>st</sup> March 22, there are a total of 19 actions. So far, four actions have been completed, 10 are on target, four are to be started soon and one is on hold.

Managers continue to use the Equality Analysis Toolkit to consider any differential impact on those with protected characteristics and to ensure mitigating action is taken where it is appropriate to do so.

### Public Protection and Anti-Social Behaviour (PPASB Team)

Over the past 12 months, the PPASB service has continued to cover a broad range of areas, with the core services providing a combination of both proactive and reactive activities to protect individuals, the community, and the amenity of the city. These areas include:

- Anti-Social Behaviour
- Noise
- Animals
- Pests/conditions of gardens
- Accumulations of waste
- Fly-tipping investigations
- Licencing consultations
- Bins on streets
- Littering Fixed Penalty Notices



The table below shows the demand on the PPASB service over the past two and a half years.

The outbreak of the COVID-19 pandemic resulted in a decrease in demand on the service throughout 2020. This was largely due to the national restrictions in place.

#### Service demand

	Q1	Q2	Q3	Q4	Total
2019	742	864	621	554	2,781
2020	556	711	575	681	2,523
2021	1,076	1,065	-	-	2,141 (YTD)

The table below shows the PPASB Enforcement Action undertaken during 2020/21, together with the enforcement action undertaken between 1<sup>st</sup> April 2021 and 1<sup>st</sup> November 2021.

It is important to note that prior to enforcement action being taken, a number of informal actions or warnings will normally take place. This table represents only the cases where we could not resolve informally or where an outright offence was evidenced. Formal enforcement action has remained relatively low across the team demonstrating that early informal intervention is

successful. This approach has been particularly important throughout the Covid-19 pandemic as it has been particularly difficult to get cases into court placing a greater emphasis on informal resolution.

<b>PPASB Enforcement Action</b>		
<b>Enforcement type</b>	<b>1/4/2020 to 1/3/2021</b>	<b>01/04/2021 to 01/11/2021</b>
<b>Environmental Issues</b>		
Littering Fixed Penalty Notice	0	2
Dog Fouling Fixed Penalty Notice	0	0
Dog Straying Fixed Penalty Notice	0	0
Dog Straying Community Protection Notice	0	1
Fly Tipping Fixed Penalty Notice	2	6
Fly Tipping Prosecutions	0	0
Bins on streets Community Protection Notice	0	6
Fly tipping Community Protection Notice	13	14
Bonfire Abatement Notice	0	1
<b>Noise Issues</b>		
Noise Abatement Notices	15	9
Noise Abatement Notices - Dog	0	2
Noise Prosecutions	1	1
Noise Warrants	0	0
Noise Community Protection Notices	9	2
<b>General ASB Issues</b>		
ASB Community Protection Notices	19	6
Prosecutions	1	0
Injunctions	0	2
Criminal Behaviour Order	0	0
Closures	1	0
<b>Condition of property related issues</b>		
Prevention of Damage by Pests Notices	4	8
Condition of Garden or Property Notices, Inc F & V	1	4
Subsequent Fixed Penalty Notices	1	0
<b>Other enforcements</b>		
Prosecution for microchipping of dogs	0	0
Community Protection Notice for dog attack on person	0	0
Microchipping notice	0	0
Statutory Nuisance Notice (Light Nuisance)	2	2

### **The Intervention Team**

The Intervention Team was set up in October 2018 in response to rising community tension and increased on street drug use and anti-social behaviour, some of which was linked with the street community.

The Intervention Team consists of three members of staff. The aim of the team is to provide a holistic response to an individual's complex needs. This includes building a rapport with the street community through daily outreach as well as providing support and assistance across a range of issues.

The Intervention Team works with other services including Neighbourhood Nursing Teams, the local Shelter, YMCA, Police, Street Pastors, Probation, Health Care professionals and Social Care.

Since the team launched in October 2018 the team has worked with over 170 different individuals on the streets and logged in excess of 2,250 actions on the case management system. In addition, the team has recorded 760 reports of incidents or anti-social behaviour.

### **Partnership working**

Further work has also been undertaken with our key partners over the past year to help address city centre issues. I have provided a brief update on this work below:

#### University and Students Union

During the past 12 months the service has continued to have a good and productive working relationship with the University of Lincoln, particularly around tackling student issues across the city. As we move back to normality, the teams will work closely together to continue to support students and communities to coexist.

#### Police

The PPASB service and the Intervention Team have continued to work closely with both Neighbourhood Policing Teams across the city throughout the past 12 months. The collocation of the Carholme, City Centre and Abbey Neighbourhood Police Teams in the PPASB office at City Hall further improved the working relationships and allowed officers to work closer and support each other to tackle ASB across the city. The Intervention Team has worked with the Police on a number of operations, including knife crime and weapons, county lines and PSPO enforcement.

#### Safer Lincolnshire Partnership

The Safer Lincolnshire partnership has continued to have strategic overview of three key areas. These areas are Anti-Social Behaviour ((ASB), Serious and Organised Crime and Reducing Offending, with cross cutting themes of Mental Health and substance misuse. During the past year, City of Lincoln Council has continued to have representation at the ASB Core Priority Group.

#### Protecting Vulnerable People

The 'Protecting Vulnerable People' group was expanded over the past two years to encompass Hate Crime, PREVENT, Domestic Abuse and Modern Slavery. This approach has ensured there has been a coordinated approach to a range of safeguarding issues and that training of staff and any materials that may be needed to protect vulnerable people have been centrally stored. The group initially worked on a number of priorities that focus on training of staff and ensuring that reports are centrally stored and auditable. I have provided a brief update on each of the areas that encompass the Protecting Vulnerable People agenda below.

## Hate Crime

During the past year Council officers have continued to attend and support the Community Cohesion Steering Group and the council is currently reviewing Hate Crime Awareness training for all staff through the Protecting Vulnerable People Group.

## PREVENT

Officers from the council have continued to attend and contribute to the PREVENT Steering Group, in addition to delivering PREVENT actions arising from the Protecting Vulnerable People meeting. All council staff have continued to be required to complete online PREVENT training at least every two years.

## Domestic Abuse

With the introduction of the Domestic Abuse Act 2021, which came into effect from April 2021, under the new act domestic abuse no longer sits under the Safer Lincolnshire Partnership and instead a new domestic abuse board has been established. The council has continued to support and attend the strategic board and the operational group.

With the creation of the new board, agencies across the county are currently undertaking a strategic needs assessment to set the strategic priorities for the coming years.

Within the last year training has been provided for all Housing Officers to ensure they have the required skills and knowledge to assist them in being able to undertake DASH (Domestic Abuse Stalking and Harassment) risk assessments with victims disclosing domestic abuse. It is also the intention of the council to train Customer Service Team Leaders to increase the provision of trained staff further in the coming year.

## Modern Slavery

The council has continued to have a Modern Slavery Statement in place and remains signed up to a Modern Slavery Charter. During the past year, staff have continued to be required to complete Modern Slavery Awareness Training at the required intervals. Information on the topic of modern slavery is available to all staff via the council's staff intranet. The council's Modern Slavery Statement can be viewed via the following link - <https://www.lincoln.gov.uk/policies-publications/information-policies-publications/4>

## CCTV Service



In the first 6 months of this year the team dealt with 5,200 incidents, conducted 253 police reviews, and produced 325 evidence discs. The department also dealt with 417 mental health related incidents and 219 missing persons.

News reports regarding the damage to two Imp trail statues was disappointing, but in both cases our operators tracked the two offenders leading to arrests and criminal convictions.

One of our operators also received a commendation letter from Lincolnshire Police following the officers support on a serious incident in the city centre. For this incident the operator alerted the Force Control Room with clear and concise details of the incident, together with continued provision of real time updates to officers. These actions were pivotal in ensuring all offenders were arrested on scene.

A well-respected and popular member of the team retired in March of this year after 25 years serving as a CCTV operator for the City of Lincoln Council. We wish this team member all the very best for their well-earned retirement.



Operators have shown tremendous support and professionalism during this difficult period and have continued to represent the City of Lincoln Council supporting local people with an excellent and vital service.

Looking ahead, to help further increase safety, the council will be expanding CCTV coverage in three areas that are popular walking routes home - Park ward, Abbey ward and Carholme ward.

In addition, an app is also currently being developed, which will mean that people who feel vulnerable can invite CCTV to watch them if they are able on their route home late at night. These improvements are funded by the Safer Streets fund, working with the Police and the Police and Crime Commissioner.

## Lincoln Community Lottery



Launched in 2018, Lincoln Community Lottery has continued to raise additional funds for local good causes in and around the City of Lincoln. To date over £130,000 has been raised by the lottery, with 84 local good causes currently using the lottery to raise additional funds to support the work of their cause.

For every one-pound ticket sold, 10 pence directly supports the community fund, and a further 50 pence goes directly to the supporters chosen good cause. Between the period 4<sup>th</sup> August 2020 to 3<sup>rd</sup> August 2021, £10,500 was raised within the Lincoln Lottery Community Fund, which is a great achievement, especially during such a difficult year. Work is currently taking place with the support of Voluntary Centre Services to allocate these funds, which will involve local good causes being invited to apply for this funding to support the delivery of a specific project to benefit the residents of Lincoln. I am the Chair of the Lincoln Community Lottery Member Panel and together with Cllr Longbottom and Cllr Nannestad sit on the selection panel.

Below are some brief examples of how the funds raised by the lottery have been used by local good causes.

- To provide subsidised specialist strength training to women at risk of postnatal depression and anxiety.
- Provided a school with the funds to subscribe to an online maths platform to assist with maths provision during the periods of remote learning.
- Secured a local theatre company to visit a school and deliver Covid safe Christmas performances to each year group to help give the children a sense of some normality at Christmas time.
- Helped provide resources to run a cooking and gardening club for children after school.
- Paid for an author to deliver a virtual workshop on World Book Day.

## Lincoln Social responsibility Charter

Interest in our Lincoln Social Responsibility Charter has continued to grow with 99 local organisations now signing up to the principles of the charter and gaining accreditation as socially responsible employers. Signees



include small, medium, and large employers from across a wide range of sectors. Throughout the Covid-19 pandemic, signees to the charter continued to go above and beyond to support their employees and the local community. This was really great to see and has certainly helped to demonstrate the importance of the charter and promoting the benefits and impact of undertaking socially responsible activities. To help raise awareness of those organisations gaining accreditation to the charter, the council continued to promote signees via a wide range

of routes, including via social media, press releases, promotional videos, online directory, articles in local business magazines, promotion on the bus station screen and more. To find out more about the charter and to view the online directory of signees, please visit [www.lincoln.gov.uk/socialresponsibility](http://www.lincoln.gov.uk/socialresponsibility)

## Holocaust Memorial Day



HOLOCAUST  
MEMORIAL  
DAY TRUST

Holocaust Memorial Day took place on 27th January 2021. Due to Covid restrictions, unfortunately we were unable to deliver an event internally this year, however, as an alternative Cllr Rosanne Kirk as portfolio holder at the time and the Leader Cllr Ric Metcalfe, working with the Communications Team, produced a video raising awareness of the impacts of the holocaust and the importance of marking Holocaust Memorial Day each year. The video was communicated to staff and residents via the council's social media channels. The theme of Holocaust Memorial Day 2021 was 'Be the light in the darkness'.

Whilst the focus during this past year has been on reducing the impacts of the pandemic, it was important that we continued to mark Holocaust Memorial Day, which takes place annually. Holocaust Memorial Day 2022 will take place on Thursday 27th January 2022 and the theme of the day will be 'One Day'.

## Looking ahead to 2022

I look forward to further developing my knowledge of this portfolio, learning more about the vital support we provide to our residents and importantly driving forward the reducing inequality agenda across the council and the city over the coming year to further support those most in need.

**Cllr Sue Burke**  
**Portfolio Holder for Reducing Inequality**

<b>SUBJECT:</b>	<b>STATEMENT OF ACCOUNTS 2020/21</b>
<b>REPORT BY:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>COLLEEN WARREN, FINANCIAL SERVICES MANAGER</b>

**1. Purpose of Report**

1.1 To present, for approval, the final Statement of Accounts for the financial year ended 31<sup>st</sup> March 2020, following substantial completion of the audit opinion, as recommended by the Audit Committee and the Executive.

**2. Executive Summary**

2.1 The Statement of Accounts (SOA) for 2020/21 provides a comprehensive picture of the Council's financial circumstances and is compiled to demonstrate probity and stewardship of public funds.

2.2 The Council is statutorily required to publish its Statement of Accounts for 2020/21 with an audit opinion and certificate by no later than 30<sup>th</sup> November 2021. This date has been extended from the ordinary deadline of 31<sup>st</sup> July as a result of Covid19.

2.3 The Audit Committee should note that the Statement of Accounts for 2020/21 is still subject to final verification by external audit. The audit of the accounts is being finalised by Mazars, who commenced the audit in July. Should any material changes be necessary as a result of this final external audit work, these will be reported back to a meeting of this Committee by the Chief Finance Officer.

2.4 The Council must make the Statement of Accounts available for public inspection for 10 working days. Following notification from Mazars, this ran from 2nd August until 13<sup>th</sup> August 2021 and the External Auditor was available to answer questions during this period however no questions were received.

2.5 During the completion of the external audit there were five misstatements above the threshold level of £49k, of these two misstatements have been amended in the final version of the Statement of Accounts.

2.6 The Council is also required to provide a documented annual review of the effectiveness of its governance arrangements (Annual Governance Statement), which sits alongside the Statement of Accounts. The overall level of assurance provided in 2020/21 was substantial (green) and is in line with our Code of Corporate Governance.

**3. Background**

3.1 The Accounts and Audit Regulations 2015 require the Statement of Accounts to be certified by the Council's Chief Finance Officer by the 31<sup>st</sup> May each year. However, due to the Covid19 pandemic this date has been relaxed to 31<sup>st</sup> July 2021. The Accounts are then released to be audited by the Council's external auditor, Mazars. After completion of the audit the accounts must be published with the audit opinion and certificate, and before that must have been approved by Full Council, by no later than 31<sup>st</sup> July each year, this date has also been relaxed to 30<sup>th</sup> September 2021. The timescales involved with the approval of the Statement of Accounts for 2020/21 are:

- |   |                                |
|---|--------------------------------|
| a) Report draft accounts to Audit Committee | 22 <sup>nd</sup> July 2021     |
| b) Report to Audit Committee                | 14 <sup>th</sup> December 2021 |
| c) Report to the Executive                  | 4 <sup>th</sup> January 2022   |
| d) Approval by Council                      | 18 <sup>th</sup> January 2022  |

3.2 Although the work of external audit is substantially complete, Mazars still need to conclude their work and issue the relevant audit opinion. Should any further material changes be necessary as a result of completion of the external audit work, these will be reported to a meeting of this Committee by the Chief Finance Officer. The Audit Committee will also receive the final Audit Opinion from Mazars at that meeting.

3.3 There is a great deal of technical detail contained in the statutory rigid format of the Accounts that is not always easily understood by the reader unless they are familiar with accounting and audit standards. To assist members in their understanding of the accounts:

- Training has been provided to members
- A short summary of the accounts has been produced at Appendix A
- The remainder of this report sets out a short summary highlighting the key figures in the financial statements.

## 4. Summary of Key Issues in the Financial Statements

### 4.1 The Comprehensive Income and Expenditure Statement

4.1.1 **The Comprehensive Income and Expenditure Statement (CIES)** (SOA page 22) – in line with statutory accounting practice the Comprehensive Income and Expenditure Statement (CIES) shows the Council's actual performance for the year measured in terms of the resources consumed and generated over the last 12 months. It should not be misinterpreted as the financial outturn position of the Council as this statement contains a number of accounting entries required under International Financial Reporting Standards (IFRS). Regulation allows local authorities to reverse these amounts out of the accounts before determining their outturn position. There is a note to the accounts (Expenditure & Funding Analysis (SOA page 53)) that adjusts the expenditure that is chargeable to general fund and the HRA balances (as per the actual outturn position) to the accounting entries in the CIES under IFRS. To further assist members interpretation of the CIES the table below summarises the

reconciliation between the net surplus on the Provision of Services of £12.574m in the CIES to the outturn position of an increase in General Fund Balances of £0.432m and an increase on HRA balances of £0.075m as reported in the Financial outturn report (Executive 24<sup>th</sup> June 2021).

	£m	£m
<b>Net (surplus)/deficit on the Provision of Services</b>		<b>-12.574</b>
<i>Of which:</i>		
<b>General Fund</b>	£m	£m
Net (surplus)/deficit on the Provision of Services		3.574
Adjust for:		
Depreciation, revaluation losses and gains & impairment of non-current assets	-5.567	
Revenue expenditure funded from capital under Statute	-0.97	
Direct Revenue financing of capital expenditure	0.034	
Contribution to/from the pensions reserve	-2.394	
Debt repayment and premiums & discounts on debt	1.507	
Short-term compensated absences	-0.167	
Contribution to Government's Housing Capital Receipts Pool	-0.529	
Capital grants & contributions unapplied credited to CI&ES	2.902	
Adjustment for Collection Fund	-11.768	
Adjustment for Financial Instruments	0.002	
Transfer to/from Earmarked reserves	13.126	
<b>Total Adjustments</b>		<b>-3.825</b>
<b>(Increase)/decrease in General Fund Balances</b>		<b>-0.432</b>

*Of which:*

<b>HRA</b>	£m	£m
Net (surplus)/deficit on the Provision of Services		-15.967
Adjust for:		
Depreciation, revaluation losses and gains & impairment of non-current assets	12.43	
Direct Revenue financing of capital expenditure	0.048	
Gain/loss on the sale of non-current assets	0.174	
Contribution to/from the pensions reserve	-1.298	
Short-term compensated absences	-0.142	
Capital grants & contributions unapplied credited to CI&ES	0.453	
Transfer to/from the HRA	2.898	
Transfer to/from Earmarked reserves	1.329	
<b>Total Adjustments</b>		<b>15.892</b>
<b>(Increase)/decrease in HRA Balances</b>		<b>-0.075</b>
<b>Overall (Increase)/decrease in Balances</b>		<b>-0.507</b>

4.1.2 Clearly the most significant issue for Members to be aware of from the Comprehensive Income and Expenditure Statement is how the Council performed financially in 2020/21, in comparison to the revised budget for the

year. As previously reported, there was a projected underspend against the General Fund budget of £122.7k at quarter 3, this underspend has increased, and provisional outturn is now an overall budget surplus of £148.4k.

4.1.3 The Housing Revenue Account is reporting a provisional underspend against the revised budget of £74k. Allowing for this adjustment, HRA balances were £1.075m and the HRA Repairs Accounts balance was £1.350m as at 31<sup>st</sup> March 2021.

4.1.4 Further details on these are provided in the Narrative Report in the Statement of Accounts (SOA page 3) and were subject to a separate report to Performance Scrutiny Committee and Executive 22nd June 2021 and 24<sup>th</sup> June 2021 respectively.

## 4.2 The Balance Sheet (SOA page 23)

4.2.1 **The Balance Sheet** is fundamental to understanding the Council's financial position at the year-end. It shows the Council's balances and reserves, long-term indebtedness, and the non-current and current assets employed in the Council's operations. The key information for members to be aware of in the Balance Sheet as at 31<sup>st</sup> March 2021 are:

4.2.2 **General Balances** – General balances have increased by £0.507m during the year, as analysed below:

Description	Opening Balance £m	Closing Balance £m	Increase/ (Decrease) £m
General Fund balances	2.236	2.668	0.432
HRA balances	0.99	1.075	0.075
HRS	0	0	0
<b>Total</b>	<b>3.235</b>	<b>3.742</b>	<b>0.507</b>

4.2.3 **Earmarked Reserves** - in total monies carried forward to pay for specific future commitments (including the insurance fund) have increased by £14.454m, as analysed below:

Description	Opening Balance £m	Closing Balance £m	Increase/ (Decrease) £m
Other Specific Reserves	11.589	26.043	14.454

This is due to a number of contributions to and from earmarked reserves as reported as part of the 2020/21 Provisional outturn to the Executive 24<sup>th</sup> June 2021 and as detailed in Note 10 (Transfers to/ from Earmarked Reserves) in the Statement of Accounts (SOA page 62). The most significant of these contributions was in relation to timing differences arising from the receipt of funding from MHCLG for Business Rate Reliefs awarded in response to Covid19, and the subsequent declaration of a deficit on the Collection Fund.

Funding of £11.417m was transferred to the Business Rates Volatility Reserve to be used to finance the Collection Fund deficits in 21/22, 22/23 and 23/24.

- 4.2.4 **Liquidity** – a reliable indication of liquidity is the ratio of current assets (excluding inventories) to current liabilities. The Council's current assets (excluding inventories) of £64.359m exceed current liabilities of £43.232 by a ratio of 1.49:1, which represents an increase from the previous year's ratio of 1.38:1. This is due to a decrease in short term borrowing (as per the Council's borrowing strategy).
- 4.2.5 **Debtors** – debtors have increased by £16.9m to £28.389m. The increase is mainly due to increases in balances on the Central Government and County Council shares of the Council Tax and Business Rates Collection Fund deficits (circa £15m). These deficits will be recouped during primarily in 21/22.
- 4.2.6 **Creditors** – have increased by £18.549m to £33.814m. This is mainly due to S31Grants and Business Rates adjustment account (£15.7m) which absorbs the timing differences between statutory accounting requirements and full accruals accounting on the Collection Fund, and Covid 19 Grants (£5.5m).

### 4.3 Cross Cutting Key Issues

- 4.3.1 There are a number of areas that have significant impacts or are of particular interest that sit both within the Comprehensive Income and Expenditure Statement and the Balance Sheet. To aid members understanding of the Accounts these are summarised below:
- 4.3.2 **Non-Current Assets** are shown in the Balance Sheet and represent the Council's land, building, heritage, community, and intangible assets.

- **The value of non-current assets in the Balance Sheet has increased by £14.7m (4%) to £430m between 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021 (see the Balance Sheet and Notes 14 and 15 for further detail). This net increase is the result of a number of factors:**
  - **Revaluations** - The Council's Assets are valued on a rolling programme, which ensures each asset is re-valued every 5 years as at the 31<sup>st</sup> March. In addition to this, all assets are reviewed for any material change in their value at the end of each financial year. The results for 20/21 have seen an **overall increase in value of £7m**, which is the net result of valuation gains and losses across a range of assets.

Accounting rules require that where a balance has not built up on the Revaluation Reserve for an individual asset (a reserve which holds accumulated gains following previous revaluations upwards) then any revaluation losses (downwards revaluation in asset values) must be recognised in the Comprehensive Income and Expenditure Statement (CI&ES) and then reversed out in the Movement in Reserves Statement before it impacts on Council Tax payers.

Accounting rules also require that where a revaluation loss previously recognised in the CI&ES on an individual asset is subsequently reversed by an upwards revaluation, then the revaluation gain should be recognised in the Comprehensive Income and Expenditure Statement up to the value of the original revaluation loss. Within the £7m net upwards movements due to revaluation gains and losses in 20/21, there were:

- **£9.4m of net revaluation gain** required to be charged to Cost of Services in the CIES. This is mainly due to reflecting the social housing value of housing stock (£12.4m).
- **£2.4m of net downwards revaluations** were reflected in the Revaluation Reserve (shown in Other Comprehensive Income and Expenditure in the CIES). This was mainly due to the downward revaluation (£3.2m) an increase in the council's land and buildings.
- **Additions - New capital investment in assets belonging to the Council totalled £18.6m.** The main areas of expenditure include £12m spent on the Council's new build and acquisition programme, £3.7m improving Council dwellings including re-roofing, kitchens, and landscaping and £0.635m improving our parks and open spaces. To pay for this investment, the Council has used £3.74m of capital grants and contributions, £1.63m of capital receipts, £4.62m of the Major Repairs Reserve, £8.54m of unsupported borrowing, and £0.08m of direct revenue financing.
- **Depreciation** – a charge is made to the Comprehensive Income and Expenditure account for depreciation to reflect the use of assets in the provision of services during the year. The value of non-current assets in the Balance Sheet is reduced by an equivalent amount. For General Fund services this charge is reversed out in the Movement in Reserves Statement (MiRS) and replaced with a statutory charge for the repayment of debt. In the HRA under self financing, depreciation is a real charge to the service however, it is set aside in the Major Repairs Reserve for future investment in the housing stock. **In 2020/21 total depreciation was £9.09m** (of which £2.2m was charged for non-HRA dwellings and was replaced in the MiRS with £1.5m for the repayment of debt and £6.7m depreciation was charged to the HRA which is available in the Major Repairs Reserve for future investment).
- **Disposals – assets valued at £1.395m in the Balance Sheet were disposed** of in 2020/21. This included 33 Right to Buy sales of council dwellings.

4.3.3 **Pensions** – the payments made by the Council to the Lincolnshire County Council Pension Fund each year as employer contributions to the scheme and



any addition costs relating to pension strain etc are reflected in the financial outturn position of the Council. However, accounting practice requires that in the Statement of Accounts pension costs are shown when the Council is committed to give them, even if the actual giving may be years into the future.

This means that:

- The costs of providing retirement benefits to employees are recognised in the accounting period in which the benefits are earned by employees, and the related finance costs and any other changes in value of assets and liabilities are recognised in the accounting periods in which they arise.
- The financial statements reflect the liabilities arising from the Council's retirement obligations.
- The financial statements disclose the cost of providing retirement benefits and related gains, losses, assets, and liabilities

Full details are provided in Note 44 to the accounts – Defined Benefit Pension Schemes (*SOA page 101*). The impact of these accounting requirements in the core financial statements are:

- **Comprehensive Income & Expenditure Statement (CIES)** - The cost of retirement benefits in the CIES is shown as an actuarial estimate of £4.681m reflecting the retirement benefits earned during 2020/21 and to be funded in the future. This includes £6.477m current service costs and a net interest cost on the defined benefit obligations of £1.896m. This net cost is reversed out in the Movement in Reserves Statement (MiRS) and is replaced by the actual amount charged for pension contributions in the year of £4.681m.
- **Balance Sheet** – The Pension Reserve shows the underlying commitments that the Council has in the long term to pay retirement benefits based on an assessment by the pension schemes actuary. The balance on the Pensions Reserve is the net position of the scheme's liabilities and assets. During 2019/20 the net liability has increased by £24.151m to £106.140m. The actuarial assumptions are detailed in note 44 to the accounts 'Defined benefit pension scheme'.

It is important for members to be aware that the statutory arrangements for funding the remaining liability of £106.140m means that this deficit will be made good by the increased level of annual employer contributions payable to the Pension Fund over the remaining estimated average working life of our employees in the Pension Scheme. The financial position of the Council remains healthy.

4.3.4 **Officer Remuneration** – note 35 to the accounts (*SOA page 92*) details senior staff salaries and the number of employees receiving more than £50k remuneration during the year (this includes receipt of any redundancy

payments). Also detailed within the note is the redundancy/pension/payment in lieu costs paid in year, in line with Executive approvals of Towards Financial Sustainability business cases and the Council's redundancy policy.

4.3.5 **Borrowing** – the Council takes borrowing to fund capital expenditure. It also occasionally takes short-term borrowing for cash flow purposes.

- Between 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021, the Council's total borrowing increased to £123.45m (excluding accrued interest which is shown in the Balance Sheet under short-term borrowing as at 31<sup>st</sup> March 2021).
- The total borrowing can be split between short term borrowing (payable within 12 months) of £7.71m and long-term borrowing of £115.74m.
- The average rate of interest payable on borrowing was 3.25% which is a slight decrease on 2019/20 (3.62%) and due to the new low rate shorter-term loans taken being.
- The Comprehensive Income and Expenditure Statement for 2020/21 includes £3.9m interest payable on borrowing (excluding leases) of which £1.5m relates to the General Fund and £2.4m to the HRA.

The maturity profile of the outstanding borrowing as at 31<sup>st</sup> March 2021 is as follows:

Within	£m	% of Total Debt
1 year	7.7	6.20%
1 – 2 years	8.2	6.60%
2 – 5 years	6.1	4.90%
5 -10 years	10.7	8.70%
10 years and over	90.7	73.50%
<b>Total</b>	<b>123.4</b>	<b>100.00%</b>

4.3.6 **Investments** – in line with its Treasury Management Strategy, the Council invests surplus cash on the money markets, typically for periods less than one year to approved organisations, although core cash balances may be invested for periods over 1 year if interest rates and market conditions are favourable.

- As at 31<sup>st</sup> March 2021, total investments had increased by £3.35m from £30.55m to £33.9m compared to the previous year end.
- Average investment balances during 2020/21 were £35.8m, compared to £28.8m in 2019/20.
- The average interest rate received on investments in 2020/21 was 0.20% (a decrease of 0.64% on the average rate achieved in 2019/20 due to the low yield available on balances), which was 0.27% above the target average 7-day LIBID rate.

## 5. Strategic Priorities

5.1 The Council's Statement of Accounts is a financial summary of the Council's activities in support of its Vision 2025 and Strategic Priorities during the financial year 2020/21.

5.2 Communication - The final Statement of Accounts will be available on the Council's website; in addition, the summary version of the accounts will be published in the Council's Annual Report.

## **6. Organisational Impacts**

6.1 Finance - The financial implications are contained throughout this report.

6.2 Legal - In accordance with the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 the Statement of Accounts for 2019/20 had to be approved and published by the Council, together with the audit opinion and certificate, by the 30<sup>th</sup> September 2021. As the External Auditor was unable to complete their audit work by this date and issue their audit opinion. In accordance with Regulation 10, paragraph (2a) of the Accounts and Audit Regulations 2015:

2) Where an audit of accounts has not been concluded before the date specified in paragraph (1) an authority must—

(a) publish (which must include publication on the authority's website) as soon as reasonably practicable on or after that date a notice stating that it has not been able to publish the statement of accounts and its reasons for this"

Such a notice was published by the Council on the 30<sup>th</sup> September 2021. On receipt of the final audit opinion, the Council's website will be updated with the final audited accounts including the issued audit opinion.

6.3 Equality, Diversity and Human Rights

There are no equality, diversity or human rights issues arising as a result of this report.

## **7. Risk Implications**

7.1 There are no direct risk implications arising as a result of this report.

## **8. Recommendation**

8.1 That the Statement of Accounts for 2020/21 be approved.

<b>Key Decision</b>	No
<b>Key Decision Reference No.</b>	N/A
<b>Do the Exempt Information Categories Apply</b>	No
<b>Call in and Urgency:</b> Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply?	No
<b>Does the report contain Appendices?</b>	Yes
<b>List of Background Papers:</b>	Medium Term Financial Strategy 2021-2026 Financial Performance - Outturn 2020/21
<b>Lead Officer:</b>	Colleen Warren, Financial Services Manager Telephone 873361

# STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021



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**An introduction to the City of Lincoln's 2020/21 Statement of Accounts by J Gibson, Chief Finance Officer, Section 151 Officer.**

**The Statement of Accounts**

The purpose of the Accounts, which follow, is to give electors, those subject to locally levied taxes and charges, Members of the Council, employees and other interested parties clear information about the Council's finances. The Accounts show the financial performance for 2020/21 and the financial position at 31 March 2021. The Accounts present expenditure and income incurred by the Council in the financial year 2020/21 and highlight changes in the financial position of the Council over the course of the year.

The accounts of the Council are, by their nature, both technical and complex. The information contained within the Accounts for 2020/21 is presented as simply and clearly as possible and the Narrative Report explains some of the statements and provides a summary of the Council's financial performance as at 31st March 2021 and its financial prospects.

The financial statements have been prepared in accordance with the Code of Practice on Local Authority Accounting in the UK (the Code) published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Statement of Accounts consists of various sections and statements, which are briefly explained below:

**A Narrative Report** – this provides information on the format of this Statement of Accounts as well as a review of the financial position of the Council for the financial year.

**The Statement of Responsibilities** – this details the responsibilities of the Council and the Section 151 Officer concerning the Council's financial affairs and the actual Statement of Accounts.

**The Audit Opinion and Certificate** – this is provided by Mazars LLP following the completion of the annual audit.

**The Accounting Policies** – this statement explains the basis for the recognition, measurement and disclosure of transactions and other events in the accounts.

**The Core Financial Statements**, comprising:

- **The Movements in Reserves Statement** – this statement shows the movement in year on the different reserves held by the Council, analysed into 'usable' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other unusable reserves.
- **The Comprehensive Income and Expenditure Statement (CIES)** – this statement shows the accounting cost in the year of providing services in accordance with accounting standards, rather than the amount funded from taxation. The Council raises taxation to cover the cost of 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** – this statement shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets (assets less liabilities) of the Council are matched by the reserves held by the Council.
- **The Cash Flow Statement** – this statement shows the changes in cash and cash equivalents of the Council during the year. It shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

**The Notes to the Financial Statements** – these provide supporting and explanatory information on the Financial Statements.

**The Supplementary Statements**, comprising:

- **The Housing Revenue Income and Expenditure Statement** - this statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. The Council charges rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement.
- **The Movement on the HRA Statement** – this statement takes the outturn on the HRA Income and Expenditure Statement and reconciles it to the surplus or deficit for the year on the HRA Balance, calculated in accordance with the requirements of the Local Government and Housing Act 1989.
- **The Collection Fund Statement** - this statement is an agent's statement that reflects the statutory obligation for billing authorities (such as the City of Lincoln Council) to maintain a separate Collection Fund. The statement shows the transactions of the Council in relation to the collection from Council Tax and Business Rate payers and distribution to Lincolnshire County Council, Police and Crime Commissioner for Lincolnshire (PCCL) and Government of Council Tax and National Non-Domestic Rates (NNDR).

## **Financial Summary 2020/21**

The City of Lincoln Council is a high performing an innovative organisation, focussed on providing quality services and delivering outcomes that matter. Our Vision 2025 is an ambitious strategic plan that is helping to transform both the Council and the City through our five strategic priorities.

Over the last decade the Council, alongside the majority of other local authorities, has experienced unprecedented financial challenges in various forms. We have had to adapt to; the impact of severe, unprecedented, central government funding reductions; radical reform of the methodology for funding local government - where councils are self-sufficient funded from local taxes with limited reliance on Central Government, changes in the use and demand for services; as well as escalating costs.



The reform of the methodology of funding local government has in particular transferred a significant amount of financial risk and uncertainty to local authorities, creating a greater degree of uncertainty over the budget planning parameters for the Council than has been experienced previously.

In response to this challenging financial environment the Council embraced a forward thinking, ambitious and commercial approach in maintaining a sound financial position. We have a strong track record of planning ahead, securing savings in advance, shifting away from traditional cost cutting exercises to more ambitious and forward thinking opportunities, re-investing in more efficient ways of working, adopting a more commercial approach, prioritising resources for economic development measures, whilst making careful use of reserves to meet funding gaps and mitigate risks. This is an approach that has served the Council well and allowed us to deliver savings in excess of £9m over the last decade, a significant reduction in comparison to the overall net expenditure budget.

The Council's successful financial management to date has enabled the protection of core services, whilst at the same time ensuring that resources are directed towards the priority areas in the Council's Vision.

However, the COVID19 pandemic, has had such devastating effect on our lives, families, friends, neighbours, communities and of course on our workplaces. The Council, like all other businesses, has had to make dramatic changes, not only to ensure that we can keep our critical services functioning, but also like councils across the country, to deliver a community leadership role for our city in this time of crisis.

We have created new services to support vulnerable people, taken rough sleepers off the streets and into safe accommodation and ensured key services such as kerbside waste and recycling collections have continued as usual. We have effectively led our communities during the emergency response and are now leading on supporting our communities as we tackle the social and economic challenges ahead.

These dramatic changes brought about by Covid19 have though taken its toll on the financial resilience of the Council as our income streams have plummeted and we have needed to incur additional expenditure to ensure our critical services functioned and to respond to consequences of the pandemic.

In response to the financial risks we were exposed to, and in advance of any financial support from Government, we took early action in 2020/21 to implement a range of measures to reduce some areas of expenditure. These measures were aimed at ensuring we were able to continue to deliver our critical services and to ensure our balances remained at an adequate level to provide resilience for future years.

Although these measures were primarily one-off opportunities and not ongoing reductions in services, they did still, in some circumstances limit service standards and performance during 2020/21. This was as a result of recruitment being initially restricted, expenditure budgets reduced, and staff furloughed. These interventions were not all 'easy wins' and will have had implications for the Council both now and in future years.

Subsequently an extensive financial support package was provided by the Government for all local authorities which included a sales, fees and charges income compensation scheme, un-ringfenced grant allocations and a local tax income guarantee scheme.

Although both the General Fund and Housing Revenue Account have maintained balanced budget positions in 2020/21 this does not mean that the financial issues for the Council are resolved, it simply means that the in-year budget challenges have been addressed.

## Performance

The Council has a new strategic plan known as Vision 2025, covering the period April 2020 to March 2025. This shared vision for the city retains the same key vision statement "Together let's deliver Lincoln's ambitious future", but now includes an additional aspiration of "Let's address the challenge of climate change".

We had to take the decision not to commence new projects as an immediate response to the pandemic situation, although a few larger ongoing projects kept moving throughout, albeit at a slower pace than originally envisaged.

Due to the impact of the pandemic, reporting on performance has had to change a little during 2020/21 to reflect on how the council not only kept their critical services going through the initial stages of the pandemic, but also delivered their community leadership role for the city.

A first report in 2020/21 called "Emerging from the Pandemic" was published in November 2021 as a joint Q1/2 performance report and covers a mix of performance results where they are available as well as updates on what all services are doing to maintain and support their customers, whilst planning their recovery back to a new normal.

A second report "Operational Performance Report Q3/4 2020/21" was published in July 2021 and takes us back to being able to report performance against targets for the majority of our services.

Together these two documents show how the council has been able to maintain all critical services, whilst also delivering key new services to vulnerable residents and to our businesses - and as we exit the 2020/21 year, that whilst performance has undoubtedly been hit by the effects of Covid-19, we have been able to demonstrate robust responses where it was needed.



## Revenue Income and Expenditure

### General Fund

The General Fund covers all net spending by the Council on services other than those accounted for in the Housing Revenue Account. General Fund services are partly paid for by government grants and contributions from Retained Business Rates, with the balance being funded from Council Tax and income from fees and charges.

For 2020/21, the approved net expenditure budget for General Fund services was £12.677m. After allowing for planned contributions of £0.286m to non-earmarked general reserves the total Net General Fund Budget for 2020/21 was £12.963m.

These budgets were set prior to the onset of the Covid19 pandemic and as a result there are a significant number of variations in income and expenditure against the approved budget, arising from the impacts of the pandemic, the measures taken to address the budget pressures and the financial support provided by Government.

In response to the pandemic, we have had to adjust our service provision to meet the needs of its users and residents as well as establish new services/responses cells and meet increased costs through contractual arrangements, this has led to the General Fund incurring a considerable amount of exceptional expenditure.

