Statement of Accounts

2020/2021

broadland.gov.uk

Broadland District Council

Community at heart

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NARRATIVE REPORT

1. About Broadland District Council

Broadland is home to approximately 130,783 people, and has an area of 213 square miles. It is equally divided between urban and rural locations. There are large urban areas on the borders of Norwich City including, Catton, Hellesdon, Thorpe St Andrew and Sprowston. The 3 market towns of Acle, Aylsham and Reepham provide vital amenities for local residents and visitors and are employment centres for many residents. Other large and small settlements play a vital role in supporting the local economy and providing key facilities for residents including North Walsham, Reedham, Blofield, Brundall and Taverham. Wroxham Broad and the River Bure are tourist attractions and contribute to the local economy.

We anticipate significant growth over the next five years from a strong and diverse business base, which is home to a wealth of micro businesses and SME enterprises. Key local business sectors are:

- Advanced Manufacturing
- Engineering
- Agri-tech
- ICT
- Digital Creative
- Visitor Economy.

There are 15 large businesses with over 250 staff. To complement the large employers there is a strong base of smaller businesses with 89% employing fewer than 10 employees.

Broadland has excellent transport connections, by air through Norwich International Airport and by sea through the East Coast ports of Felixstowe, Great Yarmouth, Harwich and Lowestoft. There are also mainline train connections, including an express service to London. Road links South are good and work has been undertaken to strengthen routes westwards, to the Midlands and beyond.

The Council delivers services including:

- Waste and recycling
- Street cleansing
- Car parking
- Electoral registration
- Planning
- Housing benefits
- Council Tax assistance
- Tourism and leisure
- Open spaces.

The Council is made up of 47 councillors representing 27 wards. The current composition is 33 Conservatives, 12 Liberal Democrats and 2 Labour members.
The Cabinet consists of 7 portfolio members of the Conservative Group.
Broadland comprises 65 parishes of varying sizes.
Broadland District Council is headed by a Corporate Management Team consisting of a Managing Director, 3 Directors and 8 Assistant Directors. Each Assistant Director has overall responsibility for their service areas.

Broadland District Council's Band D Council tax for 2020/21 (excluding special expenses) was £125.52.

2. Format of Accounts

The financial statements are prepared on an accruals basis and follow best practice recommended by the Code of Practice on Local Authority Accounting. The various statements include, where relevant, comparative figures relating to the previous financial year and supporting notes.

The statements summarise the overall financial position of the Authority and include the following:

Comprehensive Income and Expenditure Statement - This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices and shows how that cost has been financed from Council Tax payers, Business Rate income and Government grants.

Movement in Reserves Statement - This statement shows the movement in the year of the different reserves held by the Authority, analysed into 'usable reserves' (ie those that can be applied to fund expenditure or reduce local taxation) and other reserves.

Balance Sheet – This statement shows the assets and liabilities of all the activities of the Authority and the balances and reserves at the Authority's disposal.

Cash Flow Statement – This statement shows the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.

Collection Fund – This statement reflects a statutory requirement to maintain a separate Collection Fund, which shows the transactions of the Authority as a billing authority in relation to Council Tax and Non-Domestic Rates, and the way in which the total amount collected has been distributed to the precepting authorities and central Government.

3. Joint Working Arrangement with South Norfolk Council

On 12 July 2018, Broadland District Council and South Norfolk Council agreed collaborative working arrangements. This included the proposal to form one joint officer team across the two autonomous Councils. Consequently, the authorities had a shared Corporate Management Team throughout 2019/20 and the remainder of the workforce worked jointly from 1st January 2020.

However, the authorities remain sovereign independent bodies, and keep their separate identities, retain their own Councillors and budgets, and set their own council taxes.

4. Strategic Plan 2020-24

The Broadland Strategic Plan for 2020-24 contains key ambitions to improve the district for all who live, work or visit Broadland. Some of the major achievements against these ambitions during the year were:

- The Council continues to have good reputation locally and nationally.

- It remains strong in light of the implementation of the “one team” in January 2020 across South Norfolk and Broadland District Council.

- We have worked together and with central Government to make the case for increased funding for districts to support our ongoing Covid response. These funds have been used to support those businesses and residents in our communities who have needed our help the most.

- We have launched a new and improved housing system and operate effectively across a single housing team for our residents. Our new housing allocations policy and housing register gives our residents more flexibility to choose their own home based on their individual priorities and circumstances.

- Our elections team have moved to a single way of working, including implementing a new system to manage elections more effectively and efficiently. This has included sharing a count venue and aligning training and ballot box preparation, building resilience and reducing duplication of effort.

- We have collectively brought investment into the districts to support growth in our local economy. Together, we have been successful in securing millions of pounds to support our local businesses and key businesses sectors to flourish, as well as supporting investment in vital infrastructure.

  Examples include:
  - Food Innovation Centre on the Food Enterprise Park
  - Broadland Country Park
  - Bure Valley Railway
  - Aylsham and Brundall Sports hubs
  - Marriott’s Way.

5. Financial Outturn

Revenue Income and Expenditure

The table below summarises the Authority's revenue income and expenditure and compares this to the budget for the year. It also shows how the overall Authority expenditure was funded by income from Council Tax payers, business rate income, and Government Grants. The numbers here differ to the figures shown on the Comprehensive Income and Expenditure Statement as some items of expenditure, such as depreciation, are presented differently.

	Latest Budget			Actual		
	Expend £'000	Income £'000	Net £'000	Expend £'000	Income £'000	Net £'000
Resources / MD						
Corporate Costs	979	-	979	876	-1	875
Covid Response	684	-1,401	-717	5,589	-6,924	-1,334
Finance & Revenues	1,099	-209	891	1,180	-214	966
Governance & Business Support	3,359	-74	3,285	3,094	-118	2,976
Managing Director and Chief of Staff	956	-5	951	907	-4	903
	7,078	-1,688	5,389	11,647	-7,260	4,386
Place						
Economic Growth	1,314	-223	1,090	1,294	-355	939
Regulatory Services	654	-194	459	619	-209	410
Planning	1,722	-1,051	671	1,477	-1,135	342
	3,689	-1,468	2,221	3,390	-1,700	1,691
People & Communities						
Individuals & Families	23,757	-22,028	1,729	19,632	-18,665	967
Waste Services	6,049	-3,394	2,655	5,922	-3,694	2,229
	29,806	-25,422	4,384	25,555	-22,359	3,196
	40,573	**-28,579**	**11,994**	**40,592**	**-31,319**	**9,273**
Precepts - Parish Councils			3,826			3,826
Precepts - Internal Drainage Boards			252			252
Interest Payable / MRP			75			3
Revenue contributions to Capital Expenditure			115			567
Interest Receivable			-282			-458
Transfers to / (from) Earmarked Reserves			-525			17,392
Collection Fund (Surplus)/Deficit - CTAX			224			-195
Collection Fund (Surplus)/Deficit - NDR			-125			5,486
Collection Fund Adjustments			-			-5,421
Budget Requirement			**15,554**			**30,724**
Council Tax			-9,795			-9,795
NNDR (Business Rates)			-3,888			-9,524
New Homes Bonus			-2,318			-2,318
Government Grant - Other			-			-140
Net Deficit / (Surplus) for the Year			**-447**			**8,947**

The following table then reconciles the above figures to the figures in the Statement of Accounts.

Deficit / (Surplus) on Provision of Services (From Comprehensive I&E Statement on page 15)	-3,483
Adjustments between Accounting Basis and Funding Basis (From Movement in Reserves on page 16)	-4,962
Net Transfer to Earmarked Reserves	17,392
Decrease in General Fund Reserve	**8,947**

All figures in this table can be found in the first column (General Fund Balance) of the Movement in Reserves Statement on page 16.

Movement in Reserves

The Movement in Reserves Statement shows the movement in the year of the different reserves held by the Authority.

The key movements in the Authority's usable reserves are as follows.

- The General Fund Balance decreased overall by £8.9m to £6.4m.
- Earmarked Reserves increased overall by £17.4m to £26.2m.

  Both the above movements were in part due to the creation of new Earmarked Reserves.
- The Authority's Capital Receipts Reserve increased by £1.5m principally as funds were returned by Broadland Growth Ltd.

The Authorities Unusable Reserves decreased by £14.5m. This is primarily because the pension fund deficit increased by £10.0m.

Capital Expenditure

Capital expenditure during 2020/21 amounted to £2.4 m. Of this sum, £1.5m was spent as capital grants to external organisations and individuals, and did not result in the acquisition of assets on the Authority's balance sheet.

Broadland can borrow via the Public Works Loans Board (PWLB) to fund capital expenditure, provided that it has fully considered the affordability and sustainability of the debt beforehand. The Authority evaluated the cost of borrowing and concluded that it was more cost effective to fund the 2020/21 capital programme from internal resources.

Financial Position at Year End

The Balance Sheet shows the Authority's assets and liabilities as at 31 March and the following table provides a summary of the Authority's key assets and liabilities.

	Value 31 March 2020 £m	Value 31 March 2021 £m
Assets		
Property, Plant and Equipment	8.4	10.1
Long Term Debtors	2.6	1.1
Investments	22.7	20.2
Short Term Debtors	11.8	23.3
Cash and Bank holdings	13.0	29.5
Liabilities		
Short Term Creditors	-21.7	-38.8
Pension Liability	-24.1	-34.1

The Authority, as part of the terms and conditions of employment, offers retirement benefits to staff. Although these benefits will not be payable until employees retire, the Authority has a commitment to make the payments and this needs to be disclosed at the time that employees earn their future entitlement.

This pension liability has been accounted for under International Accounting Standard 19 Employee Benefits (IAS19) and in common with many public and private companies, who offer defined benefit pension schemes, the current IAS19 valuation of the pension fund assets is significantly less than the actuarial estimate of the liability. For Broadland the pension asset value is £70.3m and the liability £104.4m giving a net deficit of £34.1m as at 31 March 2021.

However, the Authority's actual contributions to the pension fund are independently assessed by the scheme actuary on a different statutory basis to ensure that any deficit on the pension fund is made good over the period that the liabilities will arise and contributions to the fund are determined by the actuary's advice.

Cash Flow

The Cash Flow Statement shows the inflows and outflows of cash arising from transactions with third parties.

It shows that in 2020/21 the amount of cash and cash equivalents held by the Authority increased by £16.5m to £29.5m.

Collection Fund

The Collection Fund Statement shows the transactions of the Authority, as a billing authority, in relation to council tax and non-domestic rates.

In 2020/21 BDC raised £88.7m in Council Tax. Council Tax income is paid over to the precepting bodies (Norfolk County Council, Office of the Police & Crime Commissioner and BDC) and the amount paid over in 2020/21 (£87.8m) equals the amount that was requested as part of the 2020/21 budget setting process.

In 2020/21 BDC raised £16.7m in business rates. Business rate income is shared as follows: Central Government 50%; BDC 40%, Norfolk County Council 10%. Business rates income in excess of this figure is shared on a different basis as the Council was part of a Business Rates Pool in 2020/21.

6. Other Matters to Report

Covid

On 23rd March 2020, the Prime Minister announced that to limit the spread of the coronavirus he would be asking people to stay at home and where possible work from home and only essential journeys should be made. Covid restrictions, of one form or another, remained in place during the whole of 20/21, and effectively this meant that a lot of businesses became unable to carry on operating normally and many employees were 'furloughed' on 80% of their existing salary paid by central Government.

The financial and social outcomes of this pandemic therefore had a significant impact upon the UK and global economy during 20/21, and the impacts are continuing.

Regarding the effect on BDC, we adopted new ways of working and continued to provide our core services during the pandemic.

In addition, working jointly with South Norfolk Council, we stood up our Covid response, to ensure support for residents and businesses. Some of the highlights of the actions taken by our joint officer team are detailed below.

- Corporate achievements
  - 85% of staff working remotely and 15% of staff working from our offices
  - 32 leisure staff redeployed to the NHS, with a further 48 of our staff offering time to help the NHS
  - Launched zoom to over 600 staff and Councillors. 140 virtual committee meetings broadcast on YouTube, with over 19,500 views, totalling 4,700 hours watch time
  - 44 Trained Mental Health First Aiders

- Help Hub
  - 20,104 calls taken from residents asking for help, 5,000 calls made to shielding residents
  - 7 day a week working. Help support line open until 22:00
  - 4,373 individuals visited on enhanced contact tracing to support self- isolation

- In the Community
  - 2750 Prescriptions collected
  - 3150 Shopping trips done
  - 560 households in food poverty fed. 4000 food parcels delivered. 8 Tons of food distributed to residents
  - 45 community support groups formed with 4,000 volunteers

- Housing
  - 73 residents provided with temporary accommodation. 739 residents housed
  - 781 people helped onto the housing register
  - 1,694 people a month provided housing advice

- Financial support to residents
  - 51,764 calls taken by the Housing and Benefit Team. 5,821 Benefit and Council Tax Support claims received
  - £73,000 paid through Covid-19 hardship fund
  - £1,260,935 paid in extra Council Tax support
  - £263,000 paid in track and trace payments

- Supporting Businesses
  - 10,000 businesses called offering support. £84 million in grants distributed to local businesses
  - First Councils to distribute £1 million to businesses forced to close
  - £1 million of support distributed for every week of lockdown

Consequently both Councils incurred additional expenditure on service provision, and reduced Income from services. Further information about the effect on BDC isset out in Note 6 to the Accounts.

Housing Benefit Expenditure

The Authority has a statutory duty to assess and, where appropriate, pay housing benefit claims from residents of the district on behalf of the Department of Work and Pensions (DWP). Payments are reimbursed by the DWP. These are normally the largest items of expenditure and income within the Comprehensive Income & Expenditure Statement. In 2020/21, total Housing Benefits payments were £16.5m and the claim for reimbursement was £16.4m.

Other Matters

We also report to you the following matters:

- Apart from the matters disclosed above, there are no other significant factors affecting the Accounts that require highlighting in 2020/21.
- There are no significant changes in accounting policy to report.
- There are no significant contingencies or material write offs to report.

7. Future Plans

The Council in February 2020 adopted a new Strategic Plan for 2020-2024 which sets out the following joint priorities for the coming years.

Looking forward to 2021/22 – the following are just some of the projects and initiatives we will be delivering to support our Council to go from strength to strength, support our area to recover from the pandemic, drive economic growth and support and empower our community.

Growing our economy

We will lead the way with ambitious ideas for growth and productivity, promoting our place as an area for investment by:

- Working with landowners and developers to accelerate and maximise the value of sites such as Apex and Beeston Park
- Working collaboratively to deliver the strategic green Infrastructure such as Broadland Country Park
- Promoting and supporting the work of Greater Norwich as key partners in plan making and growth delivery
- Securing further funding to deliver more ambitious initiatives which broaden the scope of Councils' place making role

so that we can achieve higher value jobs and skills, greater inward investment and an inclusive economy.

Protecting & improving our natural and built environment, whilst maximising quality of life

We will continue to take proactive steps forward to deliver key projects and initiatives for the environment by:

- Implementing the Environmental Strategies utilising the resources committed by the Council
- Delivering everything from stronger environmental enforcement to a proactive and ambitious tree planting programme
- Completing the re-procurement of the Broadland Refuse, Recycling and Street Cleansing services

to ensure we develop and build upon a place everyone can be proud of.

Supporting individuals and empowering communities

We will work collaboratively to empower and support individuals and communities to adapt and recover from the impact of Covid by:

- Developing and delivering our Joint Covid Recovery Plan
- Working with the DWP on the Wrk4All and Kickstart Programmes – targeting those who are out of education and struggling to get into employment
- Supporting households facing hardship, ensuring people have a roof over their head, and are supported to manage debt and avoid financial hardship
- Expanding the Choices programme to support those older working age residents who need assistance with transition in their careers
- Developing schemes such as Tots2Teens and Kids Camp to engage with and raise aspirations of younger people
- Seize opportunities for collaboration with the Adult Learning Service

so that our most vulnerable people feel safe, well and healthy and are able to thrive in our Communities.

Moving with the times, working smartly and collaboratively

We will promote our place and our ambitious offer, while seizing the opportunities of our collaboration to release capacity by:

- Delivering a balanced mid-term financial plan and investment programme for each council, supported by our ongoing programme of transformation of our services
- Developing an agile service delivery at a time and space that meets our resident's needs, ensuring a true team culture that drives services forwards and enables best in class services
- Delivering our new single website, releasing capacity and providing better engagement for our residents
- Ensuring our services are accessible to our customers when they need it, supported by implementation of a new Customer Experience Strategy and Charter
- Conducting an Accommodation Review that will provide options and a business case for our future working location, combined with exploring the hub and spoke model to enable us to be closer to our residents
- Enhancing our Member training programme, utilising our Skillsgate platform and providing more bespoke training to support ongoing development
- Implementing a management and leadership programme so our leaders have the right tools and skills to drive our teams forward to be the best they can be
- Developing and delivering our two year Delivery Plan and Budget for 2022/23 – 2023/24 which sets out our ambitions for the coming two years
- Providing proactive communications to grow and enhance our reputations by reinventing Broadland News, ensuring it has clear links with our delivery plan and encourage channel shift to our websites so we can deliver better outcomes for our residents, businesses and communities.

Financial Outlook

The outlook for the public sector in general remains uncertain, with levels of Government funding forecast to decrease in real terms. The Authority's Medium Term Financial Plan estimates a funding gap of approximately £1m. This will require either successful income generation schemes or additional efficiency savings to be made.

Furthermore, pressures on the Authority's services have increased as the economic situation due to Covid 19 affects the district's residents and businesses.

8. Further Information

Additional information relating to these accounts is available from:
Assistant Director – Finance
Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Thorpe St. Andrew
Norwich
NR7 0DU

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Assistant Director of Finance.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

The Assistant Director of Finance's Responsibilities

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

In preparing this Statement of Accounts, the Assistant Director of Finance has:

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

The Assistant Director of Finance has also:

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

I confirm that the Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and of its expenditure and income for the year ended 31 March 2021.

RFincham

Assistant Director of Finance
Date: 27 October 2022

Certificate of Approval – Chair of Audit Committee

I can confirm that these accounts were approved by the Audit Committee at the meeting held on 27 October 2022.

Signed on behalf of Broadland District Council
Chair of Audit Committee
Date: 27 October 2022

COMPREHENSIVE INCOME AND EXPENDITURE ACCOUNT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; which is likely to be different from the accounting cost.

2019/20					2020/21		
Gross Expend £'000	Gross Income £'000	Net Expend £'000		Note	Gross Expend £'000	Gross Income £'000	Net Expend £'000
			Resources / MD				
571	-15	556	Corporate Costs		127	-1	126
38	-38	-	Covid Response		5,593	-6,924	-1,331
2,041	-237	1,804	Finance & Revenues		1,318	-214	1,104
4,011	-600	3,411	Governance & Business Support		3,450	-118	3,332
880	-4	876	Managing Director and Chief of Staff		1,041	-4	1,037
			Place				
1,841	-834	1,007	Economic Growth		1,408	-355	1,053
2,590	-259	2,331	Regulatory Services		709	-209	500
2,195	-1,353	842	Planning		2,105	-1,526	579
			People				
20,675	-21,029	-354	Individuals & Families		19,896	-18,685	1,211
5,362	-3,356	2,006	Waste & Recycling		6,031	-3,694	2,337
40,204	**-27,725**	**12,479**	**Cost of Services**		**41,678**	**-31,730**	**9,948**
			Other Operating Expenditure				
		3,601	Precepts - Parish Councils				3,826
		245	Precepts - Internal Drainage Boards				252
		-189	Community Infrastructure Levy				-
		51	(Gain)/loss on disposal of non-current assets				-181
		-127	Donated Assets				-
			Financing and Investment Income and Expenditure				
		789	Interest payable and similar charges	16			2
		2,196	Pensions Net Interest Cost	31			1,858
		-1,438	Expected return on pension costs	31			-1,301
		-690	Interest receivable and similar income	16			-1,219
			Taxation and Non-Specific Grant Income and Expenditure				
		-9,292	Council tax income				-9,865
		-4,627	Non domestic rates income				-4,132
		-	Revenue Support Grant				-30
		-2,174	New Homes Bonus				-2,318
		-196	Non service related Government grants				-140
		-141	Capital Grants and Contributions				-183
		487	**(Surplus) or Deficit on Provision of Services**				**-3,483**
		-296	(Surplus) or deficit on revaluation of Property, Plant & Equipment assets	11			-1,231
		-8,518	Remeasurements of the net defined benefit liability	31			9,164
		-8,814	**Other Comprehensive Income & Expenditure**				**7,933**
		-8,327	**Total Comprehensive Income & Expenditure**				**4,450**

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.

The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase / Decrease before the Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance £'000	Earmarked Reserves £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Reserves £'000
Balance at 31 March 2019	**14,299**	**8,249**	**2,721**	**133**	**25,402**	**-23,174**	**2,228**
Total Comprehensive Income and Expenditure	-487	-	-	-	-487	8,814	8,327
Adjustment between accounting basis and funding basis under regulations (Note 8)	2,018	-	-1,907	-	111	-111	-
Net Increase / Decrease before Transfers to Earmarked Reserves	1,531	-	-1,907	-	-376	8,703	8,327
Transfers to / from Earmarked Reserves (Note 10)	-484	484	-	-	-	-	-
Balance at 31 March 2020	**15,346**	**8,733**	**814**	**133**	**25,026**	**-14,471**	**10,555**
Total Comprehensive Income and Expenditure	3,483	-	-	-	3,483	-7,933	-4,450
Adjustment between accounting basis and funding basis under regulations (Note 8)	4,962	-	1,507	14	6,483	-6,483	-
Net Increase / Decrease before Transfers to Earmarked Reserves	8,445	-	1,507	14	9,966	-14,416	-4,450
Transfers to / from Earmarked Reserves (Note 10)	-17,392	17,392	-	-	-	-	-
Balance at 31 March 2021	**6,399**	**26,125**	**2,321**	**147**	**34,992**	**-28,887**	**6,105**

BALANCE SHEET

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

	Note	31 March 2020 £'000	31 March 2021 £'000
Property, Plant and Equipment	11	8,363	10,137
Heritage Assets	12	-	-
Intangible Assets	13	158	180
Investments in Associates & Joint Ventures	15	10	10
Long Term Debtors	18	2,577	1,134
Long Term Assets		**11,108**	**11,461**
Short Term Investments	20	22,726	20,168
Inventories		3	4
Short Term Debtors	19	11,783	23,263
Cash & Cash Equivalents		12,981	29,462
Current Assets		**47,493**	**72,897**
Short Term Creditors	21	-21,702	-38,752
Short Term Provisions	22	-491	-417
Capital Grants Receipts in Advance	23	-1	-3,478
Current Liabilities		**-22,194**	**-42,647**
Other Long Term Liabilities – Pension Fund	31	-24,080	-34,118
Long-Term Provisions	22	-1,509	-1,225
Capital Grants Receipts in Advance	23	-263	-263
Long Term Liabilities		**-25,852**	**-35,606**
Total Net Assets		**10,555**	**6,105**
Usable Reserves			
General Fund		15,346	6,399
Earmarked Reserves	10	8,733	26,125
Usable Capital Receipts Reserve		814	2,321
Capital Grants Unapplied		133	147
Unusable Reserves	24		
Revaluation Reserve		2,468	3,700
Pension Fund Reserve		-24,080	-34,118
Capital Adjustment Account		8,323	7,511
Collection Fund Adjustment Account		-167	-5,588
Financial Instruments Adjustment Account		-177	-172
Deferred Capital Receipts – Mortgages		60	60
Accumulated Absences Account		-125	-262
Pooled Investment Funds Adjustment Account		-773	-18
Total Reserves		**10,555**	**6,105**

RFincham
Assistant Director of Finance Date: 27 October 2022

CASHFLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from recipients of services provided by the Authority.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery.

Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

	Note	2019/20 £'000	2020/21 £'000
Net (Surplus) / Deficit on Provision of Services		487	-3,483
Adjustment for Non cash Movements		-3,886	-19,705
Adjustment for Investment and Finance Activities	35	205	473
Net Cash Flows from Operating Activities		**-3,194**	**-22,715**
Investing Activities			
Purchase of PPE and intangible assets		929	894
Purchase of short- term and long-term investments		48,486	2,000
Other payments for investing activities		-	390
Proceeds from the sale of PPE		-	-200
Proceeds from short-term and long-term investments		-51,000	-5,000
Other receipts from investing activities		-655	-90
Net Cash Flow from Investing Activities		**-2,240**	**-2,006**
Finance Activities			
Cash Payments for the reduction of the outstanding liabilities relating to finance leases		120	-
Billing Authorities – Council Tax & NDR adjustments		-759	8,240
Other receipts from financing activities		-1	-
Net Cash Flows from Financing Activities		**-640**	**8,240**
Net Cash Flow		**-6,073**	**-16,481**
Cash and Cash Equivalents at 1 April		**-6,908**	**-12,981**
Cash and Cash Equivalents at 31 March		**-12,981**	**-29,462**

Analysis of Cash & Cash Equivalents		
Cash held	-1	-1
Bank current accounts	-373	-362
Short Term Deposits with Banks and other institutions	-12,607	-29,099
	-12,981	**-29,462**

NOTES TO THE ACCOUNTS

1. Accounting Policies

General

The Statement of Accounts summarises the Authority's transactions for the 2020/21 financial year and its position at the year-end of 31 March 2021. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 supported by International Financial Reporting Standards (IFRS) and statutory guidance.

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

Accruals of Income and Expenditure

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

- Revenue from contracts with service recipients, whether for services of the provision of goods, is recognised when (or as) the goods or 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 case 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 in financing and investment income and expenditure for the income that might not be collected.

An exception to this principle relates to utility bills and other quarterly payments, which are charged at the date of meter reading rather than being apportioned between financial years. This policy is consistently applied and does not have a material effect on the year's accounts.

Cash and Cash Equivalents

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

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

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

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

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

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

Charges to Revenue for Non-Current Assets

Services are debited with the following amounts to record the cost of holding non-current assets during the year:

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

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. These charges are therefore reversed out of the General Fund Balance by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including Government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (ie the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central Government (for NDR) 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 (CIES) is the Authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Authority's General Fund. Therefore, the difference between the income included in the CIES 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 Authority'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 payments due under statutory arrangements will not be made, the asset is written down and a charge made to the taxation and non-specific income and expenditure line in the CIES. The impairment loss is measured as the difference between the carrying amount and the revised future cash flows.

Employee Benefits

Benefits Payable during Employment

Short-term employee benefits are those due to be settled wholly within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave eg time off in lieu) earned by employees but not taken before the year-end that employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following financial year, being the period in which the employee takes the benefit. The accrual is charged to the surplus of deficit on the provision of services, but then reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service segment or, where applicable, to a corporate service segment at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pension Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

Employees of the Authority are members of the Local Government Pension Scheme, administered by Norfolk County Council.

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

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

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

Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on a high quality corporate bond.

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

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

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

Service cost, comprising:

- 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 whose effect relates to years of service earned in earlier years – debited to the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement.
- Net interest on the net defined benefit liability (asset) ie net interest expense for the Authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any change 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 net defined benefit liability (asset). Charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- Actuarial gains and losses – changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions. Charged to the Pensions Reserve as Other Comprehensive Income & Expenditure.
- Contributions paid to the Pension Fund - cash paid as employer's contributions to the pension fund in settlement of liabilities, not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are transfers to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with the 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 on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Discretionary Benefits

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

Events after the Reporting Period

Events after the Balance Sheet reporting period are those events, both favourable and unfavourable, that occur between the end of the Balance Sheet date 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.

Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest payable are based on the carrying amount of the liability, multiplied by the effective rate if 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.

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. The Authority holds financial assets measured at:
- Amortised cost, and
- Fair value through profit or loss (FVPL).

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

Financial Assets Measured at Amortised Cost

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

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

Expected Credit Loss Model

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

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

Financial Assets Measured at Fair Value through Profit or Loss

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arise in the surplus or deficit on the provision of services. However, in December 2019 the Government issued guidance allowing local authorities to mitigate the effect of these gains and losses by means of a statutory override whereby any gains or losses can be reversed, so as not to effect General Fund Balances, and held in an unusable reserve.

Fair Value Measurement of Financial Assets

Fair value of an asset is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The fair value measurements of the Authority's financial assets are based on the following techniques.

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

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

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

Any gains and losses that arise on the derecognition of the asset are credited or debited to the financing and investment income and expenditure line in the Comprehensive Income and Expenditure Statement.

Government Grants and Contributions

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

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

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

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

When 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.

Community Infrastructure Levy

The Authority has elected to charge a Community Infrastructure Levy (CIL). The levy is charged on new builds (chargeable developments 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 is pooled with other Norfolk authorities and will be used to fund a number of infrastructure projects to support the development of the area.

The 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 small proportion of the charges may be used to fund revenue expenditure.

Heritage Assets

The Authority’s heritage assets consist of bridges, culverts and a tunnel along a stretch of the Bure Valley Railway line.

The Authority values its Heritage assets at historical cost, which is nil (the original cost to the Authority). A valuation based on open market price or replacement cost would not be appropriate, as the Authority does not intend to either sell the bridges or to rebuild them in their current style or location if the need should arise. The valuation will be reconsidered at least every five years.

Intangible Assets

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

Intangible Assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no Intangible Asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an Intangible Asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an Intangible Asset is posted to the other operating expenditure line in the Comprehensive Income and Expenditure Statement.

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 sales proceeds greater than £10,000) the Capital Receipts Reserve.

Interest in Companies and Other Entities

The Authority has an interest in one company and one joint arrangement.

- The Authority and NPS Group jointly control Broadland Growth Limited, with voting arrangements that allow for each party to participate in all decisions. This arrangement has been classified as a joint venture in accordance with the guidelines set down in CIPFA's codes of best practice in group accounting, and would therefore be consolidated by the equity accounting method if transactions are material enough to require group accounts to be prepared.
- Norse Environmental Waste Limited (NEWS) has contracted to provide recycling sorting and processing and garden waste composting to seven second tier Norfolk councils, with voting arrangements that give 7% influence to each minor body (including Broadland) and 51% to Norse Group. This relationship has been assessed as a joint venture, as the Authority has neither significant influence nor control.

Group accounts have not been prepared as the overall change between the single entity and the group statements is not material.

Inventories and Long-term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value.

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 Authority as Lessee:

Finance Leases

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

Lease payments are apportioned between:

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

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

The Authority is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual provision is made from revenue towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by 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 to the services benefiting from use of the leased Property, Plant of Equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg there is a rent-free period at the commencement of the lease).

The Authority as Lessor

Finance Leases

The Authority does not currently have any finance leases for any Property, Plant or Equipment.

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments.

Overheads and Support Services

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

Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure maintains but does not add to an asset's potential to deliver future economic benefits or service potential (ie repairs and maintenance) is charged as an expense when it is incurred.

Measurement

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

The cost of assets acquired other than by purchase is deemed to be its fair value.

Assets are then carried in the Balance Sheet using the following measurement bases:
- Infrastructure, Community Assets and Assets Under Construction – depreciated historical cost.
- Council offices – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).
- 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.

Where non-property assets 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 revalued 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 reflect unrealised gains. Exceptionally gains might be credited to the surplus or deficit on the provision of services where they arise from the reversal of a loss previously charged to a service.

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

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

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

<u>Impairment</u>

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

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

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- Where there is no balance in the Revaluation Reserve or 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 subsequently reversed, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

<u>Depreciation</u>

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

Depreciation is calculated on the following bases:

- Buildings - straight-line allocation over the useful life of the property as estimated by the valuer.
- Vehicles, plant, furniture and equipment - a percentage of the value of each class of assets in the Balance Sheet.
- Infrastructure – straight- line allocation.

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

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

<u>Disposals and Non-Current Assets Held for Sale</u>

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 the 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 Income and 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 or deficit on the 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 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 disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie 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. The Capital Receipt is transferred to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Capital Receipts Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Authority has an obligation, and are measured at the best estimate at the balance sheet data of the expenditure required to settle the obligation, taking account relevant risks and uncertainties.

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

Reserves

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

When expenditure to be financed from 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 transferred back into the General Fund Balance so that there is no net charge against council tax for the expenditure.