The most significant impact of Covid19 has been on the Council's income streams with monthly income levels plummeting across a range of discretionary services as well as through investments and rental streams, as a result of the shutdown of the economy and its likely phased path to recovery. The Council's reliance on local income streams has increased significantly in recent years as Government funding has reduced through austerity measures and new funding mechanisms have been introduced resulting in the Council having to be more self-sufficient and secure its own funding sources.

In response to the financial risks we were exposed to, and in advance of any financial support from Government, early action was taken in 2020/21 to implement a range of measures aimed at reducing expenditure in the current financial year. These measures included:

- Budget Review – A review of all of the Council's revenue budgets undertaken to identify one off budget reductions.
- Coronavirus Job Retention Scheme – a range of staff from primarily income generating areas were placed on furlough.
- Towards Financial Sustainability – in the year savings programme target was increased.
- Direct Revenue Finance (DRF) – a review of capital financing was undertaken.
- Covid19 Reserve – monies allocated as part of the 19/20 closedown process and held in an earmarked reserve.

The total of these measures amounted £1.898m.

Subsequently, and in response to calls from the sector the Government allocated a total of £4.6bn of general purpose grant funding to support local authorities to cover expenditure related pressures and announced an income compensation scheme to recompense councils for approx. 75p in every £1 of lost sales, fees and charges

income. In addition a local tax income guarantee scheme was announced which sees the Government compensate local authorities for 75% of irrecoverable losses in Council Tax and Business Rates. During 2020/21 we received funding support of £1.877m for COVID19 related pressures and estimate to receive c£2.989m through the income compensation scheme and a further £0.778m through the local tax income guarantee scheme.

Despite this one-off financial support package announced by the Government, the General Fund would still have been unable to maintain a balanced budget position without having taken the measures implemented early in 2020/21.

The table that follows provides a summary of the final outturn position for the General Fund, against the net budget.

	<b>ACTUAL 2020/21 £'000</b>	<b>REVISED BUDGET 2020/21 £'000</b>	<b>VARIANCE 2020/21 £'000</b>
Chief Executive and Town Clerk	1,855	2,029	(174)
Directorate of Housing & Regeneration	202	201	1
Directorate of Communities & Environment	3,259	4,023	(764)
Directorate of Major Developments Corporate	218	218	0
	1,548	1,415	133
<b>Net Operational Expenditure</b>	<b>7,082</b>	<b>7,885</b>	<b>(803)</b>
Specific Grants	(2,668)	(1,393)	(1,275)
Savings Target	0	9	(9)
Earmarked Reserves	13,050	13,050	0
Insurance Reserve	76	45	31
Capital Accounting Adjustment	6,374	3,054	3,320
Contingencies	0	1,416	(1,416)
	<b>23,915</b>	<b>24,068</b>	<b>(153)</b>
<b>Total Expenditure</b>			
	<b>434</b>	<b>286</b>	<b>148</b>
<b>Contribution To General Balances</b>			
<b>Total Net Budget</b>	<b>24,349</b>	<b>24,354</b>	<b>(5)</b>
Business Rates -			
Retained Business Rates Income	(18,339)	(18,154)	(185)
Tariff	13,094	13,094	0
Section 31 grant	(12,908)	(12,794)	(114)
Levy Payment	1,053	749	304
Revenue Support Grant	(23)	(23)	0
Council Tax	(6,915)	(6,915)	0
Council Tax Section 31 Grant	(109)	(109)	0
Council Tax Surplus	(58)	(58)	0
NNDR Deficit	(144)	(144)	0
	<b>(24,349)</b>	<b>(24,354)</b>	<b>5</b>
<b>Total Resources</b>			

While total expenditure was £23.915m (£0.153m less than budget) this is offset by a £0.148m increase in the actual contribution to general balances. The actual contribution to general balances was £0.434m compared to the approved budget of £0.286m.

Included within the General Fund Budget was an assumed savings target of £0.550m, which were to be delivered in 2020/21 as part of the Council's Towards Financial Sustainability Programme. Despite the pressures of Covid19, this target was exceeded during 2020/21, with a total delivery of £0.559m. The programme continues to be successful and work continues in developing and delivering new projects as part of the programme to secure the additional savings required in 2021/22 and future years.

Although the General Fund maintained a balanced budget position in 2020/21 this does not mean that the financial issues for the Council are resolved, it simply means that the in-year budget challenges have been addressed.

As at 31 March 2021, the Council held £22.234m General Fund revenue reserves, comprising £19.563m earmarked reserves (to cover specific or potential financial risks and liabilities) and £2.671m non-earmarked general reserves. This latter balance represents 10.7% of the 2020/21 annual net service budget and provides an adequate level of reserves to cover unforeseen financial risks. General Balances are currently above the prudently assessed minimum requirements in the Council's Medium-Term Financial Strategy, which will provide additional resilience for the financial effects of COVID19.



### **Housing Revenue Account**

The Housing Revenue Account has to be kept as a separate account for all the expenditure and income relating to the landlord functions associated with the provision, management and maintenance of Council owned dwellings.

For 2020/21, the approved net operating budget for the Housing Revenue Account was a deficit of £0.075m. Actual net expenditure for 2020/21 was £0.079m surplus, resulting in a £154k surplus variance against the budget.

These budgets were set prior to the onset of the Covid19 pandemic and as a result there are a significant number of variations in income and expenditure against the approved budget, arising from the impacts of the pandemic.

In line with the General Fund the Housing Revenue Account has also borne the financial impacts of Covid19 resulting in exceptional costs in responding to the pandemic and pressure on income streams.

However, the impacts on the Housing Revenue Account have not been on the same scale as the General Fund with the overall impact of Covid19 resulting in a significant underspend primarily due to delays in repairs and maintenance expenditure on Council dwellings being carried out due to the inability to access properties during the pandemic.

The table that follows provides a summary of the final outturn position for the Housing Revenue Account, against the net budget.

	<b>ACTUAL 2020/21 £'000</b>	<b>REVISED BUDGET 2020/21 £'000</b>	<b>VARIANCE 2020/21 £'000</b>
<u>Operational Expenditure</u>			
Repairs & Maintenance	7,574	8,959	(1,385)
Supervision & Management	7,443	7,545	(102)
Provisions (including Bad Debt)	279	297	(18)
Capital Financing	(6,181)	6,649	(12,830)
<b>Sub Total</b>	<b>9,115</b>	<b>23,450</b>	<b>(14,335)</b>
<u>Add:</u>			
HRS – repatriation of surplus	322	(136)	458
Contribution to/(from) HRS (IAS19 & Insurance Fund)	571	0	571
Interest Payable & Similar Charges	2,253	2,530	(277)
<b>Total Expenditure</b>	<b>12,261</b>	<b>25,844</b>	<b>(13,583)</b>
<u>Income</u>			
Rents & Service Charges	(29,076)	(29,021)	(55)
Interest	(22)	(43)	21
<b>Net Expenditure</b>	<b>(16,837)</b>	<b>(3,220)</b>	<b>(13,617)</b>
<u>Less:</u>			
Capital Accounting Adjustment	15,575	0	15,575
Appropriation to/(from) Major Repairs Reserves	2,940	3,184	(244)
Appropriation to/(from) Pension Fund Liability	(3,091)	0	(3,091)
Appropriations to/(from) Earmarked Reserves	1,334	111	1,223
<b>Net HRA (Surplus)/Deficit</b>	<b>(79)</b>	<b>75</b>	<b>(154)</b>

As at 31 March 2021, the Council held £3.692m HRA revenue reserves, comprising £2.617m earmarked reserves (to cover identified specific, potential financial risks and liabilities) and £1.075m non-earmarked general reserves.

## Capital Expenditure

(Note 39)

Capital expenditure on the provision of new or enhanced assets is met from capital receipts, government grants, contributions from third parties and revenue contributions, with the balance funded from borrowing.

Capital spending in the year was £19.6m compared to the revised approved programme budget of £44.9m, representing an underspend of £25.3m against the profiled budget. The variance in 2020/21 is mostly due to the re-profiling of schemes within the general fund and housing programmes resulting from the delays in delivery of schemes due to the impacts of Covid19. The 2020/21 capital spending and funding position is summarised as follows:

	<b>ACTUAL</b> <b>2020/21</b> <b>£'000</b>	<b>BUDGET</b> <b>2020/21</b> <b>£'000</b>	<b>VARIANCE</b> <b>2020/21</b> <b>£'000</b>
<b>Capital Expenditure</b>			
General Fund	3,212	16,430	(13,218)
Housing Revenue	16,377	28,505	(12,128)
<b>Total Expenditure</b>	<b>19,589</b>	<b>44,935</b>	<b>(25,346)</b>
<b>Financed by:</b>			
Borrowing	8,697	18,292	(9,595)
Capital Receipts	1,633	2,722	(1,089)
Capital Grants and Contributions	4,553	8,028	(3,475)
Major Repairs Reserve	4,624	15,863	(11,239)
Revenue Contributions	82	30	52
<b>Total Financing</b>	<b>19,589</b>	<b>44,935</b>	<b>(25,346)</b>

Major Capital works carried out during 2020/21 are set out in the following table:

	<b>£'000</b>
<b>Housing</b>	
Decent Homes and improvements to Council dwellings	3,474
Health & Safety	179
Council house schemes	12,382
Other major works to housing stock	342
<b>General Fund</b>	
Leisure Centre/Sports Provision	210
Enhancements to corporate properties	64
Car Park enhancements	246
Disabled Facilities Grants	608
Town Centre Improvements	973
Parks Improvements	560
Western Growth Corridor	389
Other Schemes	162
<b>Total</b>	<b>19,589</b>

## Capital Financing

The Council's capital programme is funded by a number of sources including the application of capital receipts, capital grants, contributions from the revenue account and long term borrowing. A summary of significant transactions in capital funding in 202/2021 is provided below:

### Capital Receipts (Note 9)

The Council received £1.05m of HRA receipts. These will be used to support the new build programme within the Housing Investment Programme and investment in the housing stock.

### Major Repairs Reserve (Note 9)

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



### Long Term Borrowing (Note 18)

The Council undertakes long term borrowing, for periods in excess of one year, in order to finance capital expenditure. An assessment of the use of borrowing to fund capital expenditure is made through the application of the CIPFA Prudential Code in the Council's annual Treasury Management Strategy. This approach provides a framework for decision making highlighting the level of capital expenditure, the impact on borrowing and investment levels and the overall controls in place to ensure activity remains affordable, prudent and sustainable.

The Council satisfies its long-term borrowing requirement by securing external loans.

Although the Council requires long term borrowing in order to finance capital expenditure, it can temporarily defer the need to borrow externally by using cash set aside for longer term purposes (in line with its Treasury Management Strategy); this practice means that there is no immediate link between the need to borrow to pay for capital spend and the level of external borrowing. The effect of using the cash set aside is to reduce the level of cash that the Council has available for investment.



The Council's level of total principal long-term debt outstanding, (excluding loans of £0.03m which the Council holds for local charities and Bonds worth £0.003m), as at 31 March 2021 was £123.4m.

<b>Total Long-Term Borrowing Outstanding</b>			
<b>31/03/20</b>			<b>31/03/21</b>
<b>£'000</b>	<b>Source of loan</b>		<b>£'000</b>
94,592	Public Works Loan Board		91,887
25,000	Market and Other Long-Term Loans		31,000
561	Other (3% stock)		561
<b>120,153</b>	<b>Total</b>		<b>123,448</b>

Long and short-term borrowing of £13m was taken during 2020/21. Short-term borrowing of £7m and £2.7m of PWLB borrowing was repaid during 2020/21. This represents a net increase of £3.3m of borrowing since 31 March 2020. The Council remains under borrowed by £12.6m (i.e. the Council's actual borrowing is £12.6m less than its borrowing requirement at 31 March 2021).

This means that the borrowing need (CFR) has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is considered prudent whilst investment returns are currently low and internal balances allow for this. Additional long-term borrowing will be taken in 2020/21 and future years to bring levels up to the Council's borrowing requirement, subject to liquidity requirements, if preferential interest rates are available.

### **Pension Costs**

(Note 44)

The Council accounts for retirement benefits when it is committed to give them, even if the actual giving will be many years into the future. This means that:

- The financial statements reflect the liabilities arising from the Council's retirement obligations.
- The costs of providing retirement benefits to employees are recognised in the accounting period in which the benefits are earned by employees, and the related finance costs and any other changes in value of assets and liabilities are recognised in the accounting periods in which they arise.
- The financial statements disclose the cost of providing retirement benefits and related gains, losses, assets and liabilities

The Balance Sheet presents a increase in the estimated Pension Fund Reserve net liability over the 2020/21 year of £24.151m, up from £81.989m at 1 April 2020 to £106.140m at 31 March 2021. This increase in the Pension Fund deficit resulted mainly from changes in financial assumptions following the latest triennial review. This is

recognised as re-measurements on defined benefit obligation, which is shown in Other Comprehensive Income and Expenditure within the Comprehensive Income and Expenditure Statement.

The statutory arrangements for funding the remaining liability of £106.310m means that this deficit will be made good by the increased level of annual employer contributions payable to the Pension Fund over the remaining estimated average working life of our employees in the Pension Scheme. The latest triennial revaluation of the Council's Pension Fund took place at 31 March 2019, the results at that time identified that there has been a significant improvement in the funding position since the last actuarial review from a 69% funding level to 84%. The next actuarial revaluation is due as at 31<sup>st</sup> March 2022.

Although the overall funding position has improved, the employer contribution rates are still required to increase in order to improve the funding position further. Because of the guaranteed nature of Local Government Pension Scheme a stabilisation overlay mechanism is applied, whereby the employer's current contribution rate is capped at an affordable level. Without this in place the Council would be facing significantly higher contribution rates in order to increase the funding position.

This stabilisation approach has allowed the annual increase in the contribution rate to be capped at 1% p.a. over the period 2017/18 to 2019/20. Based on the latest triennial valuation rates will continue to be capped at 1% p.a. over the next three year period to 2022/23.



### **Future Plans**

The Covid19 pandemic has fundamentally affected the way in which the Council works and will have long term and societal impacts. Elements of this change which relate directly to the response phase will, in time, revert largely back to normal. However, an event of this magnitude undoubtedly means that we will need to consider closely how our business and services should operate in the future.

As a result of the pandemic the Council is facing an unprecedented financial detriment. The measures introduced nationally to combat the virus have had direct and indirect negative impacts on our finances, which will need to be managed over future years. The Government has pumped billions of pounds into the economy to support the response phase of the pandemic and to protect jobs and services. In the medium-term the levels of additional borrowing and the budget deficit will need to be managed down at the same time as meeting ongoing needs to invest in recovery to achieve the growth required to repay the deficit. The Government's national strategy to address this challenge is not yet known, nor what it will mean for local government funding more generally. Furthermore, there remains potential

longstanding impacts on the Council's local income sources if behaviour, working practices and spending patterns in the city continue to change.

The financial implications are challenging to estimate with certainty, there continues to be a number of unknowns; from how long, and to what extent any restrictions will continue or be reimplemented and to what recovery will look like, such as how customers/residents/businesses will behave over time.

As we move forward from the pandemic, and as the Country continues through the recovery phase, the Council's faces it's biggest challenge in it's ability to lead on, finance and support key practical and relevant interventions which will be critical to the recovery of not only the council, but also Lincoln and Lincolnshire's economy, whilst ensuring it maintains a balanced financial position.

These interventions will form part of our Vision 2025.

Vision 2025 sets out the Council's vision for the future of the city, strategic priorities and core values. Although the Vision looks ahead for up to 30 years it specifically includes a programme of activity up to 2025, which seeks to not only deal with the most pressing issues in the city, but also details how the Council will work, with others, to further grow Lincoln's economy.

The Council's vision for 2025 remains as;

**"Together, let's deliver Lincoln's ambitious future"**

Underpinning this vision are now five strategic priorities, each with a number of supporting aspirations. The aspirations are in turn supported by groups of projects that will be delivered throughout the five-year programme.

The five strategic priorities are:

- Let's drive inclusive economic growth
- Let's reduce all kinds of inequality
- Let's deliver quality housing
- Let's enhance our remarkable place
- Let's address the challenge of climate change

Although the new Vision 2025 was adopted in March there was no formal public launch due to COVID-19. There is now a need to review Vision 2025 in light of COVID-19, re-profile the commitments in the strategy, identify any further interventions, and then communicate it widely. This will ensure that we target our priorities in new ways to lead and bolster the City's economic recovery, focussing on what is important right now and deferring some projects to the latter years of the Plan.



## General Fund

The financial challenges created by the impact of Covid19 on the General Fund, coming on top of a decade of austerity in local government, cannot be underestimated.

Alongside these threats to local income sources and new expenditure pressures, local government financing is still set for future significant reform. The Fair Funding Review will re-establish the baseline need of every local authority, and, at the same time, business rates baselines will be reset for the first time. The government also intends to redesign the business rates retention system, moving to 75% local retention, while restructuring the system of risk and rewards. All of this has currently been delayed due to the pandemic and the current implementation date is as yet unannounced. The implications arising from these reforms will have significant, detrimental, implications for the Council

Although there is a significant level of uncertainty about future funding, based on what is currently known, or can be reasonably assumed, the General Fund will need to make further reductions in it's net cost base of £1.75m by 2023/24.

This is a significant target to achieve, particularly in light of the annual revenue reductions of £9m that have been delivered over the past decade. This level of savings has been achieved by re-investing in more efficient ways of working; adopting a more commercial approach; and prioritising resources for economic development measures, whilst making careful use of reserves to meet funding gaps.

However; it is becoming much more difficult to find additional efficiency savings and some being considered need to be delivered as part of longer-term transformational changes to the organisation, we are taking a more prudent approach to commercial ventures; and we cannot deliver the benefits from economic development measures in the short term. We are therefore left with little option but to revert to a more traditional cost cutting measures approach in order to deliver the scale of reductions required within the short lead in time, as well as using reserves in the short term. Ultimately, we will have to make some difficult decisions over the next 12 months as we prioritise which services we can afford to continue to deliver. It will also require the use of our earmarked reserves as a short-term response.

Although closing a gap of this size is a huge challenge it is not unprecedented, and we have the confidence of our track record of delivering strong financial discipline and that we can once again rise to the challenge.

In this current exceptionally uncertain period and funding position our overriding financial strategy therefore continues to be, to drive down the net cost base to ensure

we maintains a sound and sustainable financial position. The key mechanism for carrying out this strategy is through the Towards Financial Sustainability Programme which seeks to bring service costs in line with available funding and, alongside this over the medium term, using the Council's influence and direct investment through its capital programmes to create the right conditions for the City's economy to recover and once again grow.

### **Housing Revenue Account (HRA)**

HRA Self-financing was implemented from 1 April 2012 following a one-off settlement to the Treasury, in order to 'buy out' of the old subsidy system. The new system incentivised landlords to manage their assets well and yield efficiency savings. With this however also came the transfer of significant risks from Central Government to local authorities. The Council now bears the responsibility for the long-term security and viability of council housing in Lincoln and has to fund all activity related to council housing from the income generated from rents, through long term business planning.

It was anticipated that there would be greater certainty about future income as councils were no longer subject to annual funding decisions by Central Government, enabling them to develop long-term plans, and to retain income for reinvestment.

A key element of the self-financing regime is for the Council to construct a 30-year Business Plan for the HRA. The Council's latest Housing Revenue Account Business Plan 2016-2046 was approved in February 2016 following a fundamental review of resources, investment requirements and priorities. The Business Plan reflects the impact of government policy changes, the results of stock condition surveys and financial assumptions at the time. The Business plan sets out:

- the long-term plans for the Council's housing stock
- the finances to deliver plans
- how the Council will manage the income from its stock, demand for housing and stock condition, and:
- the Council's ambitious plans, alongside the resources to deliver, a significant number of new Council dwellings.

A review of the current Business Plan is scheduled for completion in 2021, this will follow on from the completion of refreshed stock condition surveys, agreement of a Lincoln housing specification, refresh of the Lincoln Standard to reflect low carbon/climate change, progression of the Social Housing White paper and to ensure the priority schemes from Vision 2025 are fully reflected.

### **Capital Expenditure**

Despite the pressures the Council's revenue budgets face investment in the Council's assets, to maintain income generating assets, provide new income generating assets and support service delivery is still critical. The Council's capital strategy plans to deliver projects to the value of £89m over the next five years, with £69m estimated to be spent in 2021/22. This includes significant investment in the Council's key strategic projects notably the Western Growth Corridor development, the construction of an extra care facility at De Wint Court in addition to further investment on Council dwellings and Council buildings, including the construction of new council housing.

In addition, the Council has also been successful in securing £19m for the proposed Town Deal Programme. The Programme includes proposals to deliver long term

economic growth in the City and includes contributions to schemes to be delivered by the Council of c£7m. These proposed schemes will play a huge part in supporting the economic recovery of the City post pandemic.



Capital resources for the next five years include capital receipts, government grants, contributions from third parties and revenue contributions.

The Housing element of the capital programme represents the largest element of capital expenditure over the next 5 years and is funded through a combination of borrowing and revenue contributions from the Housing Revenue Account (HRA) through both depreciation charges and direct revenue contributions. The HRA Business Plan includes the release of capital resource to fund significant capital investment in new housing stock over the medium term. It is critical that there continues robust budget management of the HRA to continue to allow the required investment.

### **Cash flows**

The future cash flows will be dependent on the outcome of a number of key assumptions in the Medium-Term Financial Strategy and HRA Business Plan, of which the Council has varying degrees of influence over the outcomes. Some of the key determinants will be:

- Actual Business Rates base in year compared to the assumed levels in the budget, and the ongoing risk of funding the backdated costs of any successful valuation office appeals by businesses within the city as well as potential reductions arising from the current economic conditions and legacy of COVID19.
- Collection rates for Council Tax, Business Rates and Rents, which are currently being detrimentally impacted by COVID19.
- Income received compared to income targets (e.g. car parking, planning and building control), income in these areas plummeted during 'lockdown' and whilst they are now beginning to recover and reductions have been factored into future years budgets, there is still a significant amount of uncertainty.
- Interest rates achieved on investments and secured on new borrowing
- Timescale for payment of invoices and collection of debts.
- Profile of capital spending and funding over the MTFs.
- Any further financial support provided by Central Government to mitigate cash-flow implications arising from COVID19.

### **Summary**

Although both the General Fund and Housing Revenue Account have maintained balanced budget positions in 2020/21 this does not mean that the financial issues for

the Council are resolved, it simply means that the in-year budget challenges have been addressed. Beyond 2020/21 we are set to face ongoing reductions in resources and increased service costs from the legacy of impacts of Covid19. This will require ongoing reductions in the net cost base in order to live within a significantly reduced resources envelope. The Medium Term Financial Strategy 2021-2026, approved by Full Council in March 2021 sets out the detail of the financial challenge the Council faces.

Whilst addressing the financial challenges we face in the forthcoming years we will also continue to maintain the correct balance between these challenges and ensuring that our limited resources are directed towards the Council's strategic priorities.

Vision 2025 is supported by a programme of activity, resourced through the Medium Term Financial Strategy, that seeks to not only deal with the most pressing issues in the city, but also how the Council will work, with others, to embrace and help recover Lincoln's economy through schemes such as delivering homes and infrastructure, stimulating jobs and growth, tackling climate change, providing and enhancing support systems for our vulnerable residents, and delivering the Towns Deal Programme. The recovery and growth of the City's economy is now more important than ever.



### **Group Accounts**

The increasing scope and scale of local authorities moving away from traditional ways of providing services makes it increasingly difficult for the Council's own financial statements to present fairly all the aspects of control over service provision and accountability for all resources and exposure to risks that the Council has taken on. A consolidated set of group accounts can make a vital contribution towards giving users a full picture of the Council's sphere of control and influence.



The Council has a collaborative arrangement with North Kesteven and West Lindsey District Councils to provide the Central Lincolnshire Joint Planning Unit. This arrangement is hosted by North Kesteven District Council. The Council contributed £99k to the service which is contained within the Communities and Environment line

of the CIES. The Council also has a collaborative arrangement with North Kesteven to provide a shared Revenues and Benefits Service. This shared service is hosted by the City of Lincoln Council. The Council contributed £1.267m to the service which is contained within the Chief Executive's Directorate line in the CIES. Both of these arrangements are governed through a Joint Committee representing each of the partner authorities. Under these arrangements the ventures use their own resources to undertake an activity subject to joint control, and as such do not require consolidation into the Council's accounts. The Council's proportion of activity is accounted for separately within the Core Financial Statements.

### **Further Information**

Further information about the accounts is available on request from the Chief Finance Officer, City Hall, Beaumont Fee Lincoln LN1 1DB. In addition, local electors have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Council's website.

J Gibson FCCA  
Chief Finance Officer  
(Section 151 Officer)



## COUNCIL APPROVAL

The Statement of Accounts for the year 1 April 2020 to 31 March 2021 has been prepared and I confirm that these Accounts were approved by the City of Lincoln Council, at the meeting held on xx November 2021

Councillor Jackie Kirk  
Chair of Council

Date: xx<sup>th</sup> November 2021

# THE STATEMENT OF RESPONSIBILITIES

## The Authority's Responsibilities

The Authority is required:

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

## The Chief Finance Officer Responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the Code of Practice on Local Authority Accounting in the UK ('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 Code of Practice.

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.

The Accounts present a true and fair view of the financial position of the Authority at 31 March 2021 and its income and expenditure for the year ended on that date.

J Gibson FCCA  
Chief Finance Officer  
Date: 12th July 2021

## MOVEMENT IN RESERVES

	General Fund Balance £'000	Earmarked Reserves £'000	Housing Revenue Account £'000	Major Repair Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Council Reserves £'000
<b>Balance at 31 March 2019</b>	<b>1,849</b>	<b>11,946</b>	<b>1,025</b>	<b>5,675</b>	<b>4,574</b>	<b>564</b>	<b>25,633</b>	<b>177,256</b>	<b>202,889</b>
<b>Movement in reserves during 2019/20</b>									
Surplus or (deficit) on provision of services	(5,712)	0	11,900	0	0	0	<b>6,188</b>	<b>0</b>	<b>6,188</b>
Other Comprehensive Expenditure and Income	0	0	0	0	0	0	<b>0</b>	<b>28,562</b>	<b>28,562</b>
<b>Total Comprehensive Expenditure and Income</b>	<b>(5,712)</b>	<b>0</b>	<b>11,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,188</b>	<b>28,562</b>	<b>34,750</b>
Adjustments between accounting basis & funding basis under regulations (note 9)	6,106	0	(12,294)	3,492	573	4,660	<b>2,537</b>	<b>(2,537)</b>	<b>0</b>
<b>Net Increase/Decrease before Transfers to Earmarked Reserves</b>	<b>394</b>	<b>0</b>	<b>(394)</b>	<b>3,492</b>	<b>573</b>	<b>4,660</b>	<b>8,725</b>	<b>26,025</b>	<b>34,750</b>
Transfers (to)/from Earmarked Reserves	(7)	(357)	364	0	0	0	<b>0</b>	<b>0</b>	<b>0</b>
<b>Increase/Decrease in Year</b>	<b>387</b>	<b>(357)</b>	<b>(30)</b>	<b>3,492</b>	<b>573</b>	<b>4,660</b>	<b>8,725</b>	<b>26,025</b>	<b>34,750</b>
<b>Balance at 31 March 2020 carried forward</b>	<b>2,236</b>	<b>11,589</b>	<b>995</b>	<b>9,167</b>	<b>5,147</b>	<b>5,224</b>	<b>34,358</b>	<b>203,281</b>	<b>237,638</b>

## MOVEMENT IN RESERVES

	General Fund Balance £'000	Earmarked Reserves £'000	Housing Revenue Account £'000	Major Repair Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Council Reserves £'000
<b>Movement in reserves during 2020/21</b>									
Surplus or (deficit) on provision of services	(3,393)	0	15,967	0	0	0	12,574	0	12,574
Other Comprehensive Expenditure and Income	0	0	0	0	0	0	0	(23,028)	(23,028)
<b>Total Comprehensive Expenditure and Income</b>	<b>(3,393)</b>	<b>0</b>	<b>15,967</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,574</b>	<b>(23,028)</b>	<b>(10,454)</b>
Adjustments between accounting basis & funding basis under regulations (note 9)	16,951	0	(14,563)	4,972	(636)	(1,198)	5,526	(5,526)	0
<b>Net Increase/Decrease before Transfers (to)/from Reserves</b>	<b>13,558</b>	<b>0</b>	<b>1,404</b>	<b>4,972</b>	<b>(636)</b>	<b>(1,198)</b>	<b>18,100</b>	<b>(28,554)</b>	<b>(10,454)</b>
Transfers (to)/from Earmarked Reserves	(13,126)	14,455	(1,329)	0	0	0	0	0	0
<b>Increase/Decrease in Year</b>	<b>432</b>	<b>14,455</b>	<b>75</b>	<b>4,972</b>	<b>(636)</b>	<b>(1,198)</b>	<b>18,100</b>	<b>(28,554)</b>	<b>(10,454)</b>
<b>Balance at 31 March 2021 carried forward</b>	<b>2,668</b>	<b>26,044</b>	<b>1,070</b>	<b>14,139</b>	<b>4,511</b>	<b>4,026</b>	<b>52,458</b>	<b>174,727</b>	<b>227,184</b>

# COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2020/21

2019/20			Note	2020/21		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
36,366	(29,507)	6,859	Chief Executive's Directorate	37,122	(29,718)	7,403
3,462	(2,389)	1,074	Housing and Regeneration	3,023	(2,486)	538
17,279	(28,578)	(11,299)	Housing Revenue Account (HRA)	9,715	(29,076)	(19,361)
19,757	(11,174)	8,583	Communities and Environment	22,007	(10,537)	11,470
681	(548)	133	Major Developments	803	(234)	569
(92)	(50)	(141)	Corporate Services	22,382	(23,002)	(621)
<b>77,453</b>	<b>(72,246)</b>	<b>5,207</b>	<b>Cost of Services</b>	<b>95,052</b>	<b>(95,054)</b>	<b>(2)</b>
		813	Other Operating Expenditure			1,206
		7,434	Financing and Investment Income and Expenditure	11		4,821
		(19,643)	Taxation and Non-Specific Grant Income	12		(18,600)
		<b>(6,188)</b>	<b>(Surplus) or Deficit on Provision of Services</b>	13		<b>(12,575)</b>
		(4,914)	(Surplus) or deficit on revaluation of non-current assets	11		2,550
		0	Impairment Losses on Non- Current Assets charged to the Revaluation Reserve	14,22		0
		26	(Surplus) or deficit from investments in equity instruments designated at fair value through other comprehensive income	26e		19
		(23,674)	Total re-measurements on defined benefit obligation	44		20,459
		<b>(28,562)</b>	<b>Other Comprehensive Income and Expenditure</b>			<b>23,028</b>
		<b>(34,750)</b>	<b>Total Comprehensive Income and Expenditure</b>			<b>10,454</b>

## BALANCE SHEET AS AT 31 MARCH 2021

31 March 2020 £'000		Notes	31 March 2021 £'000
376,194	Property, Plant & Equipment	14,39,41	393,123
2,907	Heritage Assets	15	2,768
34,646	Investment Property	14,16	34,203
309	Intangible Assets	14,17,39	191
772	Long Term Investments	18,47	753
950	Long Term Debtors	18,47	837
<b>415,778</b>	<b>Long Term Assets</b>		<b>431,875</b>
1,500	Assets Held for Sale	22	0
30,609	Short Term Investments	18,47	33,907
138	Inventories	19	139
3	Cash at Bank	21	563
11,506	Short Term Debtors	18,20,47	28,389
<b>43,756</b>	<b>Current Assets</b>		<b>62,998</b>
(329)	Cash and Cash Equivalents	18,21,47	0
(11,460)	Short Term Borrowing	18,47	(9,418)
(15,265)	Short Term Creditors	18,23,47	(33,814)
<b>(27,054)</b>	<b>Current Liabilities</b>		<b>(43,232)</b>
0	Long Term Creditors	18,47	0
(2,405)	Provisions	24	(2,578)
(110,448)	Long Term Borrowing	18,47	(115,738)
(81,989)	Other Long-Term Liabilities	44	(106,140)
<b>(194,842)</b>	<b>Long Term Liabilities</b>		<b>(224,456)</b>
<b>237,639</b>	<b>Net Assets</b>		<b>227,184</b>
34,358	Usable reserves	10,25	52,461
203,281	Unusable Reserves	26	174,723
<b>237,639</b>	<b>Total Reserves</b>		<b>227,184</b>

## CASH FLOW STATEMENT

2019/20		Notes	2020/21
£'000			£'000
6,188	Net surplus or (deficit) on the provision of services		12,574
15,671	Adjustments to net (surplus) or deficit on the provision of services for non-cash movements	28	26,003
(9,354)	Adjustments for items included in the net (surplus) or deficit on the provision of services that are investing and financing activities	29	(5,032)
<b>12,505</b>	<b>Net cash flows from Operating Activities</b>		<b>33,545</b>
(13,907)	Investing Activities	30	(16,474)
1,688	Financing Activities	31	(16,182)
<b>286</b>	<b>Net (increase) or decrease in cash and cash equivalents</b>		<b>889</b>
(612)	Cash and cash equivalents at the beginning of the reporting period		(326)
<b>(326)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	21	<b>563</b>

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## NOTES TO THE ACCOUNTS

The values held within the proceeding Notes to the Accounts may vary slightly when compared to the main Statements or other Notes, which may also include casting variances. This is due to amounts being rounded. It is not expected that a difference would be in excess of £2,000 in any single case.

### Note 1 – Accounting Policies

#### 1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2020/21 financial year and its position at the year-end of 31 March 2021. The Statement of Accounts has been prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code), supported by International Financial Reporting Standards (IFRS) and statutory guidance issued in the Accounts and Audit Regulations 2015.

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

#### 2. Accruals of Income and Expenditure

The revenue accounts of the Council are maintained on an accruals basis meaning that activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods and services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### **3. Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature within three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

### **4. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

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

### **5. Charges to Revenue for Non-Current Assets**

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance. This is referred to as the Minimum Revenue Provision (MRP) and Voluntary Revenue Provision (VRP). The Council's policy on MRP is approved by Council in March each year as part of the Treasury Management Strategy. Depreciation, revaluation and impairment losses and amortisation are replaced by the MRP and VRP, by way of an adjusting transaction between the

Capital Adjustment Account and the General Fund Balance in the Movement in Reserves Statement, for the differences between the two.

## **6. Council Tax and Non-Domestic Rates**

The Council (as the billing authority) acts as an agent, collecting council tax and non-domestic rates (NDR) on behalf of Lincolnshire County Council and Lincolnshire Police (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, all share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

### **Accounting for Council Tax and NDR**

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

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

Where debtor balances for the above are identified as impaired because of a likelihood arising from a past event that payment due under the statutory arrangements will not be made, the asset is written down and a charge made. The impairment loss is measured as the difference between the carrying amount and the revised future cash flows.

## **7. Employee Benefits**

### **Benefits payable during employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (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 time off in lieu, earned by employees but not taken before the year-end, which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which employees take the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

### **Termination benefits**

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date, or an officer's decision to accept voluntary redundancy, and are charged on an accruals basis to the appropriate service segment or, where applicable, to a corporate service segment for non-distributed costs in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs of 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 or pensioner in the year, not the amount calculated according to relevant accounting standards. In the Movement in Reserves Statement, transfers are required to and from the Pensions Reserve to remove notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

### **Post-Employment Benefits**

Employees of the Council are members of the Local Government Pension Scheme, administered by Lincolnshire County Council. This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

### **The Local Government Pension Scheme**

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

The liabilities of the Lincolnshire County Council 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 forecasts of projected earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate determined by the pension scheme actuary (based on the yield of UK Government Bonds plus a 'credit spread' allowance to reflect the extra risk involved in using AA corporate bond yields).

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

- Quoted securities – current bid price
- Unquoted securities – professional estimate
- Unitised securities – current bid price
- Property – market value.

The change in the net pension's liability is analysed into the following components:

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

- Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment which effect relates to years of service earned in earlier years – debited to the surplus or deficit on the provision of services in the comprehensive income and expenditure statement.
- Net interest cost 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 Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Re-measurements comprising:
  - the return on plan assets – excluding amounts included in net interest on the defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
  - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Contributions paid to the Local Government 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 Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are 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 Pension Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

### **Discretionary Benefits**

The Council 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 decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

## **8. Events After the Balance Sheet Date**

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

- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts 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.

## **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. They are initially measured at fair value and carried at their amortised cost. Annual charges for interest payable are shown in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, and are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable, with accrued interest due within one year shown under short term borrowings; and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the unexpired life of the original loan. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

## **Financial Assets**

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

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

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

### **Financial Assets Measured at Amortised Cost**

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

However, occasionally the Council may make loans to other parties (e.g. voluntary organisations) at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in the Reserves Statement.

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

## **Expected Credit Loss Model**

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

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

The Council has a number of loans to local organisations. It may not have reasonable and verifiable information to support the measurement of lifetime losses on individual loans without undue cost or effort to support the measurement of lifetime expected losses. It has therefore assessed losses for the portfolio on a collective basis.

The Council has grouped the loans into four groups for assessing loss allowances:

- Group 1 – Commercial investments in line with treasury management policy including counterparties that have external credit ratings of A or better. Loss allowances will be assessed on a group basis using the simplified approach of collective assessment.
- Group 2 – Loans to related parties. Loss allowances for these loans are assessed on an individual basis and / or an individual borrower basis.
- Group 3 – Money Market funds. Loss allowance will be assessed on market value of the investment in the fund.

## **Financial Assets measured at fair Value through Profit and Loss (FVPL)**

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arise 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 in active markets for identical assets – the market price
- Other instruments with fixed and determinable payments in active markets for identical assets – discounted cash flow analysis

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

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



- Level 3 inputs – unobservable inputs for the asset.

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

### **Financial Assets measured at fair Value through Other Comprehensive Income (FVOCI)**

Financial assets that are measured at FVOCI are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arise in Other Comprehensive Income

## **10. Foreign Currency Translation**

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

## **11. Government Grants and Contributions**

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the 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 Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

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

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

Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

### **Business Improvement Districts**

A Business Improvement District (BID) scheme applies across the whole of the Council. The scheme is funded by BID levy paid by non-domestic ratepayers. The Council acts as a principal under the scheme, and accounts for income received and expenditure incurred (including contributions to the BID project) within the relevant services within the Comprehensive Income and Expenditure Statement.

### **Community Infrastructure Levy**

The Council has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable development for the Authority) with appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport and schools) to support the development of the area.

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure, however a proportion of the charges may be used to fund revenue expenditure

## **12. Intangible Assets**

Intangible assets are assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences). Expenditure on intangible assets is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council for a period of more than one year.