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

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 (ie capital grants to third parties) has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Authority has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

VAT

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

Fair Value Measurement of Non-Financial Assets

The Authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments at fair value at each reporting date. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset takes place either:
- In the principal market for the asset, or
- In the absence of a principal market, in the most advantageous market for the asset.

The Authority measures the fair value of an asset using the assumptions that market participants would use when pricing the asset, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Authority takes into account a market participant’s ability to generate economic 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 Authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets for which fair value is measured or disclosed in the Authority’s financial statements are categorised within the fair value hierarchy, as follows:

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

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

- Level 3 – unobservable inputs for the asset.

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

The Code requires the Authority to identify any accounting standards that have been issued but have yet to be adopted and could have a material impact on the accounts.

This year there are three changes being introduced in the 2021/22 Code of Practice of Local Authority Accounting:

- Definition of a Business: Amendments to IFRS 3 Business Combinations.
- Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7.
- Interest Rate Benchmark Reform – Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16.

None of these is expected to have a material impact on the Authority.

3. Critical Judgements in Applying Accounting Policies

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

- There is a degree of uncertainty about future funding levels for local government, with a funding review due and future changes to the Business Rates system. However, the Authority has determined that this uncertainty is not sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to reduce levels of service provision.

- Judgement is applied to decisions concerning the Authority's property, plant and equipment in matters such as determining the classification of each asset and the appropriate basis for valuation. Assets are classified according to their characteristics, after comparing them to the guidelines set out within the Code, with these classifications kept under review. Valuations are made by a professional with appropriate and relevant qualifications at intervals not exceeding five years.

- The Authority assesses any lease it enters into under the requirements of the code. The Authority's waste collection contract is deemed to contain an implied finance lease over the vehicles used in the operation of the contract. The vehicles have been added to the Authority's balance sheet and are depreciated in line with the term of the contract.

- Appeals lodged against Business Rates assessments may succeed, resulting in the need to refund all or part of the Business Rates paid by the business concerned. The Authority has considered the potential effect of the appeals outstanding as at 31 March 2021 and has made a reasoned judgement of the potential effect of these appeals. Further details are given in Note 4 to the Collection Fund Statement.

- Group Accounts - The Authority has considered the nature of its relationships with the two limited companies in which it holds interests, and has classified them according to proper accounting practice. Although there is a requirement to produce group accounts where an entity has interests in subsidiaries, associates or joint arrangements, the Authority has considered the effect of the transactions as at 31 March and has concluded that group statements would not differ materially from the single entity statements. Further details are given in Note 15.

4. Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from these estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities in the next financial year are as follows.

Property, Plant and Equipment

Property, Plant and Equipment assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets.
If the Council was unable to sustain its current spending on repairs and maintenance, this would bring into doubt the useful lives assigned to assets.
If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall.

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. Norfolk Pension Fund employs a firm of consulting actuaries to provide expert advice about the assumptions to be applied. The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:-

	Approximate increase to employer liability	
Change in assumptions at year ended 31 March 2021	%	£'000
0.5% decrease in Real Discount Rate	10	10,462
Increase in member life expectancy of one year	Between 3% and 5%	Dependent on age group affected
0.5% increase in the salary increase rate	1	1,300
0.5% increase in the pension increase rate	9	8,921

Business Rates Appeals Provision

Billing authorities are required to estimate and make provisions for the liabilities likely to arise from successful appeals against Business Rates bills issued as at 31 March. The Authority has made a total provision for appeals of £4.103m, with 40% of this shown in its balance sheet as its share.

The estimate was informed by a specialist organisation in the field whose modelling takes into account factors such as the type of proposal and type of hereditament before identifying similar or comparable cases on which to base its results. Yield loss figures are calculated using the relevant multipliers for each affected financial year and the potential losses in rateable value; allowances are made for Small Business Rates Relief supplement losses where this is a factor. As part of the process, certain appeal records that could potentially be withdrawn are also flagged based on the appeal history for the hereditament in the current and previous rating lists.

Should the value of appeals settlements vary by +/- 1% of the total rateable value of the district, this will result in a variation of £785,000 in the refund. This would be allocated amongst the participants as follows; £392,500 to Central Government, £314,000 to Broadland District Council and £78,500 to Norfolk County Council.

5. Events after the Reporting Period

The audited Statement of Accounts were issued by the Assistant Director of Finance on 27 October 2022. Events taking place after this date are not reflected in the financial statement or notes.

Where events taking place before this date provided information about the conditions existing at 31 March 2021, the figures in the financial statements and notes would be adjusted in all material respects to reflect the impact of this information.

The financial statement and notes would not be adjusted for events which took place after 31 March 2021 if they provide information that is relevant to an understanding of the Authority's financial position but do not relate to conditions at that date. However where a category of events would have a material effect, disclosure would be made in the notes of the nature of the events and their estimated financial effect.

6. Material Items of Income and Expense

Covid Grants

In response to the Covid-19 pandemic, a significant amount of additional Government grants were provided to local authorities. Some of these grants were to support the Council's own response, but the vast majority were to be used to provide financial support to residents and businesses.

The accounting requirements differ dependent on whether the Council was acting as either a principal or an agent, and whether they are non-ringfenced grants. In general terms:

- If the Council has discretion on grant scheme criteria they are acting as a principal, and the transactions will be included in the CIES,
- Where there is no discretion the Council acts as an intermediary agent, and transactions will not be shown in the CIES.

Additional grant funding relating to the pandemic was received throughout 2020/21. However some grants were to cover both 2020/21 and 2021/22. As a result, where grant funding has not been fully used in 2020/21 it has been carried forward into 2021/22 either:

- via an new specific Covid Earmarked Reserve (when acting as principal)
- via Grants Received in Advance (when acting as agent).

The table below details the most significant grants received and how they have been shown in the financial statements.

Grant Name	Transaction Type	Received £'000	Amount Due in Short Term Debtor £'000	Spent £'000	Balance in Short Term Creditor £'000	Balance Held in Earmarked Reserve £'000
General Funding (see Note 1)						
COVID 19 Emergency Funding for Local Government	Principal	-1,525	-	642	-	883
Supporting Towns, Villages and the Economy						
EU High Streets Work/Welcome back Fund	Principal	-	-68	68	-	-
Track and Trace (Isolation Support)						
Mandatory Scheme	Agent	-172	-	112	60	-
Discretionary Scheme	Principal	-116	-	76	-	40
Admin Grant	Principal	-39	-	20	-	19
Enforcement/Contain Outbreak Management Fund (COMF) Funding						
Local Authority Compliance and Enforcement Grant	Principal	-49	-	21	28	-
Local Outbreak Control Plan	Principal	-100	-	-	100	-
COMF Funding via Norfolk CC	Principal	-760	-	83	678	-
Hardship						
Norfolk Community Foundation	Principal	-4	-	4	-	-
Direct Hardship Payments	Principal	-23	-	13	-	10
Council Tax Support Hardship Grant	Principal	-714	-	684	-	30
Support to the Shielded Population	Principal	-42	-	27	-	15
Business Grants						
Mandatory Lockdown Grants	Agent	-24,425	-	24,220	205	-
Discretionary Lockdown Grants	Principal	-1,223	-	1,223	-	-
Local Restriction Grants	Agent	-11,803	-	11,690	114	-
Additional Restriction Grants	Principal	-3,777	-	2,708	1,070	-
Tourism Grants	Principal	-115	-	96	-	19
Grants to Cover Specific Cost Pressures						
New Burdens Funding	Principal	-282	-	65	-	217
Additional Business Rates Reliefs						
NNDR Compensation Grants	Offset Lost Income	-13,572	-	-	9,052	5,155
Lost Income Compensation						
Sales, Fees and Charges Compensation Scheme	Offset Lost Income	-348	-	247	101	-
		-59,089	**-68**	**41,997**	**11,406**	**6,837**

Note 1 - In total BDC received £1,625,000 in Covid 19 Emergency Funding. However, it allocated £100,000 of this to top up the hardship funds, and thus this £100,000 is included in the Hardship lines rather than the General Funding line.

New Covid Business Rates Reliefs

Note: Business Rates income is accounted for in the Collection Fund.

In response to the Covid 19 pandemic, the Government announced new 100% Business Rates reliefs for the Retail, Hospitality, Leisure and Nursery sectors for 2020/21.

These new reliefs totalled £14.3m in 2020/21, and consequently significantly reduced the amount of Business Rates income being collected.
However, the Council was required to continue to pay across the precept amounts in full to central Government, Norfolk County Council, and the Broadland General Fund throughout the year.
This has therefore caused a significant deficit on the Collection Fund.

The Government however committed to fully compensate local authorities for these new reliefs, and grant funding has been received in the General Fund Account to cover this deficit.

To do this the Government paid the full compensation grant to Broadland, even though only 40% of it is ultimately due to Broadland, as the Collection Fund deficit is shared between central Government, Norfolk County Council and Broadland.
At the end of the year, the Council has therefore accrued the 60% value owed back to Government, and this is shown in short term creditors.
The other 40% is held in a new COVID 19 S31 Grants Reserve. This will be used to offset the deficit value in future years.

Housing Benefit

Housing Benefit subsidy of £17.02 million is included in the Cost of Services section in the top half of the Comprehensive Income and Expenditure Statement. This income is the result of a claim made to the Department of Work and Pensions and reimburses the expenditure incurred by the authority for those amounts paid to recipients of housing benefit in the local community (See Note 28).

Pension Cost

Pension costs charged to the Comprehensive Income and Expenditure Statement on page 15 are shown in Note 31.

7. Expenditure and Funding Analysis

This note reconciles the **Funding Presentation** (ie the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure) to the **Accounting Presentation** (ie the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice).

	Net Expend Chargeable to General Fund **Funding** £'000	Adjustment for Capital Purposes £'000	Net Change for Employee Absences £'000	Net Change for Pooled Investments £'000	Net Change for Pension Adjustment £'000	Other Differences £'000	Total Adjustment £'000	Net Expend in the CIES **Accounting** £'000
2020/21								
Corporate Costs	875	-	-		-749		-749	126
Covid Response	-1,334	-	3		-		3	-1,331
Finance and Revenues	966	-	16		122		138	1,104
Governance and Business Support	2,976	180	21		155		356	3,332
Managing Director and Chief of Staff	903	-	16		118		134	1,037
Economic Growth	939	55	2		56		114	1,053
Regulatory Services	410	4	10		76		90	500
Planning	342	3	26		208		237	579
Individuals and Families	967	-61	33		273		244	1,211
Waste and Recycling	2,229	40	10		58		108	2,337
Net Cost of Services	**9,273**	**221**	**137**	**-**	**317**	**-**	**675**	**9,948**
Other income and expenditure from the Expenditure & Funding Analysis	-17,718	-936		-755	557	5,421	4,287	-13,431
Difference between General Fund Surplus (before ER) and CIES Surplus on the Provision of Services	**-8,445**	**-715**	**137**	**-755**	**874**	**5,421**	**4,962**	**-3,483**
2019/20								
Corporate Costs	275	560			-279		281	556
Covid Response	-	-	-		-		-	-
Finance and Revenues	1,599		21		184		205	1,804
Governance and Business Support	3,013	198	22		178		398	3,411
Managing Director and Chief of Staff	796		8		72		80	876
Economic Growth	969	-46	8		76		38	1,007
Regulatory Services	2,010	4	39		278		321	2,331
Planning	593	12	27		210		249	842
Individuals and Families	-456	101	0		0		101	-354
Waste and Recycling	1,853	153	0		0		153	2,006
Net Cost of Services	**10,652**	**983**	**125**	**-**	**719**	**-**	**1,827**	**12,479**
Other income and expenditure from the Expenditure & Funding Analysis	-12,183	-369		773	758	-971	191	-11,992
Difference between General Fund Surplus (before ER) and CIES Surplus on the Provision of Services	**-1,531**	**614**	**125**	**773**	**1,477**	**-971**	**2,018**	**487**

8. Adjustments between Accounting Basis and Funding Basis under Regulations

	2019/20				2020/21			
	General Fund Balance £'000	Capital Grants Unapplied £'000	Usable Capital Receipts Reserve £'000	Unusable Reserves £'000	General Fund Balance £'000	Capital Grants Unapplied £'000	Usable Capital Receipts Reserve £'000	Unusable Reserves £'000
Adjustments involving the Capital Adjustment Account								
Reversal of Items debited or credited to the Comprehensive Income and Expenditure Statement:								
Revaluation gains/losses on Property, Plant and Equipment	92			-92	-			-
Charges for Depreciation and Impairment of non-current assets	-325			325	-212			212
Amortisation of Intangible Assets	-81			81	-66			66
Government Grants and Contributions	1,667			-1,667	1,482			-1,482
Revenue Expenditure funded from Capital under Statute	-2,234			2,234	-1,514			1,514
Amounts of non-current assets written off on disposal to the CI&ES	-51			51	-19			19
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:								
Statutory provision for the financing of capital expenditure	120			-120	-			-
Capital Expenditure charged against the General Fund Balance	27			-27	567			-567
Adjustments involving the Capital Grants Unapplied Account								
Reversal of Unapplied Capital Grants and Contributions credited to the CI&ES	13	-13			183	-183		
Application of Grants to Capital Financing		13		-13		169		-169
Adjustments involving the Capital Receipts Reserve								
Transfer of Sale Proceeds credited as part of gain / loss on disposal to the CIES	-		-		200		-200	
Transfer of Receipts from Deferred Capital Receipts Reserve								
Cash receipts of a capital nature	193		-193		89		-89	
Use of Capital Receipts Reserve to finance new Capital Expend			2,808	-2,808			158	-158
Transfers between reserves required by legislation			-708	708			-1,376	1,376
Adjustments involving the Financial Instruments Adjustment Account								
Amount by which finance costs calculated in accordance with the Code differ from finance costs calculated according to statute	-34			34	6			-6

	2019/20					2020/21			
	General Fund Balance £'000	Capital Grants Unapplied £'000	Usable Capital Receipts Reserve £'000	Unusable Reserves £'000		General Fund Balance £'000	Capital Grants Unapplied £'000	Usable Capital Receipts Reserve £'000	Unusable Reserves £'000
Adjustments involving the Pensions Reserve									
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CI&ES	-3,182			3,182		-2,485			2,485
Employers Pension contributions and direct payments to pensioners payable in the year	1,705			-1,705		1,611			-1,611
Adjustments involving the Collection Fund Adjustment Account									
Amount by which local taxation income credited to the CIES is different from income calculated for the year in accordance with statutory requirements									
- Business Rates	973			-973		-5,486			5,486
- Council Tax	-3			3		64			-64
Adjustments involving the Accumulated Absences Account									
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	-125			125		-137			137
Adjustments involving the Pooled Investment Fund Adjustment Account									
Amount by which capital appreciation/depreciation on pooled funds charged to the Comprehensive Income and Expenditure Statement is different from that chargeable in the year in accordance with statutory requirements.	-773			773		755			-755
Total Adjustments	**-2,018**	**0**	**1,907**	**111**		**-4,962**	**-14**	**-1,507**	**-6,483**

9. Income and Expenditure Analysed by Nature

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

	2019/20 £'000	2020/21 £'000
Income		
Fees, charges and other service income	-5,545	-4,000
Interest and investment income	-2,127	-2,520
Authority's share of income from Council Tax and Non-Domestic Rates	-22,755	-21,956
Housing Benefit contributions and allowances	-18,237	-17,826
Grants and Contributions (excluding Housing Benefits)	-8,401	-19,830
Gain on disposal of assets	-	-200
	-57,065	-66,332
Expenditure		
Employees' benefits expenses	9,855	9,383
Housing Benefit expenditure	17,592	16,744
Other services expenses	12,390	15,274
Depreciation, amortisation, impairment	314	278
Interest payments	2,985	1,860
Precepts and levies	3,862	4,078
Loss on disposal of assets	51	19
Non-domestic rates expenditure (tariff and levy)	10,503	15,213
	57,552	62,849
(Surplus) or Deficit on the Provision of Services	487	-3,483

Segmental Income

	2019/20 £'000	2020/21 £'000
Revenues from external customers	-5,542	-5,570
Other income	-48,226	-57,114
	-53,768	-62,684