Internally generated intangible assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of the Council's website is not capitalised as the website is primarily intended to promote or advertise the Council's services.

Intangible assets are measured initially at cost. Amounts are only re-valued where the fair value of the assets can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost.

Intangible assets are amortised over their useful life and charged to the relevant service lines in the Comprehensive Income and Expenditure. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other

Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

### **13. Interests in Companies and other Entities**

Councils are required to produce Group Accounts to include services offered to Council Tax payers by organisations other than the Council itself but in which the Council has an interest. There are a number of criteria set out by which the Council must determine whether the value of the company and the Council's interest is significant enough for Group Accounts to be produced. The Council has complied with the Code of Practice on Local Authority Accounting, and while it has identified a company over which it has joint control, it has concluded that the company does not meet the criteria that would require consolidation into the Council's accounts on materiality grounds.

### **14. Inventories and Long-Term Contracts**

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

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

### **15. Investment Property**

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

Investment properties are measured initially at cost and subsequently at fair value, based on the highest and best use value of the asset. Investment properties are not depreciated but are re-valued annually according to market conditions to ensure that they are held at the highest and best use value on the Balance Sheet date. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

## 16. Joint Operations

Joint Operations are arrangements where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities relating to the arrangement. The activities undertaken by the Council in conjunction with other joint operators involve the use of the assets and resources of those joint operators. In relation to its interest in a joint operation, the Council as a joint operator recognises:

- Its assets, including its share of any assets held jointly.
- Its liabilities, including its share of any liabilities incurred jointly.
- Its revenue from the sale of its share of the output arising from the joint operation.
- Its share of the revenue from the sale of the output by the joint operation.
- Its expenses, including its share of any expenses incurred jointly.

## 17. Leases

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

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

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

### **The Council as Lessee**

#### **Finance Leases**

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the 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 financing charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged

over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the 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 and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### **Operating Leases**

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the service benefiting from use of the leased asset. Charges are made on a straight-line basis over the term of the lease, even if this doesn't match the pattern of payments.

### **The Council as Lessor**

#### **Finance Leases**

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain and loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a long-term lease debtor 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 Receipt Reserve in the Movement in Reserves Statement. Where the amount due in relation to the leased asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

### **Operating Leases**

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

### **18. Overheads and Support Services**

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

### **19. Non-Current Assets – Property, Plant and Equipment**

Assets that have physical substance and are held for use in the supply of services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment, with a deminimis level of £10,000.

#### **Recognition**

Expenditure on the acquisition, creation or enhancement of Property, Plant or Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. Repairs and maintenance) is charged as an expense when it is incurred. Generally, a deminimis level of £10,000 is applied however qualifying expenditure on assets which is lower than £10,000 but where the asset value exceeds this is recognised as capital expenditure.

#### **Measurement**

Assets are initially measured at cost, comprising:

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

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

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

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

- Community assets and assets under construction – depreciated historical cost
- Dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH)
- Surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective.
- All other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value.

For non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for current value.

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

When decreases in value are identified, they are accounted for as follows:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance, up to the amount of the accumulated gains.
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service lines in the Comprehensive Income and Expenditure Statement.

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

### **Impairment**

Assets are reviewed at each year-end for evidence of reductions in value i.e. impairment. Where impairment is identified, 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.

When impairment losses are identified, they are accounted for as follows:

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

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

### **Depreciation**

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

Depreciation is calculated on the following bases:

- Dwellings and Other buildings – straight-line allocation over the useful life of the property as estimated by the Valuer
- Vehicles, plant, furniture and equipment – straight-line allocation over the useful life of each class of asset

Where an item of property, plant or equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

In relation to Council Dwellings, depreciation is based on the Existing Use Social Housing Value (EU-SHV) on the components, deemed to be land and buildings.

Revaluation gains are also depreciated, with an amount equal to the difference between the current value depreciation charge on assets and the depreciation that



would have been charged based on their historical cost, being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

## **20. Heritage Assets**

The Council holds a number of Heritage Assets, which can be grouped into the following categories:

- Civic Insignia
- Art and Sculptures
- Ancient Monuments and War Memorials
- Miscellaneous

These are not held in a single collection but in a number of appropriate locations, where they are considered to contribute to increasing the knowledge, understanding and appreciation of the Council's history and local area.

Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on Property, Plant and Equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below.

- **Civic Insignia**

The collection of civic insignia includes the Mayor's and Sheriff's badges and chains of office, mace and ceremonial swords. These items are reported in the Balance Sheet at insurance valuation which is based on market values. These insurance valuations are subject to periodic reviews by a specialist valuer. The civic insignia are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.

- **Art and Sculptures**

This category includes paintings and a number of public art works such as statues and sculptures. Where a valuation is available e.g. an insurance valuation, the asset is reported in the balance sheet at this valuation. However, for a number of public art sculptures and statues, no cost or valuation information is available and consequently, these assets are not recognised in the balance sheet. Where artworks are recognised, they are deemed to have indeterminate lives and the Council does not consider it appropriate to charge depreciation.

- **Ancient Monuments and War Memorials**

This category includes various roman ruins and ancient structures and four war memorials. The Council does not consider that reliable cost or valuation information can be obtained for the items in this category. This is because of the nature of the assets held and the lack of market values. Consequently, these assets are not recognised in the Balance Sheet.

- **Miscellaneous**

This category includes any other assets which are being held for their contribution to knowledge and culture but do not readily fall into the above categories. One

example is the collection of Books of Remembrance held at the City crematorium. These items are reported in the Balance Sheet at either cost or insurance valuation where material. No depreciation is charged on these assets.

### **Heritage Assets – General**

The carrying amounts of heritage assets are reviewed where there is evidence of impairment e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's accounting policies on impairment. The Council may occasionally dispose of heritage assets which are unsuitable for public display or to an appropriate body which will ensure the asset is maintained and displayed within a suitable collection e.g. to a museum or historical trust. The proceeds of such items are accounted for in accordance with the Council's accounting policy on disposal of Property, Plant and Equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

### **21. Disposals and Non-Current Assets Held for Sale**

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale.

The asset is re-valued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses in the Surplus and Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

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

Assets that are to be abandoned or scrapped are not reclassified as assets held for sale.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50%

for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow. Receipts are transferred to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

## **22. 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, 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 Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will not now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

### **Contingent Liabilities**

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

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

### **Contingent Assets**

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

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

### **23. Reserves**

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

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

### **24. Revenue Expenditure Funded from Capital under Statute**

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

### **25. VAT**

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

### **26. Fair Value**

The Council measures some of its non-financial assets, such as surplus assets and investment properties, and some of its financial instruments at fair value at the end of each reporting period. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

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

The Council measures the fair value of an asset or liability on the same basis that market participants would use when pricing an asset or liability (assuming they were acting in their economic best interest).

When measuring the fair value of a non-financial asset, the Council 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.

The Council uses appropriate valuation techniques, which takes into account the three levels of inputs to valuations for fair value assets:

- Level 1 – quoted prices in active markets for identical assets or liabilities that the Council can assess 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.

## **Note 2 – Accounting Standards Issued But Have Not Yet Been Adopted**

The following Accounting Standards and amendments have been issued but will not be adopted until the 2021/2022 financial year.

- **Amendments to IFRS 3 Business Combinations**
- **Amendments to IFRS 9, IAS 39 and IFRS 7 – Interest Rate Benchmark Reform.**
- **Amendments to IFRS 9, IAS 39 and IFRS 7 – Interest Rate Benchmark Reform - Phase 2**

These accounting changes will be required from 1 April **2021**.

The adoption of these new and amended standards is not expected to have a material impact on the Council's Statement of Accounts.

### Note 3 – Critical Judgements in Applying Accounting Policies

In applying the accounting policies in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

- **Local Government funding** - There is a high degree of uncertainty about the 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 or reduce levels of service provision. The provisions in the Code on the going concern requirements reflect the economic and statutory environment in which local authorities operate. As the Council cannot be dissolved without statutory prescription, the accounts will be prepared on a going concern basis.
- **Group Boundaries** - The Council has a collaborative arrangement with Lincolnshire County Council, North Kesteven and West Lindsey District Council to provide the Central Lincolnshire Joint Planning Unit. This arrangement is hosted by North Kesteven District Council. The Council also has a collaborative arrangement with North Kesteven to provide a shared Revenues and Benefits Service. This shared service is hosted by the City of Lincoln Council. Both of these arrangements are governed through a Joint Committee representing each of the partner authorities. These arrangements are considered as a Joint Operation, where ventures use their own resources to undertake an activity subject to joint control, and as such do not require consolidation into the Council's accounts. The Council's proportion of activity is accounted for separately within the Core Financial Statements.
- **Leases** - The Council has examined its leases and classified them as either operational or finance leases. In some cases, the lease transaction is not always conclusive and the Council uses judgement in determining whether the lease is a finance lease arrangement that transfers substantially all the risks and rewards incidental to ownership. In reassessing the lease the Council has estimated the implied interest rate within the lease to calculate interest and principal payments.

#### Note 4 – Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

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

The items in the Council's Balance Sheet as at 31 March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
<b>Business Rates</b>  (Balance Sheet 31 March 2021 – Provision for Business Rate Appeals £2.448m)	Since the introduction of the Business Rates Retention Scheme effective from April 2013, local authorities are liable for successful appeals against business rates charges to businesses in 2020/21 and earlier financial years in their proportionate share. Therefore, a provision has been recognised for the best estimate of the amount that businesses have been overcharged up to the 31 <sup>st</sup> March 2021. A third-party independent specialist has been used to estimate the required provision using the latest Valuation Office ratings list of appeals and an analysis of successful appeals to date.	The Council's share (40%) of the balance of business rates appeals at 31 March 2021 amounted to £2.448m, a decrease of £0.173m (8%) from the previous year.  An increase or reduction of 10% of the estimated provision would increase/decrease the Council's share of NNDR appeals provision by £0.248m.
<b>Property, Plant and Equipment (PPE)</b>  (Balance Sheet 31 March 2021 – PPE £391m)	Assets are depreciated over useful lives that are dependent on assumptions about the levels of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to the assets.	If the useful lives of the assets reduce, depreciation increases and the carrying amount of the assets falls.  It is estimated that the annual depreciation charge for buildings would increase by £0.082m and for council dwellings £0.217m for every year that the useful lives had to be reduced.
<b>Assets held for sale and investment properties</b>  (Balance Sheet 31 March 2021 - assets held for sale £1.5m - Investment properties £34.2m)	Assets classified as Held for Sale or as Investment Property are carried at fair value based on a recently observed market price. Market prices can fluctuate considerably due to global events. The value of these assets was current at the Balance Sheet date, but it cannot be determined for how long this value will be correct.	A 1% reduction in the value of investment properties and assets held for sale would result in a charge to the Comprehensive Income & Expenditure Statement of £0.357m; a 1% increase in value would result in the recognition of a gain of £0.357m in the Comprehensive Income & Expenditure Statement.
<b>Arrears</b>  Balance Sheet 31 March 2021 - Debtors	As at 31 March 2020, the Council had a balance on current debtors of £32.26m. A review of significant balances suggested that an	If collection rates were to deteriorate by 5% the amount of the impairment of doubtful debts would require an additional



total of £32.26m includes £4.15m debtors (subject to arrears)	impairment of doubtful debts of £4.15m was required.	£0.21m to be set aside as an allowance.
<b>Pension Liability</b>  (Balance Sheet 31 March 2021 - pensions liability £106.140m)	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 the expected return on pension fund assets. A firm of consulting actuaries (Barnett Waddington) is engaged to provide the Council with expert advice about the assumptions to be applied. For more information on the Defined Benefit Pension Scheme please refer to note 44.	The effects on the net pensions' liability of changes in individual assumptions can be measured. For instance, a 1% decrease in the discount rate assumption would result in an increase in the pension liability of £5.732m.

#### Note 5 – Prior Period Adjustment

None

#### Note 6 – Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Chief Finance Officer on 31st August 2021. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31<sup>st</sup> March 2021, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

## Note 7 – Expenditure and Funding Analysis

2019/20					2020/21				
Net Expenditure Chargeable to General Fund and HRA Balances	Movement of Trading A/C's & Levies etc.	Adjustments Between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to General Fund and HRA Balances	Movement of Trading A/C's & Levies etc.	Adjustments Between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	
£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	
4,994	349	1,516	6,859	Chief Executive's Directorate	5,848	(954)	2,509	7,403	
717	0	356	1,073	Housing and Regeneration	212	0	326	538	
(2,849)	0	(8,450)	(11,299)	Housing Revenue Account (HRA)	(4,034)	0	(15,469)	(19,503)	
5,674	99	2,810	8,583	Communities and Environment	6,601	0	4,869	11,470	
229	0	(96)	133	Major Developments	409	0	160	569	
194	818	(1,154)	(142)	Corporate Services	(295)	850	(1,176)	(621)	
<b>8,960</b>	<b>1,266</b>	<b>(5,019)</b>	<b>5,207</b>	<b>Net Cost Of Services</b>	<b>8,742</b>	<b>(104)</b>	<b>(8,782)</b>	<b>(144)</b>	
(8,960)	(1,266)	(1,170)	(11,396)	Other Income and Expenditure	(23,704)	104	11,170	(12,430)	
<b>0</b>	<b>0</b>	<b>(6,189)</b>	<b>(6,189)</b>	<b>(Surplus) or Deficit on Provision of Services</b>	<b>(14,962)</b>	<b>0</b>	<b>2,388</b>	<b>(12,574)</b>	
<b>GF</b>		<b>HRA</b>	<b>Total</b>		<b>GF</b>		<b>HRA</b>	<b>Total</b>	
<b>(13,705)</b>		<b>(1,115)</b>	<b>(14,820)</b>	Opening Balance	<b>(13,825)</b>		<b>(995)</b>	<b>(14,820)</b>	
(120)		120	0	Less/ Plus Surplus or (Deficit) in Year	(14,887)		(75)	(14,962)	
<b>(13,825)</b>		<b>(995)</b>	<b>(14,820)</b>	Closing Balance at 31 March	<b>(28,712)</b>		<b>(1,070)</b>	<b>(29,782)</b>	

This analysis shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by Councils in comparison with those resources consumed or earned by Councils in accordance with generally accepted practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Council's different categories of expenditure and income. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement. Further analysis can be found in Note 8.

## Note 7A – Note to the Expenditure and Funding Analysis

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances to arrive at the amounts in the Comprehensive income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

### ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS

2019/20					2020/21			
Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments	Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments
£'000s	£'000s	£'000s	£'000s		£'000s	£'000s	£'000s	£'000s
188	1,316	12	<b>1,516</b>	Chief Executive's Directorate	1,358	1,102	49	<b>2,509</b>
2	347	7	<b>356</b>	Housing and Regeneration	0	305	21	<b>326</b>
(10,254)	1,796	8	<b>(8,450)</b>	Housing Revenue Account (HRA)	(16,910)	1,298	142	<b>(15,470)</b>
1,740	1,067	3	<b>2,810</b>	Communities and Environment	3,871	908	90	<b>4,869</b>
(196)	96	4	<b>(96)</b>	Major Developments	68	85	7	<b>160</b>
0	(1,154)	0	<b>(1,154)</b>	Corporate	0	(1,176)	0	<b>(1,176)</b>
<b>(8,520)</b>	<b>3,468</b>	<b>34</b>	<b>(5,018)</b>	<b>Net Cost of Services</b>	<b>(11,614)</b>	<b>2,522</b>	<b>310</b>	<b>(8,782)</b>
(3,619)	1,505	944	(1,170)	Other Income & Expenditure from the Funding Analysis	(1,768)	1,170	11,768	11,170
<b>(12,139)</b>	<b>4,973</b>	<b>978</b>	<b>(6,188)</b>	<b>Difference between General Fund Surplus/ Deficit and CIES Income &amp; Expenditure Statement Surplus/ Deficit</b>	<b>(13,382)</b>	<b>3,692</b>	<b>12,078</b>	<b>2,388</b>

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## Note 7B – Segmental Income Analysis

Income received on a segmental basis is analysed below:

	Income from Services	Income from Services
Services	2019/20	2020/21
	£'000s	£'000s
Chief Executive's Directorate	(6,031)	(5,476)
Housing & Regeneration	(982)	(968)
Housing Revenue Account (HRA)	(29,033)	(29,550)
Communities & Environment	(11,052)	(10,188)
Major Developments	(412)	39
Corporate	(0)	(142)
<b>Total Income analysed on a Segmental Basis</b>	<b>(47,510)</b>	<b>(46,285)</b>

## Note 8 – Expenditure and Income Analysed by Nature

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

	2019/20	2020/21
	£'000s	£'000s
<b>Expenditure/ Income</b>		
<b>Expenditure</b>		
Employee Benefit Expenses	26,148	26,105
Other Services Expenses	64,163	83,300
Support Service Recharges	2,815	3,152
Depreciation, Amortisation and Impairment	5,068	(267)
REFCUS	479	970
Interest Payments	9,708	8,337
Precepts and Levies	828	850
Payments to Housing Capital Receipts Pool	729	529
<b>Total Expenditure</b>	<b>109,938</b>	<b>122,976</b>
<b>Income</b>		
Fees, Charges and other Service Income	(64,890)	(59,386)
Interest and Investment Income	(3,582)	(2,615)
Income from Council Tax and Non- Domestic Rates	(12,462)	(15,973)
Government Grants and Contributions	(34,427)	(57,403)
Gain/Loss on Disposal	(766)	(173)
<b>Total Income</b>	<b>(116,127)</b>	<b>(135,550)</b>
<b>Surplus or Deficit on the Provision of Services</b>	<b>(6,188)</b>	<b>(12,574)</b>

## **Note 9 – Adjustment between Accounting Basis and Funding Basis under Regulations**

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

The following sets out a description of the reserves that the adjustments are made against.

### **General Fund Balance**

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

### **Housing Revenue Account Balance**

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

### **Major Repairs Reserve**

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

### **Capital Receipts Reserve**

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

### **Capital Grants Unapplied**

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

2020/21	Usable Reserves					
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement In Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments to Revenue Resources</b>						
<b>Amounts by which income and expenditure included in the Comprehensive Income Statement are different from revenue for the year calculated in accordance with statutory requirements:</b>						
Pensions costs (transferred to (or from) the Pensions Reserve)	2,394	1,298	0	0	0	<b>3,692</b>
Financial Instruments (transferred to the Financial Instruments Adjustments Account)	(2)	0	0	0	0	<b>(2)</b>
Council Tax and NNDR transfers to (or from) the Collection Fund Adjustment Account	11,768	0	0	0	0	<b>11,768</b>
Holiday Pay (transferred to the Accumulated Absences Reserve)	167	142	0	0	0	<b>309</b>
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	3,735	(11,479)	0	6,698	3,355	<b>2,309</b>
<b>Total Adjustments to Revenue Resources</b>	<b>18,062</b>	<b>(10,039)</b>	<b>0</b>	<b>6,698</b>	<b>3,355</b>	<b>18,076</b>
<b>Adjustments between Revenue and Capital Resources</b>						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(100)	(1,620)	1,720	0	0	<b>0</b>
Admin costs of RTB	0	42	(42)	0	0	<b>0</b>
Payments to the Government Housing Receipts Pool (funded by a transfer from the Capital Receipts Reserve)	529	0	(529)	0	0	<b>0</b>
Posting of HRA resources to the Major Repairs Reserve	0	(2,898)	0	2,898	0	<b>0</b>
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(1,507)	0	(150)	0	0	<b>(1,657)</b>
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(34)	(48)	0	0	0	<b>(82)</b>
<b>Total Adjustments between Revenue and Capital Resources</b>	<b>(1,112)</b>	<b>(4,524)</b>	<b>999</b>	<b>2,898</b>	<b>0</b>	<b>(1,739)</b>

2020/21	Usable Reserves					
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement In Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments to Capital Resources</b>						
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	(1,633)	0	0	<b>(1,633)</b>
Use of the Major Repairs Reserve to finance capital expenditure	0	0	0	(4,624)	0	<b>(4,624)</b>
Application of Capital grants to finance capital expenditure	0	0	0	0	(4,553)	<b>(4,553)</b>
<b>Total Adjustments to Capital Resources</b>	<b>0</b>	<b>0</b>	<b>(1,633)</b>	<b>(4,624)</b>	<b>(4,553)</b>	<b>(10,810)</b>
<b>Total Adjustments</b>	<b>16,950</b>	<b>(14,563)</b>	<b>(634)</b>	<b>4,972</b>	<b>(1,198)</b>	<b>5,527</b>

2019/20	Usable Reserves					
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement In Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments to Revenue Resources</b>						
<b>Amounts by which income and expenditure included in the Comprehensive Income Statement are different from revenue for the year calculated in accordance with statutory requirements:</b>						
Pensions costs (transferred to (or from) the Pensions Reserve)	3,177	1,796	0	0	0	<b>4,973</b>
Financial Instruments (transferred to the Financial Instruments Adjustments Account)	(2)	0	0	0	0	<b>(2)</b>
Council Tax and NNDR transfers to (or from) the Collection Fund Adjustment Account	944	0	0	0	0	<b>944</b>
Holiday Pay (transferred to the Accumulated Absences Reserve)	26	8	0	0	0	<b>34</b>
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	2,429	(7,527)	0	6,598	6,418	<b>7,917</b>
<b>Total Adjustments to Revenue Resources</b>	<b>6,574</b>	<b>(5,723)</b>	<b>0</b>	<b>6,598</b>	<b>6,418</b>	<b>13,867</b>
<b>Adjustments between Revenue and Capital Resources</b>						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	0	(2,934)	2,934	0	0	<b>0</b>
Payments to the Government Housing Receipts Pool (funded by a transfer from the Capital Receipts Reserve)	729	0	(729)	0	0	<b>0</b>
Posting of HRA resources to the Major Repairs Reserve	0	(3,637)	0	3,637	0	<b>0</b>
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(995)	0	(150)	0	0	<b>(1,145)</b>
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(202)	0	0	0	0	<b>(202)</b>
<b>Total Adjustments between Revenue and Capital Resources</b>	<b>(468)</b>	<b>(6,571)</b>	<b>2,055</b>	<b>3,637</b>	<b>0</b>	<b>(1,347)</b>



<b>Adjustments to Capital Resources</b>						
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	(1,482)	0	0	<b>(1,482)</b>
Use of the Major Repairs Reserve to finance capital expenditure	0	0	0	(6,790)	0	<b>(6,790)</b>
Application of Capital grants to finance capital expenditure	0	0	0	0	(1,758)	<b>(1,758)</b>
<b>Total Adjustments to Capital Resources</b>	<b>0</b>	<b>0</b>	<b>(1,482)</b>	<b>(6,790)</b>	<b>(1,758)</b>	<b>(10,030)</b>
<b>Total Adjustments</b>	<b>6,107</b>	<b>(12,294)</b>	<b>573</b>	<b>3,445</b>	<b>4,660</b>	<b>2,490</b>

## Note 10 – Movements in Earmarked Reserves

These amounts are held to meet expenditure in future financial years. The movements on these Revenue Reserve Accounts during the year have been as follows:

	Balance @ 31.03.19 £'000	Movements	Appropriations		Balance @ 31.03.20 £'000	Movements	Appropriations		Balance @31.03.21 £'000
			Transfers In £'000	Transfers Out £'000			Transfers In £'000	Transfers Out £'000	
<b>General Fund</b>									
Business Rates Volatility	1,456	0	800	(297)	1,959	0	11,417	0	13,376
Council Tax Hardship Fund	0	0	0	0	0	0	531	0	531
Strategic Projects	303	0	0	(157)	146	0	2	(146)	2
Budget Carry Forwards	194	(22)	34	(72)	134	0	416	(68)	482
Grants & Contributions	1,545	(79)	1,476	(1,836)	1,106	0	591	(312)	1,385
Invest to Save (GF)	427	0	32	(123)	336	0	318	(200)	453
Mercury Abatement	414	0	14	(56)	371	0	0	(54)	317
Strategic Growth (GF)	14	0	43	0	57	0	0	(40)	17
Unused DRF	203	0	0	0	203	0	317	(179)	341
Backdated Rent Review	220	0	0	(50)	170	0	0	(170)	0
Funding for Strategic Priorities	1,214	5	0	(292)	926	0	0	(753)	174
IT Reserve	0	0	129	(35)	94	0	100	(71)	124
Revenues & Benefits Shared Service	163	0	25	(163)	25	0	0	(25)	0
Asset Improvement	55	0	0	(51)	4	0	0	(4)	0
Tree Risk Assessment	108	0	36	(38)	106	0	17	(26)	97
Vision2025	0	0	0	0	0	0	411	(206)	204
Organisational Development	85	0	0	(85)	0	0	0	0	0
Lincoln Lottery Reserve	0	0	0	0	0	0	9	0	9
Mayoral Car	47	0	0	0	47	0	0	(20)	27
Yarborough Leisure Centre	2	0	0	0	2	0	0	0	2
Active Nation Bond Reserve	0	0	0	0	0	0	180	0	180
AGP Sinking Fund	0	0	0	0	0	0	2	0	2
Private Sector Stock Condition Survey	45	0	48	(48)	45	0	12	(30)	27
Property Searches	4	0	0	0	4	0	0	(4)	0
Corporate Training	0	0	0	0	0	0	60	0	60
Boston Audit Contract	14	0	0	0	14	0	0	(14)	0
Section 106 Interest	32	0	0	0	32	0	0	0	32

	Balance @ 31.03.19	Movements	Appropriations		Balance @ 31.03.20	Movements	Appropriations		Balance @31.03.21
	£'000		Transfers In £'000	Transfers Out £'000	£'000		Transfers In £'000	Transfers Out £'000	£'000
Crematorium	0	100	0	(100)	0	0	0	0	0
Christmas Decorations	17	(3)	0	0	14	0	0	0	14
Electric Van Replacement	11	0	4	0	15	0	4	0	19
Air Quality Initiatives	10	0	5	0	15	0	6	(10)	11
Commons Parking	25	0	11	(9)	27	0	0	(7)	20
Tank Memorial	10	0	0	0	10	0	0	0	10
HRS Reserve	89	0	0	(89)	0	0	0	0	0
City Hall Sinking Fund	60	0	0	0	60	0	0	0	60
Birchwood Leisure Centre	0	0	26	0	26	0	20	0	46
Covid Recovery Reserve	0	0	0	0	0	0	1,047	0	1,047
Covid Response	0	0	354	0	354	0	0	0	354
MSCP & Bus Station	0	0	60	0	60	0	0	0	60
Western Growth Corridor Plan	0	0	150	0	150	0	0	(70)	80
<b>Total General Fund Earmarked Reserves</b>	<b>6,766</b>	<b>0</b>	<b>3,247</b>	<b>(3,501)</b>	<b>6,512</b>	<b>0</b>	<b>15,460</b>	<b>(2,409)</b>	<b>19,563</b>
<b>HRA</b>									
HRA Strategic Growth	25	0	76	0	101	0	0	(75)	26
HRA Invest to Save	140	0	0	(7)	133	0	0	0	133
Capital Fees Equalisation	182	0	0	(42)	140	0	0	(30)	110
HRA Strategic Priority	240	0	0	(64)	176	0	625	(79)	722
De Wint Court	73	0	0	0	73	0	0	0	73
HRA Repairs Account	579	0	17	0	595	0	755	0	1,351
HRA Survey Works	60	0	3	(9)	54	0	0	0	54
Stock Retention	22	0	0	0	22	0	0	0	22
Housing Repairs Service	0	0	126	0	126	0	0	0	126
<b>Total HRA Earmarked Reserves</b>	<b>1,321</b>	<b>0</b>	<b>222</b>	<b>(122)</b>	<b>1,420</b>	<b>0</b>	<b>1,380</b>	<b>(184)</b>	<b>2,617</b>
<b>Total Earmarked Reserves</b>	<b>8,087</b>	<b>0</b>	<b>3,469</b>	<b>(3,623)</b>	<b>7,932</b>	<b>0</b>	<b>16,841</b>	<b>(2,593)</b>	<b>22,180</b>
Insurance Fund	3,862	0	445	(650)	3,657	0	375	(170)	3,862
<b>Total Earmarked Reserves</b>	<b>11,949</b>	<b>0</b>	<b>3,914</b>	<b>(4,273)</b>	<b>11,589</b>	<b>0</b>	<b>17,216</b>	<b>(2,763)</b>	<b>26,043</b>

## Insurance Reserve

The insurance fund has been set up to ensure adequate funding for the insurance risk covered by the City of Lincoln Council. In **2020/21** the risk in respect of Public Liability Insurance had an excess of £100,000 (per claim) with no cap ceiling. The movements on the fund are as follows:

2019/20 £'000		2020/21 £'000
3,862	<b>Opening Balance</b>	3,657
(150)	Funding of claims/losses	(170)
425	Contributions from revenue	375
20	Interest on balances	0
(500)	Contributions from reserve	0
<b>3,657</b>	<b>Closing Balance</b>	<b>3,862</b>

### Note 11 – Other Operating Expenditure

2019/20 £'000		2020/21 £'000
828	Levies	850
729	Payments to the Government Housing Capital Receipts Pool	529
(744)	(Gains)/losses on the disposal of non-current assets	(173)
<b>813</b>	<b>Total</b>	<b>1,206</b>

### Note 12 – Financing and Investment Income and Expenditure

2019/20 £'000		2020/21 £'000
3,916	Interest payable and similar charges	3,915
2,452	Net interest on the net defined liability	2,039
1,370	(Surplus)/Deficit on Trading Operations	(877)
(26)	Dividends Receivable	(26)
(230)	Interest Receivable and similar income	(77)
(25)	Changes in fair value of investment properties – non trading	(10)
(22)	Gains/loss on disposal of investment properties	0
<b>7,434</b>	<b>Total</b>	<b>4,964</b>

### Note 13 – Taxation and Non-Specific Grant Income

2019/20 £'000		2020/21 £'000
(6,675)	Council Tax income	(6,859)
(5,772)	Retained Business Rates income and expenditure	(5,695)
(778)	Non service related government grants	(2,668)
(23)	RSG	(23)
(6,418)	Capital grants and contributions	(3,355)
<b>(19,666)</b>	<b>Total</b>	<b>(18,600)</b>

## Note 14 – Non-Current Assets including Property, Plant & Equipment, Investment Properties and Intangible Assets

The movement in the Council's Assets during the year was as follows:

<b>Movements in 2020/21</b>										
	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Vehicles Plant &amp; Equip</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Property Plant &amp; Equip Subtotal</b>	<b>Intangible Assets</b>	<b>Investment Properties</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Cost or Valuation</b>										
<b>At 1 April 2020</b>	<b>257,607</b>	<b>89,222</b>	<b>12,890</b>	<b>5,235</b>	<b>19,750</b>	<b>2,740</b>	<b>387,444</b>	<b>1,992</b>	<b>34,646</b>	<b>424,082</b>
Additions	11,854	53	320	686	0	5,706	<b>18,619</b>	0	0	<b>18,619</b>
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	53	(5,035)	0	0	(135)	0	<b>(5,117)</b>	0	0	<b>(5,117)</b>
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	6,109	(3,273)	0	0	(48)	0	<b>2,788</b>	0	294	<b>3,082</b>
De-recognition and disposals	(1,327)	(439)	0	0	0	0	<b>(1,766)</b>	0	(100)	<b>(1,866)</b>
Other movements in cost or valuation	205	737	(4,042)	0	1,400	(205)	<b>(1,905)</b>	0	(637)	<b>(2,542)</b>
<b>At 31 March 2021</b>	<b>274,501</b>	<b>81,265</b>	<b>9,168</b>	<b>5,921</b>	<b>20,967</b>	<b>8,241</b>	<b>400,063</b>	<b>1,992</b>	<b>34,203</b>	<b>436,258</b>
<b>Depreciation</b>										
<b>At 1 April 2020</b>	<b>(20)</b>	<b>(2,457)</b>	<b>(8,646)</b>	<b>(119)</b>	<b>(7)</b>	<b>0</b>	<b>(11,249)</b>	<b>(1,683)</b>	<b>0</b>	<b>(12,932)</b>
Depreciation/amortisation for year	(6,362)	(1,738)	(687)	0	(4)	0	<b>(8,791)</b>	(118)	0	<b>(8,909)</b>
Depreciation written out to the Revaluation Reserve	0	2,691	0	0	0	0	<b>2,691</b>	0	0	<b>2,691</b>

<b>Movements in 2020/21</b>										
Depreciation written out to the Surplus/Deficit on the Provision of Services	6,316	0	0	0	0	0	<b>6,316</b>	0	0	<b>6,316</b>
Impairment losses/(reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	<b>0</b>	0	0	<b>0</b>
De-recognition – disposals	32	21	0	0	0	0	<b>53</b>	0	0	<b>53</b>
De-recognition – other	0	0	4,042	0	0	0	<b>4,042</b>	0	0	<b>4,042</b>
Other movements in cost or valuation	0	(1)	0	0	1	0	<b>0</b>	0	0	<b>0</b>
<b>At 31 March 2021</b>	<b>(33)</b>	<b>(1,484)</b>	<b>(5,291)</b>	<b>(119)</b>	<b>(10)</b>	<b>0</b>	<b>(6,938)</b>	<b>(1,801)</b>	<b>0</b>	<b>(8,739)</b>
<b>Net book value of assets at 31.03.21</b>	<b>274,468</b>	<b>79,781</b>	<b>3,877</b>	<b>5,799</b>	<b>20,957</b>	<b>8,241</b>	<b>393,124</b>	<b>191</b>	<b>34,203</b>	<b>427,518</b>
<b>Net book value of assets at 31.03.20</b>	<b>257,587</b>	<b>86,763</b>	<b>4,244</b>	<b>5,116</b>	<b>19,744</b>	<b>2,740</b>	<b>376,192</b>	<b>309</b>	<b>34,646</b>	<b>411,147</b>
Owned	274,468	79,781	3,877	5,799	20,957	8,241	393,124	191	34,203	427,518

<b>Movements in 2019/20</b>										
	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Vehicles Plant &amp; Equip</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Property Plant &amp; Equip Subtotal</b>	<b>Intangible Assets</b>	<b>Investment Properties</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Cost or Valuation</b>										
<b>At 1 April 2019</b>	<b>249,411</b>	<b>93,811</b>	<b>10,680</b>	<b>4,955</b>	<b>11,823</b>	<b>1,679</b>	<b>372,359</b>	<b>1,932</b>	<b>30,478</b>	<b>404,769</b>
Additions	10,768	236	2,203	280	0	1,073	<b>14,560</b>	55	6,888	<b>21,503</b>
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	74	3,204	0	0	89	0	<b>3,367</b>	0	0	<b>3,367</b>
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(442)	(152)	0	0	0	0	<b>(594)</b>	0	(2,741)	<b>(3,335)</b>
De-recognition and disposals	(2,202)	0	0	0	0	0	<b>(2,202)</b>	0	(20)	<b>(2,222)</b>
Other movements in cost or valuation	(2)	(7,879)	7	0	7,838	(12)	<b>(48)</b>	5	41	<b>(2)</b>
<b>At 31 March 2020</b>	<b>257,607</b>	<b>89,222</b>	<b>12,890</b>	<b>5,235</b>	<b>19,750</b>	<b>2,740</b>	<b>387,444</b>	<b>1,992</b>	<b>34,646</b>	<b>424,082</b>
<b>Depreciation</b>										
<b>At 1 April 2019</b>	<b>(14)</b>	<b>(2,739)</b>	<b>(8,102)</b>	<b>(119)</b>	<b>(5)</b>	<b>0</b>	<b>(10,980)</b>	<b>(1,571)</b>	<b>0</b>	<b>(12,551)</b>
Depreciation/amortisation for year	(6,354)	(1,699)	(544)	0	(2)	0	<b>(8,600)</b>	(112)	0	<b>(8,712)</b>
Depreciation written out to the Revaluation Reserve	0	1,545	0	0	1	0	<b>1,546</b>	0	0	<b>1,546</b>
<b>Movements in 2019/20</b>										
Depreciation written out to the Surplus/Deficit on the Provision of Services	6,294	435	0	0	0	0	<b>6,729</b>	0	0	<b>6,729</b>
Impairment losses/(reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	<b>0</b>	0	0	<b>0</b>

<b>Movements in 2019/20</b>										
	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Vehicles Plant &amp; Equip</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Property Plant &amp; Equip Subtotal</b>	<b>Intangible Assets</b>	<b>Investment Properties</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
De-recognition – disposals	54	0	0	0	0	0	54	0	0	54
De-recognition – other	0	0	0	0	0	0	0	0	0	0
Other movements in cost or valuation	0	1	0	0	(1)	0	0	0	0	(0)
<b>At 31 March 2020</b>	<b>(20)</b>	<b>(2,457)</b>	<b>(8,646)</b>	<b>(119)</b>	<b>(7)</b>	<b>0</b>	<b>(11,249)</b>	<b>(1,683)</b>	<b>0</b>	<b>(12,932)</b>
<b>Net book value of assets at 31.03.20</b>	<b>257,587</b>	<b>86,763</b>	<b>4,244</b>	<b>5,116</b>	<b>19,744</b>	<b>2,740</b>	<b>376,192</b>	<b>309</b>	<b>34,646</b>	<b>411,147</b>
<b>Net book value of assets at 31.03.19</b>	<b>249,397</b>	<b>91,072</b>	<b>2,578</b>	<b>4,836</b>	<b>11,818</b>	<b>1,679</b>	<b>361,379</b>	<b>360</b>	<b>30,478</b>	<b>392,217</b>
Owned	257,587	86,763	4,053	5,116	19,744	2,740	376,001	309	34,646	391,833
Finance lease	0	0	191	0	0	0	191	0	0	191

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## Valuation

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment are to be measured at current value are revalued at least every five years.

The valuations of the Council's freehold and leasehold properties have been carried out in accordance with the Statements of Asset Valuation Practice and Guidance Notes of the Royal Institute of Chartered Surveyors. All valuations are either undertaken by the following Council Officers, or by the District Valuer.