10. Transfers to / from Earmarked Reserves

	Balance at 31 March 2019 £'000	Transfers In 2019/20 £'000	Transfers Out 2019/20 £'000	Balance at 31 March 2020 £'000	Transfers In 2020/21 £'000	Transfers Out 2020/21 £'000	Balance at 31 March 2021 £'000
Repairs & Renewals (General)	316	7	-	323	-	-	323
Repairs & Renewals (Street Lighting)	15	111	-56	70	171	-52	189
Spend Equalisation - General	560	128	-	688	-	-550	138
Spend Equalisation - Elections	-	-	-	-	200	-	200
Spend Equalisation - Planning	-	-	-	-	350	-65	285
Economic Success Fund	307	-	-22	285	-	-2	283
Insurance	59	-	-	59	-	-	59
Building Control Trading	14	-	-	14	-	-	14
External Funding Reserve	222	-	-	222	-	-222	-
Housing Assistance Policy	259	-	-	259	-	-	259
Developer Contributions – Adopted Land	412	69	-36	445	-	-145	300
Developer Contributions - Play Areas	124	13	-6	131	-	-36	95
Neighbourhood Plans - Front Runner	181	40	-18	203	35	-	238
Community Infrastructure Levy Reserve	304	199	-101	402	-	-	402
Community Right to Challenge Reserve	46	-	-	46	-	-46	-
Business Rates Reserve	2,703	-	-	2,703	-	-	2,703
I.T. Reserve	214	119	-28	305	1,300	-	1,605
Broadland Growth Reserve	2,133	52	-7	2,178	5,000	-31	7,147
Systems Thinking Reserve	70	-	-	70	-	-70	-
Bridge Maintenance Reserve	310	20	-	330	-	-330	-
Bridge Maintenance Reserve – Bure Valley Railway	-	-	-	-	290	-	290
Bridge Maintenance Reserve – Marriott's Way	-	-	-	-	60	-	60
Refuse Services Reserve	-	-	-	-	3,000	-	3,000
Food Innovation Centre Reserve	-	-	-	-	1,860	-463	1,397
COVID 19 Grants Reserve	-	-	-	-	1,233	-	1,233
COVID 19 S31 Grants Reserve	-	-	-	-	5,155	-	5,155
Environmental Projects Reserve	-	-	-	-	750	-	750
	8,249	**758**	**-274**	**8,733**	**19,404**	**-2,012**	**26,125**

11. Property, Plant and Equipment

Movements in Property, Plant & Equipment were as follows:

2020/21	Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure £'000	Surplus Land & Buildings £'000	Assets Under Construction £'000	Total £'000
Cost or Valuation						
At 1 April 2020	7,222	2,998	517	909	-	11,646
Additions	-	239	53	-	463	755
Revaluation Increases / (Decreases)						
- Included within the Deficit on Provision of Services (posted to the CAA)	-	-	-	-	-	-
- Included within Other Comprehensive Income & Expenditure (posted to the RR))	1,001	-	-	-	-	1,001
Reclassification	-36	-	36	-	-	-
Disposal	-	-96	-	-	-	-96
At 31 March 2021	**8,187**	**3,141**	**606**	**909**	**463**	**13,306**
Depreciation and Impairment						
At 1 April 2020	-164	-2,807	-312	-	-	-3,283
Depreciation charges	-149	-40	-23	-	-	-212
Depreciation written out on Revaluation						
- Depreciation written out to the RR	230	-	-	-	-	230
- Depreciation written out to the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-
Reclassification	7	-	-7	-	-	-
Depreciation written out on disposal	-	96	-	-	-	96
At 31 March 2021	**-76**	**-2,751**	**-342**	**-**	**-**	**-3,169**
Net Book Value 1 April 2020	**7,058**	**191**	**205**	**909**	**-**	**8,363**
Net Book Value as at 31 March 2021	**8,111**	**390**	**264**	**909**	**463**	**10,137**

2019/20	Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure £'000	Surplus Land & Buildings £'000	Assets Under Construction £'000	Total £'000
Cost or Valuation						
At 1 April 2019	5,483	3,641	489	1,298	-	10,911
Additions	756	65	28	-	-	849
Revaluation Increases / (Decreases)						
- Included within the Deficit on Provision of Services (posted to the CAA)	29	-	-	-	-	29
- Included within Other Comprehensive Income & Expenditure (posted to the RR))	632	-	-	-389	-	243
Reclassification	381	-	-	-	-	381
Disposal	-59	-708	-	-	-	-767
At 31 March 2020	**7,222**	**2,998**	**517**	**909**	**-**	**11,646**
Depreciation and Impairment						
At 1 April 2019	-142	-3,359	-288	-	-	-3,789
Depreciation charges	-146	-156	-24	-	-	-326
Depreciation written out on Revaluation						
- Depreciation written out to the RR	53	-	-	-	-	53
- Depreciation written out to the Surplus/Deficit on the Provision of Services	63	-	-	-	-	63
Reclassification	-	-	-	-	-	
Depreciation written out on disposal	8	708	-	-	-	716
At 31 March 2020	**-164**	**-2,807**	**-312**	**-**	**-**	**-3,283**
Net Book Value 1 April 2019	**5,341**	**282**	**201**	**1,298**	**-**	**7,122**
Net Book Value as at 31 March 2020	**7,058**	**191**	**205**	**909**	**-**	**8,363**

Analysis of Assets	31 March 2020	31 March 2021
Offices	2	2
Depots	1	1
Car Parks	6	5
Public Conveniences	5	5
Shared Equity Properties	1	1
Quayside	1	1
Properties for the Provision of Homeless Accommodation	2	2
Country Park	-	1
	18	18

Broadland Country Park was acquired by Broadland District Council during 2019/20 and became operational for access to the public in 2020/21.

In addition to the above the Council owns areas of amenity land which have little or no value. They consist of general amenity land, woodland and play areas.

Valuation

The Council ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. Valuations of land and buildings were carried out by a professionally qualified external valuer in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

Property, Plant & Equipment Carried at Current Value	Land and Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Assets Under Construction £'000	Surplus Assets £'000	Total £'000
Historical Cost		3,141	606	463		4,210
Current Value in:						
Year ended 31 Mar 21	3,956					3,956
Year ended 31 Mar 20	3,562				66	3,628
Year ended 31 Mar 19	-				806	806
Year ended 31 Mar 18	543				37	580
Year ended 31 Mar 17	126					126
Total	8,187	3,141	606	463	909	13,306

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets with a finite useful.

Useful lives

Vehicles, plant and machinery	5 years
Domestic waste bins	10 years
Buildings	25 - 50 years
Street lighting columns	10 years
Land drainage structures	40 years
Buildings	50 years
Bridges	120 years
ICT Equipment	5 years

Capital Commitments

There are no outstanding capital commitments for future capital expenditure as at 31 March 2021.

Fair Value Hierarchy

As part of the adoption of IFRS13, the Surplus Assets held by the Authority were revalued during 2016/17 according to the prescribed valuation techniques as detailed below. Further valuations of the surplus land were carried out in 2018/19. There were no transfers between levels 1 and 2 during 2018/19. Surplus land at Rosebery Road has been mainly transferred as part of the Broadland Growth Ltd housing development; the remainder was revalued in 2019/20 with no transfer between level 1 and 2.

Surplus Assets Held at Fair Value	Quoted Value in Active Markets for Identical Assets (Level 1) £'000	Other Significant Observable Inputs (Level 2) £'000	Significant Other Un-observable Inputs (Level 3) £'000	Fair Value as at 31 March 2021 £'000
Recurring Fair Value Measurements				
Land	-	909	-	909

Valuation Techniques Used to Determine Fair Values for Surplus Assets

Significant Observable Inputs – Level 2
The valuation technique applied was the market approach. This uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets. The level 2 inputs used took the form of analysed and weighted market evidence such as sales, rentals and yields in respect of comparable properties in the same or similar locations at or around the valuation date.
There has been no change in the valuation techniques used during the year for Surplus Assets.

In estimating the fair value of the Council's Surplus Assets, the highest and best use of the assets is their current use.

12. Heritage Assets

The Authority owns twenty-three bridges, seven culverts and one tunnel along a nine mile section of the Bure Valley Railway line. These structures were built in the 1870's as part of the East Norfolk Railway line, and were transferred to the Authority at no cost in 1989 by the British Railways Board to hold in trust and to maintain in a safe condition. The bridges have been considered on the basis of their background history and the Authority's intentions in acquiring the asset, and it was concluded that, as they were acquired purely for their value as historical artefacts, they fulfilled the definition of Heritage Assets.

Heritage assets are carried at valuation rather than at fair value, reflecting the fact that historical assets rarely change ownership. Valuations may be made on any basis that is appropriate and relevant. The Authority is unlikely to replace the structures with exact replicas of the originals in the event that one or all of the structures are destroyed or severely damaged, so a valuation on depreciated replacement cost is not appropriate. The Authority would not seek to sell the bridges, and has considered that if it were to attempt to do so, the purchaser would require the Authority to pay to offset the obligation of maintaining the bridges in a safe condition. After careful consideration, the Authority has opted to value the structures at historical cost. This is defined in the Code as the carrying amount of the asset as at 1 April 2007 or at the date of acquisition if later, adjusted for depreciation or impairment if appropriate. As the structures were transferred to the Authority at nil cost in 1989 and held at nil value on the Authority's balance sheet as at 31 March 2007, their historical cost valuation has been deemed to be nil. Capital expenditure undertaken to rectify damage and deterioration will be written off against the impairment to value that the damage represents.

The Authority has built a path for walkers and cyclists along the length of the line which is open to public access at any time, from which the bridges and culverts can be seen. The path is classified as an infrastructure asset within Property, Plant and Equipment on the balance sheet and is valued separately.

13. Intangible Assets

The purchase of software licences and project implementation costs are treated as intangible assets. Amortisation of intangible assets is charged to the revenue account on a straight line basis over a period of five years.

	2019/20 £'000	2020/21 £'000
Cost		
Opening Gross Balance	1,264	1,210
Additions	81	42
Intangible Assets Under Construction	-	65
Disposals	-135	-397
Closing Gross Balance	1,210	920
Amortisation		
Opening Accumulated Balance	-1,106	-1,052
Amortisation Charge	-81	-66
Disposals	135	378
Closing Amortisation Balance	-1,052	-740
Opening Net Book Value	**158**	**158**
Closing Net Book Value	**158**	**180**

14. Leases

Operating Leases where the Council is Lessee

The Council formerly used leased cars under the terms of an operating lease. There were no amounts paid under this arrangement in 2020/21 (£3,095 in 2019/20). There are no future cash payments required under these leases as at 31 March 2021.

15. Investments in Associates and Joint Ventures

Broadland Growth

Broadland District Council has an interest in Broadland Growth Limited, which has been assessed as a joint venture with NPS Group. The company was formed in December 2013 to undertake housing development in the district.

The Authority contributed £10,000 initial capital to the company and this is shown within the Investments in Associates and Joint Ventures line in the Balance Sheet.

The company has estimated £576,148 as a pre-tax profit in 2020/21 (£177,865 2019/20 pre-tax profit).

As at the end of March 2021 no new developments were underway.

Community Infrastructure Levy (CIL)

Broadland District Council, Norwich City Council and South Norfolk Council have adopted and implemented their own Community Infrastructure Levy (CIL) schemes and agreed to pool a significant proportion of their CIL income.

On 21 October 2015, an agreement including Norfolk County Council was signed to pool the CIL income (excluding the neighbourhood element and the proportion retained to cover administrative costs) to support the Greater Norwich Growth Board's Strategic Infrastructure Programme. Norfolk County Council, designated the accountable body in the agreement, established the Infrastructure Investment Fund from the CIL income it has received from each of the authorities.

At 31 March 2021, the Infrastructure Investment Fund had a cash balance of £9.266m, which will be used to support projects.

16. Financial Instruments

Categories of Financial Instruments

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

Financial Assets	Non-Current Investments 31 March 2020 £'000	Non-Current Investments 31 March 2021 £'000	Non-Current Debtors 31 March 2020 £'000	Non-Current Debtors 31 March 2021 £'000	Current Investments 31 March 2020 £'000	Current Investments 31 March 2021 £'000	Current Debtors 31 March 2020 £'000	Current Debtors 31 March 2021 £'000
Amortised cost								
- Soft loan on shared equity properties	-	-	328	334			-	-
- Simple Deposits	-	-	-	-	12,086	8,724	-	-
- Fin assets carried at contract amount	-	-	1,879	476			9,406	16,460
Fair value through profit or loss	-	-	-	-	10,636	11,442	-	-
	-	-	2,207	810	22,722	20,166	9,406	16,460

Financial Liabilities	Non-Current Borrowings 31 March 2020 £'000	Non-Current Borrowings 31 March 2021 £'000	Non-Current Creditors 31 March 2020 £'000	Non-Current Creditors 31 March 2021 £'000	Current Borrowings 31 March 2020 £'000	Current Borrowings 31 March 2021 £'000	Current Creditors 31 March 2020 £'000	Current Creditors 31 March 2021 £'000
Amortised cost finance lease liabilities	-	-	-	-	-	-	-	-
Fin liabilities carried at contract amount	-	-	-	-	-	-	-710	-3,247
	-	-	-	-	-	-	-710	-3,247

The fair values of the items in the table above are equal to the carrying amounts shown within the table.

The soft loan consists of deferred capital receipts arising from a 25% share in a total of nine shared equity properties built by the Authority's joint venture housing development company. The value must be paid over to the Authority on or before the 25th anniversary of each property's purchase. The calculation of the loss in value arising from the delay in payment – effectively, an interest-free loan – has been made by discounting the estimated value of the receipt by 2.09% (Carrowbreck site) and 1.49% (Rosebery Road site) based on a readily available mortgage offer to first-time buyers, resulting in a fair value of £334,482.

Financial assets and financial liabilities represented by loans and receivables are carried in the balance sheet at amortised cost. Their fair value is assessed by calculating the present value of the cash flows that are expected to take place over the remaining life of the instruments, with the following assumptions:

- No early repayment or impairment is recognised.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.
- The fair value of an instrument due to mature within the next 12 months is taken to be the carrying amount.

Income Expense Gains and Losses

	2019/20		2020/21	
	Surplus or Deficit on the Provision of Services	Other Comprehensive Income and Expenditure	Surplus or Deficit on the Provision of Services	Other Comprehensive Income and Expenditure
	£'000	£'000	£'000	£'000
Interest revenue:				
Financial assets measured at amortised cost	-285	-	-99	-
Financial assets measured at fair value through profit or loss	-405	-	-1,120	-
Total interest revenue	**-690**	**-**	**-1,219**	**-**
Interest expense	**16**	**-**	**2**	**-**

17. Nature and Extent of Risks Arising from Financial Instruments

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

Credit Risk

Credit risk is the possibility that other parties might fail to pay amounts due to the Council. Credit risk arises from deposits with banks and financial institution as well as credit exposures to the Council's customers.

The risk is minimised through the Annual Investment Strategy. The Annual Investment Strategy for 2020/21, approved by members at Council on 20 February 2020, set the criteria determining the counterparties regarded as suitable for investment purposes. The policy set a limit for internal investments of £5 million on the amount that can be invested with a single counterparty, with the exception of the Debt Management Office, with increased the limits on deposits placed for initial terms in excess of 364 days to £15m maximum (£10m in deposits of terms up to five years, £5m for deposits up to ten years).

The Council has the following exposure to credit risk. The table below categorises outstanding investments by their current credit rating as determined by Fitch Long Term Issuer Default.

	Credit Rating	Gross carrying amount at 31 March 2021 £'000
12 month expected credit losses		
Banks	A	-5,006
	A+	-9,003
Less: Investments made on behalf of third parties	n/a	1,284
Money Market Funds	AAA	-8,000
Pooled Funds	n/a	-11,442
		-32,167
Simplified Approach - Debtors	n/a	-16,936
Total Credit Risk Exposure		-49,103

Amounts Arising from Expected Credit Losses

The Council has had no historical experience of default; this in part guides the estimation techniques that have been used in calculating impairment loss allowances. For those instruments classified as being held at amortised cost the 12 month expected credit loss model (ECL) has been applied by use of Historical Default Tables. These are produced by combining multi-year historic default rate data from the three main credit rating agencies, Fitch, Moody's and Standard and Poor's.

The Council's investments with banks are rated at either A or A+. The expected credit loss is 0.03% of the total invested and is therefore immaterial (approximately £3,770 overall).