Principal Property Surveyor

Mr P Clifton

MRICS

The table below shows the council owned assets valued in each accounting period:

	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Community Assets</b>	<b>Vehicles Plant &amp; Equip.</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Valuation at historical cost</b>			5,799	3,877		8,241
<b>Valued at current value as at:</b>						
Desktop review						
31/03/2021	96	490			109	
31/03/2021	273,835	44,225			870	
31/03/2020	472	19,650			1,200	
31/03/2019	65	7,525			16,376	
31/03/2018		1,196			902	
31/03/2017		6,695			0	
<b>Total cost or valuation</b>	<b>274,468</b>	<b>79,781</b>	<b>5,799</b>	<b>3,877</b>	<b>19,457</b>	<b>8,241</b>

## Depreciation

### Tangible Assets

Depreciation, as stated in the Accounting Policies, is calculated on a straight-line basis. The following useful lives and depreciation rates have been used in the calculation of depreciation:

<b><u>Category Of Asset</u></b>	<b><u>Useful Economic Life</u></b>
<b>Council Dwellings</b>	60 years for new properties 30 years for properties over 30 years old
<b>Other Land &amp; Buildings</b>	
- Council Buildings	50 years
- Car Parks	60 years
- Cemeteries	50 years
- Crematorium	21 years
- Community Centres	50 years
- Offices	50 years
- Depots & Workshops	50 years

<u>Category Of Asset</u>	<u>Useful Economic Life</u>
- Public Conveniences	50 years
- Recreation Grounds	50 years
- Sports Centres	50 years
<b>Vehicles, Plant &amp; Equipment</b>	
- Computers	5 years
- Equipment	10 years
- Fixtures and Fittings	5 years
- Plant	7/10 years
- Vehicles	5/7 years

### Intangible Assets

Intangible assets are amortised to service headings within cost of services as part of the Comprehensive Income and Expenditure Statement on a straight-line basis, as stated in the Accounting Policies. The standard useful life, used for amortisation purposes is:

<u>Category Of Asset</u>	<u>Useful Economic Life</u>
<b>Intangible Asset</b>	
- Software	5 years

## Note 15 – Heritage Assets

### Reconciliation of the Carrying Value of Heritage Assets Held by the Council

	<b>Heritage Vehicles £'000</b>	<b>Musical Instruments £'000</b>	<b>Civic Insignia £'000</b>	<b>Other £'000</b>	<b>Total Assets £'000</b>
<b>Cost or Valuation</b>					
At 1 April 2019	38	3,285	2,359	409	6,091
Additions	0	0	0	0	0
De-recognitions	0	(3,185)	0	0	0
<b>At 31 March 2020</b>	<b>38</b>	<b>100</b>	<b>2,359</b>	<b>409</b>	<b>2,906</b>
<b>Cost or Valuation</b>					
At 1 April 2020	38	100	2,359	409	2,906
Additions	0	0	0	0	0
De-recognitions	(38)	(100)	0	0	(138)
<b>At 31 March 2021</b>	<b>0</b>	<b>0</b>	<b>2,359</b>	<b>409</b>	<b>2,768</b>

### Civic Insignia

The collection of civic insignia includes the Mayor's and Sheriff's badges and chains of office and mace. All items are on display at the Guildhall, Lincoln. It also includes four ceremonial and fighting swords of considerable historical significance, which together are valued at £2.4m. The Council's collection of civic insignia is reported in the Balance Sheet at insurance valuation which is based on market values. These insurance valuations are reviewed annually and revalued every five years by an

appropriately qualified external valuer. These were revalued at 31<sup>st</sup> March 2017 by external valuers Bamfords.

### Other Heritage Assets

This category includes artwork and paintings and miscellaneous assets recognised in the Balance Sheet, such as the Books of Remembrance kept on display at the City Crematorium. These are reported at insurance valuation which is based on market values and are subject to periodic revaluation by an appropriately external qualified valuer. These were revalued at 31<sup>st</sup> March 2017 by external valuers Bamfords.

### Heritage Assets not recognised in the Balance Sheet

In addition to the assets recognised in the Balance Sheet and disclosed in the above table, the Council holds a number of assets which are by their nature heritage assets but are not recognised in the Balance Sheet. The Council does not consider that reliable cost or valuation information can be obtained for these assets due to the nature of the assets and the lack of market values. Examples of this type of asset are ancient structures and ruins, War memorials and public art. These are listed below.

#### Scheduled Ancient Monuments

St Paul in the Bail	Walls & Well
Saltergate Roman Wall and Posterngate	Wall & Gate
Mint Wall, West Bight	Wall
Pottergate	Arch
Lower West Gate & Wall, City Hall	Gate & Wall
St Marys Conduit	Conduit
Temple Gardens, Close Wall	Wall
Roman Wall, Mary Sookias House, Cecil Street	Wall

#### Memorials

High Street	War memorial
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#### Memorials

Dixon Street	War memorial
Birchwood Avenue	War memorial
Newark Road/Maple Street	War memorial

#### Public Art

The Chimes, Brayford Wharf North	Artwork
Empowerment, Waterside	Artwork
Exotic Cone I and II	Artwork
Lilies, Altham Terrace	Artwork
Lion, Arboretum	Artwork
Love Seat, The Lawn	Artwork
Dr Charlesworth Statue, The Lawn	Artwork
Mother and Child, The Lawn	Artwork
St Marks Obelisk	Artwork
Light Sculpture, Wigford Bridge	Artwork

## Note 16 – Investment Properties and Surplus Assets

Movements in the value of Investment Properties are shown in note 14. The current value measurement base is fair value, estimated at highest and best use from a market participant's perspective.

The following items of income and expenditure have been accounted for in the Comprehensive Income and Expenditure Statement:

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
2,329	Rental income from investment property	1,462
(105)	Direct operating expenses arising from investment property	(5)
(2,741)	Fair value gains/(losses) on investment properties	294
22	Gains/(losses) on disposal of investment properties	0
<b><u>(495)</u></b>	<b>Net gain/(loss)</b>	<b><u>1,751</u></b>

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

The movements in the value of investment properties are analysed below:

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
<b>30,478</b>	<b>Balance at 1 April</b>	<b>34,646</b>
6,888	Additions	0
(20)	Disposals	(100)
(2,741)	Net gain/loss from Fair Value Adjustment	294
41	Transfers (to)/from Other Land and Buildings	(637)
<b><u>34,646</u></b>	<b>Balance at 31 March</b>	<b><u>34,203</u></b>

### Fair Value Hierarchy

The Council's Investment Properties have been assessed as being Level 2 on the Fair Value Hierarchy (See Note 1 Accounting Policies, point 25 for an explanation of fair value levels).

### **Valuation Techniques Used to Determine Level 2 Fair Values for Investment Properties**

An income-investment approach has been used to determine the fair value of Investment Properties. This technique involves an assessment of potential future net incomes flowing from the property. In the case of the majority of properties that are currently let, this reflects terms of the existing lease including passing rents and any scheduled rent reviews and, if later, ultimate reversion to full market rental value. In the case of properties that are currently vacant, it is assumed that a letting is immediately sought at full market rental value and otherwise on optimum letting terms from the perspective of a market participant. Potential future net income flows are then capitalised using market all-risks term and reversionary yields to derive a present value, thus representing Market Value.

There has been no change in the valuation techniques used during the year for Investment Properties.

### **Highest and Best Use of Investment Properties**

In estimating the fair value of the Council's investment properties, the highest and best use of the properties is deemed to be their current use.

### **Valuers**

The Investment Properties that were valued at 31 March 2021 were valued in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

### **Surplus Assets**

Movements in the value of Surplus Assets are shown in note 14.

The current value measurement base for surplus assets is fair value, estimated at highest and best use from a market participant's perspective. There have been no transfers between the levels of the hierarchy during the year. A transfer would occur when more detailed market information becomes available.

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

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

The Council's surplus assets are all valued using level three inputs due to their latent value or specialist nature.

## **Note 17 – Intangible Assets**

Movements in the value of Intangible Assets are shown in note 14. No internally generated intangible assets are recognised in the Balance Sheet. The carrying amount of intangible assets is amortised on a straight-line basis. Amortisation of £118k (£112k in 19/20) was charged to service headings in the Cost of Services.

## Note 18 – Financial Instruments

The Council has the following investments at 31 March 2021:

### Investments in Equity Instruments Designated at Fair Value through Other Comprehensive Income

Fair Value of Equity Instruments designated at fair value through other comprehensive income include the following:

	31/03/2020	31/03/2021
	£000	£000
Non-listed securities	504	504
<b>Total</b>	<b>504</b>	<b>504</b>

### Reconciliation of Fair Value Measurements for Financial Assets Carried at Fair Value Categorised within Level 3 of the Fair Value Hierarchy for Financial Assets

31 March 2021

	Unquoted Shares	Other	Total
	£000	£000	£000
<b>Opening Balance</b>	268	0	268
Transfers into level 3	0	0	0
Transfers out of Level 3	0	0	0
Total gains or losses for the period			
- Included in Surplus or Deficit on the Provision of Services	0	0	0
- Included in Other Comprehensive Income and Expenditure	(19)	0	(19)
Additions	0	0	0
Disposals	0	0	0
<b>Closing Balance</b>	<b>249</b>	<b>0</b>	<b>249</b>

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments:

Summary of Financial Instruments		31/3/20	31/3/21
		£000s	£000s
<b>Financial Liabilities at amortised cost</b>			
Long Term Borrowing	Level 1	(110,448)	(115,738)
Short Term Borrowing	Level 1	(11,459)	(9,417)
Long Term Creditors	Level 1	0	0
Short Term Creditors	Level 1	(9,474)	(7,869)
Cash and Cash Equivalents	Level 1	(329)	0
<b>Total Financial Liabilities</b>		<b>(131,710)</b>	<b>(133,024)</b>
<b>Financial Assets at amortised cost</b>			
Short Term Investments	Level 1	30,609	33,907
Long Term Debtors	Level 1	950	837
Short Term Debtors	Level 1	7,044	6,835
Cash and Cash Equivalents	Level 1	0	563
<b>Total Financial Assets</b>		<b>38,603</b>	<b>42,142</b>

<b>Summary of Financial Instruments</b>		<b>31/3/20</b>	<b>31/3/21</b>
		<b>£000s</b>	<b>£000s</b>
<b>Financial Assets at FVOCI*</b>			
Long Term Investments	Level 2/3**	772	753
<b>Total Assets at FVOCI</b>		<b>772</b>	<b>753</b>

\*Fair Value through Other Comprehensive Income

\*\* See table below for detail

There have been no transfers between levels in the hierarchy during 2020/21.

Under accounting requirements, the carrying value of the financial instrument value is shown in the balance sheet which includes the principal amount borrowed or lent and further adjustments for breakage costs or stepped interest loans (measured by an effective interest rate calculation) including accrued interest. Accrued interest is shown separately in short term debtors/creditors where the payments/receipts are due within one year. The effective interest rate is effectively accrued interest receivable under the instrument, adjusted for the amortisation of any premiums or discounts reflected in the purchase price.

### Financial Instrument Gains/Losses

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

<b>2020/21</b>	Financial Liabilities	Financial Assets		Total
		Amortised Cost	FVOCI	
	£000	£000	£000	£000
Interest Expense	3,912			3,912
Interest Income credited to services		(77)		(77)
Dividend Income			(26)	(26)
Surplus or deficit arising on revaluation of financial assets			19	19
<b>Net (gain)/loss for the year</b>	<b>3,912</b>	<b>(77)</b>	<b>(7)</b>	<b>3,828</b>

<b>2019/20</b>				
Interest Expense	3,916			3,916
Interest Income credited to services		(230)		(230)
Interest Income			(26)	(26)
Surplus or deficit arising on revaluation of financial assets			26	26
<b>Net (gain)/loss for the year</b>	<b>3,916</b>	<b>(230)</b>	<b>(0)</b>	<b>3,686</b>

### Fair Value of Financial Assets

Some of the Authority's financial assets are measured at fair value on a recurring basis and are described in the following table, including the valuation techniques used to measure them. Assets measured at Fair value through other comprehensive income are classified in this way due to the business model under which they are being held

and that they have features which are not usually found in a basic lending agreement.

<b>Financial assets measured at fair value</b>				
<b>Recurring fair value measurements</b>	<b>Input level in fair value hierarchy**</b>	<b>Valuation technique used to measure fair value</b>	<b>As at 31/3/21</b>	<b>As at 31/3/20</b>
			<b>£'000</b>	<b>£'000</b>
Fair Value OCI				
Equity shareholding in Dunham Bridge Company	Level 2	Average price obtained during the last three share sales	504	504
Equity shareholding in Investors in Lincoln	Level 3	Discounted cash flow *	249	268
<b>Total</b>			<b>753</b>	<b>772</b>

\* The Authority's shareholding in Investors in Lincoln - the shares in this company are not traded in an active market and fair value of £267,793 has been based on valuation techniques that are not based on observable current market transactions or available market data. The valuation has been made based on an analysis of the assets and liabilities in the company's latest audited accounts and assuming future profit will remain the same as current year profit.

\*\*See Glossary for a definition of Fair Value Input Levels

### **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 (described in the table above), all other financial liabilities and financial assets held by the authority are carried in the Balance Sheet at amortised cost:

- For loans from the Public Works Loan Board (PWLB) and other loans payable, premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months, or is a trade or other receivable, the fair value is taken to be the carrying amount outstanding or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

### **Financial Liabilities**

<b>31/03/20</b>		<b>Fair Value hierarchy**</b>	<b>31/03/21</b>	
<b>Carrying Amount</b>	<b>Fair Value</b>		<b>Carrying Amount</b>	<b>Fair Value</b>
<b>£'000</b>	<b>£'000</b>		<b>£'000</b>	<b>£'000</b>



96,116	102,874	PWLB Debt	Level 2	93,354	106,461
16,175	26,540	Money Market Debt	Level 2	16,174	27,879
565	565	Stock	Level 2	565	565
9,051	9,108	Other	Level 2/3	15,062	15,199
121,907	139,087	<b>Total Debt</b>		125,155	150,104

The Council has £561,000 of listed debt. This stock has not been traded in recent years. Due to this debt being immaterial and the lack of market activity its fair value has been assessed to be its 'par' (or face) value inclusive of accrued interest at the year end.

The fair value is greater than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans in the market at the Balance Sheet date. This is to be expected given that the current rates of interest are at a historically low level.

\*\*See Glossary for a definition of Fair Value Input Levels

### Financial Assets

31/03/20			31/03/21	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£'000	£'000		£'000	£'000
30,609	30,609	Money Market Investments <1 year	33,907	33,907
0	0	Money Market Investments >1 year	0	0
950	950	Long Term Debtors	837	837
<b>31,559</b>	<b>31,559</b>	<b>Total Investments</b>	<b>34,744</b>	<b>34,744</b>

The fair value of Public Works Loan Board (PWLB) loans of £106.461m measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount and the fair value measures the additional interest that the Authority will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates.

However, the Council has a continuing ability to borrow at concessionary rates from the PWLB rather than from the markets, termed the PWLB Certainty Interest rates. A supplementary measure of the fair value as a result of its PWLB commitments for fixed rate loans is to compare the terms of these loans with the new borrowing rates available from the PWLB. If a value is calculated on this basis, the carrying amount of £93.354m would be valued at £106.461m. But, if the Council were to seek to avoid the projected loss by repaying the loans to the PWLB, the PWLB would raise a penalty charge for early redemption in addition to charging a premium for the additional interest that will not now be paid. The exit price for the PWLB loans including the penalty charge would be £124.046m.

Trade debtors and creditors are carried at cost as this is a fair approximation of their value.

### Note 19 – Inventories

In undertaking its work the Council holds reserves of inventories together with amounts of uncompleted work (work in progress). The note for 19/20 has been revised and the figure shown in the Balance Sheet may be subdivided as follows:

	Consumable Stores		Total	
	2019/20 £'000	2020/21 £'000	2019/20 £'000	2020/21 £'000
<b>Balance outstanding at the start of the year</b>	<b>85</b>	<b>138</b>	<b>85</b>	<b>138</b>
Purchases	58	1	58	1
Recognised as an expense in the year	(5)	0	(5)	0
<b>Balance outstanding at the year-end</b>	<b>138</b>	<b>139</b>	<b>138</b>	<b>139</b>

## Note 20 – Debtors

Debtors listed under current assets are monies due which the Council expects to collect within one year of the Balance Sheet date and are analysed as follows:

31/03/20		31/03/21
£'000		£'000
1,163	Central Government Bodies	13,843
3,195	Other Local Authorities	8,022
2	NHS Bodies	9
11,076	Other Entities and Individuals	10,664
<b>15,436</b>	<b>Total Short-Term Debtors</b>	<b>32,537</b>
<b>(3,930)</b>	Less Impairment Loss Allowance	<b>(4,148)</b>
<b>11,506</b>	<b>Net Short-Term Debtors as per Balance Sheet</b>	<b>28,389</b>

### 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 follows:

31/03/20		31/03/21
£'000		£'000
109	Less than three months	122
316	Three to six months	184
545	Six months to one year	3,438
5,854	More than one year	4,699
<b>6,824</b>	<b>Total</b>	<b>8,444</b>

## Note 21 – Cash and Cash Equivalents

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

31/03/20		31/03/21
£'000		£'000
3	Cash held by the Council	1
(329)	Bank Current accounts	561
<b>(326)</b>		<b>562</b>

The overdrawn balance at 31/3/2012 shows the financial position which includes creditor payments awaiting clearance through the bank account.

## Note 22 – Assets Held for Sale

The Authority had 1 piece of development land as assets held for sale at the beginning of the year. The sale of the asset has been approved but was not completed as at 31<sup>st</sup> March 2021. This asset has been reclassified to Surplus Assets as at 31<sup>st</sup> March 2021.

<b>Current 2019/20 £000</b>		<b>Current 2020/21 £000</b>
1,500	Balance at start of the year	1,500
0	Additions	0
	Newly classified:	
0	- Property Plant & Equipment	0
0	Revaluation gain/(loss)	0
0	Transfers from AHFS	(1,500)
0	Disposals	0
<b>1,500</b>	<b>Closing Balance</b>	<b>0</b>

## Note 23 – Creditors

Creditors shown as current liabilities are amounts payable by the Council within one year of the Balance Sheet date and are analysed as follows:

<b>31/03/20 £'000</b>		<b>31/03/21 £'000</b>
(6,740)	Central Government Bodies	(24,825)
(567)	Other Local Authorities	(593)
(7,958)	Other Entities and Individuals	(8,396)
<b>(15,265)</b>	<b>Total</b>	<b>(33,814)</b>

## Note 24 – Provisions

These amounts are set aside to provide for potential liabilities relating to specific occurrences and comprise the following balances:

	Business Rates RV Reduction the Think Tank  £'000	Compulsory Purchase Order  £'000	Business Rates Appeals  £'000
<b>Balance at 1 April 2020</b>	<b>(37)</b>	<b>(94)</b>	<b>(2,275)</b>
Additional Provisions made in 2020/21	0	0	(920)
Amounts used in 2020/21	0	0	167
Unused Amounts Reversed in 2020/21	0	0	579
Unwinding of Discounting in 2020/21	0	0	0
<b>Balance at 31 March 2021</b>	<b>(37)</b>	<b>(94)</b>	<b>(2,448)</b>

The provision for business rate appeals represents the Council's share (40% of £6.119m) of the total provision for appeals against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31 March 2021. The total provision is accounted for in the Collection Fund. The amount and timing of outflows against the Business Rates Appeals provision is dependent on the processing and determination of business rates appeals by the Valuation Office.

## Note 25 – Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and Note 10.

## Note 26 – Unusable Reserves

The Council keeps a number of unusable reserves in the Balance Sheet. Some are required to be held for statutory reasons; some are needed to comply with proper accounting practice.

Reserve	Balance 31/03/20	Net Movement in Year	Balance 31/03/21	Purpose of Reserve	Further Details of Movements
	£'000	£'000	£'000		
Revaluation Reserve	32,181	(2,832)	29,349	Store of gains on revaluation of assets	a) below
Pensions Reserve	(81,989)	(24,151)	(106,140)	Balancing account to allow inclusion of Pensions Liability in the Balance Sheet	Note 44 to the financial statements
Capital Adjustment Account	252,643	10,520	263,163	Store of capital resources set aside to meet past expenditure	b) below
Deferred Capital Receipts	57	0	57	Expected future repayments from sales of assets received in instalments	c) below
Financial Instruments Adjustment Account	(53)	2	(51)	Balancing mechanism between the rates at which gains and losses are recognised under the Code of Practice	d) below
Financial Instruments Revaluation Reserve	757	(19)	738	Store of gains on revaluation of investments not yet realised through sales	e) below
Collection Fund Adjustment Account – Council Tax	26	(222)	(196)	Store of Council's share of accumulated surpluses and deficits in relation to Council Tax on the Collection Fund	f) below

Reserve	Balance 31/03/20	Net Movement in Year	Balance 31/03/21	Purpose of Reserve	Further Details of Movements
	£'000	£'000	£'000		
Collection Fund Adjustment Account - NNDR	118	(11,546)	(11,428)	Store of Council's share of accumulated surpluses and deficits in relation to NNDR on the Collection Fund	f) below
Accumulated Absences Account	(460)	(310)	(770)	Absorbs the differences that would otherwise arise on the General Fund balance from accruing for compensated absences earned but not taken in the year (i.e. annual leave entitlement carried forward at 31 March	g) below
	<b>203,280</b>	<b>(28,557)</b>	<b>174,723</b>		

#### a) 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.

2019/20 £'000		2020/21 £'000
<b>(27,610)</b>	<b>Balance 1 April</b>	<b>(32,181)</b>
(5,210)	Upward Revaluation of assets	(1,346)
296	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on Provision of Services	3,773
<hr/>		<hr/>
(4,914)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	2,427
265	Difference between fair value depreciation and historical cost depreciation	281
	Accumulated gains on assets sold or scrapped	123
78	Amounts written out to the Capital Adjustment Account	
<hr/>		<hr/>
<b>(32,181)</b>	<b>Balance 31 March</b>	<b>(29,350)</b>

#### b) Capital Adjustment Account

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

The Account contains accumulated gains and losses on Investment Properties, *gains and losses on Assets held for Sale* and gains recognised on donated assets that have yet to be consumed by the Council.

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

Note 9 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.



2019/20 £'000		2020/21 £'000
<b>(248,888)</b>	<b>Balance 1 April</b>	<b>(252,643)</b>
	<b>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</b>	
8,712	Charges for depreciation and amortisation of non-current assets	8,909
0	Other movements of depreciation	0
(6,135)	Revaluation (gains)/losses and impairments on Property, Plant and Equipment	(9,104)
2,741	Fair value movements on Investment Properties	(294)
479	Revenue expenditure funded from capital under statute	970
2,168	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,813
	Other adjustments	15
<b>7,965</b>		<b>2,309</b>
(344)	Adjusting amounts written out of the Revaluation Reserve	(281)
	Adjusting amounts written out of the Revaluation Reserve prior period adjustment	
<b>7,621</b>	Net written out amount of the cost of non-current assets consumed in the year	<b>2,029</b>
	<b>Capital Financing applied in year:</b>	
(1,482)	Use of Capital Receipts to finance new capital expenditure	(1,633)
(150)	Use of Capital Receipts to reduce capital financing requirement	(150)
(6,790)	Use of the Major Repairs Reserve to finance new capital expenditure	(4,624)
(202)	Capital expenditure charged against the General Fund and HRA balances	(82)
(1,758)	Application of Capital Grants to finance new capital expenditure	(4,553)
(995)	Statutory Provision for the financing of capital investment charged against the General Fund and HRA balances (MRP/VRP)	(1,507)
<b>(11,376)</b>		<b>(12,550)</b>
<b>(252,643)</b>	<b>Balance 31 March</b>	<b>(263,163)</b>

### c) Deferred Capital Receipts

This account contains the expected future repayments of capital from sales of assets which will be received in instalments over an agreed period of time. They arise principally from mortgages on sold council houses. When made, these payments are regarded as being of a capital nature and transactions during the year were as follows:

2019/20 £'000		2020/21 £'000
(57)	<b>Balance 1 April</b>	(57)
0	Council's share of (surplus)/deficit for the year	0
<u>(57)</u>	<b>Balance 31 March</b>	<u>(57)</u>

### d) Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account provides a balancing mechanism between the rates at which gains and losses (such as premiums on the early repayment of debt) are recognised under the Code of Practice and are required by statute to be met from the General Fund and HRA balances.

2019/20 £'000		2020/21 £'000
55	<b>Balance 1 April</b>	53
	Proportion of discounts incurred in previous financial years to be credited to the General Fund Balance in accordance with statutory requirements	0
(2)	Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements	(2)
<u>53</u>	<b>Balance 31 March</b>	<u>51</u>

### e) Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the authority arising from increases on the value of its investments measured at Fair Value through Other Comprehensive Income. The balance is reduced when investments with accumulated gains are either revalued downwards or impaired and the gains lost or disposed of and the gains are realised.

2019/20 £'000	<b>Financial Instruments Revaluation Reserve</b>	2020/21 £'000
(783)	<b>Balance 1 April</b>	(757)
0	Transfer from Available for Sale Financial Instruments Reserve	0
26	(Gain)/Loss on FVOCI revaluations in year	19
<u>(757)</u>	<b>Balance 31 March</b>	<u>(738)</u>

### f) Collection Fund Adjustment Account – Council Tax

The Council Tax Adjustment Account was introduced on 1 April 2009 to comply with the new accounting requirements for the Collection Fund contained within the Statement of Recommended Practice 2009/10 (SORP 2009). The difference between accrued income for the year as shown in the Income and Expenditure Account and the amount required to be credited to the General Fund is taken to the Collection Fund Adjustment Account. The balance on the account represents the Council's share of the accumulated surpluses and deficits on the Collection Fund at the Balance Sheet date.

<b>2019/20</b> <b>£'000</b>		<b>2020/21</b> <b>£'000</b>
<b>(72)</b>	<b>Balance 1 April</b>	<b>(26)</b>
46	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	222
<b>(26)</b>	<b>Balance 31 March</b>	<b>196</b>

**g) Collection Fund Adjustment Account – NNDR**

The NNDR Adjustment Account was introduced on 1 April 2013 to comply with the new regime for the collection of Business Rates and the resulting accounting requirements. The difference between accrued income for the year as shown in the Comprehensive Income and Expenditure Statement and the amount required to be credited to the General Fund is taken to the Collection Fund Adjustment Account. The balance on the account represents the Council's share of the accumulated surpluses and deficits on the Collection Fund at the Balance Sheet date.

<b>2019/20</b> <b>£'000</b>		<b>2020/21</b> <b>£'000</b>
<b>(1,016)</b>	<b>Balance 1 April</b>	<b>(118)</b>
898	Amount by which council non-domestic rates credited to the Comprehensive Income and Expenditure Statement is different from non-domestic rates income calculated for the year in accordance with statutory requirements	11,546
<b>(118)</b>	<b>Balance 31 March</b>	<b>11,428</b>

## h) Accumulated Absences Account

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

2019/20 £'000		2020/21 £'000
<b>425</b>	<b>Balance 1 April</b>	<b>460</b>
(425)	Settlement or cancellation of accrual made at the end of the preceding year	(460)
460	Amounts accrued at the end of the current year	770
35	Amount by which officer remuneration charged in the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	310
<b>460</b>	<b>Balance 31 March</b>	<b>770</b>

### Note 27 – Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2019/20 £'000		2020/21 £'000
187	Interest received	129
(3,638)	Interest paid	(3,976)
26	Dividends Received	26
<u>(3,425)</u>		<u>(3,821)</u>

### Note 28 – Cash Flow Statement – Adjustment to surplus or deficit on provision of services for non-cash movements

2019/20 £'000		2020/21 £'000
8,600	Depreciation	8,791
(6,135)	Impairment and downward valuations	(9,104)
112	Amortisation	118
0	Increase/(decrease) in impairment for bad debts	0
6,014	Increase/(decrease) in creditors	22,216
(1,709)	(Increase)/decrease in debtors	(1,418)
(50)	(Increase)/decrease in inventories	(1)
4,973	Movement in pension liability	3,692
2,148	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	1,828
1,718	Other non-cash items charged to the net surplus or deficit on the provision of services	(119)
<u>15,671</u>		<u>26,003</u>

**Note 29 – Cash Flow Statement – Adjustment to surplus or deficit on the provision of services for items that are investing & financing activities**

2019/20 £'000		2020/21 £'000
(2,934)	Proceeds from sale of PPE, investment property and intangible assets	(1,677)
(6,420)	Any other items for which the cash effects are investing or financing cash flows	(3,355)
<b><u>(9,354)</u></b>		<b><u>(5,032)</u></b>

**Note 30 – Cash Flow Statement - Investing Activities**

2019/20 £'000		2020/21 £'000
(21,975)	Purchase of property, plant and equipment, investment property and intangible assets	(18,008)
(131,555)	Purchase of short-term and long-term investments	(172,315)
0	Other payments for investing activities	0
2,934	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,677
130,205	Proceeds from short-term and long-term investments	168,965
6,484	Other receipts from investing activities	3,207
<b><u>(13,907)</u></b>	<b>Net cash flows from investing activities</b>	<b><u>(16,474)</u></b>

**Note 31 – Cash Flow Statement - Financing Activities**

2019/20 £'000		2020/21 £'000
(237)	Cash payments for the reduction of outstanding liabilities relating to finance leases	(105)
25,001	Cash receipts of short & long-term borrowing	14,673
0	Other receipts from financing activities	0
(20,201)	Repayments of short- and long-term borrowing	(11,425)
(2,875)	Other payments for financing activities	(19,325)
<b><u>1,688</u></b>	<b>Net cash flows from financing activities</b>	<b><u>(16,182)</u></b>

Reconciliation of liabilities arising from financing activities

2020/21	01/04/2020	Financing Cash Flows		Other non-financing cash flows	31/03/2021
		New loans	Repayments		
	£'000	£'000	£'000	£'000	£'000
Long Term Borrowing	110,448	(6,000)	0	2,710	107,158
Short Term Borrowing	11,460	(5,000)	9,705	(2,710)	13,455
Lease liabilities	105	0	(105)	0	0
<b>Total Liabilities from financing activities</b>	<b>122,013</b>	<b>(11,000)</b>	<b>9,600</b>	<b>0</b>	<b>120,613</b>

2019/20	01/04/2019	Financing Cash Flows		Other non-financing cash flows	31/03/2020
		New loans	Repayments		
	£'000	£'000	£'000	£'000	£'000
Long Term Borrowing	95,354	25,001	(201)	(9,706)	110,448
Short Term Borrowing	21,476		(20,000)	9,984	11,460
Lease liabilities	342	0	(237)		105
<b>Total Liabilities from financing activities</b>	<b>117,172</b>	<b>25,001</b>	<b>(20,438)</b>	<b>278</b>	<b>122,013</b>

### Note 32 – Trading Operations

The Council operates a Housing Repairs Service (HRS), which carries out day to day maintenance on council housing and other public buildings as well as environmental works, street furniture etc. It also manages a number of industrial estates and commercial properties.

2019/20				2020/21		
Exp. £'000	Inc. £'000	Net £'000		Exp. £'000	Inc. £'000	Net £'000
8,473	(7,734)	739	HRS	7,842	(6,949)	894
(210)	(378)	(588)	Industrial Estates	54	(408)	(355)
3,072	(1,951)	1,120	Lincoln Properties	62	(1,478)	(1,416)
<b>11,334</b>	<b>(10,063)</b>	<b>1,271</b>	<b>Total (Surplus)/Deficit</b>	<b>7,958</b>	<b>(8,835)</b>	<b>(877)</b>

### Note 33 – Agency Services

In accordance with the Code, the collection and distribution of National Non-Domestic Rates (NNDR) and Council Tax is deemed to be an agency arrangement. The costs of collection of NNDR and the surplus or deficit on the Collection Fund for the year, are shown in the Collection Fund Statement.

### Note 34 – Members' Allowances

The Local Authorities (Members' Allowances) (England) Regulations 2003 requires local authorities to publish the amounts paid to members under the members' allowance scheme.

The payments made to the City of Lincoln Council members during 2020/21 totalled £249,438 (£242,113 in 2019/20).

Payments are defined as:

- i. Basic Allowance
- ii. Special Responsibility Allowance
- iii. Other allowances

## Note 35 – Officers' Remuneration

The Accounts and Audit Regulations 2015 require the Council to disclose remuneration paid to senior employees.

For the purposes of the regulation senior employees are persons whose salary is in excess of £150,000 per year or whose salary is £50,000 or more and are deemed to have responsibility for the management of the Council to the extent that they have the power to direct or control the major activities. The remuneration paid to the Council's senior employees is as follows:

### Officers' Emoluments – Senior Employees

2020/21						
Post Title	Salary	Bonuses	Expense Allowances	Compensation for loss of office	Pension Contributions	Total
	£	£	£	£	£	£
Chief Executive <sup>1</sup>	123,588	0	0	0	21,381	144,969
Strategic Director of Housing & Regeneration <sup>2</sup>	96,657	0	0	0	16,722	113,378
Strategic Director of Communities & Environment	96,920	0	0	0	16,767	113,687
Strategic Director of Major Developments	96,584	0	0	0	16,709	113,293
<b>Total</b>	<b>413,748</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71,578</b>	<b>485,327</b>



2019/20						
Post Title	Salary	Bonuses	Expense Allowances	Compensation for loss of office	Pension Contributions	Total
	£	£	£	£	£	£
Chief Executive <sup>1</sup>	130,256	0	516	0	20,841	151,613
Strategic Director of Housing & Regeneration	91,197	0	321	0	14,592	106,110
Strategic Director of Communities & Environment	92,490	0	278	0	14,698	107,465
Strategic Director of Major Developments	91,008	0	0	0	14,561	105,569
<b>Total</b>	<b>404,950</b>	<b>0</b>	<b>1,115</b>	<b>0</b>	<b>64,691</b>	<b>470,757</b>

1) The salary costs for the Chief Executive include £6.9k relating to election expenses in 2019/20.

The numbers of other Council employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid as follows:

Remuneration Band	Number of Employees	
	2020/21	2019/20
£		
50,000 - 54,999	8	9
55,000 - 59,999	0	2
60,000 - 64,999	4	1
65,000 - 69,999	4	3
70,000 - 74,999	0	0
75,000 - 79,999	2	2
80,000 - 84,999	0	0

For employees receiving remuneration of £85,000 or more for the year see previous table 'Officers' Emoluments – Senior Employees'.

The figure above for 2020/21 includes no employees for whom an exit package was agreed.

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

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band [b + c]		Total cost of exit packages in each band	
	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
							£	£
£0 - £20,000	0	0	0	9	0	9	0	103,264
£20,001 - £40,000	0	0	1	4	1	4	36,398	108,353
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,000 - £150,000	0	0	0	0	0	0	0	0
Total cost included in bandings							36,398	211,617
<b>Total cost included in CIES</b>							<b>36,398</b>	<b>211,617</b>

None of the exit packages shown in the table above related to senior employees.

### Note 36 – External Audit Costs

In 2020/21 the following fees were payable to Mazars, the Council's external auditors:

2019/20		2020/21
£'000		£'000
	<b><u>Fees payable for statutory audit services</u></b>	
53	Fees Payable with regard to external audit services carried out by the appointed auditor	50
<b>53</b>		<b>50</b>
	<b><u>Fees payable for other audit services</u></b>	
13	Fees payable for the certification of grant claims and returns	13
<b>66</b>	<b>Total fee payable to external auditors</b>	<b>63</b>

The external audit fee reflects the initial scale fee set by Public Sector Auditor Appointments for the Council, together with expected additional fees notified by Mazars. The final 2020/21 audit fees, including costs of any additional work required to meet the updated Code of Audit Practice, have yet to be confirmed. The fees relating to grant claims can vary from year to year depending on the number of claims to be audited. The figure for 2020/21 is an estimate, as the work will be carried out in the period July to September 2021.

## Note 37 – Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2020/21:

2019/20 £'000	<b>Credited to Taxation and Non-Specific Grant Income</b>	2020/21 £'000
(22)	Revenue Support Grant	(23)
(721)	New Homes Bonus	(771)
0	Transparency Code Setup Grant	0
0	Business Rates Top Ups	(13)
0	Transparency Code Setup Grant	(8)
0	COVID	(1,877)
(35)	Brexit	0
<b>(778)</b>	<b>Total Non-Ring-fenced Grants shown on CIES</b>	<b>(2,691)</b>
(756)	Disabled Facilities Grants	(852)
(279)	Section 106 agreement	(107)
(1,400)	Lincolnshire County Council	0
(37)	Heritage Lottery Fund	(359)
(864)	Football Foundation	0
(81)	Sport England	0
(29)	Leaseholder Contributions	0
0	Historic England	(142)
0	Department of Transport	(40)
(2,954)	Homes England	(713)
0	MHLCCG Towns Fund	(1,000)
(18)	Other Capital Grants and Contributions	(142)
<b>(6,418)</b>	<b>Total Capital Grants and Contributions shown on CIES</b>	<b>(3,354)</b>
<b>(1,663)</b>	<b>S31 Grants included in Non-Domestic Rates Income on CIES</b>	<b>(12,657)</b>
<b>(8,859)</b>	<b>Total Non-Ringfenced Grants included in CIES</b>	<b>(18,703)</b>
<b>2019/20 £'000</b>	<b>Credited to Services</b>	<b>2020/21 £'000</b>
(12,364)	Rent Allowances	(12,453)
(12,161)	Rent Rebates	(11,277)
(179)	Discretionary Housing Payments	(227)
(345)	Housing Benefit Administration	(336)
(154)	New Burdens Grant Determination	(15,647)
0	Historic England	(29)
0	Local Council Tax Support Admin Subsidy	(137)
(56)	Home Office	(51)
(173)	Towns Fund	(70)
(1,281)	Homeless Specific	(1,517)
0	COVID Grants	(9,499)
(225)	Other Grants	(81)
<b>(26,936)</b>	<b>Total Grants and Contributions credited to Services</b>	<b>(51,324)</b>
<b>(35,795)</b>	<b>Total Grants, Contributions and Donated Assets</b>	<b>(70,027)</b>

## Note 38 – Related Parties

It is a requirement for the Council to disclose any transactions with a related party, including non-financial transactions. A 'related party' is defined as being an organisation with which the Council has dealings and where Officers or Members of the Council have a controlling interest or influence in the activities of that organisation. The code requires local authorities to disclose material transactions with 'related parties'. The disclosure is required in order that the true and fairness of the accounts can be understood by the reader of the accounts having knowledge of any 'related parties' of the Council.

**Members/Officers** - For 2020/21 the Council sent a letter, dated 1 April 2021, to all Members, Chief Officers and Assistant Directors, requesting disclosure of any 'related party transactions'. All letters were returned, one Member and one Officer declared pecuniary interests in accordance with section 117 of the Local Government Act 1972.

In addition, the table below details both Member and Officer representation on the boards of levying bodies, assisted organisations with which the Council makes material financial assistance and Joint Ventures.

Name of Organisation	Member Representative	Officer Representative
Upper Witham – Drainage Board	Cllr Hewson Cllr Vaughan	Chief Executive
Witham First – Drainage Board	Cllr Hewson Cllr Vaughan	Chief Executive
Witham Third – Drainage Board	Cllr Hewson Cllr Vaughan	Chief Executive
Lincoln Arts Trust	Cllr Murray	Director of Communities & Environment
Lincoln Dial-a-Ride/Shopmobility	Cllr Clayton-Hewson	Chief Executive
Lincoln Citizens Advice Bureau	Cllr Brothwell	Chief Executive
Investors in Lincoln	Cllr Metcalfe Cllr Murray	Chief Executive
Lincoln Business Improvement Group	Cllr Metcalfe Cllr Nannestad	Chief Executive
Central Lincolnshire Joint Strategic Planning Partnership	Cllr Metcalfe Cllr Burke	Director of Communities & Environment
The Shared Revenues & Benefits Joint Committee	Cllr Metcalfe Cllr Nannestad	Chief Executive

None of the above Members or Officers took part in the decision making of any financial assistance awarded to any of the organisations.

**UK Central Government** - has significant influence over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. housing benefits).

Details of transactions with government departments are set out in note 37.

**Other Bodies** - transactions with other bodies levying demands on the Council Tax - Levying bodies in 2020/21 were as follows:

2019/20		2020/21
£'000		£'000
442	Upper Witham Drainage Board	453
129	Witham 1 <sup>st</sup> Drainage Board	135
257	Witham 3 <sup>rd</sup> Drainage Board	262
<b>828</b>	<b>Total</b>	<b>850</b>

**Assisted Organisations** - the Council made material financial assistance to the following organisations during the year: -

**RESTATED**

2019/20		2020/21
£'000		£'000
207	Lincoln Arts Trust	256
52	Lincoln Dial-a-Ride	26
56	Citizens Advice Bureau	28
32	Lincoln Shopmobility	16
50	Brayford	36

**Collaborative Agreements** – The Council holds 6.3% (£14,000) of the ordinary share capital of £224,000 of Investors in Lincoln Ltd (ILL).

The principal activity of the company is the promotion of economic regeneration and the development and expansion of industry, commerce and enterprise of all forms for the benefit of the community in and around the City of Lincoln. Investors in Lincoln Ltd grants the Council the sole and exclusive right to licence and manage its managed workspace development at Greetwell Place.

The company's accounting year-end is 31st March and the latest (audited) accounts are for the year ended 31st March 2020, showing net assets of £4.446m and a loss of £14,778. The accounts of the company may be obtained from The Company Secretary, c/o The Managed Workspace, Greetwell Place, 2 Lime Kiln Way, Lincoln LN2 4US.

The Council is fully responsible for meeting the first £100,000 of any cumulative deficit on operating the managed workspace units. In the event that the cumulative deficiency exceeds £100,000 the Council shall meet 75% of the deficiency. In 2020/21 a surplus on the managed workspace units of £25,748 was attributable to the Council.

Details of amounts received from ILL during 2020/21 are shown below:

2019/20		2020/21
£'000		£'000
132	Property Management costs	133
90	Facility Fee	90
5	Management Fee	5

An amount of £4,845 was owed to ILL at 31st March 2021 in respect of property management costs, facility fees and management fees. This is included in the creditors balance in the Council's Balance Sheet.

**Collaborative Agreements** - The Council has a collaborative arrangement with North Kesteven and West Lindsey District Councils to provide the Central Lincolnshire Joint Planning Unit. This arrangement is hosted by North Kesteven District Council. The Council also has a collaborative arrangement with North Kesteven to provide a shared Revenues and Benefits Service. This shared service is hosted by the City of Lincoln Council. Both of these arrangements are governed through a Joint Committee representing each of the partner authorities. These arrangements are considered as Jointly Controlled Operations, where ventures use their own resources to undertake an activity subject to joint control, and as such do not require consolidation into the Council's accounts. The Council's proportion of activity is accounted for separately within the Core Financial Statements.

### Note 39 – Capital Expenditure and Capital Financing

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

Total Capital expenditure and financing during the year:

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
	<b>Capital investment</b>	
14,560	Property, Plant and Equipment	18,619
6,888	Investment Properties	0
55	Intangible Assets	0
479	Revenue Expenditure Funded from Capital under Statute	970
<b>21,982</b>		<b>19,589</b>
	<b>Sources of finance</b>	
(1,482)	Capital Receipts	(1,633)
(1,758)	Government grants and other contributions	(4,553)
(202)	Revenue Contributions	(82)
(6,790)	Major Repairs Reserve	(4,624)
<b>(10,232)</b>	<b>Total sources of financing</b>	<b>(10,892)</b>
<b>(11,750)</b>	<b>Capital Financing Requirement</b>	<b>(8,697)</b>
	<b>Capital Financing Requirement - Funded by:</b>	
11,750	Unsupported Borrowing	8,697

**11,750**

**8,697**

**Analysis of movements in the Capital Financing Requirement in Year:**

120,130	Opening CFR	130,736
11,750	Unsupported borrowing	8,697
0	Adjustments in respect of leases disposed under finance lease	0
(995)	Minimum Revenue Provision/Voluntary Revenue Provision	(1,507)
(150)	Application of capital receipts to reduce CFR	(150)
<b>130,736</b>	<b>Closing CFR</b>	<b>137,776</b>

The Council has a five-year Housing Investment programme, of which £10.16m is contractually committed. This relates to a partnership arrangement to ensure all our properties continue to meet Decent Homes Standard and move towards achieving The Lincoln Standard. In addition to this the Council also has a five-year General Investment Programme, of which £2.672m is contractually committed. Crematorium improvements of £2.49m with the remainder to allow completion of schemes for Artificial Grass Pitches (£0.088m), IT and Telephony schemes (£0.044m), Electric vehicle charging points (£0.044m) and Car Park improvements (£0.006m).

**Note 40 – Leases**

**Council as Lessee**

**Finance Leases**

The Council holds fleet vehicles under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following amounts:

<b>31/03/20</b>		<b>31/03/21</b>
<b>£'000</b>		<b>£'000</b>
192	Vehicles, Plant and Equipment	0
<b>192</b>		<b>0</b>

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired and finance costs that will be payable by the Council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

<b>31/03/20</b>	<b>31/03/21</b>
<b>£'000</b>	<b>£'000</b>

	Finance lease liabilities (net present value of minimum lease payments)	
105	Current	0
0	Non-current	0
2	Finance costs payable in future years	0
<b>107</b>	<b>Minimum lease payments</b>	<b>0</b>

	<u>Minimum Lease Payments</u>		<u>Finance Lease Liabilities</u>	
	31/03/20	31/03/21	31/03/20	31/03/21
	£'000	£'000	£'000	£'000
Not later than one year	107	0	105	0
Later than one year and not later than five years	0	0	0	0
Later than five years	0	0	0	0
	<b>107</b>	<b>0</b>	<b>105</b>	<b>0</b>

### Operating leases

The Council has acquired the use of a number of assets, such as vehicles and buildings, under operating leases.

There are no future minimum lease payments due under non-cancellable leases in future years

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

2019/20		2020/21
£'000		£'000
275	Vehicles Plant & Equipment	191
<b>275</b>	<b>Minimum lease payments</b>	<b>191</b>

### Council as Lessor

#### Finance Leases

The Council has granted a long-term lease to Lincolnshire County Council for the use of The Collection (City and County Museum) accounted for as a finance lease. Rental is at a peppercorn, meaning no rentals are receivable. There was no net investment in this asset in 2020/21.



## Operating Leases

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

- for the provision of community services, such as sports facilities and community centres
- for economic development purposes to provide suitable affordable accommodation for local businesses
- for income generation purposes (investment properties)

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

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
1,928	Not later than one year	2,238
7,432	Later than one year and not later than five years	8,833
23,554	Later than five years	22,385
<b>32,914</b>		<b>33,457</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as rent reviews. In 2020/21, £0.386m contingent rents were foregone by the Council (2019/20 £0.381m received).

### Note 41 – Impairment Losses

There were no impairment losses during 2020/21.

### Note 42 – Capitalisation of Borrowing Costs

As permitted by the code, the Council has adopted a policy of accounting for borrowing costs in the Comprehensive Income and Expenditure Statement as they arise. No borrowing costs are capitalised.

### Note 43 – Termination Benefits

The Council terminated the contracts of a number of employees in 2020/21, incurring liabilities of £0.212m (£0.036m in 2019/20) – see note 35 for the number of exit packages and total cost per band. These costs exclude any ill health retirements or departures as they are not termination benefits in accordance with the requirements of the code.

### Note 44 – Defined Benefit Pension Scheme

#### Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to

make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme, administered by Lincolnshire County Council. This is a funded scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pension's liability with investment assets.

The pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of Lincolnshire County Council. Policy is determined in accordance with the Pensions Fund Regulations.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme, changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

### Transactions Relating to Retirement Benefits

The Council recognises the cost of retirement benefits in the 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 go against Council Tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out in the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income & Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

2019/20 £'000		2020/21 £'000
	<b><u>Comprehensive Income &amp; Expenditure Statement</u></b>	
	<b>Net Cost of Services:</b>	
6,844	Current Service Cost	6,477
0	Past Service Costs (including curtailments)	0
	<b>Financing and Investment Income and Expenditure:</b>	
2,451	Net Interest Expense	1,896
<b>9,295</b>	<b>Total Post-Employment Benefits charged to the Surplus or Deficit on the Provision of Services</b>	<b>8,373</b>
2019/20 £'000		2020/21 £'000
	<b>Re-measurement of the net defined benefit liability comprising:</b>	
14,077	Return on plan assets (excluding the amount included in the net interest expense)	(29,268)
(8,342)	Actuarial gains and losses arising on changes in demographic assumptions	(2,407)
(19,888)	Actuarial gains and losses arising on changes in financial assumptions	54,612
(9,520)	Other	(2,478)
(23,673)	<b>Total re-measurements recognised in Other Comprehensive Income and Expenditure</b>	20,459
<b>(14,378)</b>	<b>Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement</b>	<b>28,832</b>

2019/20 £'000		2020/21 £'000
<b><u>Movement in Reserves Statement</u></b>		
9,295	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	8,373
(4,323)	Actual amount charged against the General Fund Balance for pensions in the year:	(4,681)

### **Pension Assets and Liabilities Recognised in the Balance Sheet**

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

2019/20 £'000		2020/21 £'000
(209,420)	Present value of the defined obligations	(264,908)
127,431	Fair value of plan assets	158,769
<b><u>(81,989)</u></b>	<b>Net liability arising from defined benefit obligation</b>	<b><u>(106,139)</u></b>

### **Reconciliation of Movements in the fair value of the scheme assets:**

2019/20 £'000		2020/21 £'000
139,623	Opening fair value of scheme assets	127,431
3,341	Interest Income	2,527
(14,077)	The return on plan assets, excluding the amount included in the net interest expense	29,268
4,323	Contributions from employer	4,681
965	Contributions from employees into the scheme	1,028
(6,744)	Benefits Paid	(6,674)
0	Administration Expenses	(105)
0	Settlement Prices received/(paid)	612
<b><u>127,431</u></b>	<b>Closing Fair value of scheme assets</b>	<b><u>158,769</u></b>

### **Reconciliation of Present Value of the scheme liabilities:**

2019/20 £'000		2020/21 £'000
240,313	Opening balance at 1 April	209,420
6,844	Current Service Cost	6,159
5,792	Interest Cost	4,423
965	Contributions from scheme participants	1,028
	Re-measurement (gains) and losses:	
(8,342)	Actuarial gains/losses arising from changes in demographic assumptions	(2,407)
(19,888)	Actuarial gains/losses arising from changes in financial assumptions	54,612
(9,520)	Other	(2,478)
0	Past Service Cost	0
	Liabilities assumed/(extinguished) on settlements	825
(6,744)	Benefits Paid	(6,674)
<b><u>209,420</u></b>	<b>Closing Balance at 31 March</b>	<b><u>264,908</u></b>

## Local Government Pension Scheme assets comprised:

Quoted in Active Markets 2019/20 £'000	Unquoted in Active Markets 2019/20 £'000	Total 2019/20 £'000		Quoted in Active Markets 2020/21 £'000	Unquoted in Active Markets 2020/21 £'000	Total 2020/21 £'000
			Fixed Interest Government Securities:			
1,657	0	1,657	UK	1,728	0	1,728
0	0	0	Overseas	0	0	0
<b>1,657</b>	<b>0</b>	<b>1,657</b>	<b>Sub-total Fixed Interest Government Securities</b>	<b>1,728</b>	<b>0</b>	<b>1,728</b>
			Index Linked Government Securities:			
2,549	0	2,549	UK	2,693	0	2,693
0	0	0	Overseas	0	0	0
<b>2,549</b>	<b>0</b>	<b>2,549</b>	<b>Sub-total Index Linked Government Securities</b>	<b>2,693</b>	<b>0</b>	<b>2,693</b>
			Corporate Bonds:			
14,655	0	14,655	UK	15,473	0	15,473
0	0	0	Overseas	0	0	0
<b>14,655</b>	<b>0</b>	<b>14,655</b>	<b>Sub-total corporate bonds</b>	<b>15,473</b>	<b>0</b>	<b>15,473</b>
			Equities:			
20,134	0	20,134	UK	25,218	0	25,218
48,934	0	48,934	Overseas	63,917	0	63,917
<b>69,068</b>	<b>0</b>	<b>69,068</b>	<b>Sub-Total equities</b>	<b>89,135</b>	<b>0</b>	<b>89,135</b>
			Property:			
10,832	127	10,959	All	10,975	405	11,379
<b>10,832</b>	<b>127</b>	<b>10,959</b>	<b>Sub-Total Property</b>	<b>10,975</b>	<b>405</b>	<b>11,379</b>
			Others:			
0	4,460	4,460	Hedge Fund	0	4,639	4,639
0	8,156	8,156	Private Equity	467	8,686	9,153
127	3,823	3,950	Infrastructure	903	4,016	4,919
382	255	637	Commodities	716	0	716
4,970	0	4,970	Bonds	5,075	0	5,075
0	1,529	1,529	Private Debt	0	1,526	1,526
1,784	637	2,421	Other Diversified Alternatives	2,460	420	2,880
0	510	510	Forward Current Contracts	0	(109)	(109)
1,657	0	1,657	Cash/Temporary Investments	6,943	0	6,943
<b>8,920</b>	<b>19,370</b>	<b>28,290</b>	<b>Sub-Total Others</b>	<b>16,563</b>	<b>19,178</b>	<b>35,741</b>
			Net Current Assets:			
255	0	255	Debtors	109	0	109
0	0	0	Creditors	0	(592)	(592)
<b>255</b>	<b>0</b>	<b>255</b>	<b>Sub-Total Net Current Assets</b>	<b>109</b>	<b>(592)</b>	<b>(483)</b>
<b>107,934</b>	<b>19,497</b>	<b>127,431</b>	<b>Total assets</b>	<b>136,676</b>	<b>18,991</b>	<b>155,668</b>

## Basis for Estimating Assets and Liabilities

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

The Local Government Pension Scheme has been assessed by Barnett Waddington, an independent firm of actuaries; estimates for the Lincolnshire Pension Fund are based on the latest full valuation of the scheme as at 31 March 2019.

The significant assumptions used by the actuary have been:

2019/20		2020/21
	Mortality assumptions:	
	<u>Longevity (in years) at 65 for current pensioners:</u>	
21.4	Men	21.1
23.7	Women	23.6
	<u>Longevity (in years) at 65 for future pensioners:</u>	
22.4	Men	22.0
25.2	Women	25.0
2.2%	Rate of increase in salaries	3.2%
1.9%	Rate of increase in pensions	2.9%
2.3%	Rate for discounting scheme liabilities	2.0%

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 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.

### Sensitivity Analysis:

**Increase in  
Assumptions    Decrease in  
Assumptions**

	£'000s	£'000s
<b>Adjustment to Discount Rate (increase or decrease by 1%)</b>		
Present Value of Total Obligation	5,396	(5,513)
Projected Service Cost	213	(219)
<b>Adjustment to Long Term Salary (increase or decrease by 1%)</b>		
Present Value of Total Obligation	(893)	884
Projected Service Cost	(4)	4
<b>Adjustment to Pension/Revaluation (increase or decrease by 1%)</b>		
Present Value of Total Obligation	(4,568)	4,473
Projected Service Cost	(216)	211
<b>Adjustment to Life Expectancy (increase or decrease by 1 year)</b>		
Present Value of Total Obligation	(12,729)	12,129
Projected Service Cost	(358)	343

### Impact on the Council's Cash Flow

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2022.

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

Employer contributions payable to the scheme in 2020/21 are estimated to be £4.341m.

### Note 45 – Contingent Liabilities

A contingent liability is a possible liability 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. Where a material loss can be estimated with reasonable accuracy a provision is accrued within the financial statements. If, however, a loss cannot be accurately estimated or the event is not considered sufficiently certain, a contingent liability will be disclosed in a note to the Balance Sheet. There is one contingent liability as at 31 March 2021.

As with other councils across the country a potential VAT liability exists in relation to an HMRC review of VAT treatment of market fees and the Council is liaising with their VAT advisor on this matter.

## Note 46 – Contingent Assets

The Council has no Contingent Assets as at 31<sup>st</sup> March 2021.

## Note 47 – Nature and Extent of Risks Arising from Financial Instruments

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

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

### Overall Procedures for Managing Risk

The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The procedures for risk management are set out through a legal framework set out in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

- ✓ by formally adopting the requirements of the Code of Practice;
- ✓ by the adoption of a Treasury Management Policy Statement and treasury management clauses within its standing orders;
- ✓ by approving, annually in advance, prudential indicators for the following three years limiting:
  - The Council's overall borrowing;
  - Its maximum and minimum exposures to fixed and variable rates;
  - Its maximum and minimum limits on the maturity structure of its debt;
  - Its maximum annual exposures to investments maturing beyond a year.
- ✓ by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance;

These are required to be reported and approved at or before the Council's annual Council Tax setting budget. These items are reported with the annual Treasury Management Strategy, which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported semi-annually to Members.

The annual Treasury Management Strategy, which incorporates the prudential indicators was approved by Council on 3<sup>rd</sup> March 2020. The strategy is updated at the mid-year point and revised estimates calculated as below. It is available on the Council's website ([www.lincoln.gov.uk](http://www.lincoln.gov.uk)). The key issues during 2020/21 were:

- The Authorised Limit for 2020/21 was forecast to be £158m (revised to £151m). This is the maximum limit of external borrowings or other long-term liabilities during the year.
- The original Operational Boundary was expected to be £143m (revised to £136m). This is the expected level of debt and other long-term liabilities during the year. The maximum amounts of fixed and variable interest rate exposure were set at £120m and £50m (mid year update) based on the Council's net debt.
- The maximum and minimum exposures to the maturity structure of debt are shown within this note.

These policies are implemented by the Treasury team in Financial Services. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed regularly.

### **Credit risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Ratings Services. The Annual Investment Strategy also imposes maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Details of the Investment Strategy are contained within the Treasury Management Strategy and can be found on the Council's website ([www.lincoln.gov.uk](http://www.lincoln.gov.uk)).

The Investment Strategy is based on the creditworthiness service provided by Link Asset Services (treasury management advisors to the Council). This uses a wide range of market information to produce a list of investment counterparties with recommended maximum investment durations. Link uses credit ratings, support ratings and credit default swap prices to arrive at a recommended counterparty list.

The criteria used as a minimum within the Capita methodology are as follows:

- Short Term credit ratings of F1, Long Term A, Support 3 and viability rating BBB (Fitch or equivalent rating), using the lowest common denominator principle.
- Inclusion of part Government owned UK banks based on support assumptions.

The full Investment Strategy for 2020/21 was approved by full Council on 3<sup>rd</sup> March 2020.

The following analysis summarises the Council's potential maximum exposure to credit risk, based on experience of default assessed by the Fitch credit rating agency and the Council's experience of its customer collection levels over the last five financial years, adjusted to reflect current market conditions:



	Carrying Values at 31/03/21	Historical experience of default	Adjusted for market conditions at 31/03/21	Estimated maximum exposure to default
	£'000	%	%	£'000
	a	b	c	(a * c)
Deposits with banks and financial institutions				
• AAA* rated counterparties (investments up to 1 year)	14,900	0.0000%	0.0000%	0
• AA-* rated counterparties (investments up to 1 year)	5,000	0.0000%	0.0000%	0
• A* rated counterparties (investments up to 1 year)	5,002	0.0130%	0.0130%	1
• A+* rated counterparties (investments up to 1 year)	7,005	0.0107%	0.0107%	1
• A- rated counterparties (investments up to 1 year)	2,000	0.0010%	0.0010%	0
Debtors	6,835	7.17%**	7.17%	490
	<b>40,742</b>			<b>492</b>

\*See Glossary for a definition of ratings

\*\*based on historical experience – this may change in future years due to the effect of Covid 19.

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

Whilst the current credit crisis in international markets has raised the overall possibility of default, the Council maintains strict credit criteria for investment counterparties. As a result of these high credit criteria, historical default rates have been used as a good indicator under these current conditions.

## Analysis of Investments by country of origin

	Principal invested	Short term		Long term	
		Fixed rate	Variable rate	Fixed rate	Variable rate
		£'000	£'000	£'000	£'000
<b><u>UK Local Authorities</u></b>					
Brentwood Borough Council	5,000	5,000	0	0	0
<b><u>UK Banks &amp; Building Societies</u></b>					
Lloyds TSB Bank plc	5,000	5,000	0	0	0
Santander	5,000	5,000	0	0	0
Goldman Sachs	2,000	2,000	0	0	0
Coventry Building Society	2,000	2,000	0	0	0
<b><u>UK Money Market Funds</u></b>					
Aberdeen Standard MMF	900	0	900	0	0
BNP Paribas MMF	7,000	0	7,000	0	0
Morgan Stanley MMF	7,000	0	7,000	0	0
<b>Total Investments</b>	<b>33,900</b>	<b>19,000</b>	<b>14,900</b>	<b>0</b>	<b>0</b>

The Council allows credit for its trade debtors, such that £1,308,963 of the £3,491,319 balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31/03/20 £'000		31/03/21 £'000
218	Less than three months	450
300	Three to six months	201
203	Six months to one year	214
866	More than one year	1,317
<b>1,588</b>	<b>Total</b>	<b>2,182</b>

Collateral – During the reporting period the Council held no collateral as security.

### **Liquidity risk**

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

The Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need, and whilst the PWLB provides access to longer term funds, it also acts as a lender of last resort to councils (although it will not provide funding to a council whose actions are unlawful). The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under

financial instruments.

The maturity analysis of financial liabilities is as follows: -

<b>31/03/20</b> <b>£'000</b>		<b>31/03/21</b> <b>£'000</b>
11,459	Less than one year	9,382
2,710	Between one and two years	8,215
3,160	Between two and five years	6,072
<u>104,578</u>	More than five years	<u>101,451</u>
<b><u>121,907</u></b>	<b>Total</b>	<b><u>125,121</u></b>

## Market risk

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

- ✓ borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise;
- ✓ borrowings at fixed rates – the fair value of the borrowing liability will fall;
- ✓ investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- ✓ investments at fixed rates – the fair value of the assets will fall.

Borrowings are not carried at fair value in the Balance Sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Comprehensive Income and Expenditure Statement and affect the General Fund Balance, subject to influences from government grants. Movements in the fair value of fixed rate investments will be reflected in Other Comprehensive Income and Expenditure, unless the investments have been designated as Fair Value through the Comprehensive Income and Expenditure Statement, in which case gains and losses will be posted to the Surplus/Deficit on Provision of Services.

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

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

2019/20		2020/21
£'000		£'000
(155)	Increase in interest receivable on variable rate investments	(252)
<u>(155)</u>	<b>Impact on Income and Expenditure Account</b>	<u>(252)</u>
(60)	Share of overall impact credited to the HRA	(172)
<u>(95)</u>	Share of overall impact credited to the General Fund	<u>(80)</u>
<u>(155)</u>	<b>Total</b>	<u>(252)</u>

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

**Price risk** - The Council does not generally invest in equity shares but does have shareholdings to the value of £0.77m in a number of joint ventures and in local industry. Whilst these holdings are generally illiquid, the Council is exposed to losses arising from movements in the prices of the shares.

As the shareholdings have arisen in the acquisition of specific interests, the Council is not in a position to limit its exposure to price movements by diversifying its portfolio. The majority of the shareholdings are in the Dunham Bridge Company (£0.504m) and Investors in Lincoln (£0.268m). A representative of the Council sits on the Investors in Lincoln Board, enabling the Council to monitor factors that might cause a fall in the value of specific shareholdings.

The shares are all held at Fair Value through Other Comprehensive Income, meaning that all movements in price will impact on gains and losses recognised in Other Comprehensive Income and Expenditure.

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

## HRA INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDING 31 MARCH 2021

2019/20		Notes	2020/21	2020/21
£'000			£'000	£'000
	<b>Expenditure</b>			
(8,671)	Repairs and Maintenance	5	(7,574)	
(7,250)	Supervision and Management		(7,457)	
(243)	Rents, rates, taxes and other charges		(129)	
(797)	Depreciation, impairment and other adjustments for non-current assets		5,734	
(8)	Debt management costs		(5)	
(285)	Movement in the allowance for bad debts		(279)	
<b>(17,254)</b>	<b>Total Expenditure</b>			<b>(9,710)</b>
	<b>Income</b>			
27,482	Dwelling rents		28,115	
632	Non-dwelling rents		645	
464	Charges for services and facilities		316	
<b>28,578</b>	<b>Total Income</b>			<b>29,076</b>
<b>11,324</b>	<b>Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement</b>			<b>19,366</b>
(739)	Transfer from HRS			(894)
<b>10,585</b>	<b>Net Cost for HRA Services</b>			<b>18,472</b>
	<b>HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement</b>			
766	Gain or (loss) on the sale of HRA assets			173
(2,424)	Interest payable and similar charges			(2,427)
77	Interest and investment income			23
(947)	Pensions interest income on plan assets and interest cost on defined benefit obligation	9		(726)
3,844	Capital grants and contributions receivable			453
<b>11,901</b>	<b>Surplus or (deficit) for the year on HRA services</b>			<b>15,968</b>

## MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

2019/20		2020/21
£'000		£'000
1,025	<b>Balance on the HRA at the end of the previous year</b>	996
11,901	Surplus or (deficit) for year on the HRA Income and Expenditure Statement	15,967
(12,294)	Adjustments between accounting basis and funding basis under statute	(14,555)
<b>(393)</b>	<b>Net increase or (decrease) before transfers to or from reserves</b>	<b>1,412</b>
364	Transfers (to) or from reserves	(1,334)
<b>(29)</b>	<b>Increase or (decrease) in year on the HRA</b>	<b>79</b>
<b>996</b>	<b>Balance on the HRA at the end of the current year</b>	<b>1,075</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### Note 1 – Assets

The number of dwellings in the Council's housing stock, as at 31 March 2021, totalled 7,768 properties. The type of properties and the period in which they were built, were as follows:

Property Type	<1945 No.	1945-64 No.	1965-74 No.	>1974 No.	TOTAL No.
Low Rise Flats (Blocks up to 2 Storeys)					
1 Bed	43	885	562	538	2,028
2 Bed	5	119	80	102	306
3 Bed	0	0	12	1	13
<b>Sub-Total</b>	48	1,004	654	641	2,347
Medium Rise Flats (Blocks of 3 up to 5 Storeys)					
1 Bed	2	50	236	216	504
2 Bed	1	214	111	126	452
3 Bed	0	15	3	1	19
<b>Sub-Total</b>	3	279	350	343	975
High Rise Flats (Blocks of 6 Storeys or more)					
1 Bed	0	56	138	0	194
2 Bed	0	30	71	0	101
<b>Sub-Total</b>	0	85	209	0	295
Houses / Bungalows					
1 Bed	157	143	32	24	356
2 Bed	722	766	99	331	1,918
3 Bed	797	546	69	306	1,718
4 or more Beds	97	25	0	28	150
<b>Sub-Total</b>	1,773	1,480	200	689	4,142
<b>Total Dwellings 31 March 2021</b>	<b>1,824</b>	<b>2,849</b>	<b>1,413</b>	<b>1,673</b>	<b>7,768</b>

### Note 2 – Housing Revenue Account Assets Valuation

The Council's in-house Valuation Officers, and the District Valuer, have valued the HRA dwellings, land, and other property in accordance with Royal Institute of Chartered Surveyor guidelines.

The Balance Sheet value of council dwellings is calculated by applying a Social Housing discount factor. This represents the market value for the Council's total housing stock adjusted to reflect the fact that the property is socially rented (this adjustment is currently 42%). The discount factor is then applied to the open market or vacant possession value as determined by the District Valuer, as shown below:

	<b>£ 000</b>
Vacant possession value of council dwellings at 31 March 2021	651,988
Balance sheet valuation applying the Social Housing discount factor	273,835

The Balance Sheet value of HRA Assets is as follows:

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
256,990	Council Dwellings	273,835
6,152	Other Operational Assets	5,897
17,658	Non-Operational Assets	21,885
<b>280,800</b>	<b>Total at 31 March</b>	<b>301,617</b>

### Note 3 – Depreciation

The Depreciation of HRA Assets is as follows:

<b>Depreciation:</b>		
<b>2019/20</b>	<b>Operational Assets:</b>	<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
6,337	Council Dwellings	6,348
308	Other Operational Assets	351
<b>6,645</b>	<b>Total at 31 March</b>	<b>6,698</b>

### Note 4 – Major Repairs Reserve

The Major Repairs Reserve is an earmarked reserve to which the Council transfers an amount annually to finance capital expenditure on council dwellings. This amount includes annual depreciation, which is charged to the Housing Revenue Account and then transferred to the Major Repairs Reserve. This may be supplemented by additional revenue contributions from the HRA to support the HRA capital programme. The balance on the Major Repairs Reserve shows the amounts that have yet to be applied to financing.

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
<b>(5,675)</b>	<b>Balance on 1 April</b>	<b>(9,168)</b>
	Amount transferred from the HRA	
	- Depreciation	
(6,337)	Dwellings	(6,348)
(309)	Other Assets	(351)
-	- Other revenue contributions	(2,898)
<b>(19,048)</b>		<b>(18,764)</b>
3,153	- HRA Capital Expenditure	4,624
<b>(9,168)</b>		<b>(14,139)</b>



## Note 5 – Housing Repairs Account

The Housing Repairs Account was set up on 1 April 2001 in order to assist with the longer-term planning of repairs and maintenance expenditure. The following analysis details the movement on the Housing Repairs Account during the year.

2019/20 £'000		2020/21 £'000
<b>(579)</b>	Balance on 1 April	<b>(595)</b>
	<b>Expenditure in year</b>	
3,274	Tenant Notified Repairs	2,221
1,539	Void Repairs	1,899
1,688	Servicing Contracts	1,710
561	Painting Programme	(8)
63	Asbestos Removal/Surveys	60
415	Aids & adaptations	363
0	Aids & adaptations (Non HRS)	13
0	Cleansing	84
0	Minor Works	81
55	Decoration Grants	47
0	Tenants Compensation	1
0	COVID Charges	990
0	Skip Recharges	92
0	Control Centre Recharge	27
0	Estate Shops	8
1,075	Other Expenditure	(13)
<b>8,670</b>		<b>7,575</b>
	<b>Income in year</b>	
(8,671)	Contribution from HRA	(7,575)
	Contribution to HRA	(750)
0	Reduction in Repairs Reserve	0
(1)	Contribution from Leaseholders	0
(16)	Interest Received in year	(5)
<b>(8,688)</b>		<b>(8,330)</b>
<b>(595)</b>	<b>Surplus Balance on 31 March</b>	<b>(1,351)</b>

## Note 6 – Capital Expenditure in the year

The Housing Revenue Account capital expenditure and sources of funding during the financial year are detailed in the following table:

2019/20 £'000		2020/21 £'000
	<b>Capital investment</b>	
11,969	Property, Plant and Equipment – HRA	16,377
0	Property, Plant and equipment – GF used as council housing	0
0	Non-Current Assets held for sale	0
8	Intangible Assets	0
0	Revenue Expenditure funded from Capital under Statute	0
<b>11,977</b>		<b>16,377</b>
	<b>Sources of funding</b>	
(1,321)	Capital Receipts	(1,504)
0	Revenue Contributions	(48)
(6,790)	Major Repairs Reserve	(4,625)
(3,866)	Prudential Borrowing	(8,099)
(0)	Government grants and other contributions	(2,101)
<b>(11,977)</b>		<b>(16,377)</b>
<b>0</b>	<b>Balance unfunded at 31 March</b>	<b>0</b>

\* REFCUS is created when expenditure has been incurred on items that are not capitalised as assets but have been financed from capital resources. It is written down to the Housing Revenue Account over an appropriate period, usually in the same year in which the expenditure has been incurred. The total amount of REFCUS is £0.000m for 2020/21 (£0.000m in 2019/20).

Prior to the implementation of HRA Self-financing on 1 April 2012, supported borrowing levels had been issued annually by Central Government, authorising the Council to borrow monies, which were funded by Central Government to cover capital expenditure. Additionally, the Council was able to take out unsupported or prudential borrowing, which must be financed from its own resources. Post self-financing implementation and the end of the housing subsidy system, all borrowing will be prudential borrowing. In 2020/21, there was £8.099m of prudential borrowing undertaken to fund the HRA capital investment.

## Note 7 - Capital Receipts

The cash receipts from the disposal of land, houses and other property within the HRA in the year are summarised as follows:

2019/20		2020/21
£'000		£'000
	Council dwellings	
(2,946)	- Right to Buy	(1,559)
0	- Discounts repaid	(60)
	Other Receipts	
	- Land Sales reimbursements	
	- Reimbursement of expenditure on	
(62)	General Fund property on sale	0
	Land receipts	
<u>(3,008)</u>		<u>(1,620)</u>
729	Less Pooled (Paid to Central Government)	529
<u><b>(2,279)</b></u>	<b>Total</b>	<u><b>(1,091)</b></u>

## Note 8 - Rent Arrears

During the year 2020/21 total rent arrears increased by £0.229m or 11.9%, to £2.154m. A summary of rent arrears and prepayments is shown in the following table:

2019/20		2020/21
£'000		£'000
956	Current Tenant Arrears @ 31 March	1,218
969	Former Tenant Arrears @ 31 March	936
<u>1,925</u>	<b>Total Rent Arrears</b>	<u>2,154</u>
(430)	Prepayments @ 31 March	(191)
<u><b>1,495</b></u>	<b>Net Rent Arrears</b>	<u><b>1,963</b></u>

A bad debt provision of £279,056 has been made in this year's accounts in respect of potentially non-collectable rent arrears, as detailed above, and associated miscellaneous debts. The value of the bad debt provision held in the Balance Sheet at 31 March 2021 is £1.907m (£1.778m at 31 March 2020).

## Note 9 - Pension Costs

In line with the full adoption of IAS 19 'Employee Benefits' the Net Cost of Services includes the cost of retirement benefits when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required when determining the movement on the HRA Balance for the year is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the HRA in the Movement on the Housing Revenue Account Statement. The following transactions have been made in the HRA during the year:

2019/20		2020/21
£'000		£'000
	<b>HRA Income &amp; Expenditure Statement</b>	
2,519	Current Service Cost	2,365
0	Past Service Costs	0
947	Net interest expense	726
<b>3,467</b>	<b>Total</b>	<b>3,091</b>
<u>(1,671)</u>	Amount to be met from HRA	<u>(1,793)</u>
<b><u>1,796</u></b>	<b>Movement on Pension Reserve</b>	<b><u>1,298</u></b>

# THE COLLECTION FUND STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

2019/20 £'000 Total		2020/21 £'000 Council Tax	2020/21 £'000 NDR	2020/21 £'000 Total	Note
<b>INCOME</b>					
(44,185)	Council Tax Payers	(45,458)	0	(45,458)	2
(112)	Income from Ministry of Defence	(108)	0	(108)	
<u>(44,375)</u>	Income from Business Ratepayers	<u>0</u>	<u>(16,681)</u>	<u>(16,681)</u>	3
<b>(88,672)</b>		<b>(45,566)</b>	<b>(16,681)</b>	<b>(62,247)</b>	
<b>EXPENDITURE</b>					
Precepts:					
6,679	- City of Lincoln Council	6,915	0	6,915	
31,405	- Lincolnshire County Council	33,024	0	33,024	
5,865	- Police & Crime Comm. Lincolnshire	6,206	0	6,206	
Business Rates:					
21,028	- Payments to Government	0	22,372	22,372	3
16,791	- Payments to City of Lincoln Council	0	17,707	17,707	3
4,198	- Payments to Lincs County Council	0	4,426	4,426	3
145	- Cost of Collection	0	143	143	
Bad and Doubtful Debts					
7	- Provisions	338	(5)	333	
756	- Write Offs	181	118	299	
210	- Provision for appeals	0	432	432	
<u>2,732</u>	Transfer of Collection Fund Surplus	<u>383</u>	<u>802</u>	<u>1,185</u>	4
<b>89,816</b>		<b>47,047</b>	<b>45,995</b>	<b>93,042</b>	
<b>1,144</b>	<b>Deficit / (Surplus) for the year</b>	<b>1,481</b>	<b>29,314</b>	<b>30,795</b>	
<b>COLLECTION FUND BALANCE</b>					
(2,051)	Balance brought forward at 1 <sup>st</sup> April	(170)	(737)	(907)	
<u>1,144</u>	Deficit/(Surplus) for the year (as above)	<u>1,481</u>	<u>29,313</u>	<u>30,794</u>	
<b>(907)</b>	<b>Balance carried forward at 31<sup>st</sup> March</b>	<b>1,311</b>	<b>28,576</b>	<b>29,887</b>	
<b>Allocated to:</b>					
(145)	- City of Lincoln Council	196	11,430	11,626	
70	- Lincolnshire County Council	938	2,858	3,796	
(22)	- Police & Crime Comm. Lincolnshire	177	0	177	
<u>(810)</u>	- Government	<u>0</u>	<u>14,288</u>	<u>14,288</u>	
<b>(907)</b>		<b>1,311</b>	<b>28,576</b>	<b>29,887</b>	

## NOTES TO THE COLLECTION FUND

### Note 1 - General

The Collection Fund is an agent's statement that reflects the statutory obligation of billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers of Council Tax and National Non-Domestic Rates (NNDR) and its distribution to local government bodies and the Government.

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund therefore, is to isolate the income and expenditure relating to Council Tax and National Non-Domestic Business Rates. The administrative costs associated with the collection process are charged to the General Fund.

Collection Fund surpluses declared by the billing authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year. For the City of Lincoln, the Council Tax precepting bodies are Lincolnshire County Council (LCC) and the Police and Crime Commissioner for Lincolnshire (PCCL).

In 2013/14, the local government finance regime was revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give councils a greater incentive to grow businesses in the City. It does, however, also increase the financial risk due to non-collection and the volatility of the NNDR tax base.

The scheme allows the Council to retain a proportion of the total NNDR received. For 2020/21, the City of Lincoln's proportionate share remained consistent with that of 2019/20, as follows:

	<b>2020/21 'Pool'</b>
City of Lincoln	40%
Lincolnshire County Council	10%
Central Government	50%

NNDR surpluses declared by the billing authority in relation to the Collection Fund are apportioned to the relevant precepting bodies in the subsequent financial year in their respective proportions. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year.