The remainder of the Council's investments are with externally managed pooled funds (classified as revenue, measured at fair value through profit and loss) and current market prices are considered to be an appropriate reflection of credit risk with all movements in fair value impacting on the carrying amount and being posted to the Surplus or Deficit on the Provision of Services when they arise.

The Council does not generally allow credit to its customers. A provision is made in the accounts for bad or doubtful debts based on historical experience of collection using the simplified approach permissible, automatically based on lifetime expected credit losses. The risk of default has therefore been accounted for in the balance sheet.

The Authority has acquired a 25% interest in six properties on the Carrowbreck Meadow development and three on the Rosebery Road development site, with a legal agreement that the purchasers will pay the Authority the value on the twenty-fifth anniversary of the purchase at the latest. These have been deemed to be soft loans, and the current valuation of £378,750 (Carrowbreck) has been discounted back to a fair value of £245,304 by use of a readily available mortgage rate of 2.09%. The current valuation of the soft loan for Rosebery Road is £127,250 and has been discounted at a rate of 1.49% back to fair value of £89,228. The loans have been classed as long-term debtors, and appear within Note 18, with the impairment registered in the Financial Instruments Adjustment Account.

Liquidity Risk

Liquidity Risk is the possibility that the Council might not have funds available to meet its commitments to make payments.

As the Council has ready access to borrowings from the Public Works Loan Board, there is no significant risk that it will be unable to raise finance to meet its commitments.

Market Risk

Interest Rate Risk

The Annual Investment Strategy determines the Council's investment strategy and interest rate exposure that feeds into the setting of the annual budget and the Treasury Strategy Statement determines the interest rates to be used. The Council assumes a cautious percentage return and employs a professional treasury management advisor to provide interest rate forecasts.

Interest rates have remained low during 2020/21, which has continued to impact on investment returns. A 0.25% increase in rates earned by internally managed investments with all other variables being constant would have resulted in a rise of £35,000 (2019/20 £32,500) within the Income and Expenditure Account. The impact of a fall of 0.25% in interest rates would have been decreased income of the same amount.

Price Risk

The Council does not invest in equity shares traded on the open market, so is not exposed to price risk.

Foreign Exchange Risk

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

18. Long Term Debtors

	31 March 2020 £'000	31 March 2021 £'000
Transferred Debt	186	162
Staff Car Loans	8	5
Housing Advances for former council house stock	61	61
Housing benefit overpayment debt	370	324
Deferred capital receipt on shared equity properties	328	334
Loans to Parish Councils	314	248
Loan to Broadland Growth Ltd	1,310	-
	2,577	1,134

The transferred debt is held on behalf of Great Yarmouth Borough Council - an obligation dating back to the 1974 Local Government Reorganisation scheme.

The deferred capital receipt refers to an agreement to take a 25% interest in nine shared equity properties on the Carrowbreck Meadow (six) and Rosebery Road (three) developments. The purchasers of these properties have signed a legal agreement to pay the Authority for the remaining equity within 25 years. As the Authority will not receive any interest on this deferred payment this has been classified as a soft loan, and the £378,750 value as at 31 March 2017 (Carrowbreck) has therefore been discounted to a fair value of £245,304 using a commonly available mortgage rate of 2.09%. The £127,250 value for the Rosebery Road properties has been discounted to a fair value of £89,228 using a rate of 1.49% (commonly available at 31st March 2020). The impairment in value is held within the Financial Instruments Adjustment Account, and will be reversed in instalments each year until the payment is received.

The Parish Council loan scheme is funded through the Broadland Growth Reserve to establish a community infrastructure fund. The aim of the fund is to provide a borrowing facility for Parish and Town Councils to submit bids for local infrastructure projects which are underwritten by the respective Parish or Town Council's future CIL (Community Infrastructure Levy) receipts. £500,000 has been ring-fenced within the Broadland Growth earmarked reserve for this purpose. Two loans have been advanced.

19. Short Term Debtors

	31 March 2020 £'000	31 March 2021 £'000
Community Infrastructure Levy	8,670	11,806
MHCLG Business Rates Debtor	-	4,858
Other Entities and Individuals	3,321	6,788
	11,991	23,452
Less: Provision for Debt Impairment	-208	-189
	11,783	23,263

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

	31 March 2020 £'000	31 March 2021 £'000
Six months to one year	133	131
More than one year	43	54
	176	185

20. Short Term Investments

The following investments were held at 31 March, valued at bid price in line with current local authority practice. The figures below include accrued interest.

	31 March 2020 £'000	31 March 2021 £'000
Banks/Building Societies	13,039	10,010
Externally Managed Pooled Funds	10,636	11,442
Gross Funds Invested	23,675	21,452
Less: Investments made on behalf of third parties	-949	-1,284
	22,726	20,168

21. Short Term Creditors

	31 March 2020 £'000	31 March 2021 £'000
Community Infrastructure Levy	-10,675	-16,812
Advance Maintenance Fees – Play Areas	-2,117	-3,435
MHCLG Business Rates Creditor	-511	-8,017
Norfolk CC Council Tax/Business Rates Creditor	-1,633	-461
Other Entities and Individuals	-6,766	-10,027
	-21,702	-38,752

22. Provisions

The Provisions figures on the Balance Sheet (page 17) relate to an estimate of the outcome of appeals against Business Rates assessments (Short Term -417, Long Term -1,225).

23. Long Term Creditors

Capital Grants Receipts in Advance

Capital Grants Received in Advance refer to grants of a capital nature received where the grant carries conditions that have not yet been fulfilled, and where the funds must be used within a set period of time or returned to the donor. Accordingly, the Authority must carry these as potential creditors rather than register them as income and include them within its assets.

Section 106 Receipts

The Council has received contributions from developers in respect of Section 106 Planning Agreements that have not yet been recognised as income, as the funds must be returned to the donor if the conditions attached are not met. These are held as creditors – within Short-Term Creditors for receipts with a revenue purpose and as Capital Grants Receipts in Advance where the intended expenditure is capital in nature.
These sums are included in the Balance Sheet at year end as follows:

Balance Sheet category	Purpose of Funds	31 March 2020 £'000	31 March 2021 £'000
Short Term Creditors	Provision of Play Areas (Conditional)	-2,117	-3,435
Short Term Creditors	Maintenance of Adopted Land (Conditional)	-29	-26
Capital Grants Receipts in Advance	Provision of Affordable Housing (Unconditional)	-245	-245

24. Unusable Reserves

Unusable reserves are those reserves which cannot be used to fund expenditure or to reduce Council Tax.

Revaluation Reserve

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

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

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

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-2,217	-2,468
Removal of revaluation balance for assets disposed of in year	17	-13
Upward revaluation of assets	-632	-1,001
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of services	389	-
Depreciation written back on revaluation	-53	-230
Difference between fair value depreciation and historical cost depreciation	28	12
Balance at 31 March	-2,468	-3,700

Pension Fund Reserve

The Pensions Fund Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs.

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

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-31,121	-24,080
Actuarial Gains / (Losses) on pensions assets and liabilities	8,621	-9,164
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES	-3,285	-2,485
Employer's pension contributions & direct payments to pensioners in the year	1,705	1,611
Balance at 31 March	-24,080	-34,118

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 or enhancement of those assets under statutory provisions.

The account is charged 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 and enhancement.

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

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-6,950	-8,323
Capital Financing applied in the year		
Capital receipts	-876	1,218
Application of grants from the Capital Grants Unapplied account	-1,237	-168
Capital expenditure charged against General Fund balances	-27	-567
	-9,090	-7,840
Reversal of capital items debited or credited to the Comprehensive Income & Expenditure Statement		
Depreciation and amortisation		
- Charge for the year	258	266
- Written out on Revaluation	-63	-
Revaluation Reserve Balance Written out on Disposal	-17	12
Disposals	51	19
Revaluations	-29	-
Government Grants and Contributions	-1,540	-1,482
Deferred Income – Shared Equity Properties	-127	-
Revenue expenditure funded from capital under statute	2,234	1,514
	767	329
Balance at 31 March	-8,323	-7,511

Collection Fund Adjustment Account

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

	2019/20 £'000	2020/21 £'000
Balance at 1 April	1,137	167
Amount by which Council Tax and Business Rates income credited to the Comprehensive Income and Statement is different from Council Tax and Business Rates income calculated for the year in accordance with statutory requirements.	-970	5,421
Balance at 31 March	167	5,588

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences between the value of a financial instrument according to accounting practices and statutory requirements. The balance relates to the impairment in value to a soft loan resulting from the deferred capital receipt on six shared equity properties.

	2019/20 £'000	2020/21 £'000
Balance at 1 April	143	177
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	34	-6
Balance at 31 March	177	171

Deferred Capital Receipts - Mortgages

Deferred capital receipts are amounts due to be received from the sale of council houses for which funds are received over a number of years. Capital receipts are minimal, amounting to less than £1,000 in each year.

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-60	-60
Receipts transferred out	-	-
Balance at 31 March	-60	-60

Accumulated Absences Account

The Accumulated Absences Account absorbs the timing differences that would otherwise arise on the general fund balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March.

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-	125
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	125	137
Balance at 31 March	125	262

Pooled Investment Funds Adjustment Account

The Pooled Investment Funds Adjustment Account absorbs net capital appreciation/depreciation on pooled investment funds that would be charged to the general fund balance under IFRS9 but which are subject to a statutory override until 31 March 2023.

	2019/20 £'000	2020/21 £'000
Balance at 1 April	-	773
Amount by which capital appreciation/depreciation on pooled funds charged to the Comprehensive Income and Expenditure Statement is different from that chargeable in the year in accordance with statutory requirements.	773	-755
Balance at 31 March	773	18

25. Members Allowances

Payments to members for allowances and committee attendance expenses were £319,429 (2019/20 £311,997) and are included within the 'Governance and Business Support' line of the Comprehensive Income & Expenditure Statement.

26. Officers' Remuneration

The following table shows the remuneration of senior employees whose salaries are more than £50,000 per year. Senior employees are those that have the power to direct or control the major activities of the Council.
No bonuses have been paid to any senior officer in either year.

South Norfolk Council (SNC) and Broadland District Council (BDC) share a joint Senior Management Team.
The employees detailed below therefore work across the two authorities and the costs are shared.

2020/21	Employing Authority	Salary incl fees, allowances & performance related pay £	Compensation for loss of office £	Employers pension contributions £	Total remuneration including employers pension contributions £	BDC Share of total remuneration including employers pension contributions £
Managing Director	BDC	166,714	-	25,007	191,721	86,275
Director - People and Communities	SNC	92,050	-	13,635	105,685	47,558
Director - Resources	SNC	92,050	-	13,808	105,858	47,636
Director - Place	BDC	92,050	-	13,808	105,858	47,636
Assistant Director - Planning	SNC	66,550	-	9,983	76,533	34,440
Assistant Director - Governance & Business	SNC	67,038	-	10,056	77,093	34,692
Assistant Director - Individuals & Families	SNC	66,550	-	9,983	76,533	34,440
Assistant Director - Chief of Staff	SNC	64,680	-	9,702	74,382	33,472
Assistant Director - Regulatory	SNC	66,550	-	9,983	76,533	34,440
Assistant Director - Economic Growth	BDC	68,237	-	10,233	78,469	35,311
Assistant Director - Finance	BDC	71,650	-	10,748	82,398	37,079
Assistant Director - Community Service	BDC	66,550	-	9,983	76,533	34,440

Note: Additional costs to those above will be employers NI contribution which for Broadland District Council for 20/21 is approximately £54,000.

2019/20	Employing Authority	Salary incl fees, allowances & performance related pay £	Compensation for loss of office £	Employers pension contributions £	Total remuneration including employers pension contributions £
Managing Director - Trevor Holden	BDC	163,450	-	24,518	187,968
Director - People and Communities	SNC	90,250	-	13,575	103,825
Director - Resources	SNC	90,250	-	13,575	103,825
Director - Place	BDC	90,250	-	13,538	103,788
Assistant Director - Planning	SNC	67,329	-	10,287	77,616
Assistant Director - Governance & Business	SNC	65,250	-	10,088	75,338
Assistant Director - Individuals & Families	SNC	65,250	-	9,788	75,038
Assistant Director - Chief of Staff	SNC	64,627	-	9,694	74,321
Assistant Director - Regulatory (started 30/09/2019)	SNC	32,930	-	4,940	37,870
Assistant Director - Economic Growth (left 31/03/2020)	BDC	59,833	36,250	8,975	105,058
Assistant Director - Finance (started 28/10/2019)	BDC	30,494	-	4,574	35,068
Assistant Director - Community Service (started 07/11/2019)	BDC	27,017	-	4,037	31,054

The number of employees whose total remuneration (excluding employer's pension contributions) was £50,000 or more in bands of £5,000 was.

Remuneration Band	2019/20	2020/21
£50,000 - £54,999	2	4
£55,000 - £59,999	3	1
£60,000 - £64,999	2	-
£65,000 - £69,999	-	2
£70,000 - £74,999	-	1
£75,000 - £79,999	-	-
£90,000 - £94,999	1	1
£100,000 - £104,999	-	-
£160,000 - £164,999	1	-
£165,000 - £169,999	-	1
	9	10

Remuneration bands are shown by employing Authority, before recharges, and are exclusive of Compensation for Loss of Office.

Exit Packages 2020/21

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

	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £'000
Under £50,000	1	3	4	78
Over £50,000	-	-	-	-
Total cost included in bandings				78
Amounts provided for in CIES not included in bandings				-
Total cost included in CIES				78

The total cost of £77,543 in the table above was charged to the Authority's Comprehensive Income and Expenditure Statement in 2020/21.

Exit Packages 2019/20

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

	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £'000
Under £50,000	-	1	1	36
Over £50,000	2	1	3	357
Total cost included in bandings				393
Amounts provided for in CIES not included in bandings				-
Total cost included in CIES				393

The total cost of £393,000 in the table above was charged to the Authority's Comprehensive Income and Expenditure Statement in 2019/20.

27. External Audit Costs

Ernst & Young LLP have been appointed by Public Sector Audit Appointments (PSAA) as the Council's external auditors and PSAA sets a scale for external audit fees.
Without the distortions of payments to auditors falling in different financial years, the proposed scale level of audit fees payable are as follows.

	2019/20 £	2020/21 £
External audit services carried out by the appointed auditor	32,022	32,022
Certification of grant claims and returns	14,500	8,500
Additional fees payable with regard to external audit services carried out by the appointed auditor for the previous year	-	18,399
	46,522	58,921

28. Grant Income

	2019/20 £'000	2020/21 £'000
Grants Credited to Taxation and Non-Specific Grant Income		
Business Rates Retention Scheme	-1,658	-7,254
Business Rates Levy Surplus	-10	-
Revenue Support Grant	-	-30
New Homes Bonus Scheme	-2,174	-2,318
Council Tax Annex Grant	-31	-36
Transparency	-8	-9
Local Council Tax / Business Rates Support & Administration	-96	-95
EU Exit Preparation	-35	-
Business Rates Retail Discount Scheme Grant	-9	-
	-4,021	-9,742
Grants Credited to Services		
DWP Housing Benefits	-17,529	-16,994
Business Rates Cost of Collection	-140	-139
Disabled Facilities Grant	-886	-1,014
Homelessness Grants	-463	-348
Section 106 Contributions	-13	-
Elections / IEREG	-590	-37
Private Sector Housing Renewal	-946	-902
Sports Development	-21	-62
Economic Development Pooled Funding Projects	-510	-2
Second Homes Funding	-17	-
Community Infrastructure – Admin/Surcharges	-10	-
Public Health Partnership	-1	-
Neighbourhood Planning Frontrunners	-40	-40
Planning Registers Set-Up	-17	-
Recycling Partnership	-64	-31
Covid-19	-38	-267
Other Grants	-47	-45
	-21,332	-19,881
Total Grant Income	-25,353	-29,623

In addition to the above grants the Council received a number of Covid Grants. Details of these are included in Note 6.

29. Related Party Transactions

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

Central Government

Central Government has effective control 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 the many transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grant receipts outstanding are shown within the debtors listed in Note 19.

Members & Chief Officers

Members of the Council have direct control over the Council's financial and operating policies. Members Allowances paid during the year to 31st March 2021 are disclosed in Note 25.