The national code of practice followed by local authorities in England stipulates that a Collection Fund Income and Expenditure account is included in the Council's accounts. The Collection Fund Balance Sheet meanwhile is incorporated into the Council's Balance Sheet.

## Note 2 - Council Tax Base

Council Tax derives from charges raised according to the value of residential properties, which have been classified into 9 valuation bands (A-H) for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council for the forthcoming year and dividing this by the Council Tax base (i.e. the equivalent numbers of Band D dwellings).

The Council Tax base for 2020/21 was 24,689.50 (24,300 in 2019/20). The increase between financial years is as a result of a combination of new builds and a reduction in the level of Council Tax Discounts and Exemptions. The tax base for 2020/21 was approved at the Executive on 6<sup>th</sup> January 2020 and was calculated as follows:

Band	Ratio	Dwellings	Equivalent Dwellings after discounts, exemptions and reliefs	Equivalent Band D Dwellings
A Reduced	5/9	0	56	31
A	6/9	27,791	22,797	15,198
B	7/9	8,982	7,717	6,002
C	8/9	4,903	4,350	3,867
D	9/9	2,542	2,296	2,296
E	11/9	1,315	960	1,173
F	13/9	412	357	516
G	15/9	131	129	215
H	18/9	47	10	19
<b>Total</b>		<b>46,123</b>	<b>38,672</b>	<b>29,318</b>
Deduction for Non-Collection				(366)
Crown Properties Adjustment				62
<b>Adjusted to Band D Equivalent</b>				<b>29,014</b>
Council Tax Relief Scheme				(4,324)
<b>Tax Base for the Calculation of Council Tax</b>				<b>24,690</b>

Dwellings for residents entitled to 'disabled relief reduction' are reduced to the next lowest band for the calculation of Council Tax. As band 'A' is the lowest band, 'A reduced' has been introduced to give effect to this reduction for those who reside in Band 'A' properties.

Income received from Council Taxpayers in 2020/21 was £45.458m (£44.185m in 2019/20).

## Note 3 - Income from Business Ratepayers

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. Historically 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.

In 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. For 2020/21, the City of Lincoln's retained share remained consistent with that of the previous year as follows:

	2019/20 'Pool'	2020/21 'Pool'
City of Lincoln	40%	40%
Lincolnshire County Council	10%	10%
Central Government	50%	50%

The business rates shares payable for 2020/21 were estimated before the start of the financial year as **£22,130m** (£20.989m in 2019/20) to Central Government, **£4,426m** (£4.198m in 2019/20) to LCC and **£17,704m** (£16.791m in 2019/20) to the City of Lincoln Council. These sums have been paid in 2020/21 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 or to Top-up authorities within an NNDR Pooling arrangement are used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In 2020/21 the City of Lincoln made a tariff payment from the General Fund to the County Council to the value of **£13.094m** (£12.884m in 2019/20).

The total income from business rate payers collected in 2020/21 was **£16.681m** (£44.375m in 2019/20).

In addition to the top up/tariff, a 'safety net' figure is calculated at 92.5% of baseline amount which ensures that authorities are protected to this level of Business Rates income (either through support from Central Government if they are not in a NNDR Pool/Pilot or as first call on gains from pooling/pilot if authorities are members of an NNDR Pool/Pilot). For the City of Lincoln the value of the safety net figure (net of tariff) is **£3.528m** (£3.472m in 2019/20). 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 and other reliefs not allowed for when the safety net was set. The Council does not qualify for a safety net payment for 2020/21.

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<sup>st</sup> March 2021. 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 withdrawn from the collection fund for 2020/21 has been calculated at £0.432m (£0.210m was added in 2019/20).**

For 2020/21, the total non-domestic rateable value at the year-end is **£112.4m** (£112.7m in 2019/20). The national multipliers for 2020/21 were **49.9p** for qualifying Small Businesses, and the standard multiplier being **51.2p** for all other businesses (49.1p and 50.4p respectively in 2019/20).



#### Note 4 - Contributions to Collection Fund Surpluses and Deficits

The Council has a statutory requirement to prepare an estimate each January of the surplus or deficit expected to arise at the end of the financial year. In January 2020 it was estimated that the Collection Fund would have a Council Tax surplus of **£0.383m** (£0.268m in January 2019) and a Business Rates surplus of **£0.802m** (£2.464m surplus in January 2019), a combined Collection Fund surplus of **£1.185m** (£2,732m surplus in January 2019) and so the following amounts were due to or from the preceptors in 2020/21:

<b>2019/20</b>		<b>2020/21</b>
<b>£'000</b>		<b>£'000</b>
(1,588)	City of Lincoln Council	(202)
(1,279)	Lincolnshire County Council	(88)
(34)	Police & Crime Comm. Lincolnshire	(52)
169	Central Government	(843)
<b><u>(2,732)</u></b>	<b>Total</b>	<b><u>(1,185)</u></b>

**INDEPENDENT AUDITORS' REPORT TO MEMBERS OF CITY OF LINCOLN  
COUNCIL**

## 1 The council's responsibility for sound governance

### 1.1 Scope of responsibility

City of Lincoln Council must ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and used economically, efficiently and effectively. The council also has a duty under the Local Government Act 1999 to secure continuous improvement in the way in which its functions are exercised.

Governance is about how we ensure that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. In discharging this overall responsibility, we must put in place proper governance arrangements to manage our affairs. The council must ensure that there is a sound system of governance (incorporating the system of internal control) and based on the principles of the "Delivering Good Governance in Local Government Framework 2016"

How we are meeting these defined responsibilities is detailed in the City of Lincoln's Code of Corporate Governance, which is found on our website under your council/information policies & publications/corporate publications. [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

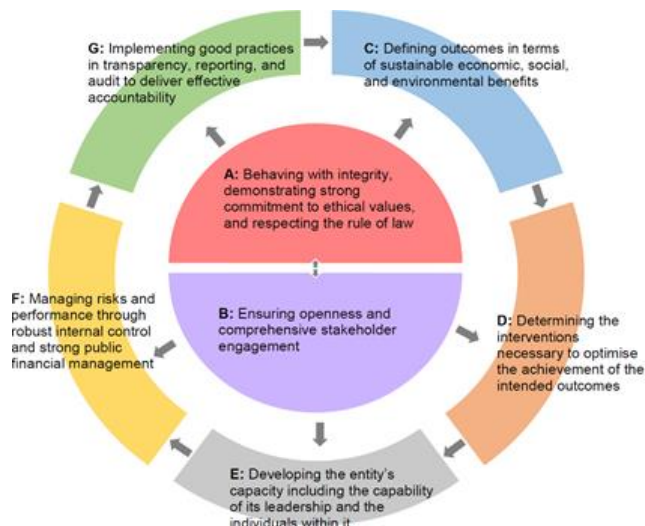
The council's Code of Corporate Governance, comprehensively reviewed in 2017, is updated annually. A further comprehensive review was completed in April 2021, considering the impact of COVID-19.

This Annual Governance Statement details how the city council has complied with its own Code of Corporate Governance over the last year and meets the statutory requirements for all relevant bodies to prepare such a statement. It also includes a new section on the impact on the council, and actions taken as a result, of the COVID-19 pandemic.

**For a glossary of terms used – see Appendix B**

1.2 The Code of Corporate Governance sets out the documentation, systems and processes by which the authority transparently controls its activities and defines its cultures and values. It enables us to monitor achievement of our strategic objectives and to consider whether these have led to the delivery of appropriate value for money services.

The code is based on a set of seven core principles:



1.3 Responsibility rests within a range of areas – the key ones are detailed in the table below:

KEY ELEMENTS OF COUNCIL'S GOVERNANCE FRAMEWORK		
Key elements of the governance framework at City of Lincoln Council are summarised below:		
<p><b>Council, Executive, Leader</b></p> <ul style="list-style-type: none"> <li>❖ Provide leadership; set, develop and implement policy</li> <li>❖ Ensure the Vision 2025 strategies are taken forward</li> <li>❖ Develop, adopt and implement the budget framework</li> <li>❖ Support the city's diverse communities and neighbourhoods to thrive</li> </ul>	<p><b>Leadership and decision making</b></p> <ul style="list-style-type: none"> <li>❖ All decision meetings held in public (except those identified as 'part B')</li> <li>❖ Decisions recorded on the council's public website</li> <li>❖ Resources directed according to priorities as set out in Vision 2025</li> </ul>	<p><b>Risk management</b></p> <ul style="list-style-type: none"> <li>❖ Risk registers identify both operational and strategic risks</li> <li>❖ Strategic risks are considered by CMT and Executive every quarter</li> <li>❖ Internal audit provides independent objective assurance</li> <li>❖ Council's arrangements comply with the requirements of the CIPFA Statement on the Role of the Head of Internal Audit</li> </ul>
<p><b>Scrutiny and review</b></p> <ul style="list-style-type: none"> <li>❖ Scrutiny committees review council policy and can challenge decisions to hold Executive to account</li> <li>❖ Audit and Performance committees review governance, costs vs budget, risk, internal control and delivery of agreed plans</li> <li>❖ Ethics and Engagement Committee and/or Monitoring Officer deals with complaints about, or suspected breaches of member conduct</li> <li>❖ Any two members can hold the Executive to account outside of scrutiny and review by requesting Call-In and reconsideration of an Executive decision</li> </ul>	<p><b>Corporate Management Team (CMT)</b></p> <ul style="list-style-type: none"> <li>❖ The CX is the Head of Paid Service and is responsible for all council staff and for leading an effective Corporate Management Team (CMT)</li> <li>❖ CMT ensures there is clear accountability for the use of resources in achieving desired outcomes for service users and the community</li> <li>❖ The Chief Finance Officer (CFO) is the council's Section 151 Officer and is responsible for safeguarding the council's financial position and securing value for money. The council's financial management arrangements comply with the governance requirements of the CIPFA Statement on the role of Chief Financial Officer in Local Government</li> <li>❖ The City Solicitor is the council's Monitoring Officer and is responsible for ensuring legality, good governance and promoting high standards of conduct</li> </ul>	

**1.4** In the following sections the AGS considers whether the Code has been applied effectively providing commentary on how the framework itself has operated over the last 12 months. The first of these sections covers how the council has maintained good governance during the COVID-19 pandemic – some of the activities mentioned are also mentioned under the core principles.

**1.5 Impact of COVID-19 and maintaining good governance**

As with all councils the COVID-19 pandemic caused major disruption to the day to day work of the council, including cancellation of some committee meetings, and changing priorities to protect our most vulnerable residents and local businesses. This meant there was a need to initiate business continuity procedures as well as introducing new or varied governance arrangement in some areas.

**Actions taken to address the impact of the COVID-19 pandemic in 2020/21:**

- Co-ordinated response to the pandemic working with Lincolnshire Local Resilience Forum
- Review of governance arrangements following introduction of the Coronavirus Act 2020, including introduction of virtual council and other key meetings
- Prioritisation of resources to ensure ongoing provision of key services
- Development of a Befriending and Community Helpline service to support the most vulnerable, including council tax support discounts.
- Reallocation of teams to support COVID-19 response, e.g. Civic, Audit and Policy Teams
- Support for local businesses in applying for business rate-payers discounts and business grants payments
- Initial response to the pandemic in terms of delivery of critical services, protection of staff, support for community and vulnerable persons, impact on the local economy and financial impacts on the council
- Some key meeting such as DMTs were temporarily suspended, until it was practical to restart them
- Several HR interim procedures and checklists for managers were introduced to support employees working from home and support their health and wellbeing
- Development of activities to support the city and high street, including leading on multi-agency partnership to support high street recovery.
- One Council – under the Organisational Development pillar we are putting processes in place and revising policies as required in response to COVID-19, particularly around work styles and support for staff and members to ensure we have the governance in place to make sure these new ways of working and new activities are fit for purpose
- Implementation of ongoing support for the community and vulnerable persons through working with partner organisations
- Re-establishment of committee meetings via electronic means to ensure democratic responsibility
- Development of policies and procedures to enable delivery of services, including critical services, whilst ensuring protection of staff and customers.
- Transfer of Befriending service to voluntary sector organisations for those requiring it
- Ensure processes in place to enable businesses in the city to access support, e.g. Environmental Health Officer utilising legal powers to manage re-opening of businesses under COVID-19
- Management of the financial impacts of COVID-19, including an MTFS review
- Performance reporting adapted to identify the impact of the pandemic across all council services and show how individual service areas have responded to changes in demand.
- Q4 19/20 Performance report was a review of 19/20 including initial COVID-19 response

- A combined Q1 and Q2 2020/21 Performance report to help assess impact of COVID-19
- A Q3 2020/21 review of service responses to the ongoing pandemic and recovery plans
- Q4 2020-21 returned to performance measure format
- Reprofiled of Vision 2025 Delivery Action Plan to reprioritise projects
- Progressing of access to various central funding pots to support High Street recovery

**Proposed activity for the coming year:**

- Evidenced review of the longer-term effects of Covid on the city (especially health) and any changes in priorities that may be required
- Confirmation of reprofiled Vision 2025 and final Year 2 Delivery Action Plan
- Review of actions taken, and lessons learned from response to the COVID-19 pandemic
- Review of Business Continuity plans in the light of lessons learned
- Many of these actions are covered under the key principles below and further activities will be identified once the council emerges from the current recovery stage
- Protecting Vulnerable People Group will include the impact from Covid on PVP/ safeguarding into an internal audit we have scheduled for 2021

**1.6 CORE PRINCIPLE A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

Ethical values, standards and formal codes of conduct are defined in the council's constitution and form the basis for developing our policies, procedures and actions as well as for the behaviour of our members and staff. We have appropriate processes in place to ensure that members and staff are not influenced by prejudice, bias or conflicts of interest when engaging and making decisions with stakeholders, as well as effective systems to protect the staff rights. All council decisions consider legal and equality implications with support from Legal Services.

Our Audit Committee (which includes an independent member) provides assurance on the adequacy of the internal control environment, by ensuring high standards of conduct are embedded within the council's culture, monitoring governance issues raised and overseeing internal and external audit arrangements.

**Activity within Principle A in 2020/21:**

- Modern Slavery Charter and Statement reviewed
- Communications plan in place for Protecting Vulnerable People (PVP) (social media)
- PVP – children's safeguarding internal audit completed – response July 2021
- A full review of the Code of Corporate Governance was conducted
- Regular portfolio holder meetings re-established following COVID-19 effects
- Revised audit plan developed due to COVID-19. Taken to the Audit Committee in Sept 20
- Regular attendance at both CLT and Service Managers meeting by the Data Protection Officer who provides clear information on any changes of regulations, risks or procedures

**Proposed activity for the coming year:**

- Annual update Code of Corporate Governance
- Update member code of conduct in accordance with government guidelines
- Internal audit on protecting vulnerable people – safeguarding audit
- Review of needs to meet the proposed Subsidy Control Bill
- Review of needs to meet the Electoral Integrity Bill
- Follow up on the feedback from the Children's safeguarding audit

- Adults safeguarding Audit – 2021
- Review proposals for a peer review on Children’s safeguarding in 2022
- Review Domestic Abuse bill – the Victims Bill - summer 2021
- Review proposals in the new Planning Bill
- An External Quality Assessment of Internal Audit is scheduled for 2021/22

## 1.7 CORE PRINCIPLE B: Ensuring openness and comprehensive stakeholder engagement

The council makes sure our partners, in the private, public and voluntary sector as well individual citizens and service users are engaged in and have full access to information relating to decisions made. We expect reports to decision makers to be open, provide all the necessary material to ensure informed decisions in the best interests of the city and communities, and to have engaged stakeholders and service users in arriving at proposals under consideration.

### Activity within Principle B in 2020/21:

- Daily staff briefings during initial COVID-19 emergency, weekly on resumption of services
- Consultation with Befriending Service users prior to transfer to alternative providers
- Consultation with service users ahead of changes to service delivery (e.g. public toilets, Central Market, Town Deal)
- Consultation with partner organisations ahead of changes to funding arrangements (Drill Hall, Dial a ride and Citizens Advice)
- Review of Consultation and Engagement Strategy commenced with member workshop

### Proposed activity for the coming year:

- Complete the review of the Consultation and Engagement Strategy
- Citizen Panel consultation regarding High Street recovery to inform action plan
- Consultation with service users relating to Climate Change
- Undertake consultation in respect of repurposing of Vision 2025

## 1.8 CORE PRINCIPLE C: Defining outcome in terms of sustainable economic, social, and environmental benefits

Vision 2025 is the council’s vision for the five years to 2025 and forms the second phase of our Vision from 2017 to 2030. As with previous strategic plans, Vision 2025 was developed using a robust evidence base including information gained through consultation with local residents and businesses, and evidence from the Lincoln City Profile. The priorities in Vision 2025 remain broadly similar, but with the addition of a priority to address the challenges of climate change:

- Let’s drive inclusive economic growth
- Let’s deliver quality housing
- Let’s address the challenge of climate change
- Let’s reduce all kinds of inequality
- Let’s enhance our remarkable place

Although the plan was adopted in February 2020, little progress was made during 2020/21 due to the pandemic, although a number of key large projects did continue as soon as restrictions allowed. (e.g. Boutham Park restoration; De Wint Court build). Those projects that continued were monitored through their respective MEGA Boards. Progress towards achieving projects has been included in Quarterly performance reports alongside recovery information.

In the latter part of the year the plan was reprofiled to take account of changing priorities brought about by Covid-19 and associated budget pressures. In addition every directorate identified any key priorities necessary to bring services back to the new normal.

**Activity within Principle C in 2020/21:**

- Approval of the MTFS which is a financial representation of the council's Vision 2025
- Ongoing development for embedding sustainability over the next 3 to 5 years
- Repurpose Vision 2025 to support the recovery of the city and council economically and ensure community support
- Plans agreed to improve Lincoln Crematorium facilities and sustainability
- One Council programme development in the IT areas, accelerated as a result of Covid-19
- Participant in Business and Economy recovery cell for Greater Lincolnshire and Rutland with six-month economic recovery plan developed.
- Review the delivery plan for Vision 2025 to take account of the health impact on the council and residents of COVID-19.
- Worked closely with Lincolnshire Resilience Forum partners to support recovery
- Lead on implementation of Business and Economy Recovery Cell short term forward plan for construction sector and place marketing.
- Key partner in Infrastructure Recovery Cell covering Lincolnshire, which includes housing, to ensure infrastructure is in place enabling growth plans to be implemented
- Signed up to civic university agreement with BGU and Lincoln University

**Proposed activity for the coming year:**

- Re-energised implementation on the place strategy for Park Ward/Sincil Bank, highlighted as an area for regeneration following delay as a result of Covid-19.
- Develop 5-year recovery plan linked to Town Investment Plan for the City.
- Further evidence-based review of the Vision 2025 following new data release
- Review of whether the health of our residents is actively considered at an appropriate level throughout the vision
- Public communication of the year 2 Vision 2025 Delivery Plan

## **1.9 CORE PRINCIPLE D: Determining the interventions necessary to optimise the achievement of the intended outcomes**

The council clearly defines its priorities and plans which are aimed at delivering the outcomes it intends. Whilst service plans for 2020/21 were not completed work is ongoing to ensure robust service management during the recovery stage. All projects are subject to the Lincoln Project Management Model (LPMM), through which we continuously assess the risks of not fully delivering plans and ensure that there are mitigating actions in place to support the achievement of intended outcomes.

The council's financial management arrangements ensure that there is adequate resource available to deliver plans. The council reviews progress against delivering those outcomes through its performance management framework.

**Activity within Principle D in 2020/21:**

- The TFS programme Team has worked on the phase 7 programme to meet the increased MTFS savings target
- Development of One Council through the four pillars – Organisational Development, Value Processes, Use of Assets and Technology
- Pilot of Office 365 has been extended



- Pilot of desktop refresh
- Technology introduced to adapt to COVID-19
- Review of workstyles to understand technology required
- Refreshed infrastructure platform
- Conducted a PIR on implementation of the revised Lincoln Project Management Model
- Housing repairs online pilot commenced – to enable booking of repairs online.

**Proposed activity for the coming year:**

- Reprofiled Vision 2025 with Year 2 delivery plan
- Complete roll out of Office 365 by September 2021
- Complete desktop refresh
- Look at investment in IT required to support new ways of working
- Establish micro-sites for key services, e.g. Christmas Market, Building Control, Visitor services.
- Identify top 10 interactions with customers and move to online forms where possible to take pressure off contact centre.
- Review of my-info.

## 1.10 CORE PRINCIPLE E: Developing the entity's capacity, including the capability of its leadership and the individuals within it

The council ensures a management structure that provides leadership and creates the opportunity for staff to work effectively and efficiently to achieve the council objectives. We have a programme in place under the organisational development pillar of our One Council approach which will ensure the workforce has the necessary skills and behaviours to deliver the vision for the city and is effectively engaged to champion the council's priorities. Partnership working extends the capacity for key projects beyond the council's own resource and is embedded within the Vision 2025 objectives.

**Activity within Principle E in 2020/21:**

- HR policies relating to home working have been reviewed with training delivered to managers and team leaders
- Continued regular HR line management briefings
- Daily briefings from Chief Executive during COVID-19 emergency, reducing to weekly by the end of 2020/21
- Ongoing implementation of the People Strategy
- Development of One Council pillars – Organisational Development and Create Value Processes, including piloting Office 365 and remote working and introduction of Microsoft Teams for all staff on a planned roll out basis
- Review of space at City hall and Hamilton House to support new ways of working
- Visitor information centre successfully brought back in house

**Proposed activity for the coming year:**

- Needs analysis to be completed on Leadership Development
- Ongoing weekly briefings by Chief Executive
- Ongoing review of space at City Hall and Hamilton House following COVID-19. This will also include community centres and other buildings
- Look at ways to increase and strengthen City hall as a public sector hub
- One Council organisational Pillar to review whether any new issues arise from Covid-19 that need to be addressed either temporarily or more permanently

## 1.11 CORE PRINCIPLE F: Managing risks and performance through robust internal control and strong public financial management

The council recognises the need to implement an effective performance management system that will allow us to deliver services effectively and efficiently. We understand that risk management, internal control and strong financial management are essential for us to achieve our objectives and we have put appropriate arrangements in place.

### Activity within Principle F in 2020/21:

- A successful two-phase savings and income generation programme was developed and the first phase (TFS 7a) implemented to address reductions in central government funding.
- Development of One Council activities – the Creating Value Processes programme
- The External auditor issued an unqualified opinion on the authority's final statement of accounts and Value for Money conclusion
- Developed the council's response to the financial situation caused by covid-19 including, ensuring strong financial management to make sure that we manage public funds correctly, e.g. revised budget estimates, enhanced TFS programme, open MARS offer to staff, expenditure control budget review process.
- Review of the Value for Money Statement
- Introduction of the new CIPFA Financial Management Code

### Proposed activity for the coming year:

- A key piece of work will be to review control systems to ensure they continue to be fit for purpose with the new ways of working
- Development of measures by Priority Theme Groups to report progress on Vision 2025
- Reinstatement of monthly Vision Priority meetings
- A review of the Corporate Procurement Bill to accommodate the new procurement green paper, which is going through the legal/parliamentary process
- Implementation of agreed action plan to ensure compliance with the CIPFA Financial Management Code
- Review of value for money arrangements to ensure requirements of the new external audit VFM assessment are met

## 1.12 CORE PRINCIPLE G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability

The council recognises that effective accountability is concerned not only with reporting on actions completed but ensuring stakeholders are able to understand and respond as the council plans and carries out its activities in an open, transparent and proportionate manner. Performance is managed under the principles of the Performance Management Framework

### Activity within Principle G in 2020/21:

- Due to COVID-19 a revised audit plan was developed and presented to the Audit Committee in September 2020
- A review of the Code of Corporate Governance has been conducted in March 2021
- For those periods in 2020/21 when performance data could not be collected due to covid-19, an alternative report was produced giving members full updates on which services were active, at what level and including additional specific short-term activities
- Despite effects of covid-19, data transparency requirements were met for the year

- A review of the Data transparency website page was conducted to improve visibility

**Proposed activity for the coming year:**

- Further development of the performance management system
- Review of Lincoln Performance Management Framework
- Reinstatement of monthly Vision Priority meetings and thus the annual reports to committee
- CMT to consider the option for a follow up Peer Review
- Completion of the updated partnerships register, identifying the key partnerships for the council

## 2 Review of effectiveness of the governance framework

We undertook an assessment of the council's governance framework during 2020/21 through a review of the Council's Code of Corporate Governance (policies and processes) and the review process to develop the AGS and identify any significant issues, or other areas that may require monitoring. We took account of relevant governance audits, third party assurances, combined assurance work, committee reports, risk management, performance management, projects and partnership governance, Vision 2025/One Council, financial management, interviews with senior management and statutory officers.

The Head of Internal Audit is required annually to give an opinion on the overall adequacy of and effectiveness of the Council's governance, risk and control framework and therefore the extent to which the Council can rely on it. For 2020/21 the Council was performing adequately across all areas. The audit plan was reduced in 2020/21 due to Covid, however audits completed included governance, risk, financial control, ICT, Covid 19 risks, Projects as well as Combined Assurance. Internal audit was involved in supporting Covid grants during 2020/21 and to help mitigate this there are external assurances in this area through central government, NFI data matching and external audit.

Supporting this assessment is the detailed work undertaken by Internal Audit during the course of the year as part of the Internal Audit plan and Combined Assurance work.

Whilst this identified some agreed actions none were considered significant enough to highlight as potential AGS significant governance issues.

There were two areas of combined assurance assessed as red; however, these risks are being managed – these were not considered significant governance issues. There were several Amber areas; one of these areas - IT DR was a 19/20 significant issue.

As at March 2021 there were a number of high priority audit recommendations both made and outstanding. Outstanding agreed actions were in respect IT security, risk management, information governance, service-related actions. Progress towards addressing these recommendations will be monitored through existing monitoring arrangements and as part of the review of the AGS none were considered significant governance issues.

**The introduction of the CIPFA Financial Management Code 2019 (FM Code)**

The CIPFA FM Code is applicable in shadow form during 20/21 with compliance expected from 21/22.

An assessment against the FM Code has been completed and the CFO reported the findings to Executive 17 March 2021 and Audit committee 23 March 2021. Some actions have been identified, most of which were already planned in for action during 2020/21:

- Continue to support professional development
- Review FPR
- Review CPR
- Review the Code of Corporate Governance
- External quality assessment of IA
- Implement Finance Business Partnership approach
- MTFS to include reference to scenario testing
- Assess implications of changes to the Prudential Code
- Consider use of Citizens Panel for budget consultation
- Annual reporting of key partnerships to Audit committee
- Consider if other major balance sheet items can be made more visible in quarterly reporting

Progress will be monitored through the Audit committee.

### 3 Level of assurance provided

We can provide a high level of assurance that the governance arrangements operating at City of Lincoln Council, in line with our Code of Corporate Governance are appropriate, fit for purpose and working well in practice.

### 4 Status of significant governance issues monitored from 2019/20

The council has regularly monitored its 2019/20 significant governance issues through senior management and the Audit Committee during 2020/21. Three issues were identified for monitoring:

- **The Disaster Recovery plan in place for IT arrangements:** during 2019/20 significant progress was made towards alignment with the Business Continuity plans that are in place for restoring key services in terms of IT needs. Overall, all but one action had been completed. Also the introduction of an alternative site at Hamilton House for data security has been implemented. However, COVID-19 has made such an impact to both the short and possibly long term working arrangements of the council, that it is felt that this issue should not be removed from the list of significant issues – but instead should remain with a revised focus on what the required outcome needs to be, including a review of the expectations of our IT recovery and resource needs to meet the agreed BC plan needs

#### **THIS ISSUE WILL REMAIN – but with a revised aim and action plan**

- **Review of impact of Coronavirus on the council’s service delivery and embedding new ways of working for staff.** COVID-19 has had a significant impact on the council’s budget resulting in the need to undertake a comprehensive review of how and what services are delivered ensuring our statutory requirements are met. The council was already undertaking a pilot to enable more agile working, and with the lockdown intervention the council fast tracked this approach and as a part of this specifically reviewed the effectiveness of working conditions for staff and members, now and in the future. Steps have been taken throughout the latter part of 2020/21 to ensure that as the council develops its different approaches to service delivery and new ways of working, that governance is at its heart, recognising that governance arrangements may still need to adapt and change in order that they remain fit for purpose in the future.

#### **THIS ISSUE TO BE REMOVED – initial steps have been taken and it is now part of business as usual activity**

- **Vision 2025 needs to be re-profiled and communicated to a wider audience in the light of COVID-19.** The strategy was adopted but there was no formal public launch was held due to COVID-19 impact. The council's response to the pandemic was to proactively divert resources to tackle the emergency, and all projects and programmes that could be paused/had not already commenced were stopped in a planned way. Tackling the emergency situation and resulting recovery phase has been a long process due to the prevalence of COVID-19 nationally and there is now a need to reflect on how Vision 2025 supports the health of the people of Lincoln and also the health of the city. This may lead to some changes which will be decided before wider communication commences

## **THIS ISSUE WILL REMAIN – but with a revised aim and action plan**

### **5 Significant governance issues identified from 2020/21**

#### **New significant issues identified from 2020/21**

There were no NEW significant issues identified, but as noted above, there will be a revised focus on two of the previous year's issues. A new action/monitoring plan will be drawn up for monitoring purposes.

### **7 Conclusion**

The council's governance arrangements are under continual review and refinement. The council will monitor improvement plans for its significant governance issues quarterly and report progress in the next annual review.

#### **Signed**



Leader:

**Date: 8 June 2021**



Chief Executive:

**Date: 6 June 2021**

## GLOSSARY OF TERMS USED IN THE GOVERNANCE STATEMENT

AGS	Annual Governance Statement
CFO	Chief Finance Officer
CMT	Corporate Management Team
CX	Chief Executive
HMO	Houses in Multiple Occupation
HR	Human Resources
ICT	Information and Communications Technology
LPMM	Lincoln Project Management Model
MTFS	Medium Term Financial Strategy
PIMS	Performance Information Management System
PIR	Post Implementation Review
TFS	Towards Financial Sustainability
Vision 2020	The council's strategic plan 2017-20
Vision 2025	The council's strategic plan 2020-25

## **AAA FITCH RATING**

Highest credit quality - 'AAA' ratings denote the lowest expectation of credit risk. They are assigned only in case of exceptionally strong capacity for timely payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.

## **AA FITCH RATING**

Very high credit quality - 'AA' ratings denote a very low expectation of credit risk. They indicate very strong capacity for timely payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events. The modifier "+" or "-", may be appended to the rating to denote relative status within the category.

## **A FITCH RATING**

High credit quality - 'A' ratings denote a low expectation of credit risk. The capacity for timely payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings. The modifier "+" or "-", may be appended to the rating to denote relative status within the category.

## **ACCOUNTING PERIOD**

The period of time covered by the accounts, normally a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

## **ACCRUALS**

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March.

## **ACTUARIAL GAINS AND LOSSES**

For a defined benefit pension scheme, the changes in actuarial surpluses or deficits that arise because:

- Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- The actuarial assumptions have changed

## **ASSET**

An item having value to the Council in monetary terms. Assets are categorised as either current or fixed:

- A current asset will be consumed or cease to have material value within the next financial year (e.g. cash and stock);
- A fixed asset provides benefits to the Council and to the services it provides for a period of more than one year and may be tangible e.g. a community centre, or intangible, e.g. computer software licences.

## **AUDIT OF ACCOUNTS**

An independent examination of the Council's financial affairs.

## **BALANCE SHEET**

A statement of the recorded assets, liabilities and other balances at the end of the accounting period.

## **BORROWING**

Government support for capital investment is described as either Supported Capital Expenditure (Revenue) known as SCE(R) or Supported Capital Expenditure (Capital Grant) known as SCE(C). SCE can be further classified as either Single Capital Pot (SCP) or ring-fenced.

## **BUDGET**

The forecast of net revenue and capital expenditure over the accounting period.

## **CAPITAL EXPENDITURE**

Expenditure on the acquisition of a fixed asset, which will be used in providing services beyond the current accounting period, or expenditure which adds to and not merely maintains the value of an existing fixed asset.

## **CAPITAL FINANCING**

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

## **CAPITAL PROGRAMME**

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

## **CAPITAL RECEIPT**

The proceeds from the disposal of land or other assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the Government but they cannot be used to finance revenue expenditure.

## **CIPFA**

The Chartered Institute of Public Finance and Accountancy.

## **CLAW-BACK**

Where average council house rents are set higher than the Government's prescribed average limit rent, used in the calculation of rent rebates, the percentage difference reduces the amount of rent rebate subsidy due to the Council, i.e. it is "clawed-back" by the Government.

## **COLLECTION FUND**

A separate fund that records the income and expenditure relating to Council Tax and non-domestic rates.

## **COMMUNITY ASSETS**

Assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.



## **COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT**

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

## **CONSISTENCY**

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

## **CONTINGENT ASSET**

A contingent asset is 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 contingent liability is either:

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

## **CORPORATE AND DEMOCRATIC CORE**

The corporate and democratic core comprises all activities that local authorities engage in specifically because they are elected, multi-purpose authorities. The costs of these activities are thus over and above those which would be incurred by a series of independent single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

## **CREDITOR**

Amount owed by the Council for work done, goods received or services rendered within the accounting period, but for which payment has not been made by the end of that accounting period.

## **CURRENT SERVICE COST (PENSIONS)**

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

## **DEBTOR**

Amount owed to the Council for works done, goods received or services rendered within the accounting period, but for which payment has not been received by the end of that accounting period.

## **DEFERRED CHARGES**

Expenditure which can be properly deferred (i.e. treated as capital in nature), but which does not result in, or remain matched with, a tangible asset. Examples of deferred charges are grants of a capital nature to voluntary organisations.

## **DEFINED BENEFIT PENSION SCHEME**

Pension schemes in which the benefits received by the participants are independent of the contributions paid and are not directly related to the investments of the scheme.

## **DEPRECIATION**

The measure of the cost of wearing out, consumption or other reduction in the useful economic life of the Council's assets during the accounting period, whether from use, the passage of time or obsolescence through technical or other changes.

## **DISCRETIONARY BENEFITS (PENSIONS)**

Retirement benefits, which the employer has no legal, contractual or constructive obligation to award and are awarded under the Council's discretionary powers such as the Local Government (Discretionary Payments) Regulations 1996.

## **EQUITY**

The Council's value of total assets less total liabilities.

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

Events after the Balance Sheet date are those events, favourable or unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

## **EXCEPTIONAL ITEMS**

Material items which derive from events or transactions that 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 of the accounts.

## **EXPECTED RETURN ON PENSION ASSETS**

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

## **EXTRAORDINARY ITEMS**

Material items, possessing a high degree of abnormality, which derive from events or transactions that fall outside the ordinary activities of the Council and which are not expected to recur. They do not include exceptional items, nor do they include prior period items merely because they relate to a prior period.

## **FAIR VALUE**

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction less, where applicable, any grants receivable towards the purchase or use of the asset.

## **FAIR VALUE INPUT LEVELS**

Basis for recurring fair value measurements:

- Level 1 Inputs - quoted prices (unadjusted) in active markets for identical assets or liabilities 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 or liability, either directly or indirectly.
- Level 3 Inputs - unobservable inputs for the asset or liability.

## **FINANCE LEASE**

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

## **GOING CONCERN**

The concept that the Statement of Accounts is prepared on the assumption that the Council will continue in operational existence for the foreseeable future.

## **GOVERNMENT GRANTS**

Grants made by the Government towards either revenue or capital expenditure in return for past or future compliance with certain conditions relating to the activities of the Council. These grants may be specific to a particular scheme or may support the revenue spend of the Council in general.

## **HOUSING BENEFITS**

A system of financial assistance to individuals towards certain housing costs administered by authorities and subsidised by Central Government.

## **HOUSING REVENUE ACCOUNT (HRA)**

A separate account to the General Fund, which includes the income and expenditure arising from the provision of housing accommodation by the Council.

## **IMPAIRMENT**

A reduction in the value of a fixed asset to below its carrying amount in the Balance Sheet.

## **INCOME AND EXPENDITURE ACCOUNT**

The revenue account of the Council that reports the net cost for the year of the functions for which it is responsible and demonstrates how that cost has been financed from precepts, grants and other income.

## **INTANGIBLE ASSETS**

An intangible (non-physical) item may be defined as an asset when access to the future economic benefits it represents is controlled by the reporting entity. This Council's intangible assets comprise computer software licences.

## **INTEREST COST (PENSIONS)**

For a defined benefit scheme, the expected increase during the period of the present value of the scheme liabilities because the benefits are one period closer to settlement.

## **INVESTMENTS (PENSION FUND)**

The investments of the Pension Fund will be accounted for in the statements of that fund. However, authorities are also required to disclose, as part of the disclosure requirements relating to retirement benefits, the attributable share of the pension scheme assets associated with their underlying obligations.

## **LIABILITY**

A liability is where the Council owes payment to an individual or another organisation.

- A current liability is an amount which will become payable or could be called in within the next accounting period, e.g. creditors or cash overdrawn.
- A deferred liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period of time.

## **LIQUID RESOURCES**

Current asset investments that are readily disposable by the Council without disrupting its business and are either:

- Readily convertible to known amounts of cash at or close to the carrying amount; or
- Traded in an active market

## **LONG-TERM CONTRACT**

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken to substantially complete the contract is such that the contract activity falls into more than one accounting period.

## **MATERIALITY**

The concept that the Statement of Accounts should include all amounts which, if omitted or mis-stated, could be expected to lead to a distortion of the financial statements and ultimately mislead a user of the accounts.

## **MINIMUM REVENUE PROVISION (MRP)**

The minimum amount which must be charged to the revenue account each year in order to provide for the repayment of loans and other amounts borrowed by the Council.

## **NATIONAL NON-DOMESTIC RATES (NNDR)**

The National Non-Domestic Rate is a levy on businesses, based on a national rate in the pound set by the Government and multiplied by the assessed rateable value of the premises they occupy. It is collected by the Council on behalf of Central Government and then redistributed back to support the cost of services.

## **NET BOOK VALUE**

The amount at which assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

## **NET DEBT**

The Council's borrowings less cash and liquid resources.

## **NON-DISTRIBUTED COSTS**

These are overheads for which no user now benefits and as such are not apportioned to services

## **NON-OPERATIONAL ASSETS**

Assets held by the Council but not directly occupied, used or consumed in the delivery of services. Examples are investment properties, assets under construction or assets surplus to requirements pending sale or redevelopment.

## **OPERATING LEASE**

A lease where the ownership of the fixed asset remains with the lessor.

### **OPERATIONAL ASSETS**

Assets held and occupied, used or consumed by the Council in the pursuit of its strategy and in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

### **PAST SERVICE COST (PENSIONS)**

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.

### **PENSION SCHEME LIABILITIES**

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

### **PRECEPT**

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from Council Tax on their behalf.

### **PRIOR YEAR ADJUSTMENT**

Material adjustments applicable to previous years arising from changes in accounting policies or from the correction of fundamental errors. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

### **PROVISION**

An amount put aside in the accounts for future liabilities or losses which are certain or very likely to occur but the amounts or dates of when they will arise are uncertain.

### **PUBLIC WORKS LOAN BOARD (PWLB)**

A Central Government Agency, which provides loans for one year and above to authorities at interest rates only slightly higher than those at which the Government can borrow itself.

### **RATEABLE VALUE**

The annual assumed rental of a hereditament, which is used for NNDR purposes.

### **RELATED PARTIES**

There is a detailed definition of related parties in FRS 8. For the Council's purposes related parties are deemed to include the Council's members, the Chief Executive, its Directors and their close family and household members.

### **RELATED PARTY TRANSACTIONS**

The Code requires the disclosure of any material transactions between the Council and related parties to ensure that stakeholders are aware when these transactions occur and the amount and implications of such.

## **REMUNERATION**

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

## **RESERVES**

The accumulation of surpluses, deficits and appropriations over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Council. Some capital reserves such as the fixed asset restatement account cannot be used to meet current expenditure.

## **RESIDUAL VALUE**

The net realisable value of an asset at the end of its useful life.

## **RETIREMENT BENEFITS**

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment.

## **REVENUE EXPENDITURE**

The day-to-day expenses of providing services.

## **REVENUE SUPPORT GRANT**

A grant paid by Central Government to authorities, contributing towards the general cost of their services.

## **STOCKS**

Items of raw materials and stores a Council has procured and holds in expectation of future use. Examples are consumable stores, raw materials and products and services in intermediate stages of completion.

## **TEMPORARY BORROWING**

Money borrowed for a period of less than one year.

## **TRUST FUNDS**

Funds administered by the Council for such purposes as prizes, charities, specific projects and on behalf of minors.

## **USEFUL ECONOMIC LIFE (UEL)**

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

## **WORK IN PROGRESS (WIP)**

The cost of work performed on an uncompleted project at the Balance Sheet date, which should be accounted for.

<b>SUBJECT:</b>	<b>LOCALISED COUNCIL TAX SUPPORT SCHEME 2022/23</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>MARTIN WALMSLEY, HEAD OF SHARED REVENUES AND BENEFITS</b>

## **1. Purpose of Report**

- 1.1 To provide information regarding the outcome of consultation regarding 2022/23 Council Tax Support Scheme options.

To propose options for a Council Tax Support Scheme for the 2022/23 financial year, which must be approved by Council before 31<sup>st</sup> January 2022.

## **2. Background**

- 2.1 The national Council Tax Benefit system was abolished on 31<sup>st</sup> March 2013 and replaced by the Council Tax Support Scheme (CTS). (CTS is also sometimes known as 'Council Tax Reduction' – CTR). This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders, and residents.

- 2.2 As at the end of August 2021, there were 8,870 residents claiming CTS in Lincoln. 2,704 being pensioners who are protected under the legislation and receive CTS as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It is the 6,166 working age claimants where a local scheme can be determined which can change the level of support provided. Unless a decision by the Council is made to apply scheme changes to vulnerable working-age customers, the localised CTS scheme would historically only be applied to non-vulnerable working age. Vulnerable working-age customers are those that have one of the following for CTS purposes:

- Disability Premium;
- Enhanced Disability Premium;
- Severe Disability Premium;
- Disabled Child Premium;
- In receipt of a war pension;
- Qualifies for disabled or long-term sick earnings disregard;
- Employment and Support Allowance (income-related, where the support or work-related component is received and has been recorded separately).

As at the end of August 2021, the split of the 6,166 working age CTS recipients is as follows:

- Working age – employed: 598;
- Working age – vulnerable: 3,069;
- Working age – other – i.e., not employed: 2,499.

2.3 The initial City of Lincoln CTS Scheme from 2013/14 effectively ‘protected’ working age Council Tax payers seeking support, retaining eligible entitlement of up to 100% and not restricting other areas of entitlement calculation. However, in recent years the scheme has changed in light of increasing scheme costs and budget pressures.

2.4 The proposed CTS scheme must go through certain steps to comply with the provisions stated in the Local Government Finance Act 2012, before it can be adopted by this Council as a Billing Authority:-

- *Before making a scheme, the authority must (in the following order):-*
  - *Consult any major precepting authority which has power to issue a precept to it,*
  - *Publish a draft scheme in such manner as it thinks fit, and*
  - *Consult such other persons as it considers are likely to have an interest in the operation of the scheme.*

### 3. Impacts of Covid-19

3.1 Covid-19 has had an impact on the amount of CTS awarded, with significant increases in caseload and cost of the scheme.

3.2 The table below shows how Lincoln’s CTS caseload has changed over the last two years.

	Working age	Pension age	Total
September 2019	5,639	2,903	8,542
December 2019	5,578	2,881	8,459
January 2020	5,601	2,865	8,466
February 2020	5,586	2,865	8,451
March 2020	5,638	2,853	8,491
April 2020	5,684	2,840	8,524
May 2020	5,972	2,835	8,807
June 2020	6,197	2,842	9,039
July 2020	6,159	2,832	8,991
August 2020	6,177	2,814	9,021
September 2020	6,225	2,806	9,031
October 2020	6,163	2,797	8,969
November 2020	6,193	2,786	8,979
December 2020	6,182	2,773	8,955
February 2021	6,227	2,754	8,981
April 2021	6,253	2,726	8,979
May 2021	6,250	2,726	8,976
June 2021	6,220	2,720	8,940
July 2021	6,191	2,718	8,909
August 2021	6,166	2,704	8,870



3.3 The level of CTS caseload is an important factor when considering the potential cost of a local CTS scheme – as effectively an increase in caseload increases the cost of the scheme, and vice versa the cost decreases when the CTS caseload reduces. Understandably, the Covid-19 pandemic had a direct impact on the number of residents claiming Council Tax Support. This increase now seems to have plateaued somewhat, and is falling slightly. Although impossible to predict with certainty, it would appear likely that the caseload may rise again in the latter half of 2021/22 due to certain national ‘protections’ ending – for example, furlough scheme. Whether or not an increased CTS caseload continues into 2022/23, very much depends on the economic climate and impact on jobs and businesses from the Covid-19 pandemic. As an update, officers can report that as at 7<sup>th</sup> December 2021, the total CTS caseload is 8,684.

#### 4. City of Lincoln Council 2021/22 CTS Scheme

4.1 The current, 2021/22 scheme has the following restrictions for working age customers: -

- Capital limit £6,000;
- Minimum entitlement of £2 per week;
- Property banding capped at Band B e.g., a customer in Band C (and above) property, will only have their CTS calculated on Band B liability;
- Backdating restricted to 1 month; and
- Temporary absence from home in line with Housing Benefit regulations.

#### 5. Council Tax Support Scheme Options for 2022/23

5.1 In this Council’s Medium Term Financial Strategy (MTFS), the budgeted cost of the 2022/23 CTS scheme is £1,339,316 (i.e., City of Lincoln Council’s share 14.9%, - (with the total scheme cost £8,988,698)).

If the Council wishes to continue protecting vulnerable working age CTS recipients, then any changes to the CTS scheme will only apply to 3,097 customers or 34.92% of the caseload. Changes to the CTS scheme may be made for vulnerable working age customers too, however pension age residents are ‘protected’ and the ‘default’ government scheme effectively applies.

City of Lincoln’s CTS caseload at the end of August 2021 can be broken down as follows:

<b>Caseload breakdown</b>	<b>Caseload</b>	<b>% of total caseload</b>
Total caseload	8,870	
Pensioner	2,704	30.48%
Working age vulnerable	3,069	34.60%
Working age non-vulnerable	3,097	34.92%

5.2 Based on the current core elements of the existing scheme, caseload increases of 0% and 5% have been modelled, along with Council Tax increases of 1.9% and

2.5%. These are summarised in **Appendix 1**, giving an indication of the potential cost and savings to City of Lincoln Council. Also included is the potential value for non-collection, based on the collection figure currently included in the MTFS (98.25%).

- 5.3 As a billing authority the Council can decide whether or not to amend core elements of its scheme each year. Following consideration by Executive on 25<sup>th</sup> October 2021, the options as set out in paragraph 5.5 have been subject to consultation.

There will be some technical changes that will still need to be applied to ensure that the Council's scheme complies with the Prescribed Scheme Regulations (for example, covering Universal Credit, premiums and discounts). These details are awaited from the Ministry of Housing, Communities and Local Government (MHCLG).

Technical amendments to the scheme in relation to uprating income, applicable amounts, disregards and allowances are to be collated once statutory details have been released by the Secretary of State.

- 5.4 In developing the modelling for each of the Council Tax Support Scheme options a number of assumptions have been made, as follows:

- **Uprating freeze for social security benefits**, based on current national policy;
- As the Council and major preceptors are likely to set differing levels of Council Tax increases, this creates a variety of modelling scenarios. **Council Tax increases of 1.9% and 2.5%** have therefore been assumed for modelling purposes. The final costs of the scheme will though be increased by the actual level of Council Tax increases applied. The modelling does not though take into consideration that the Council's percentage share of the overall cost of the scheme would slightly reduce if other preceptors increase their Band D by a greater percentage than the Council, this would in effect reduce the cost of the scheme to the Council.
- **No increase in caseload for 2022/23, also a 5% caseload increase.** The 0% caseload change would effectively allow for the slightly decreasing CTS caseload to continue, then potentially rise slightly as national Covid-19 'protections' end and as the economy becomes more buoyant the CTS caseload falls again. However, a company offering advice to Revenues and Benefits services has indicated there could be caseload increases of up to 5%. Of course, officers can only predict the economy and subsequent impacts on Covid-19 caseload, particularly in the current climate this cannot be an 'exact science'.
- **Collection rate of 98.25%.** The Council Tax base 2020/21 included a collection rate of 98.75%, however this was reduced to 97.75% for 2021/22 to take into account impacts on collection due to Covid-19. The MTFS assumes an increase, but not to the pre Covid-19 collection rate, 98.25% from 2022/23.

- 5.5 The options that have been subject to consultation, for the period 3<sup>rd</sup> November 2021 to 14<sup>th</sup> December 2021, are as below:

- **Option 1: No change to the current scheme;**
- **Option 2: ‘All working age’ banded scheme** - \* see paragraph 5.6 (below) for further information ;
- **Option 3: ‘De Minimis’ scheme** - \* see paragraph 5.7 (below) for further information. (Not modelled – A ‘De Minimis’ scheme is not included in the Northgate CTS modelling tool).

Options 2 and 3 very much focus on potentially simpler schemes for customers where many will receive less re-assessments of CTS entitlement in-year, reducing the number of complex CTS notifications they receive as well as subsequent Council Tax Bills with revised payment instalments. These options would also potentially make a more efficient scheme for officers, reducing the cost of outgoing correspondence.

## 5.6 ‘All Working Age’ Banded Scheme

For 2022/23, an option being put forward is to make a fundamental change to the way CTS is calculated for all working-age customers.

Part of this proposal is due to the way Universal Credit (UC) is re-assessed on a monthly basis by Department for Work and Pensions (DWP) – this means many Council Tax payers have their UC entitlement altered each month – for example, where they have a fluctuating wage. If the UC recipient is also receiving CTS, this subsequently means that they then have a re-assessment of their CTS entitlement – meaning that it is possible to keep having a new bill sent each month, with instalments for repayment being ‘re-set’ – which can be confusing for customers, as well as administratively inefficient for officers – and preventing recovery progressing where there is non-payment of Council Tax. This is a particular issue with customers who have opted to pay by direct debit, as month after month the instalment resets and the direct debit is never taken. This moves their whole debt to the end of the year where potentially they are asked to pay more than they can afford, when they may have made every effort to pay this during the year.

Although income changes for UC customers are more likely to be more frequent, other working age CTS customers can also have numerous changes in income throughout a financial year, also causing numerous re-assessments in entitlement and multiple entitlement notifications and Council Tax bills being issued – which result in enquiries to the Revenues and Benefits Service, as well as to Customer Services.

Therefore, an option is an income-banded scheme which would apply to UC and non-UC working age customers – (otherwise effectively a ‘two-tier’ scheme would be in place, if the scheme was for UC recipients only). This would include groups currently protected as ‘vulnerable’ – which could potentially mean some customers receive a lesser award of CTS than under the current scheme. However, through effective use of the Exceptional Hardship Payments scheme (see paragraph 5.8), some of these effects may be mitigated. An indication of numbers who may receive a ‘lesser award’, are: Single persons 1,304, Couples 171, Households with one child 547, Households with two or more children 800.

For the purposes of modelling such a scheme, the following parameters have been included. However, further modelling continues to take place with regard to these income bands and level of non dependant deduction. To make the scheme work effectively, the 'bands' will need to be as reflective as possible of current caseload earnings levels – to reduce numbers that may 'lose out' under a banded scheme, - as well as also removing excessive changes between income bands throughout the year. The levels initially proposed are as follows – income bands shown are weekly figures:

Discount	Passported	Single Income Band £	Couples Income Band £	Family with 1 child £	Family with 2+ children
Band 1: 100%	Relevant benefit	0.00 to 120.00	0.00 to 165.00	0.00 to 220.00	0.00 to 275.00
Band 2: 85%	N/A	120.01 to 160.00	165.01 to 210.00	220.01 to 265.00	275.01 to 315.00
Band 3: 50%	N/A	160.01 to 245.00	210.01 to 285.00	265.01 to 345.00	315.01 to 385.00
Band 4: 25%	N/A	245.01 to 315.00	285.01 to 365.00	345.01 to 420.00	385.01 to 470.00

Under this scheme, it is proposed the following incomes would be disregarded (not taken into account):

- Disability Living Allowance;
- Personal Independence Payment;
- Armed Forces Independence Payment;
- Child Benefit;
- Child Maintenance;
- War Disablement Benefits.

The following fixed-rate non-dependant deductions would apply:

Non dependant deduction where non-dependant is not working. Also, a non-dependant deduction will not apply in some circumstances, such as where certain household members have disabilities, are pensioners, students, receiving war pension incomes (including Armed Forces Independence Payments) or members of the armed forces away on operations.	Deduction – Nil
Non dependant deduction where non-dependant is in work or their level of income has not been ascertained	Deduction - £4.00 per week

#### 5.7 'De Minimis' Scheme

An option, which could be applied across all working age CTS recipients, would be

to effectively 'ignore' any change in circumstance which affects weekly CTS entitlement by less than £4.00 (either increased or decreased entitlement). This would reduce the number of CTS re-assessments being made affecting the level of entitlement, reduce the number of updated Council Tax bills being issued, reduce the need for customers to contact the Revenues and Benefits Office, or Customer Services, to query their change to entitlement/ new Council Tax bill.

This proposal could potentially produce efficiencies for the service – allowing officers to deal with more complex cases and the increased workload in other areas of Revenues and Benefits administration. However, ongoing modelling and testing of this scheme continues to provide more understanding of the positives and negatives of such a scheme.

- 5.8 **Continuation of the Exceptional Hardship Payments scheme:** Exceptional Hardship Payments (EHP) assist persons who have applied for Council Tax Support and who are facing 'exceptional hardship' – it is similar to the Discretionary Housing Payment scheme (DHP) for Housing Benefit shortfalls. EHP provides a further financial contribution where an applicant is in receipt of Council Tax Support but the level of support being paid by the Council does not meet their full Council Tax liability.

The Council is required to provide financial assistance to the most vulnerable residents, who have been disproportionately affected by the changes made in 2021 to the Council Tax Support Scheme. Since April 2013, the Council has agreed to introduce an EHP scheme each year, in order to provide a safety net for customers, in receipt of Council Tax Support who were experiencing difficulty paying their Council Tax. Exceptional Hardship falls within Section 13A(1) of the Local Government Finance Act 1992 and forms part of the Council Tax Support Scheme.

The current EHP budget is £20,000 and the cost of EHP awards is borne solely by City of Lincoln. As at 31<sup>st</sup> August 2021, a total of £9,070 EHP has been awarded for 2021/22. It should be noted though there is an additional government-funded Council Tax Hardship Scheme available in 2020/21 and 2021/22, which has also been utilised to assist those receiving Council Tax Support (and others who may require this kind of financial assistance) – officers are unaware of any plans for this latter hardship fund to be available in 2022/23. It is therefore proposed to be considered whether or not the EHP budget be increased from £20,000 to £25,000 for 2022/23.

The EHP scheme could be vital if any of the options proposed in paragraphs 5.6 and 5.7 are implemented – as this could potentially be used in appropriate circumstances to make payments to CTS recipients with reduced awards under the scheme and suffering exceptional hardship as a result.

## 5.9 **Timetable**

- 5.10 The timetable to approve any changes to the new scheme takes into account the existing calendar of meetings. Full Council of the Billing Authority needs to approve the scheme after consultation as outlined in paragraph 2.3.

- 5.11 The timetable is as follows:

- Executive: 25<sup>th</sup> October 2021, *to consider/approve options for consultation*
- Consultation starts (6 weeks): 3<sup>rd</sup> November 2021, *including consultation with public, other appropriate organisations (e.g., Citizens Advice), and major precepting authorities*
- Policy Scrutiny Committee: 23<sup>rd</sup> November 2021, *as part of consultation process*
- Consultation Ends: 16<sup>th</sup> December 2021
- Executive: 4<sup>th</sup> January 2022, *to refer to Council a recommendation on a proposed 2022/23 scheme*
- Council: 18<sup>th</sup> January 2022, *the Local Government Finance Act 2012 requires a full review of the scheme by the Billing Authority. City of Lincoln Council will need to approve a new scheme after consultation by 31<sup>st</sup> January 2022.*

## **6. Outcomes of Consultation**

6.1 A fuller report of public consultation outcomes is included at Appendix 2 of this report.

A summary of key findings is as below:

- 128 responses (48% increase on the number of responses for 2021/22 scheme);
- 64% agreed that there should be reduced support where it is likely that that a household has more income coming in or have savings to pay Council Tax;
- 83% agreed that the core elements of the 2021/22 scheme be retained for 2022/23;
- 83% agreed with the proposal to increase the Exceptional Hardship Fund to £25,000 for 2022/23;
- 73% agreed that a Working Age Banded scheme should be considered/implemented;
- 73% agreed that a Minimum Threshold scheme should be considered/implemented.

## **7. Outcomes from Further Potential Schemes Modelling and Testing**

7.1 Detailed, robust modelling and testing of proposed schemes has continued to take place over the last four months. Officers involved in this testing have raised some real concerns over the working-age banded and De Minimis schemes, such as:

- Unintended consequences such as real scope for customers 'losing out' on entitlement – e.g., for tax credit cases, also customers may 'break' CTS claim and re-claim to fall into a new income band/ have their change actioned within CTS entitlement;
- Scope for confusion for customers, as certain changes are actioned and others are not – leading to potential non-reporting of changes, ultimately resulting in large overpayments/underpayments;

- Universal Credit changes – such as removal of £20 uplift and taper change – are already having an impact on CTS claims;
- Continuing Covid-19 recovery and associated impacts – likely to continue throughout 2022/23;
- Other local authorities who have considered/implemented similar such schemes, have also provided concerns as to certain aspects of the scheme which can cause confusion for customers, unintended consequences, as well as requiring running regular manual reports/interventions to identify and correct certain cases.

7.2 It is not felt that 2022/23 is the year to make such a significant change to City of Lincoln Council's CTS scheme which, generally, currently works well and supports those in need of this type of financial assistance. A more appropriate way forward is to continue modelling and testing working-age banded and De Minimis schemes throughout 2022/23, - ready for consideration of a 2023/24 scheme.

7.3 There are other ways by which potential administrative efficiencies can be achieved – such as automation of certain Universal Credit documents/changes (which is currently being worked on and progressed), as well as implementation of a new self-serve system for Revenues and Benefits customers – this is included in the 2022/23 Revenues and Benefits Shared Service Annual Business Plan.

## 8. Significant Policy Impacts

### 8.1 Strategic Priorities

**Let's drive inclusive economic growth** - Council Tax Support has a key role in Reducing poverty and disadvantage by ensuring residents in those households who cannot afford to pay their Council Tax receive financial support. The changes to Council Tax Support form part of the national welfare reform agenda, with the risks of changes to numbers of claimants due to economic change and funding gap costs being passed from central government to local authorities. Central government now has a fixed cost funding arrangement whereas local government must set a scheme in advance of the financial year it applies to but cannot change it should circumstances change unexpectedly or if the assumptions used to decide the scheme are not realised. Central government states that this places responsibility for the local economy such as creating businesses and jobs on local government as part of the localism agenda

**Let's reduce all kinds of inequality** - The Authority will be obliged to comply with its general equality duty under the Equality Act 2010. The scheme is being amended in line with statutory requirements and uprating the financial allowances. Early modelling shows the number of customers affected and pay how much (total and average per week). Once a decision has been made regarding the options of modelling, an equality impact assessment will be undertaken.

Council Tax Support awards are notified on Council Tax bills. If the scheme were likely to change, consultation with precepting authorities, stakeholders (such as Citizens Advice and Financial Inclusion Partnership) and residents would be required. Once a decision has been made, notification within Council Tax bills and annual CTS uprating letters would be issued advising claimants of the decision once their award for the new financial year is known.

## 8.2 **Organisational Impacts**

### **Finance** (including whole life costs where applicable)

The actual cost of the discount scheme in 2022/23 will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the City Council and the major precepting authorities.

An indicative range of costs for 2022/23 based on various scenarios and the options set out in section 5 of this report are set out in **Appendix 1**.

It should be noted that modelling financially for the proposed banded scheme and De Minimis scheme comes with a real 'disclaimer' that the modelling can only be based on information available at that time within the CTS caseload – and due to the nature of these schemes it is almost impossible to predict with any certainty which new claims and changes will affect the levels of CTS being awarded in 2022/23 – therefore, the cost of the scheme is unpredictable.

The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year. Any difference in the actual cost of the discount scheme to that estimated in the tax base calculation will be accounted for within the Collection Fund and will be taken into account when future years surpluses or deficits are declared.

The cost of the Exceptional Hardship Fund is wholly borne by City of Lincoln Council as Billing Authority.

## 8.3 **Legal implications inc Procurement Rules**

The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, laid before Parliament on 22<sup>nd</sup> November 2012, set out the regulations for a default scheme and this was adopted by the Council subject to local policy needs in January 2013. The Secretary of State has issued amendment regulations setting out some changes that must be adopted by the Council for pensioners and the Council has also decided in 2013 to keep the schemes allowances and premiums in line with those for Housing Benefit for working age claimants. These are incorporated into amendments to the local scheme for approval by the Council.

It is intended that the regulations for the City of Lincoln Council scheme proposed to be adopted are to be collated and made available for Council in January 2022

## 8.4 **Equality, Diversity and Human Rights**

The Authority will be obliged to comply with its general equality duty under the Equality Act 2010 – an Equality Impact Assessment is included at Appendix 6 to this report.



## 8.5 **Staffing**

No change to current staffing arrangements as a result of this policy.

## 9. **Risk Implications**

9.1 The Council, along with the other preceptors, bears the risk of the cost of the Council Tax Support scheme should caseload increase causing the cost to increase more than predicted.

9.2 Any revisions to the scheme must be approved by 31<sup>st</sup> January 2022 before the financial year begins.

9.3 The scheme cannot be changed mid-year and therefore it is vital an appropriate scheme is in place.

## 10. **Recommendations**

10.1 Executive is asked to:

1) Consider this report, taking into consideration the responses as part of the consultation and the current / modelled spend of the existing scheme – as well as outcomes from modelling and testing of proposed schemes.

2) Executive is asked to recommend to Council that it:

(a) Approves the continuation of proposed 'no change' to the core Council Tax Support scheme for 2022/23 as set out in Section 4 and subject to the technical amendments described in paragraph 5.3;

(b) Approves an increase in the Exceptional Hardship Payments scheme from £20,000 to £25,000, for the financial year 2022/23.

**Key Decision** Yes

**Do the Exempt Information Categories Apply** No

**Call In and Urgency:** Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply? No

**Does the report contain Appendices?** Yes

**If Yes, how many Appendices?** 1

- Appendix 1 – Council Tax Modelling 2022/23
- Appendix 2 – Consultation Summary
- Appendix 3 – Policy Scrutiny Committee draft Minute 23<sup>rd</sup> November 2021
- Appendix 4 – Consultation response from Lincolnshire County Council
- Appendix 5 – Consultation response from Lincolnshire Police and Crime Commissioner
- Appendix 6 – Equality Impact Assessment

**List of Background Papers:** None

**Lead Officer:** Martin Walmsley – Telephone 01522 873597

<b>Option 1: No change to the current scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.25%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	£8,705,500	£1,297,120	(£42,197)	(£41,459)
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>	£8,760,650	£1,305,337	(£33,980)	(£33,385)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>	£9,138,611	£1,361,653	£22,337	£21,946
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>	£9,196,325	£1,370,252	£30,936	£30,395

<b>Option 2: 'All Working Age' Banded Scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.25%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	£7,519,109	£1,120,347	(£218,969)	(£215,137)
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>	£7,562,759	£1,126,851	(£212,465)	(£208,747)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>	£7,893,085	£1,176,070	(£163,246)	(£160,389)
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>	£7,938,905	£1,182,897	(£156,419)	(£153,682)

<b>Option 3: 'De Minimis' Scheme</b>	<b>Estimated Total Spend (all preceptors)</b>	<b>City of Lincoln Spend – 14.90%</b>	<b>Difference to MTFS (£1,339,316) – (saving) / cost</b>	<b>Amount expected to be collected using collection figure of 98.25%</b>
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 1.9% Council Tax increase</li> </ul>	<p><i>A 'De Minimis' scheme is not included in the Northgate CTS modelling tool. An initial Northgate report has been looked at for the year 2021/22 so far – the report shows there has been 257 changes which have reduced CTS entitlement by up to £4.00 per week, and 223 changes which have increased CTS entitlement by up to £4.00 per week.</i></p> <p><i>However, more work is required to establish the effect of multiple changes on CTS claims that might include higher changes in entitlement.</i></p>			
<ul style="list-style-type: none"> <li>• 0% caseload change</li> <li>• 2.5% Council Tax increase</li> </ul>				
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 1.9% Council Tax increase</li> </ul>				
<ul style="list-style-type: none"> <li>• 5% caseload increase</li> <li>• 2.5% Council Tax increase</li> </ul>				

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### **Council Tax Support Survey Results – proposed scheme for 2022/23**

#### **Total Responses = 128**

(48% increase on the number of responses for 2021/22 scheme)

Q1- We have designed our proposed support scheme considering the following principles.

- Reduced support where it is likely that that a household has more income coming on or have savings to pay Council Tax
- Pension age – protection is statutory under Central Government Legislation

#### **Do you agree with these principles?**

<b>Yes</b>	<b>82 (64.1%)</b>
<b>No</b>	<b>27 (21.1%)</b>
<b>Don't know</b>	<b>19 (14.8%)</b>

#### **Question 2**

Our current 2021 scheme has the following restrictions for working age customers –

- Capital is limited to £6,000;
- Minimum entitlement is £2 per week;
- Property banding capped at Band B – a customer in band C and above will only have their Council Tax Support calculated on a band B liability
- Backdating is restricted to 1 month since 1<sup>st</sup> April 2018;
- Temporary absence from home in line with Housing Benefit regulations

Our current scheme provides care leavers with a full exemption up to the age of 25 years

We have premium charges for properties left empty for more than 2 years, more than 5 years and more than 10 years.

We have an Exceptional Hardship Fund of £20,000

We are considering not changing any of the above

Pensioners and working age vulnerable are excluded from this scheme

#### **Do you agree with our proposal not to change the above scheme?**

<b>Yes</b>	<b>106 (82.8%)</b>
<b>No</b>	<b>8 (6.3%)</b>
<b>Don't know</b>	<b>14 (10.9%)</b>

### Question 2a

In question 2, I told you that we were not considering changing the current scheme.

However, included in the scheme is some money which is set aside called the Exceptional Hardship Fund.

This is a total of £20,000 for the year 2021.

We are considering increasing this fund to £25,000 from 1<sup>st</sup> April 2022.

**Do you agree with our proposal to increase the Exceptional Hardship Fund to £25,000 ?**

<b>Yes</b>	<b>106 (82.8%)</b>
<b>No</b>	<b>10 (7.8%)</b>
<b>Don't know</b>	<b>11 (6.4%)</b>

### Question 3

We are considering a banded scheme for our working age customers. This could have fixed non-dependant deductions and will apply to all working age customers, including those on Universal Credit and those considered vulnerable. Currently almost every change to income results in a change to the Council Tax Support and this can result in multiple changes over a year.

The banded scheme will consider who lives in the property and what the weekly household income is. It could look something like this – although at this time the figures have not been confirmed.

Discount	Passported	Single Income Band £	Couples Income Band £	Family with 1 child £	Family with 2+ children
Band 1: 100%	Relevant benefit	0.00 to 120.00	0.00 to 165.00	0.00 to 220.00	0.00 to 275.00
Band 2: 85%	N/A	120.01 to 160.00	165.01 to 210.00	220.01 to 265.00	275.01 to 315.00
Band 3: 50%	N/A	160.01 to 245.00	210.01 to 285.00	265.01 to 345.00	315.01 to 385.00
Band 4: 25%	N/A	245.01 to 315.00	285.01 to 365.00	345.01 to 420.00	385.01 to 470.00

Under this scheme, we are considering disregarding (ignoring) the following incomes when calculating the applicable income, which gives vulnerable customers some additional protection

- Disability Living Allowance;
- Personal Independence Payment;
- Armed Forces Independence Payment;



- Child Benefit;
- Child Maintenance;
- War Disablement Benefits.

Customers will be placed into a Council Tax Support band according to a calculation based on their individual circumstances. This will mean that small changes in the household income, either up or down, will not affect the Council Tax Support if the calculation leaves the customer in the same band. Depending on the values of the bands, some customers may find that they still receive multiple changes if they move from one band to another.

However for the majority of people, this should reduce the number of changes to Council Tax Support over the year and also gives some clarity to customers as to what their entitlement to Council Tax Support will be.

Pensioners are excluded from this scheme

#### **Do you agree with the proposed change?**

<b>Yes</b>	<b>93 (72.6%)</b>
<b>No</b>	<b>13 (10.2%)</b>
<b>Don't know</b>	<b>22 (17.2%)</b>

#### **Question 4**

We are also considering a 'Minimum Threshold' Scheme which would be applied across all working age Council Tax Support recipients. This would mean that where a customer had a change in circumstances that affected their weekly Council Tax Support entitlement by less than a set amount a week, either an increase or decrease, this change would be ignored.

This will give customers of all working age, including those classed as vulnerable, clarity regarding their entitlement to Council Tax Support over the year and will reduce the number of changes that customers receive.

Under this scheme, we are considering disregarding (ignoring) the following incomes when calculating the applicable income, which gives vulnerable customers some additional protection

- Disability Living Allowance;
- Personal Independence Payment;
- Armed Forces Independence Payment;
- Child Benefit;
- Child Maintenance;
- War Disablement Benefits.

Pensioners are excluded from this scheme

#### **Do you agree with the proposed changes?**

<b>Yes</b>	<b>94 (73.4%)</b>
<b>No</b>	<b>13 (10.2%)</b>
<b>Don't know</b>	<b>21 (16.4%)</b>

Where the customer has answered yes to the question above –

**What do you think is an appropriate set amount?**

Increase or decrease of £3.00 each week	15
Increase or decrease of £3.50 each week	5
Increase or decrease of £4.00 each week	11
Increase or decrease of £4.50 each week	0
Increase or decrease of £5.00 each week	28
Other	6
Don't know	29

**Present:** Councillor Bill Bilton (*in the Chair*),  
Councillor Calum Watt, Councillor Liz Bushell, Councillor  
Bill Mara, Councillor Alan Briggs and Councillor  
Rebecca Longbottom

**Apologies for Absence:** Councillor Jane Loffhagen, Councillor Mark Storer and  
Councillor Pat Vaughan

## **22. Localised Council Tax Support Scheme 2022/23**

Martin Walmsley, Head of Shared Revenues and Benefits

- a. presented the proposed scheme for Local Council Tax Support for the financial year 2022/23, as part of the formal consultation period, as well as regarding proposals made in relation to an Exceptional Hardship Payments Scheme.
- b. gave the background to the scheme as detailed at paragraph 2 of the report and advised that there were currently 8870 residents claiming Council Tax Support in Lincoln.
- c. advised that there were 2,704 pensioners in receipt of Council Tax Support and they were protected under the legislation so that they would not be affected by any changes made to the Council Tax Support Scheme.
- d. further advised that there were 6166 working claimants who would be affected by any changes made to the scheme, and such any potential reduction in support being provided. Unless a decision by the Council was made to apply scheme changes to vulnerable working-age customers, the localised Council Tax Scheme.
- e. highlighted the impacts of Covid-19 on the amount of Council Tax Scheme awarded, with significant increases in caseload and cost of the scheme as detailed at paragraph 3 of the report.
- f. referred to paragraph 4 of the report and gave an overview of the current Council Tax Support Scheme.
- g. advised that based on the current core elements of the existing scheme, caseload increases of 0% and 5% had been modelled, along with Council Tax increases of 1.9% and 2.5%. These were summarised in Appendix 1 of the report which gave an indication of the potential cost and savings to the City of Lincoln. Also included was the potential value for non-collection (based on projected collection in the tax base of 98.75%)
- h. explained that as a billing authority the Council could decide whether or not to amend core elements of its Council Tax Support scheme each year. Officers were proposing options for consultation to change certain core elements of the scheme which were summarised at Appendix 1 of the report.

- i. referred to paragraph 5.3 and 5.4 of the report and explained the technical amendments and assumptions that had been made in developing the modelling for each Council Tax Support Scheme.
- j. explained option 2 the ‘All Working Age’ Banded scheme as detailed at paragraph 5.6 of the report and advised that it was an option put forward and would make a fundamental change to the way that the Council Tax Support Scheme was calculated for all working-age customers.
- k. referred to paragraph 5.7 of the report and explained the ‘De Minimis’ Scheme which was put forward as option 3.
- l. referred to paragraph 5.8 of the report which detailed the Exceptional Hardship Payments Scheme and proposed that the Exceptional Hardship Budget be increased from £20,000 to £25,000 for 2022/23.
- m. asked for committee’s consideration and comments as part of the formal consultation process.

Members discussed the Exceptional Hardship Scheme and supported the proposed increase in budget to £25K which they felt was reasonable considering the current circumstances.

The committee discussed in detail the options proposed and were minded to support option 2 which was the “All Working Age” banded scheme. It was felt that this option would be the best option for residents and would also be more streamlined for the Council to administer. Members questioned how many residents would ‘lose out’ in the scheme and requested information on which band would be affected by this. Martin Walmsley, Head of Shared Revenues and Benefits responded that the scheme would be continued to be modelled based on the case load, to reduce the number of ‘losers’ as much as possible. The information on the affected band would be circulated to members following the meeting and be included within the Executive report.

RESOLVED that

- 1. option 2 “All Working Age” Banded Scheme, as set out in paragraph 5.6 of the report be supported.

the proposed increase of the £5,000 to £25,000, in the Exceptional Hardship fund for 2022/23 to top up Council Tax support awards in appropriate cases be supported.

## **Lincolnshire County Council email response to Localised Council Tax Support 2022/23 consultation**

**From:** Michelle Grady  
**Sent:** 15 December 2021 16:25  
**To:** Gibson, Jaclyn(City of Lincoln Council); Andrew Crookham  
**Cc:** Parker, Tracey (City of Lincoln Council)  
**Subject:** RE: Local Council Tax Support Scheme - 22/23 consultation

Hello Jaclyn

Thank you for your invitation to comment on the City of Lincoln Council Tax Support Scheme 2022/23 proposed changes.

Whilst the number of the case load seems to have plateaued, given this is likely to be an uncertain picture for a while, we would support any option that minimises the impact of the council tax collected, whilst supporting those with the greatest need.

We have not commented on the option of increasing the Exceptional Hardship Fund, as this is a cost borne solely by City of Lincoln Council.

The options 2 and 3 seem to present an opportunity to reduce the cost impact and make the process simpler for residents accessing the scheme . This should help to mitigate the cost of the demand on the scheme, although the modelling on option 3 still needs to be calculated to demonstrate this. We would be supportive of an option that can minimise the growth in demand against the scheme.

Kind regards, Michelle

**Michelle Grady**

**Assistant Director Finance**

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL



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**Lincolnshire**  
**POLICE & CRIME COMMISSIONER**  

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**SAFER TOGETHER**

Deepdale Lane, Nettleham, Lincoln LN2 2LT  
Telephone (01522) 947192 Fax (01522) 558739  
E-Mail: [lincolnshire-pcc@lincs.pnn.police.uk](mailto:lincolnshire-pcc@lincs.pnn.police.uk) Website: [www.lincolnshire-pcc.gov.uk](http://www.lincolnshire-pcc.gov.uk)

**Date:** 15<sup>th</sup> December 2021  
**Our Ref:** JF/ch/2021-1242

Jaclyn Gibson  
Chief Finance Officer  
City of Lincoln Council  
City Hall  
Beaumont Fee  
LINCOLN  
LN1 1DD

By Email: [Jaclyn.Gibson@lincoln.gov.uk](mailto:Jaclyn.Gibson@lincoln.gov.uk)

Dear Jaclyn

**CONSULTATION ON PROPOSED COUNCIL TAX SUPPORT SCHEME FOR 2022/23**

Thank you for your letter of 2 November in which you seek views on City of Lincoln Council's proposed Council Tax Support Scheme for 2022/23. I note that three options for change are being considered. Both Option 2 and Option 3 would appear to result in a more efficient and streamlined process resulting in more clarity for claimants and reduced administrative costs, both of which are to be welcomed.

The PCC would welcome a decision by the Council to introduce a council tax discount scheme for Special Constables.

Thank you for giving us the opportunity to comment.