Forms were sent to all Members of the Council and those Officers in key management posts to declare any related party transactions existing during the year.

The following related party transactions existed during the year to 31 March 2021:

- One Member is a trustee of Leeway Domestic Violence and Abuse Services. Leeway received £39,354 during the year in respect of an agreement to provide support services to Broadland residents.
- Two members and the Managing Director of the Council were Directors of Broadland Growth Ltd. Further details of Broadland Growth Ltd.'s transactions with Broadland District Council are provided in Note 15. None of the three Directors received financial rewards from the company.

Members are provided with individual Ward Member budgets of £500 annually to spend within their ward.

In all instances, grants and contributions were made with proper consideration of the declarations of interest. The relevant Members and Officers did not take part in any discussion or decision relating to them.

The Council is collaborating with South Norfolk District Council with all officers now serving both Councils and sharing a single officer structure.

Broadland works through various forms of partnership with other organisations and authorities.

The Authority formed Broadland Growth Limited in December 2013 in partnership with NPS Group to undertake housing development within the district. The relationship has been classified as a joint venture. Details of the company's trading results are set out within Note 15.

In October 2014, Broadland District Council entered into a joint venture agreement with Norse Environmental Waste Services Limited (NEWS), a subsidiary of Norse Group, to provide recycling sorting and processing. The company provides services to the seven second tier Norfolk councils and Norfolk County Council Household Waste Recycling Centres. Payments to NEWS for the year amounted to £898,320 (£791,977 in 2019/20). The joint venture is set up to allow the districts a 7% income from any profit the company makes and also potential income from the sale of materials once a set amount of income is made.

Broadland District Council works in partnership with Norwich City Council, South Norfolk Council and Norfolk County Council as the Greater Norwich Development Partnership to deliver large-scale projects that transcend authority boundaries. Contributions are made from the Authority's Community Infrastructure Levy (CIL) income into the Infrastructure Investment Fund to support the Greater Norwich Growth Board's Strategic Infrastructure Programme. A total of £3,373,284 was paid during 20/21, of which £1,588,324 related to activity taking place during 2019/20. A further £3,862,463 was paid in April 2021 in respect of CIL due for 2020/21 activities.

Other Public Bodies

The Authority derives the majority of its funding from the UK Government. The Authority's relationships with central Government and other local government bodies fall within the scope of usual activities between such organisations.

Broadland District Council pays levies to three Internal Drainage Boards (IDB's) in the district; Waveney, Lower Yare and Lothingland IDB, Broads IDB and Norfolk Rivers IDB. These levies are determined by the boards of these organisations. Although members of the Council represent the Authority on these boards they do not have a controlling influence on their decisions, and the Authority is compelled under statute to pay the levy demanded. The total levies paid to the IDB's in 2020/21 amounted to £252,043 (2019/20 £245,535).

30. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it.

	2019/20 £'000	2020/21 £'000
Opening Capital Financing Requirement	120	-
Capital Investment		
Property, Plant and Equipment	847	755
Intangible Assets	83	107
Long-Term Debtors	1,224	-
Revenue Expenditure funded from Capital under Statute	2,234	1,514
	4,388	2,376
Sources of Finance		
Capital Receipts	-1,583	-158
Grants and Contributions	-2,777	-1,651
Revenue / Internal Funds	-148	-567
Closing Capital Financing Requirement	-	-

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, 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

31. Retirement Benefits

As part of the terms and conditions of employment of its officers and other employees, the Authority offers retirement benefits. Although these benefits will not be payable until employees retire, the Authority has a commitment to make payments that needs to be disclosed at the time that employees earn their future entitlement.

Employees may participate in the Norfolk Pension Fund. The fund is administered by Norfolk County Council in accordance with the Local Government Pension Scheme Regulations 1997 as amended and is a defined benefit salary scheme. The scheme is a funded scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension fund's liabilities with investment assets. Contributions to the scheme are determined by the Fund's actuary on a triennial basis.

Transactions Relating to Retirement Benefits

The cost of retirement benefits is recognised in the net cost of services within the Income and Expenditure account when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge to council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have appeared in the core financial statements.

	2019/20 £'000	2020/21 £'000
Comprehensive Income & Expenditure Statement		
Service Cost:		
Cost of services		
Current Service Cost	2,527	1,928
Past Service costs / (gain)	-103	-
Financing and Investment Income and Expenditure		
Net Interest Expense	758	557
Total post-employment benefits charged to the Surplus or Deficit on the Provision of Services	**3,182**	**2,485**
Other post-employment benefits charged to the Comprehensive Income & Expenditure Statement		
Re-measurement of the net defined benefit liability, comprising:		
Actuarial gains and losses arising on changes in demographic assumptions	-2,307	1,088
Actuarial gains and losses arising on changes in financial assumptions	-7,035	21,371
Other experience	-3,331	-739
Return on plan assets (excluding the amount included in the net interest expense)	4,155	-12,556
Total post-employment benefits charged / (credited) to Other Comprehensive Income and Expenditure	**-8,518**	**9,164**
Total post-employment benefits charged / (credited) to the Comprehensive Income & Expenditure Statement	-5,336	11,649
Movement in Reserves Statement		
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code	3,182	2,485
Employers' contributions payable to scheme	-1,705	-1,611
Pension Assets & Liabilities recognised within the Balance Sheet		
Present value of the defined benefit obligation	-80,887	-104,387
Fair value of plan assets	56,807	70,269
Net liability arising from defined benefit obligation	-24,080	-34,118

The liability shows the underlying commitments that the Authority has in the long run to pay retirement benefits. Although the liability has a negative impact on the net worth of the Authority as recorded in the balance sheet, statutory arrangements for the funding of the deficit mean that the financial position of the Authority remains healthy. The deficit will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

The total contributions expected to be paid to the scheme in the year 2021/22 is £1,534,000 (2020/21 £1,522,000).

Assets and Liabilities in Relation to Post-Employment Benefits

Reconciliation of present value of the scheme liabilities:

	2019/20 £'000	2020/21 £'000
Opening Balance	-91,191	-80,887
Current Service Cost	-2,527	-1,928
Past Service Costs (Gains)	103	-
Interest Cost	-2,196	-1,858
Contributions from scheme participants	-375	-375
Re-measurement gains / (losses):		
Actuarial gains / (losses) arising from changes in demographic assumptions	2,307	-1,088
Actuarial gains / (losses) arising from changes in financial assumptions	7,035	-21,371
Other experience gains / (losses)	3,331	739
Benefits Paid	2,626	2,381
At 31 March	-80,887	-104,387

Reconciliation of fair value of the scheme assets:

	2019/20 £'000	2020/21 £'000
Opening fair value	60,070	56,807
Interest income	1,438	1,301
Re-measurement gain / (loss): Return on assets, excluding amounts included in net interest	-4,155	12,556
Employer contributions	1,705	1,611
Contributions by scheme participants	375	375
Benefits Paid	-2,626	-2,381
At 31 March	56,807	70,269

The pension scheme assets consist of the following;

	Period ended 31 March 2020			Period ended 31 March 2021		
	Active markets	Not in active markets	Percentage of total assets	Active markets	Not in active markets	Percentage of total assets
	£'000	£'000		£'000	£'000	
Equity securities						
Consumer	2,105	-	4%	-	-	0%
Manufacturing	1,669	-	3%	-	-	0%
Energy and utilities	509	-	1%	-	-	0%
Financial institutions	1,427	-	3%	-	-	0%
Health and care	1,318	-	2%	-	-	0%
Information technology	1,753	-	3%	-	-	0%
Other	1	-	0%	-	-	0%
Debt Securities						
UK Government	660	-	1%	800	-	1%
Private Equity		3,419	6%		4,458	6%
Real Estate						
UK Property	-	4,888	9%	-	5,588	8%
Overseas property	-	1,119	2%	-	1,421	2%
Investment Funds and Unit Trusts						
Equities	16,419	-	29%	31,315	-	45%
Bonds	18,510	-	33%	20,862	-	30%
Infrastructure	-	1,587	3%	-	4,444	6%
Other	-	-	-	-	259	0%
Derivatives	-	-80	0%	26	-	0%
Cash and Cash Equivalents	-	1,503	3%	1,096	-	2%
Totals	44,371	12,436	100%	54,099	16,170	100%

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The scheme has been assessed by Hymans Robertson, an independent firm of actuaries. Estimates are based on the latest full valuation of the scheme as at 31 March 2019.

The principal assumptions made by the actuary are summarised below:

	31 March 2020 % per annum	31 March 2021 % per annum
Inflation / Pension Increases (CPI)	1.90	2.85
Salary Increases	2.60	3.55
Discount Rate	2.30	2.00

Mortality rates are based on recent analyses of actual case histories to determine a reasonable estimate of life expectancy. The average future life expectancies at age 65 are summarised below:

	Men	Women
Current Pensioners	21.9 years	24.3 years
Future Pensioners	23.2 years	26.2 years

A commutation allowance of 50% is assumed for future retirements to elect to take additional tax free cash up to HMRC limits for pre April 2008 service and 75% of the maximum tax-free cash for post April 2008 service.

32. Contingent Assets and Liabilities

There are no material contingent assets or liabilities.

33. Going Concern

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the Code), which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.
The Accounts have been prepared on the going concern basis.

In carrying out its assessment that this basis is appropriate, made for the going concern period to 31 March 2023, management of the Council have undertaken forecasting of both income and expenditure, the expected impact on reserves, and cashflow forecasting.

Our most recent year-end balances are reported in the Movement in Reserves Statement.

Our expected General Fund and Earmarked Reserve position is predicted to remain above the minimum level set by the Council's Assistant Director of Finance (s151 officer) throughout the going concern period.

Our cash flow forecasting and assessment of the adequacy of our liquidity position demonstrates positive cash balances throughout the going concern period, and no expectation of external borrowing.

The key assumptions within this forecast included for example, that central Government funding remains in line with current levels. We have considered a downside scenario where central Government funding falls, and the above projections would not be significantly affected with both minimum levels of reserves and liquidity remaining through the same period.

On this basis, the Council has a reasonable expectation that it will have adequate resources to continue in operational existence throughout the going concern period maintaining the provision of its services. For this reason, alongside the statutory guidance, we continue to adopt the going concern basis in preparing these financial statements.

34. Authorised for Issue

The Statement of Accounts was authorised for issue by the Assistant Director of Finance on 27 October 2022. This is the date up to which events after the balance sheet date were considered.

Where events taking place before this date provided information about conditions existing at 31 March 2021, the figures in the financial statements and notes would be adjusted in all material respects to reflect the impact of this information.

No events have occurred that require changes to the accounting statements.

35. Cash Flow Statement – Operating Activities

The surplus or deficit on provision of services has been adjusted for the following items:

	31 March 2020 £'000	31 March 2021 £'000
Depreciation	-325	-212
Impairment and downward valuations	92	-
Amortisation	-81	-66
(Increase) or decrease in creditors	-8,081	-19,658
Increase or (decrease) in interest debtors	-	-
Increase or (decrease) in other debtors	5,712	-33
Increase or (decrease) in inventories	-	1
Movement in pension liability	-1,477	-874
Contributions (to) or from provisions	-51	-
Carrying amount of non-current assets held for sale, sold or de-recognised	-	-19
Other non-cash items charged to net surplus or deficit on provision of services	325	1,157
Net cash flow from operating activities	-3,886	-19,704

The cash flows for operating activities include the following items:

	2019/20 £'000	2020/21 £'000
Interest Received	-596	-1,162
Interest Paid	50	26
	-546	-1,136

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

	31 March 2020	31 March 2021
Capital grants credited to surplus or deficit on the provision of services	-	-
Proceeds from the sale of non-current assets	-	200
Any other items for which the cash effects are investing or financing cash flows	205	273
	205	473

COLLECTION FUND

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund.

The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

	2019/20		2020/21	
	Council Tax £'000	Business Rates £'000	Council Tax £'000	Business Rates £'000
Income				
Council Taxpayers	84,159		88,740	
Business Ratepayers (Non-Domestic Rates)		30,334		16,750
(See CF Note 1 for explanation of reduction)				
	84,159	30,334	88,740	16,750
Expenditure				
Precepts and Demands				
Central Government		7,251		14,761
Norfolk County Council	62,752	9,427	65,769	2,952
Office of the Police and Crime Commissioner	11,658		12,214	
Broadland District Council	9,293	12,327	9,794	11,809
Costs of Collection Allowance		140		139
Provision for Non-Payment of Council Tax/NNDR	308	181	195	325
Write Offs	148	48	135	90
Transitional Protection Payable		250		524
Provision for Appeals (Non-Domestic Rates)		-557		-603
Disregarded Amounts (Renewable Energy)		150		155
Distribution of Previous Year's Surplus/(Deficit)				
To/(From) Central Government		-629		-455
To/(From) Broadland DC General Fund	3	-503	6	125
To/(From) Office of Police & Crime Commissioner	4		7	
To/(From) Norfolk County Council	20	-126	38	506
	84,186	27,959	88,158	30,328
Surplus/(Deficit) for the Year	-27	2,375	582	-13,578
Surplus/(Deficit) Brought Forward	-285	-3,253	-312	-878
Surplus/(Deficit) Carried Forward	-312	-878	270	-14,456

NOTES TO THE COLLECTION FUND

1. Covid - New Covid Business Rates Reliefs

In response to the Covid 19 pandemic, the Government announced new 100% Business Rates reliefs for the Retail, Hospitality, Leisure and Nursery sectors for 2020/21.

These new reliefs totalled £14.207m in 2020/21, and consequently significantly reduced the amount of Business Rates income being collected.
However, the Council was required to continue to pay across the precept amounts in full to central Government, Norfolk County Council, and the Broadland General Fund throughout the year.
This has therefore caused a significant deficit on the Collection Fund.

The Government however committed to fully compensate local authorities for these new reliefs, and grant funding has been received in the General Fund Account to cover this deficit.

2. Income from Council Tax

The Council's council tax base is calculated by multiplying the number of dwellings estimated to be in each valuation band (adjusted for dwellings where discounts apply) by a proportion to obtain the equivalent number of band D dwellings.

Band	Total Number of Chargeable Dwellings Adjusted for Discounts	Relevant Proportion (Ninths)	Relevant Number
A (Disabled)	9	5	5
A	2,727	6	1,818
B	12,049	7	9,371
C	17,953	8	15,958
D	9,244	9	9,244
E	4,794	11	5,859
F	2,034	13	2,938
G	768	15	1,280
H	82	18	164
			46,637
Less adjustment for losses on collection and for anticipated changes during the year for successful appeals against valuation banding, new properties, demolition and exempt properties with the addition of 26 Band D equivalents (contributions in lieu of Ministry of Defence).			-207
			46,430

The tax requirement of the Council (including parishes) and the County Council / Police Authority is divided by the tax base to obtain the band D property tax (£1,890.54 average for 2020/21). This basic amount of council tax for a band D property is multiplied by the proportion specified for other bands to give an individual amount due. The exact council tax payable is also dependent upon local parish precept requirements. The actual amount collected will depend on collection efficiency and occupation of properties.

3. Income from Business Rates

Rates on business properties are set on a national basis with the rate in the pound being specified by Central Government (51.2p in 2020/21; small businesses were charged at 49.9p). The rateable value of a business is multiplied by this amount to produce the business rates due. The total non-domestic rateable value of hereditaments in the Broadland District as reported to Central Government on the NNDR1 return for 2019/20 was £78.5 million.

After one year as part of the Norfolk Business Rates Pilot in 2019/20, Broadland District Council re-joined the reinstated Norfolk Business Rates Pool in 2020/21. The Pool arrangement means that Broadland District Council, along with the other pool members, are entitled to retain 50% of any Levy due to Central Government (if Business Rates income exceeds the baseline) and this retained Levy is returned to the pool. The combined pooled Levy amounts can be utilised by the pool members on joint allocation to economic development projects. The level of the share of benefits and liabilities returned to 50% Central Government, 40% Broadland District Council and 10% Norfolk County Council.

4. Business Rates: Provision for Appeals

As part of the arrangements for BRRS, local authorities assume the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. Authorities assuming these liabilities need to recognise a provision of liabilities.

Billing authorities acting as collecting agents on behalf of the major preceptors, central Government and themselves make provisions for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list.