Yours sincerely

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**Julie Flint**  
Chief Finance Officer

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## Equality with Human Rights Analysis Toolkit



### SECTION A

Name of policy / project / service	Council Tax Support Scheme 2022/23
Background and aims of policy / project / service at outset	<p>The Council must review and reapprove its Council Tax Support scheme each year as part of its budget setting process, and make any necessary changes for 1<sup>st</sup> April 2022.</p> <p>It is recognised that the combined effects of the wider welfare reform package on the residents of the District requires a robust and detailed Equality Impact Assessment (EIA).</p> <p>This EIA makes reference to data derived from the current Council Tax Support caseload.</p> <p>Following publication of the draft scheme, formal consultation will commence on 27<sup>th</sup> October 2021, utilising a combination of means, e.g. press releases, social media and letters issued to those in receipt of Council Tax Support directing the public to the on-line consultation documents, as well as potentially interested organisations such as Citizens Advice, and other Council Tax major precepting authorities.</p> <p>The level of changes to the current scheme are not yet known but the individuals / groups impacted by the selection of changes is.</p> <p>Each of these has been considered in relation to how the changes might differently and / or adversely affect people with protected characteristics.</p> <p>The EIA assesses our approach to consultation on the proposed scheme and will be added to during and following the results of this consultation. The consultation will be monitored with information used to develop the draft scheme.</p>
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality	Martin Walmsley, Head of Shared Revenues and Benefits

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analysis	
Key people involved <i>i.e. decision-makers, staff implementing it</i>	<ul style="list-style-type: none"> <li>• Decision Makers – City of Lincoln Members, and Executive</li> <li>• Staff implementing any changes</li> </ul>

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### SECTION B

This is to be completed and reviewed as policy / project / service development progresses

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this?*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age	Y	Y		Pensioners are a protected group for the purposes of Council Tax support Scheme so	Yes	Action dependant on outcome of consultation and Executive

219				<p>will not be financially affected, therefore the reduction in benefit will be borne by the remainder of those in receipt of Council Tax Support (working age).</p> <p>There could be a risk people of working age who will bear all the financial impact of the changes, may resent the fact that pensioners are exempt. Working age claimants with younger children under 5 are more likely to be unemployed or work part-time hours (and are mostly female), therefore childcare costs could be a barrier to employment. However, the current Council Tax Support scheme takes childcare costs up to a certain level into account, also Universal Credit takes account of childcare costs in the assessment of entitlement.</p> <p>Due to the current economic climate, it is more difficult for younger people to access employment providing further financial difficulties. Council Tax Support will only be available to those young people who are liable to pay Council Tax and this only applies to householders over 18 years of age. If the young person is living in their parent or other householder's home they will not be liable to pay Council Tax so will not be affected by the Council Tax Support scheme unless they are a non-dependent in the householder's home.</p>		<p>recommendation on 4<sup>th</sup> January 2022</p> <p>With effect from 1<sup>st</sup> April 2022</p>
	Disability including carers	Y		The Department for Work and Pensions states that disabled people are less likely to	Yes	Action dependant on outcome of consultation and Executive

<p>(see Glossary)</p> <p>220</p>				<p>be in employment, therefore the proposals do not impact on this group to the extent that they are regarded as a vulnerable group – or certain incomes would be disregards under the ‘All working age banded scheme’.</p> <p>To qualify as ‘disabled’ the person must</p> <ul style="list-style-type: none"> <li>• Qualify for a disability, enhanced disability or severe disability premium for the claimant or partner, or</li> <li>• Qualify for disability or enhanced disability premium for a dependent, or</li> <li>• Qualify for a disability earnings disregard, or</li> <li>• Receive a disability related council tax reduction.</li> <li>• Be in receipt of Employment and Support Allowance (Work Related or Support Group component).</li> </ul>		<p>recommendation on 4<sup>th</sup> January 2022</p> <p>With effect from 1<sup>st</sup> April 2022</p>
<p>Gender re-assignment</p>			<p>Y</p>	<p>This does not have any effect on the decisions made under this policy.</p>	<p>N/A</p>	
<p>Pregnancy and maternity</p>			<p>Y</p>	<p>This does not have any effect on the decisions made under this policy.</p>	<p>N/A</p>	
<p>Race</p>			<p>Y</p>	<p>Persons from abroad are excluded from provision by statute but race or ethnicity itself does not have any effect on the application of the scheme.</p> <p>Scheme rules do not take into account race or ethnicity.</p>	<p>N/A</p>	

				<p>Council Tax Support is proposed to be considered to potentially affect all working age customers.</p> <p>It is proposed within one of the options to introduce temporary absence from home rules in line with Housing Benefit and Universal Credit.</p>		
Religion or belief			Y	There is no evidence at this stage of an impact in relation to religion or belief	N/A	
Sex			Y	This does not have any effect on the decisions made under this policy.	N/A	
Sexual orientation			Y	This does not have any effect on the decisions made under this policy.	N/A	
Marriage/civil partnership			Y	This does not have any effect on the decisions made under this policy.	N/A	
Human Rights (see page 8)			Y	This does not have any effect on the decisions made under this policy.	N/A	

- Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?
	N	

## SECTION C

**Decision Point - Outcome of Assessment so far:**

**Based on the information in section B, what is the decision of the responsible officer (please select one option below):**

- |   | <b>Tick here</b> |
|---|------------------|
| ✓ <b>No equality or human right Impact</b> (your analysis shows there is no impact) - sign assessment below                         | [ ]              |
| ✓ <b>No major change required</b> (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below | [ ]              |
| ✓ <b>Adverse Impact but continue</b> (record objective justification for continuing despite the impact)-complete sections below     | [ x ]            |
| ✓ <b>Adjust the policy</b> (Change the proposal to mitigate potential effect) -progress below only AFTER changes made               | [ ]              |
| ✓ <b>Put Policy on hold</b> (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress    | [ ]              |


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<p>Conclusion of Equality Analysis (describe objective justification for continuing)</p>	<p>Council Tax has to be paid by all those liable to pay it but some people will have limited means to do this because of their low income or they have higher living costs due to illnesses, disabilities or family or personal circumstances.</p> <p>Council Tax is required to raise month to fund Council Services but a certain amount of money is directed to those who cannot afford to pay the Council Tax to reduce the financial burden on those households because they need it or because society considers that financial support is beneficial to help certain categories of people in certain situations.</p> <p>The aim of the proposed changes is to consider a reduction in scheme expenditure in light of further reductions to local government finance, as well as efficiencies in Council Tax Support and Council Tax processes.</p>
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<p>When and how will you review and measure the impact after implementation?*</p>	<p>The policy and Council Tax Support is the responsibility of City of Lincoln Council. It is approved by Executive and then Full Council. It will be administered by the Council's Shared Revenues and Benefits Service.</p> <p>The Council continually analyses its Council Tax Support caseload and produce figures showing the main groups of working age claimants getting Council Tax Support now and likely to be affected by changes to the current scheme. Extracts of the data will allow monitoring of the main types of people affected by the policy can take place as required.</p>
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Appendix 6 – 4<sup>th</sup> January 2022 - Executive – Council Tax Support Scheme 2022/23 Equality Impact Assessment

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Checked and approved by responsible officer(s) (Sign and Print Name)	 Martin Walmsley	Date	24 <sup>th</sup> September 2021
Checked and approved by Assistant Director (Sign and Print Name)		Date	

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**SUBJECT: COUNCIL TAX BASE 2022/2023**

**DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK**

**LEAD OFFICER: MARTIN WALMSLEY, HEAD OF SHARED REVENUES AND BENEFITS**

## **1. Purpose of Report**

- 1.1 The purpose of this report is to recommend the Council Tax Base for the financial year 2022/23.

## **2. Executive Summary**

- 2.1 This report is submitted to the Executive each year and sets out the calculation of the Council Tax Base for the following financial year.

## **3. Background**

- 3.1 The Local Government Finance Act 1992 and Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) require the Council to formally set its Tax Base as the first stage of the Council Tax setting process.

## **4. Special Items**

- 4.1 Before setting the Council Tax Base, the issue of any special items relating to a part of the Council's area must be considered. If there are any items of expenditure that relate to one part of the local authority area, then that expenditure can be levied on those residents in that area and not on others.
- 4.2 There are no items of special expenditure.

## **5. Council Tax Base**

- 5.1 Certain assumptions have to be made in order to determine the number of dwellings within the Authority's area, and these are set out in Appendix A.
- 5.2 The calculation of the Council Tax base, detailed in Appendix B, shows the number of Band D equivalent chargeable dwellings as being 25,310.01. This is based on the Regulations in paragraph 3.1 above and assumes that 98.25% of the Council Tax due for 2022/23 will be collected.
- 5.3 The Council Tax base number of Band D equivalent chargeable dwellings for 2022/23 has been calculated as 29,664.68– less 4,354.67 deduction calculated for the localised Council Tax Support scheme – resulting in a proposed Council Tax base for 2022/23 of 25,310.01.

## **6. Strategic Priorities**

- 6.1 There are no direct implications for the Council's Strategic Priorities arising as a result of this report.

## **7. Organisational Impacts**

### 7.1 Financial

The Council must confirm its Council Tax Base as a pre-requisite to setting the Council Tax charge for 2022/23.

### 7.2 Legal Implications

The Local Government Finance Act 1992 and Statutory Instrument No 1992/612 – Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) set out the requirement for the Council to confirm and formally approve its Council Tax Base and notify it to its precepting bodies. The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 provide for Councils to make technical changes to certain discounts from April 2013.

### 7.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities.

Due to the nature of the report, no specific Equality Impact Analysis is required.

## **8. Risk Implications**

- 8.1 The key risk associated to this report are financial, in terms of the accuracy of the forecasted Council Tax base. Any variance between the Base and the final Council Tax liability in 2022/23 will result in the declaration of either a surplus or deficit on the Collection Fund.

## **9. Recommendations**

### 9.1 That the Council:

- a) Notes that there are no special items as defined in Section 35 of the Local Government Finance Act 1992 (as amended) applicable to any part or parts of the City of Lincoln local authority area;

- b) Approves the Chief Finance Officers' calculation of the Council Tax Base for the financial year commencing 1<sup>st</sup> April 2022 and ending 31<sup>st</sup> March 2023, as set out in Appendix B of this report;
- c) Approves, in accordance with the Chief Finance Officers' calculation, and pursuant to the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended), that the Council Tax Base for the 2022/23 financial year is 25,310.01.

**Key Decision** No

**Do the Exempt Information Categories Apply** No

**Call In and Urgency:** Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply? No

**Does the report contain Appendices?** Yes

**If Yes, how many Appendices?** Two

**List of Background Papers:** None

**Lead Officer:** Martin Walmsley, Head of Shared Revenues and Benefits,  
Telephone (01522) 873597

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**APPENDIX A: Executive 4<sup>th</sup> January 2022****Assumptions made in the Calculation of the Council Tax Base  
(See APPENDIX B)**

<b>Number of Dwellings:</b>	The number of dwellings on the Council's database as at 30 <sup>th</sup> November 2021.
<b>Exempt properties:</b>	These are laid down by Regulations and are properties exempt from Council Tax, e.g. student occupied property. The total in each of the exemption categories has been calculated as at 30 <sup>th</sup> November 2021 and it has been assumed that the exemption will remain throughout 2022/23.
<b>Disabled relief:</b>	These are properties that are occupied by disabled persons and may be placed in a lower valuation band if they fulfil the criteria laid down by the Regulations. The number of these properties has been calculated at 30 <sup>th</sup> November 2021 and it has been assumed that the relief will remain throughout 2022/23.
<b>Discounts on relevant Day – i.e. 25%, 50%, 10% + 100% levy:</b>	These are laid down by Regulations, in addition to technical changes introduced from April 2013, and are properties subject to a percentage discount from the Council Tax, i.e. second homes, single person households or empty properties. The total in each of the discount categories has been calculated as at 30 <sup>th</sup> November 2021 and it has been assumed that the discount will remain throughout 2022/23.
<b>Net additions expected In year:</b>	This is an estimate of the number of dwellings known to be currently under construction plus the anticipated number to be constructed throughout 2022/23. Account is taken where dwellings will not come into a charge until part way through the year. Adjustments to discounts and exemptions and appeals are also taken into account.
<b>Collection Rate:</b>	It is assumed that 98.25% of the Council Tax due for 2022/23 will be collected.
<b>Council Tax Support:</b>	These are estimates of the amount of Council Tax Support to be granted in 2022/23 (localised replacement scheme for Council Tax Benefit from April 2013).

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City of Lincoln - 2022/23 Council Tax Base Estimate as at 30th November 2021 / Executive 4th January 2022 - Appendix B

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Valuation Bands	A-	A	B	C	D	E	F	G	H	2022/23
Properties	0.00	28,067.00	9,055.00	4,916.00	2,555.00	1,387.00	446.00	135.00	47.00	46,608.00
Disabled Band Reductions	48.00	3.00	-2.00	-23.00	-16.00	-3.00	-4.00	6.00	-9.00	0.00
Adjusted Chargeable Dwellings	48.00	28,070.00	9,053.00	4,893.00	2,539.00	1,384.00	442.00	141.00	38.00	46,608.00
25% Discounts (SPD and disregards)	-4.75	-3,040.00	-695.25	-332.75	-149.00	-55.00	-17.00	-3.00	0.00	-4,296.75
50% Discounts	-1.00	-12.00	-5.50	-1.50	-2.50	-2.50	-2.50	-6.00	-4.00	-37.50
75% Discounts (One care leaver)	0.00	-0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.75
100% Discounts and exempt properties	0.00	-1,973.00	-430.00	-198.00	-102.00	-210.00	-59.00	-2.00	-22.00	-2,996.00
50% Levy (Premium on empty homes- discretionary)	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
100% Levy (Premium on empty homes over 2 years)	0.00	61.00	8.00	5.00	5.00	2.00	1.00	1.00	0.00	83.00
200% Levy (Premium on empty homes over 5 years)	0.00	34.00	2.00	6.00	0.00	2.00	0.00	0.00	0.00	44.00
300% Levy (Premium on empty homes over 10 years)	0.00	60.00	9.00	0.00	3.00	0.00	0.00	3.00	0.00	75.00
Estimated Future Adjustment	0.00	160.00	20.00	10.00	5.00	3.00	1.00	1.00	0.00	200.00
Adjusted Dwellings	42.25	23,359.75	7,961.25	4,381.75	2,298.50	1,123.50	365.50	135.00	12.00	39,679.50
Ratio to Band D	5/9th	6/9th	7/9th	8/9th	9/9th	11/9th	13/9th	15/9th	18/9th	
Band D Equivalent	23.47	15,573.17	6,192.08	3,894.89	2,298.50	1,373.17	527.94	225.00	24.00	30,132.22
Less Estimated non-collection (1.75%)	-0.41	-272.53	-108.36	-68.16	-40.22	-24.03	-9.24	-3.94	-0.42	-527.31
Crown properties ( payment in lieu of Ctax) Band D equivalent	0.00	0.00	5.06	22.22	32.50	0.00	0.00	0.00	0.00	59.78
CTR (Working Age)	-10.80	-2,636.46	-234.85	-59.43	-19.81	-8.55	-1.08	0.00	0.00	-2,970.97
CTR (Pension Age)	-2.53	-1,056.92	-197.63	-96.15	-19.87	-9.15	-1.45	0.00	0.00	-1,383.70
<b>Council Tax Base</b>	<b>9.72</b>	<b>11,607.26</b>	<b>5,656.30</b>	<b>3,693.37</b>	<b>2,251.10</b>	<b>1,331.44</b>	<b>516.18</b>	<b>221.06</b>	<b>23.58</b>	<b>25,310.01</b>

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**SUBJECT: APPOINTMENT OF EXTERNAL AUDITOR**

**DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK**

**REPORT AUTHOR: JACLYN GIBSON, CHIEF FINANCE OFFICER**

## **1. Purpose of Report**

- 1.1 That the Council accepts Public Sector Audit Appointments' (PSAA) invitation to opt into the sector-led option for the appointment of external auditors to principal government and police bodies for the five-year period from 2023/24, as recommended by the Audit Committee.

## **2. Executive Summary**

- 2.1 The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. The Council opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23.
- 2.2 PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. During Autumn 2021 all local government bodies need to make important decisions about their external audit arrangements from 2023/24. They have options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA.
- 2.3 PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. During Autumn 2021 all local government bodies need to make important decisions about their external audit arrangements from 2023/24. They have options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA.
- 2.4 The report concludes that the sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Council than a procurement undertaken locally because:
- collective procurement reduces costs for the sector and for individual authorities compared to a multiplicity of smaller local procurements;
  - if it does not use the national appointment arrangements, the Council will need to establish its own auditor panel with an independent chair and independent members to oversee a local auditor procurement and ongoing management of an audit contract;

- it is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement; and
- supporting the sector-led body offers the best way of ensuring there is a continuing and sustainable public audit market into the medium and long term.

2.5 If the Council wishes to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at Full Council. The opt-in period starts on 22<sup>nd</sup> September 2021 and closes on 11<sup>th</sup> March 2022. To opt into the national scheme from 2023/24, the Council needs to return completed opt-in documents to PSAA by 11<sup>th</sup> March 2022.

### **3. Background**

3.1 Under the Local Government Audit & Accountability Act 2014 ("the Act"), the council is required to appoint an auditor to audit its accounts for each financial year. The council has three options;

- To appoint its own auditor, which requires it to follow the procedure set out in the Act.
- To act jointly with other authorities to procure an auditor following the procedures in the Act.
- To opt in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the 'appointing person'. The body currently designated for this role is Public Sector Audit Appointments Limited (PSAA).

In order to opt in to the national scheme, a council must make a decision at a meeting of the Full Council.

3.2 The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. The Council, in 2017, agreed to opt into the 'appointing person' national auditor appointment arrangements established by PSAA for the period covering the accounts for 2018/19 to 2022/23. Following a tender process to procure the audit services the PSAA appointed Mazars LLP as the Council's external auditor.

## **4. Procurement of External Audit for the period 2023/24 to 2027/28**

### **4.1 The Appointed Auditor**

The auditor appointed at the end of the procurement process will undertake the statutory audit of accounts and Best Value assessment of the council in each financial year, in accordance with all relevant codes of practice and guidance. The appointed auditor is also responsible for investigating questions raised by electors and has powers and responsibilities in relation to Public Interest Reports and

statutory recommendations.

4.2 The auditor must act independently of the council and the main purpose of the procurement legislation is to ensure that the appointed auditor is sufficiently qualified and independent.

4.3 Auditors are regulated by the FRC, which will be replaced by a new body with wider powers, the Audit, Reporting and Governance Authority (ARGA) during the course of the next audit contract.

4.4 Councils therefore have very limited influence over the nature of the audit services they are procuring, the nature and quality of which are determined or overseen by third parties.

4.5 Appointment by the council itself or jointly

4.6 The Council may elect to appoint its own external auditor under the Act, which would require the council to;

- Establish an independent auditor panel to make a stand-alone appointment. The auditor panel would need to be set up by the Council itself, and the members of the panel must be wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing to which audit firm to award a contract for the Council external audit.
- Manage the contract for its duration, overseen by the Auditor Panel.

4.7 Alternatively, the Act enables the Council to join with other authorities to establish a joint auditor panel. Again, this will need to be constituted of wholly or a majority of independent appointees. Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council would need to liaise with other local authorities to assess the appetite for such an arrangement.

4.8 The national auditor appointment scheme

PSAA is specified as the 'appointing person' for principal local government under the provisions of the Act and the Local Audit (Appointing Person) Regulations 2015. PSAA let five-year audit services contracts in 2017 for the first appointing period, covering audits of the accounts from 2018/19 to 2022/23. It is now undertaking the work needed to invite eligible bodies to opt in for the next appointing period, from the 2023/24 audit onwards, and to complete a procurement for audit services. PSAA is a not-for-profit organisation whose costs are around 4% of the scheme with any surplus distributed back to scheme members.

4.9 In summary the national opt-in scheme provides the following:

- the appointment of a suitably qualified audit firm to conduct audits for each

of the five financial years commencing 1 April 2023;

- appointing the same auditor to other opted-in bodies that are involved in formal collaboration or joint working initiatives to the extent this is possible with other constraints;
- managing the procurement process to ensure both quality and price criteria are satisfied. PSAA has sought views from the sector to help inform its detailed procurement strategy;
- ensuring suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise during the appointment period;
- minimising the scheme management costs and returning any surpluses to scheme members;
- consulting with authorities on auditor appointments, giving the Council the opportunity to influence which auditor is appointed;
- consulting with authorities on the scale of audit fees and ensuring these reflect scale, complexity, and audit risk; and
- ongoing contract and performance management of the contracts once these have been let.

#### 4.10 Pressures in the current local audit market and delays in issuing opinions

Much has changed in the local audit market since audit contracts were last awarded in 2017. At that time the audit market was relatively stable, there had been few changes in audit requirements, and local audit fees had been reducing over a long period. 98% of those bodies eligible opted into the national scheme and attracted very competitive bids from audit firms. The resulting audit contracts took effect from 1 April 2018.

4.11 During 2018 a series of financial crises and failures in the private sector year led to questioning about the role of auditors and the focus and value of their work. Four independent reviews were commissioned by Government: Sir John Kingman's review of the Financial Reporting Council (FRC), the audit regulator; the Competition and Markets Authority review of the audit market; Sir Donald Brydon's review of the quality and effectiveness of audit; and Sir Tony Redmond's review of local authority financial reporting and external audit. The recommendations are now under consideration by Government, with the clear implication that significant reforms will follow. A new audit regulator (ARGA) is to be established, and arrangements for system leadership in local audit are to be introduced. Further change will follow as other recommendations are implemented.

4.12 The Kingman review has led to an urgent drive for the FRC to deliver rapid, measurable improvements in audit quality. This has created a major pressure for audit firms to ensure full compliance with regulatory requirements and expectations in every audit they undertake. By the time firms were conducting 2018/19 local audits during 2019, the measures they were putting in place to

respond to a more focused regulator were clearly visible. To deliver the necessary improvements in audit quality, firms were requiring their audit teams to undertake additional work to gain deeper levels of assurance. However, additional work requires more time, posing a threat to the firms' ability to complete all their audits by the target date for publication of audited accounts. Delayed opinions are not the only consequence of the FRC's drive to improve audit quality. Additional audit work must also be paid for. As a result, many more fee variation claims have been needed than in prior years.

4.13 This situation has been accentuated by growing auditor recruitment and retention challenges, the complexity of local government financial statements and increasing levels of technical challenges as bodies explore innovative ways of developing new or enhanced income streams to help fund services for local people. These challenges have increased in subsequent audit years, with Covid-19 creating further significant pressure for finance and audit teams.

4.14 None of these problems is unique to local government audit. Similar challenges have played out in other sectors, where increased fees and disappointing responses to tender invitations have been experienced during the past two years.

#### 4.15 The invitation

PSAA is now inviting the Council to opt in for the second appointing period, for 2023/24 to 2027/28, along with all other eligible authorities. Based on the level of opt-ins it will enter into contracts with appropriately qualified audit firms and appoint a suitable firm to be the Council's auditor. Details relating to PSAA's invitation are provided in Appendix A

#### 4.16 The next audit procurement

The prices submitted by bidders through the procurement will be the key determinant of the value of audit fees paid by opted-in bodies. PSAA will:

- seek to encourage realistic fee levels and to benefit from the economies of scale associated with procuring on behalf of a significant number of bodies;
- continue to pool scheme costs and charge fees to opted-in bodies in accordance with the published fee scale as amended following consultations with scheme members and other interested parties (pooling means that everyone within the scheme will benefit from the prices secured via a competitive procurement process – a key tenet of the national collective scheme);
- continue to minimise its own costs, around 4% of scheme costs, and as a not-for-profit company will return any surplus funds to scheme members. In 2019 it returned a total £3.5million to relevant bodies and in 2021 a further £5.6million was returned.

4.17 PSAA will seek to encourage market sustainability in its procurement. Firms will be able to bid for a variety of differently sized contracts so that they can match their available resources and risk appetite to the contract for which they bid. They will be required to meet appropriate quality standards and to reflect realistic market

prices in their tenders, informed by the scale fees and the supporting information provided about each audit. Where regulatory changes are in train which affect the amount of audit work suppliers must undertake, firms will be informed as to which developments should be priced into their bids.

- 4.18 The scope of a local audit is fixed. It is determined by the Code of Audit Practice (currently published by the National Audit Office)<sup>1</sup>, the format of the financial statements (specified by CIPFA/LASAAC) and the application of auditing standards regulated by the FRC. These factors apply to all local audits irrespective of whether an eligible body decides to opt into PSAA's national scheme or chooses to make its own separate arrangements. The requirements are mandatory; they shape the work auditors undertake and have a bearing on the actual fees required.
- 4.19 There are currently nine audit providers eligible to audit local authorities and other relevant bodies under local audit legislation. This means that a local procurement exercise would seek tenders from the same firms as the national procurement exercise, subject to the need to manage any local independence issues. Local firms cannot be invited to bid. Local procurements must deliver the same audit scope and requirements as a national procurement, reflecting the auditor's statutory responsibilities.

## **5. Assessment of options**

- 5.1 If the Council did not opt in there would be a need to establish an independent auditor panel to make a stand-alone appointment. The auditor panel would need to be set up by the Council itself, and the members of the panel must be wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing to which audit firm to award a contract for the Council external audit.
- 5.2 Alternatively, the Act enables the Council to join with other authorities to establish a joint auditor panel. Again, this will need to be constituted of wholly or a majority of independent appointees. Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council would need to liaise with other local authorities to assess the appetite for such an arrangement.
- 5.3 These would be more resource-intensive processes to implement for the council, and without the bulk buying power of the sector-led procurement would be likely to result in a more costly service. It would also be more difficult to manage quality and independence requirements through a local appointment process. The council is unable to influence the scope of the audit and the regulatory regime inhibits the council's ability to affect quality.
- 5.4 The Council and its auditor panel would need to maintain ongoing oversight of the contract. Local contract management cannot, however, influence the scope or delivery of an audit.

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<sup>1</sup> MHCLG's Spring statement proposes that overarching responsibility for Code will in due course transfer to the system leader, namely ARGA, the new regulator being established to replace the FRC.

- 5.5 The national offer provides the appointment of an independent auditor with limited administrative cost to the council. By joining the scheme, the council would be acting with other councils to optimise the opportunity to influence the market that a national procurement provides.
- 5.6 The recommended approach is therefore to opt in to the national auditor appointment scheme.

#### The way forward

- 5.7 Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt in must be made by a meeting of the Council (meeting as a whole), except where the authority is a corporation sole.
- 5.8 The Council then needs to respond formally to PSAA's invitation in the form specified by PSAA by the close of the opt-in period (11<sup>th</sup> March 2022).
- 5.9 PSAA will commence the formal procurement process in early February 2022. It expects to award contracts in August 2022 and will then consult with authorities on the appointment of auditors so that it can make appointments by the statutory deadline of 31 December 2022.

### **6. Strategic Priorities**

- 6.1 There are no direct implications for the Council's strategic priorities. The appointment of an External Auditor is a statutory requirement of the Council and as such contributes towards the fitness for purpose of the Council's governance arrangements.

### **7. Organisational Impacts**

#### 7.1 Finance

There is a risk that current external audit fee levels could increase when the current contracts end. It is clear that the scope of audit has increased, requiring more audit work. There are also concerns about capacity and sustainability in the local audit market.

Opting into a national scheme provides maximum opportunity to ensure fees are as realistic as possible, while ensuring the quality of audit is maintained, by entering into a large scale collective procurement arrangement.

If the national scheme is not used some additional resource may be needed to establish an auditor panel and conduct a local procurement. Until a procurement exercise is completed it is not possible to state what, if any, additional resource may be required for audit fees from 2023/24.

#### 7.2 Legal Implications including Procurement Rules

Section 7 of the Local Audit and Accountability Act 2014 requires a relevant Council to appoint a local auditor to audit its accounts for a financial year not later

than 31 December in the preceding year.

Section 8 governs the procedure for appointment including that the Council must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant Council is a local Council operating executive arrangements, the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the Council under those arrangements.

Section 12 makes provision for the failure to appoint a local auditor. The Council must immediately inform the Secretary of State, who may direct the Council to appoint the auditor named in the direction or appoint a local auditor on behalf of the Council.

Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a sector-led body to become the appointing person. In July 2016 the Secretary of State specified PSAA as the appointing person.

## **8. Risk Implications**

8.1 As set out in the report, opting into the sector led body approach, through PSAA, minimises the risks inherent in undertaking a standalone or joint procurement process.

The principal risks are that the Council:

- fails to appoint an auditor in accordance with the requirements and timing specified in local audit legislation; or
- does not achieve value for money in the appointment process.

These risks are considered best mitigated by opting into the sector-led approach through PSAA.

## **9. Recommendation**

9.1 That the Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023, be accepted.

**Is this a key decision?**

No

**Do the exempt information categories apply?**

No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?**

No



**How many appendices does the report contain?**

One

**List of Background Papers:**

None

**Lead Officer:**

Jaclyn Gibson, Chief Finance Officer  
Telephone (01522) 873258

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22 September 2021

To: Mrs Andrews, Chief Executive  
City of Lincoln Council

Copied to: Ms Gibson, S151 Officer  
Councillor Longbottom, Chair of Audit Committee or equivalent

Dear Mrs Andrews,

### **Invitation to opt into the national scheme for auditor appointments from April 2023**

I want to ensure that you are aware the external auditor for the audit of your accounts for 2023/24 has to be appointed before the end of December 2022. That may seem a long way away but, as your organisation has a choice about how to make that appointment, your decision-making process needs to begin soon.

We are pleased that the Secretary of State has confirmed PSAA in the role of the appointing person for eligible principal bodies for the period commencing April 2023. Joining PSAA's national scheme for auditor appointments is one of the choices available to your organisation.

In June 2021 we issued a draft prospectus and invited your views and comments on our early thinking on the development of the national scheme for the next period. Feedback from the sector has been extremely helpful and has enabled us to refine our proposals which are now set out in the [scheme prospectus](#) and our [procurement strategy](#). Both documents can be downloaded from our website which also contains a range of useful information that you may find helpful.

The national scheme timetable for appointing auditors from 2023/24 means we now need to issue a formal invitation to you to opt into these arrangements. In order to meet the requirements of the relevant regulations, we also attach a form of acceptance of our invitation which you must use if your organisation decides to join the national scheme. We have specified the five consecutive financial years beginning 1 April 2023 as the compulsory appointing period for the purposes of the regulations which govern the national scheme.

Given the very challenging local audit market, we believe that eligible bodies will be best served by opting to join the scheme and have attached a short summary of why we believe that is the best solution both for individual bodies and the sector as a whole.

I would like to highlight three matters to you:

1. if you opt to join the national scheme, we need to receive your formal acceptance of this invitation by Friday 11 March 2022;

2. the relevant regulations require that, except for a body that is a corporation sole (e.g. a police and crime commissioner), the decision to accept our invitation and to opt in must be made by the members of the authority meeting as a whole e.g. Full Council or equivalent. We appreciate this will need to be built into your decision-making timetable. We have deliberately set a generous timescale for bodies to make opt in decisions (24 weeks compared to the statutory minimum of 8 weeks) to ensure that all eligible bodies have sufficient time to comply with this requirement; and
3. if you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2023. We are required to consider such requests and agree to them unless there are reasonable grounds for their refusal. PSAA must consider a request as the appointing person in accordance with the Regulations. The Regulations allow us to recover our reasonable costs for making arrangements to appoint a local auditor in these circumstances, for example if we need to embark on a further procurement or enter into further discussions with our contracted firms.

If you have any other questions not covered by our information, do not hesitate to contact us by email at [ap2@psaa.co.uk](mailto:ap2@psaa.co.uk). We also publish answers to [frequently asked questions](#) on our website.

If you would like to discuss a particular issue with us, please send an email also to [ap2@psaa.co.uk](mailto:ap2@psaa.co.uk), and we will respond to you.

Yours sincerely

Tony Crawley  
Chief Executive

Encl: Summary of the national scheme

## Why accepting the national scheme opt-in invitation is the best solution

### Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit, independent company limited by guarantee incorporated by the Local Government Association in August 2014.

We have the support of the LGA, which in 2014 worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national body.

We have the support of Government; MHCLG's Spring statement confirmed our appointment because of our "strong technical expertise and the proactive work they have done to help to identify improvements that can be made to the process".

We are an active member of the new Local Audit Liaison Committee, chaired by MHCLG and attended by key local audit stakeholders, enabling us to feed in body and audit perspectives to decisions about changes to the local audit framework, and the need to address timeliness through actions across the system.

We conduct research to raise awareness of local audit issues, and work with MHCLG and other stakeholders to enable changes arising from Sir Tony Redmond's review, such as more flexible fee setting and a timelier basis to set scale fees.

We have established an advisory panel, which meets three times per year. Its membership is drawn from relevant representative groups of local government and police bodies, to act as a sounding board for our scheme and to enable us to hear your views on the design and operation of the scheme.

### The national scheme for appointing local auditors

In July 2016, the Secretary of State specified PSAA as an appointing person for principal local government and police bodies for audits from 2018/19, under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. Acting in accordance with this role PSAA is responsible for appointing an auditor and setting scales of fees for relevant principal authorities that have chosen to opt into its national scheme. 98% of eligible bodies made the choice to opt-in for the five-year period commencing in April 2018.

We will appoint an auditor for all opted-in bodies for each of the five financial years beginning from 1 April 2023.

We aim for all opted-in bodies to receive an audit service of the required quality at a realistic market price and to support the drive towards a long term competitive and more sustainable market for local audit. The focus of our quality assessment will include resourcing capacity and capability including sector knowledge, and client relationship management and communication.

### What the appointing person scheme from 2023 will offer

We believe that a sector-led, collaborative, national scheme stands out as the best option for all eligible bodies, offering the best value for money and assuring the independence of the auditor appointment.

The national scheme from 2023 will build on the range of benefits already available for members:

- transparent and independent auditor appointment via a third party;
- the best opportunity to secure the appointment of a qualified, registered auditor;
- appointment, if possible, of the same auditors to bodies involved in significant collaboration/joint working initiatives, if the parties believe that it will enhance efficiency;
- on-going management of any independence issues which may arise;
- access to a specialist PSAA team with significant experience of working within the context of the relevant regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees;
- a value for money offer based on minimising PSAA costs and distribution of any surpluses to scheme members - in 2019 we returned a total £3.5million to relevant bodies and more recently we announced a further distribution of £5.6m in August 2021;
- collective efficiency savings for the sector through undertaking one major procurement as opposed to a multiplicity of smaller procurements;
- avoids the necessity for local bodies to establish an auditor panel and undertake an auditor procurement, enabling time and resources to be deployed on other pressing priorities;
- updates from PSAA to Section 151 officers and Audit Committee Chairs on a range of local audit related matters to inform and support effective auditor-audited body relationships; and
- concerted efforts to work with other stakeholders to develop a more sustainable local audit market.

We are committed to keep developing our scheme, taking into account feedback from scheme members, suppliers and other stakeholders, and learning from the collective post-2018 experience. This work is ongoing, and we have taken a number of initiatives to improve the operation of the scheme for the benefit of all parties.

Importantly we have listened to your feedback to our recent consultation, and our response is reflected in [the scheme prospectus](#).

## **Opting in**

The closing date for opting in is 11 March 2022. We have allowed more than the minimum eight-week notice period required, because the formal approval process for most eligible bodies is a decision made by the members of the authority meeting as a whole [Full Council or equivalent], except police and crime commissioners who are able to make their own decision.

We will confirm receipt of all opt-in notices. A full list of eligible bodies that opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters which may need to be taken into consideration when appointing your auditor.

## **Local Government Reorganisation**

We are aware that reorganisations in the local government areas of Cumbria, Somerset, and North Yorkshire were announced in July 2021. Subject to parliamentary approval shadow elections will take place in May 2022 for the new Councils to become established from 1 April 2023. Newly established local government bodies have the right to opt into PSAA's scheme under Regulation 10 of the Appointing Person Regulations 2015. These Regulations also set out that a local government body that ceases to exist is automatically removed from the scheme.

If for any reason there is any uncertainty that reorganisations will take place or meet the current timetable, we would suggest that the current eligible bodies confirm their acceptance to opt in to avoid the requirement to have to make local arrangements should the reorganisation be delayed.

## **Next Steps**

We expect to formally commence the procurement of audit services in early February 2022. At that time our procurement documentation will be available for opted-in bodies to view through our e-tendering platform.

Our recent webinars to support our consultation proved to be popular, and we will be running a series of webinars covering specific areas of our work and our progress to prepare for the second appointing period. Details can be found on [our website](#) and in [the scheme prospectus](#).

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**COUNCIL****18 JANUARY 2022**

<b>SUBJECT:</b>	<b>FREEDOM OF THE CITY</b>
<b>REPORT BY:</b>	<b>CHIEF EXECUTIVE</b>
<b>LEAD OFFICER:</b>	<b>CAROLYN WHEATER, CITY SOLICITOR</b>

## **1. Purpose of Report**

- 1.1 To consider a recommendation to grant Lord Cormack the Freedom of the City, pursuant to section 249 of the Local Government Act 1972 and to agree a special meeting on the 24<sup>th</sup> January 2022 to award the honour.

## **2. Background**

- 2.1 The Freedom of the City is granted by the Council to those individuals or groups of individuals who are persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the local area.

The nomination to award Lord Cormack the Freedom of the City was proposed by Her Majesty's Lord Lieutenant of Lincolnshire Mr. Toby Dennis, supported by Mary Stuart CBE, amongst others.

This proposal is in recognition of Lord Cormack's contribution to the rich heritage of the City, and advocating for Lincoln on the national stage. Lord Cormack is a champion of the arts and heritage in Lincoln, being instrumental in several large conservation projects and in bringing world class exhibitions to the City. As Chairman of the Historic Lincoln Trust Lord Cormack was responsible for securing a substantial donation for the creation of the PJ Ross Magna Carta Vault as part of the Lincoln Castle revealed project and was also instrumental in securing much of the match funding for the ongoing Lincoln Cathedral project. Many exhibitions have been seen in Lincoln because of his work. In 2015 Lord Cormack brought Lincolnshire's Great Exhibition to the City, the Battles and Dynasties Exhibition, the Victoria and Albert Exhibition and also the Doomsday Book display, each one bringing thousands of people from around the world to our City. Lord Cormack works tirelessly for the benefit of others, giving much of his time and energy to the City. Lord Cormack is Patron of the International Bomber Command Centre, Deputy High Steward of the Cathedral, Vice President of the Tennyson Society and a member of the University of Lincoln Court. It is within the context of these achievements that the nomination is made.

## **3. Organisational Impacts**

- 3.1 Finance (including whole life costs where applicable)

There are no financial implications arising as a result of this report.

### 3.2 Legal Implications including Procurement Rules

The Honour of Freedom of the City is granted under Section 249 of the Local Government Act 1972 to “persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the City”.

The Act provides that a special meeting of the Council must be convened with the specific object of passing the resolution to confer the title of Honorary Freedom and this resolution must be passed by not less than two-thirds of the members voting thereon at that meeting.

### 3.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

This has been considered for this report and no implications arise in respect of equality, diversity and human rights and therefore an impact assessment is not needed.

## 4. Recommendations

- 4.1 That in accordance with section 249 of the Local Government Act 1972, an extraordinary meeting of the Council be arranged for the 24<sup>th</sup> January 2022 to award the Freedom of the City to Lord Cormack.