The council has made a total provision for new appeals of £314,260 shared with preceptors on the percentage splits described above. The estimate was calculated using a combination of data supplied by a specialist organisation in the field (their modelling takes into account type of proposal and type of hereditament amongst other factors before identifying similar or comparable cases on which to base its results) and the councils retained data relating to previous years. The figure in the main statement above (-£602,545) is the net in year appeals position and includes a total of £916,805 of appeals settled in 2020/21. Note the opening position for BDC appeals has been amended to reflect the change in percentage splits from Pilot to Pool.

	Total Collection Fund		Broadland District Council	
	2019/20 £'000	2020/21 £'000	2019/20 £'000	2020/21 £'000
Balance at 1 April	5,263	4,706	2,105	1,882
Additional Provision required	353	314	282	126
Appeals settled in year	-910	-917	-387	-367
Balance at 31 March	4,706	4,103	2,000	1,641

Provisions are included in the accounts for potential liabilities that are likely to be incurred, where there is some uncertainty of the amounts involved or the dates on which these liabilities may arise. Of Broadland District Council's share of the total provision above (£1.6m), £416,600 is estimated to be settled within 12 months and is included in the Balance Sheet under current provisions. Where there is greater uncertainty but appeals are likely to be settled in the long term (after 12 months) this total (i.e. the remainder of £1,224,700) is included in the Balance Sheet under long-term provisions.

5. Collection Fund Surplus and Deficit

The surplus for Council Tax carried forward is shared with major preceptors. At 31 March 2021, the proportion due to Broadland District Council is £64,354 (a deficit of £3,198 in 2019/20) and the in-year surplus amount resulting in this figure has therefore been included in the Council's Income and Expenditure Account.

The deficit for Business Rates carried forward is shared with major preceptors. At 31 March 2021, the proportion due from Broadland District Council is £5,617,886 (a deficit of £132,054 in 2020/21). This total is the net result of the year end general business rates deficit (40% share, with an adjustment due to previous year's pilot percentage - £5,808,854) offset by the surplus on renewable energy hereditaments (£190,968 – 100% retained by Broadland District Council). The in-year deficit resulting in this figure has therefore been included in the Council's Income and Expenditure Account.

Scope of Responsibility

Broadland District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. It must ensure that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Broadland District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Broadland District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and making proper arrangements for the management of risk.

As part of its Constitution, Broadland District Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework “Delivering Good Governance in Local Government”.

A copy of the Code is available on our website and can be downloaded here.

This statement explains how Broadland District Council has complied with the code and also meets the requirements of regulation 6 (1) of the Accounts and Audit (England) Regulations 2015 in relation to the publication of a statement on internal control and accompanies the 2020/21 Statement of Accounts of the Council. The Annual Governance Statement is subject to detailed review and approval by the Audit Committee.

The Purpose of the Governance Framework

The governance framework comprises the systems and processes for the direction and control of the authority and its activities through which it accounts to, engages with, and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

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

The governance framework has been in place at Broadland District Council for the year ended 31 March 2021 and up to the date of approval of the statement of accounts.

The Governance Framework

An annual review of the Governance Framework at Broadland District Council was completed prior to the preparation of the Annual Governance Statement, with key officers completing full assurance statements for their area of responsibility, and these being signed off by the relevant member of the Corporate Management Leadership Team (CMLT). These are in place to ensure the governance arrangements across the Council are adequate, and to also recognise where any further work needs to be done. At the start of the pandemic and in light of the events surrounding COVID-19, key officers provided assurance in terms of any changes or amendments to processes or internal controls and how staff working from home had impacted on the services. These statements still stand, and in many cases have become the new way of working.

The Code of Corporate Governance has been in place for the 2020/21 financial year. This Code is the framework of policies, procedures, behaviours and values which determine how the Council will achieve its priorities and is based upon the seven principles of the International Framework for Corporate Governance in the Public Sector.

The Council's Vision and Ambitions:

The Council works in collaboration with South Norfolk Council and as a result we share a Strategic Plan (2020 – 2024) and Delivery Plan (2020/21). These set out our joint Vision and Priorities:

THE VISION: Working together to create the best place and environment for everyone, now and for future generations

OUR PRIORITIES, OUR PEOPLE, OUR APPROACH:

1. Growing the economy;
2. Supporting individuals and empowering communities;
3. Protecting and improving the natural and built environment, whilst maximising quality of life; and
4. Moving with the times, working smartly and collaboratively.

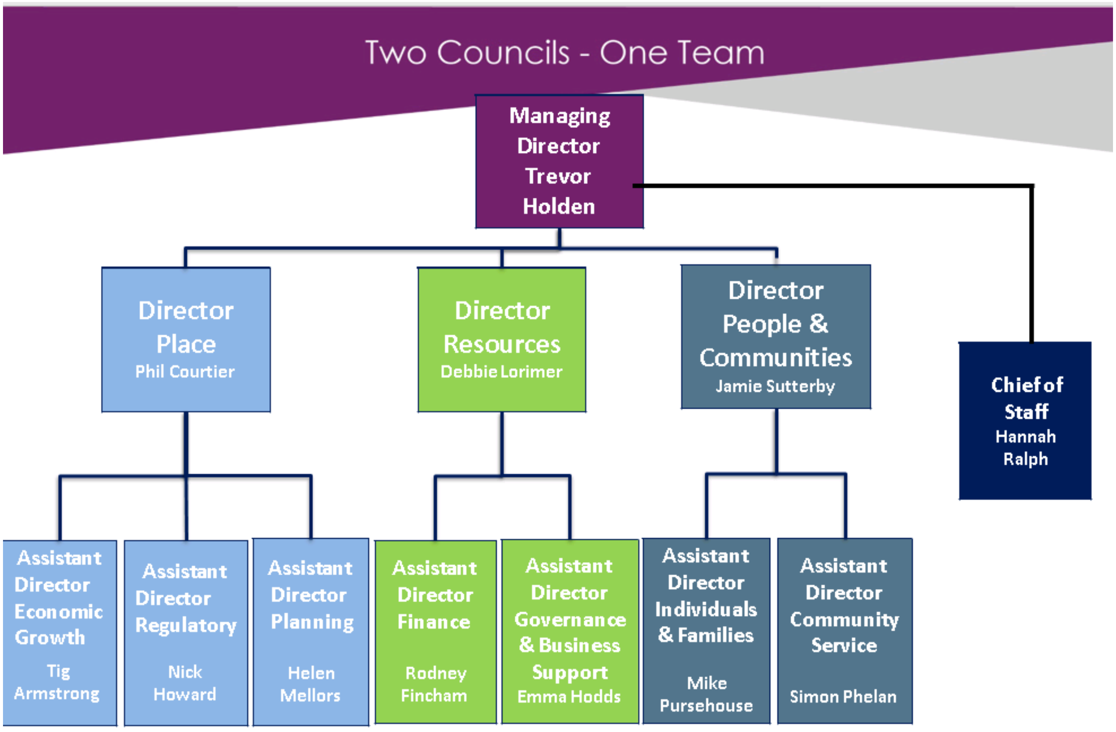
The Strategic Plan is a digital and interactive document which acts as a gateway for more in-depth details of the priorities and work of the Council and can be found here.

The vision and priorities are communicated through the Delivery Plan, plus regular briefings, press releases, website and the Broadland News magazine, which is delivered 3 times a year to every household and business in the District.

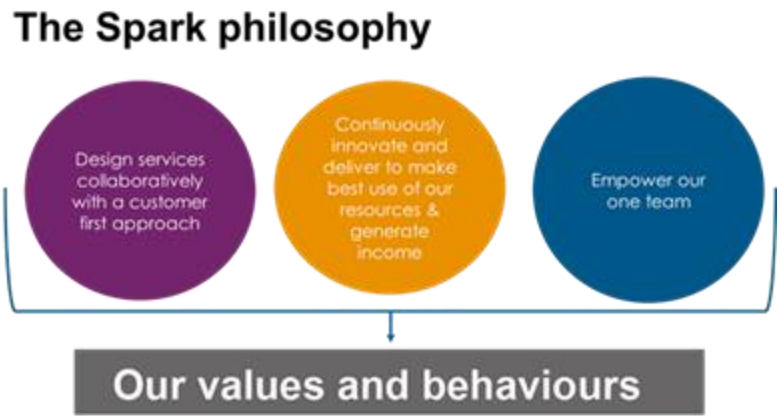
To underpin the Strategic Plan, a detailed Delivery Plan is produced annually. This describes our intended activities for the 12 months from April to March each year to support the priorities set out in the Strategic Plan. This plan is produced as an integrated process with the Council's annual budget setting and Medium-Term Financial Plan revision. The 2020/21 Plan can be accessed here.

Review of the Council's Governance Arrangements:

The Council regularly reviews its organisational structure as part of aligning resources with demand to deliver the priorities above. In addition, the progression with the Council's collaboration with South Norfolk Council has resulted in the establishment of one team across the two Councils. This includes a Corporate Management Leadership Team (CMLT), consisting of the Managing Director, three Directors, and eight Assistant Directors, as follows:



The SPARK transformation programme has continued through the past year, with key transformational programmes being delivered across the Council. The One Team has internal consultants in place across the organisation to lead on changes and work with the service areas to drive forward efficiencies. The programme of work was impacted on by COVID-19, with staff being redeployed to other areas of the Council, where there was a critical need to help our Communities and residents. The transformational approach is designed around the three key philosophies outlined below.



Measuring the Quality of Services for Users and ensuring they are delivered in accordance with the Council's objectives and best use of resources:

The 4-year Strategic Plan sets out our Priorities together with targets for success over this time. The 2020/21 Delivery Plan uses these priorities and shows the 'Delivery Measures' which aim to track the performance of our services and how well we are achieving our key ambitions. The Delivery Measures are tracked and reported regularly to Cabinet as part of our Performance Framework.

The Delivery Plan sets out the proposed activities and 'business as usual' operational services that will be undertaken for the financial year ahead commencing 1 April. A new performance management scheme has been launched, with the end of year discussions being held to reflect on the past year and then to set objectives for the forthcoming year in line with the delivery plan. The objectives will be reviewed through continuous conversations over the course of the year.

Defining and Documenting Roles and Responsibilities of Councillors and Officers and how decisions are taken:
The Council's Constitution, Scheme of Delegation, Codes of Conduct, Protocol on Member / office relations, contract standing orders and rules of financial governance set the framework in which the organisation makes decisions.

Codes of Conduct Defining Standards of Behaviour for Councillors and Officers:

The Council operates Codes of Conduct for Councillors and officers, with clear processes embedded to respond to any concerns raised regarding the standards of behaviour.

The Council conforms to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016)

The Rules of Financial Governance explain the statutory duties of the Section 151 Officer including the responsibility under direction of the Cabinet for the proper administration of the Council's financial affairs. The Council's governance arrangements allow the Section 151 Officer to bring influence to bear on all material business decisions. The Section 151 Officer supports the CMLT and has the authority to bring matters directly to the attention of the Managing Director if required.

CIPFA Financial Management Code

The Council has assessed itself against the CIPFA Financial Management code and has concluded that it complies with the key requirements therein, alongside this conclusion an action plan has been developed to make further improvements.

The Audit Committee

The Committee met regularly during the year. Its key tasks are to monitor the work of Internal and External Audit, support risk management, to approve the statutory accounts, and to oversee the work in supporting the production of this Annual Governance Statement.

Ensuring Compliance with Laws and Regulations, Internal Policies and Procedures:

Responsibilities for statutory obligations are formally established. Statutory instruments are disseminated to Managers responsible for acting on them. The relevant professional officers are tasked with ensuring compliance with appropriate policies and procedures to ensure all officers work within them.

Decisions to be taken by Councillors are subject to a rigorous scrutiny process by the Monitoring Officer, Section 151 Officer and in most cases CMLT before they are considered by Cabinet or Full Council.

Assistant Directors have completed an Assurance Statement covering key governance aspects with their area of responsibility. The outcomes of these Assurance Statements are described under *Managers' Assurance within Governance Issues.*

Whistle-blowing Policies and Investigating Complaints:

As employees, councillors and others who deal with the Council are often the first to spot things that may be wrong or inappropriate at the Council, a Raising Concerns at Work Policy is in place to provide help and assistance with such matters. There is also a formal complaints procedure operated as part of the Council's performance management framework. The Council's Whistleblowing Policy and Procedure were reviewed and updated during 2020/21 and updated versions were formally approved at the beginning of 2021/22.

Tackling Fraud and Corruption:

The Council has a Counter Fraud, Corruption and Bribery Strategy in place to ensure that we can deliver against our priorities whilst minimising losses to fraud, corruption and bribery. This has been reviewed and updated during 2020/21 and updated versions were formally approved at the beginning of 2021/22. The Council has a Housing Benefit and Council Tax Support Anti-fraud and Corruption Policy.

Each Internal Audit undertaken recognises fraud risks and assesses the adequacy and effectiveness of the controls in place to mitigate such risks and an Annual Fraud Return is provided to the External Auditor which summarises the Head of Internal Audit's views on risk of fraud at the Authority. In addition, the Monitoring Officer, the Section 151 Officer and the Chair of the Audit Committee also complete such statements on an annual basis.

Development Needs of Councillors and Officers:

There is a training programme in place for officers and Councillors. This is drawn up from new risks or legislation, in response to known and emerging key areas of focus and from the Delivery Plan and staff Performance Reviews. The Council has made extensive investment in training in line with its Learning and Development Strategy for staff, which also includes an online platform that allows staff to undertake learning remotely, at a time that is convenient to them. The online platform has been extremely useful during the COVID-19 pandemic and ensured that we can continue to provide training and development as required. This has also included more informal sessions on stress awareness etc.

In relation to Members, they undertook a rigorous training schedule in 2019/20 after they were elected, which began with a general induction programme and continued throughout the year on more specific topics to ensure Members can take on all aspects of their role confidently and legally. The majority of training undertaken by Members has been online, and often centred on regulatory matters that provide them with the relevant accreditation to sit on specific Committees. Members of the Overview and Scrutiny Committee have also received dedicated training from the Centre for Governance and Scrutiny to effectively carry out their scrutiny role. Members also have access to the online training platform referred to above.

Establishing Communication with all Sections of the Community and Other Stakeholders:

The Council works with Norfolk County Council, other Norfolk District Councils, the Police, NHS, Central Government departments, businesses, and voluntary and community groups. This has increased due to the need for various agencies to work together during the COVID-19 pandemic.

In particular during the year staff have been redeployed to the Norfolk and Norwich Hospital to assist during the crisis, this was achieved through a mutual aid agreement.

The Council consults with members of the public through a number of avenues from workshops, telephone calls, social media channels and the website, to gauge public opinion on a number of issues such as shaping the budget, the development of the Local Plan and the Council Tax Support Scheme.

Good Governance Arrangements with Partnerships:

Partnership arrangements take the form of Service Level Agreements. These are reviewed as part of the budget setting process and in advance of the date of cessation. The Council maintains a formal protocol on how it enters into funding arrangements with voluntary and third sector organisations.

The CIPFA Framework for Corporate Governance places a high degree of emphasis on partnership working. In practice, the Council takes a collaborative approach to working, recognising that there are a variety of means to engage with third parties.

As the collaboration with South Norfolk Council has progressed appropriate governance has been put in place such as Joint Committees and Joint Informal Cabinet.

Review of Effectiveness

The Role of the Council

Broadland District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Managers and Councillors within the authority who have responsibility for the development and maintenance of the governance environment, Internal Audit's annual report, and by comments made by the External Auditors and other review agencies. Full Council approves the Revenue and Capital Budget and the Treasury Management Strategy annually.

The Role of the Cabinet

The Cabinet approved the Business Plan and reviewed a range of strategies and policies during the year, including the Treasury Management Strategy, the Medium-Term Financial Strategy and the Revenue and Capital Budget. It received regular reports on performance monitoring, projects and their financial implications. Cabinet delegates policy development to four Policy Panels.

The Role of the Audit Committee

The activity of the Committee in the financial year is described above. It has also ensured that it is satisfied that the control, governance and risk management arrangements have operated effectively. The work of the Audit Committee is summarised in an Annual Report to Council.

The Role of the Overview & Scrutiny Committee

The Overview & Scrutiny Committee can undertake any work relating to the four key principles of scrutiny as follows:

- Hold the Executive to account (Call-In of decisions made but not implemented and routine pre-scrutiny of items of the cabinet agenda)
- Performance monitoring

- Service reviews
- Internal and external scrutiny

The work of the Overview & Scrutiny Committee is summarised to Council in an Annual Report.

Role of the Monitoring Officer

The Monitoring Officer has the specific duty to ensure that the Council, its officers, and its Elected Councillors, maintain the highest standards of conduct in all they do. The Monitoring Officer’s legal basis is found in Section 5 of the Local Government and Housing Act 1989, as amended by Schedule 5 paragraph 24 of the Local Government Act 2000. The Monitoring Officer has three main roles:

- To report on matters they believe are, or are likely to be, illegal or amount to maladministration (such a report has not been required).
- To be responsible for matters relating to the conduct of Councillors and officers.
- To be responsible for the operation of the Council's Constitution.

The Monitoring Officer is supported in their role by the Council’s legal service (which is provided by nplaw) and the Deputy Monitoring Officers.

The Role of the Chief Financial Officer

The Assistant Director Finance is designated as the Section 151 Officer for the purposes of Section 151 of the Local Government Act 1972 and is responsible under the general direction of the Cabinet for the proper administration of the Council’s affairs. This statutory responsibility cannot be overridden. Responsibilities include:

- Setting and monitoring compliance with financial management standards
- Advising on the corporate financial position and on the key financial controls necessary to secure sound financial management

Section 114 of the Local Government Finance Act 1988 requires the Section 151 Officer to report to the full Council, Cabinet and External Auditor if the authority or one of its officers:

- Has made, or is about to make, a decision which involves incurring unlawful expenditure
- Has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- Is about to make an unlawful entry in the authority’s accounts.

The Section 151 Officer has not been required to make such a report.

The Role of Internal Audit

All audits are performed in accordance with the good practice contained within the Public Sector Internal Audit Standards (PSIAS) 2013. Internal Audit report to the Audit Committee and provides an opinion on the system of internal control, which is incorporated in the Head of Internal Audit’s Annual Report and Opinion 2020/21.

Internal Audit is arranged through a consortium, Eastern Internal Audit Services, which comprises Breckland, Broadland, North Norfolk, South Norfolk and South Holland District

Councils, Great Yarmouth Borough Council and the Broads Authority. The Head of Internal Audit is employed by South Norfolk Council and the operational and field management staff are employed by an external provider, TIAA Ltd.

The Internal Audit Service assesses itself annually to ensure conformance against the PSIAS, and are also required to have an external assessment every five years. The most recent external assessment, in January 2017, concluded that the internal audit service conforms to the professional standards and the work has been performed in accordance with the International Professional Practices Framework.

The Role of External Review Bodies

Ernst and Young LLP review the Council's arrangements for:

- preparing accounts in accordance with statutory and other relevant requirements
- ensuring the proper conduct of financial affairs and monitoring their adequacy and effectiveness in practice
- managing performance to secure economy, efficiency and effectiveness in the use of resources

Ernst & Young LLP were appointed by Public Sector Audit Appointments (PSAA) as the Council's external auditors. The auditors give their opinion on whether the financial statements of the Council give a true and fair view of the financial position as at 31 March 2020 and of the income and expenditure for the year then ended; and they also provide an opinion on the Council's arrangements to secure economy, efficiency and effectiveness (Value for Money). The Council takes appropriate action where improvements need to be made.

Effectiveness of Other Organisations

Broadland Growth Ltd is a Joint Venture Company (JVC) owned 50/50 with NPS Property Consultants Limited formed in March 2014.

Training was organised for Directors in December 2019 which focused on the roles and responsibilities of Directors. This resulted in a number of key themes coming out for inclusion in the BGL business plan.

Governance Issues

Managers' Assurance Statements

On an annual basis, Assistant Directors (AD) across the Council complete an Assurance Statement relating to their service area. The statements are then signed off by the Managing Director or Director responsible for the service area.

Assurance Statements - looking back on the issues raised in 2019/20

The assurances provided in 2019/20 highlighted that there were no significant governance issues and governance arrangements are mainly consistent across the Council. Overall, governance regarding closer working relationships with South Norfolk Council emerged as a key theme, as it did in the previous year. Although not resulting in non-compliance, officers noted in their responses that policies, procedures etc would require review in light of the collaboration. Much work has been done during the last year to address this and review policy documentation etc, resulting in this not being a highlighted issue for 2020/21. However, the Council's response to the COVID-19 pandemic has slowed progress as resources were diverted as required, particularly initially.

Assurance Statements for 2020/21

The Assurance Statement asked specific questions about: policy and procedure, effectiveness of key controls, alignment of services with the Delivery Plan, human resources, finance, risks and controls, health and safety, procurement, insurance, information technology, data protection, freedom of information, business continuity, partnerships and equalities. A yes / partial / no response was required, with evidence and action needed to be noted. Each AD also needed to note any issues that they felt represented a significant control item or governance issue. As mentioned, key officers have also provided statements on the impact of COVID-19 on processes and controls, and how these are now managed in the new environment.

In terms of emerging themes for the organisation, two areas have been highlighted as requiring further attention to become fully compliant for numerous teams:

1. **Risk and control**

A number of managers referred to the need for further development of registers for operational risks within their Directorate. Templates and guidance have been made available to managers and the Strategy was approved. Further training is being planned for 2021/22 in this regard, which should address this issue and push this work forward.

2. **Business Continuity**

A number of service areas have highlighted the need for their Business Continuity Plans to be updated. This was raised by a small number last year as a result of the establishment of the new one officer team across South Norfolk and Broadland District Councils. Work is currently ongoing in terms of a joint template, therefore it is hoped that this issue will be addressed in early 2021/22.

Crucially, the responses have highlighted that there are no significant governance issues and governance arrangements are mainly consistent across the Council. Where partial responses have been provided, managers have already identified actions that are being progressed to address these areas and the Chief of Staff will review progress during 2021/22, with updates being sought from ADs.

COVID-19 - How the control environment has changed during the period of disruption and steps taken

As reported last year as a result of COVID-19, 90% of the workforce are currently working from home, with agile working being the way forward for the Council, with staff only coming back into the office where there is a personal or business need. Staff log onto their IT equipment using two-factor authentication – once the secure connection has been made all staff then utilise the folders and systems they need in the same way as they would in the office, therefore in this regard controls remain.

The Constitution was amended in 2020/21 in line with the legislation to enable the Council to continue with its democratic decision-making process, albeit virtually. These amendments were temporary and ceased to be in place from 7 May 2021.

Any site visits that are required are carried out in line with social distancing guidelines and the compliance checklist provided by central government.

With reference to finance controls there has been a move away from the use of manual signature to acceptance of electronic approval, and new processes were put in place to deal with the payment of COVID-19 grants to support businesses.

Internal Audit

The overall Internal Audit opinion in relation to the framework of governance, risk management and controls at Broadland District Council is reasonable.

All eight assurance audits completed within the year concluded in a positive assurance grading.

In none of the areas reviewed as part of the revised 2020/21 Internal Audit Plan did the findings indicate that the COVID-19 pandemic had severely impacted the Council's ability to deliver core services to its residents.

The Internal Audit Opinion 2020/21 does not provide assurance over the issuing of business grants by the Council during the COVID-19 pandemic. A post award review of this area has been planned for early 2021/22.

The following updates are provided from Internal Audit on issues raised for inclusion from 2019/20. One limited assurance report was raised at Broadland District Council in relation to Homelessness and Housing Options. All recommendations from this review have now been completed.

In 2019/20 the Internal Audit Manager also concluded that the risk maturity level of the Council was at the lower end of the scale at 'risk aware' during assessment. Since this assessment, improvements in the following areas have been made; a risk appetite for the Council has been defined, a strategic risk register has been created, a policy approved by Council and the Audit Committee received a copy of the strategic risk register at the October and November 2020 meetings. The Internal Audit Team and the Strategy and Programmes Manager continue to work together to make further improvements to the framework and training of staff and members will be a key objective for the year ahead.

Considering all the above, Internal Audit has not raised any significant concerns that should be referenced within the Council's Annual Governance Statement for 2020/21.

Risk Management

A risk management framework is in place to ensure a consistent approach at the Council with regard to risks. The risk management strategy was reviewed during 2019/20, which resulted in a new Risk Strategy being finalised towards the end of 2020/21. The Audit Committee has regular oversight of the strategic risks, which are planned to in turn be considered by the Cabinet.

Review and Approval of the Annual Governance Statement

The annual review of governance is coordinated by the Chief of Staff, involving senior managers across the Council and reviewed by the Corporate Management Leadership Team. This Annual Governance Statement is considered in draft by the Audit Committee and amended to reflect the Committee's considerations and the views of the external auditor. The (revised) Annual Governance Statement forms part of the Council's annual accounts.

Certification

We are satisfied that appropriate arrangements are in place to address improvements in our review of effectiveness. Progress on these improvements and mitigation of risks will be monitored through the year and considered at our next annual review.

Trevor Holden, Managing Director

Shaun Vincent, Leader of the Council

Building a better working world

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

Opinion

We have audited the financial statements of Broadland District Council for the year ended 31 March 2021 under the Local Audit and Accountability Act 2014. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement, the related notes 1 to 35 and the Collection Fund and its related notes 1 to 5.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

In our opinion the financial statements:

- give a true and fair view of the financial position of Broadland District Council as at 31 March 2021 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Assistant Director of Finance's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the authority's ability to continue as a going concern for a period of 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Assistant Director of Finance with respect to going concern are described in the relevant sections of this report. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the authority's ability to continue as a going concern.

Other information

The other information comprises the information included in the '*Statement of Accounts 2020/2021*', other than the financial statements and our auditor's report thereon. The Assistant Director of Finance is responsible for the other information contained within the '*Statement of Accounts 2020/2021*'.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014;
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014;
- we are not satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

We have nothing to report in these respects.

Responsibility of the Assistant Director of Finance

As explained more fully in the '*Statement of the Responsibilities for the Statement of Accounts*' set out on page 14, the Assistant Director of Finance is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Assistant Director of Finance is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor’s responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect irregularities, including fraud.

The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Authority and determined that the most significant are:

- Local Government Act 1972,
- Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992),
- Local Government Act 2003,
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended in 2018 and 2020,
- The Local Government Finance Act 2012,
- The Local Audit and Accountability Act 2014, and
- The Accounts and Audit Regulations 2015.

In addition, the Authority has to comply with laws and regulations in the areas of anti-bribery and corruption, data protection, employment legislation, tax legislation, general power of competence, procurement and health & safety.

We understood how Broadland District Council is complying with those frameworks by understanding the incentive, opportunities and motives for non-compliance, including inquiring of management, the Head of Internal Audit, those charged with governance and obtaining and reading documentation relating to the procedures in place to identify, evaluate and comply with laws and regulations, and whether they are aware of instances of non-compliance.

We corroborated this through our reading of the Authority’s committee minutes, Authority policies and procedures and other information. Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures had a focus on compliance with the accounting framework through obtaining sufficient audit evidence in line with the level of risk identified and with relevant legislation.

We assessed the susceptibility of the Authority’s financial statements to material misstatement, including how fraud might occur by understanding the potential incentives and pressures for management to manipulate the financial statements, and performed procedures to understand the areas in which this would most likely arise.

Based on our risk assessment procedures, we identified inappropriate capitalisation of revenue expenditure and management override of controls to be our fraud risks.

To address our fraud risk of inappropriate capitalisation of revenue expenditure we tested the authority’s capitalised expenditure to ensure the capitalisation criteria were properly met and the expenditure was genuine.

To address our fraud risk of management override of controls, we tested specific journal entries identified by applying risk criteria to the entire population of journals. For each journal selected, we tested the appropriateness of the journal and that it was accounted for appropriately. We assessed accounting estimates for evidence of management bias and evaluated the business rationale for significant unusual transactions.

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified reporting criteria issued by the Comptroller and Auditor General (C&AG) in April 2021, as to whether Broadland District Council had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Broadland District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, Broadland District Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or our work on value for money arrangements.

Until we have completed these procedures, we are unable to certify that we have completed the audit of the accounts in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Broadland District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

MARK HODGSON
ERNST & YOUNG LLP

Date: *27 October 2022*

Mark Hodgson (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Cambridge

GLOSSARY

Accruals
The concept that income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

Accounting Policies
Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements.

ACOP
Accounting Code of Practice - A code of accountancy good practice published by CIPFA.

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

Billing Authority
An authority which issues demands to local residents for payment of Council Tax on their residences, usually in respect of its own services and as an agent for other authorities serving the property.

Capital Charge
A charge to service revenue accounts to reflect the cost of Property, Plant and Equipment used in the provision of services.

Capital Expenditure
Expenditure on the acquisition, construction or enhancement of an asset which is expected to yield benefits to the Council for more than one year.

Capital Financing
Resources used to meet the capital expenditure incurred in accordance with statutory controls.

Capital Receipt
A receipt arising from the disposal of an interest in a tangible asset.

Cash Equivalents
Short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

CIPFA
Chartered Institute of Public Finance & Accountancy - the main public sector accounting body.

Collection Fund
A statement of transactions relating to Council Tax and NNDR (National Non-Domestic Rates).

Contingency
A condition which exists at the balance sheet date, where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events.

Contingent Liability
Either a potential 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 authority'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.

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

Depreciation
The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, effluxion of time or obsolescence through technological or other changes.

Fixed Asset (also known as Property, Plant and Equipment)
Assets that yield benefits to the local authority and the services it provides for a period of more than one year.

FRS
Financial Reporting Standard – one of the standards by which a body reporting their financial results in accordance with accepted British accountancy practices must abide.

IFRS
International Financial Reporting Standard – one of the standards by which a body reporting their financial results in accordance with accepted international accountancy practices must abide.

Impairment
A reduction in the value of a fixed asset due to physical damage or detrimental changes in the local environment. Examples of impairment include
Damage to a footpath due to severe erosion, or
An event causing severe long-term pollution in the immediate area of a building.

Infrastructure Asset
Fixed assets that are useful only in the location in which they have been constructed, such that expenditure is recoverable only by continued use of the asset created. Examples of infrastructure assets include cycle tracks, footpaths and street lighting columns.

Intangible Assets
Fixed assets that have no physical substance - for example, computer software.

Materiality

An assessment of how much influence a figure or disclosure may have on a reader's judgement. This is not a set amount; rather, it is judged by the size of the figure in relation to related amounts within the authority's accounts, or the extent of the activity in relation to the authority's other operations.

Minimum Revenue Provision (MRP)
This is the minimum amount which must be charged to an authority's revenue account each year and set aside as provision for repayment of external debt.

Non – Operational Asset
Fixed asset held by a local authority but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties and assets that are surplus to requirements, pending sale or redevelopment.

Operational Asset
Fixed asset held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

Prior Period Adjustment
Where an authority discovers a mis-statement, error or omission considered to be material in a set of accounts published in a previous financial year, the authority is obliged to make a prior period adjustment to correct the statements. This involves publishing the corrected statements for the previous financial year, together with a corrected opening balance sheet for the start of that previous year. Prior period adjustments require an explanatory note disclosing the reason for the adjustment and all amounts which have been affected in the restated statements.

Provision
An amount set aside for potential liabilities which may arise or will be incurred, where there is uncertainty as to the amounts concerned or the dates on which these liabilities may arise.

Precept
Formal instructions issued to a billing authority to collect local taxation on behalf of the instructor and pay it to them. Norfolk County Council, the Office for the Police and Crime Commissioner and town and parish councils within the Broadland area issue precepts to Broadland District Council each year for the total amount of Council Tax to be collected from local residents in respect of their services.

Related Party
Corporate bodies or individuals that have the potential to control or influence the Council's decisions, or to be controlled by or influenced by the Council.

Related Party Transaction
The transfer of assets or liabilities or the performance of services by, to or for a related party.

Remuneration
All amounts paid to or received by a person, and includes sums due by way of expenses, allowances (so far as those sums are chargeable to UK income tax), and the estimated money value of any other benefits received by an employee otherwise than in cash.

Reserve
Accumulated balances built up from revenue contributions or specific income.

Restated
This word in the statements or notes to the accounts indicates that some of the figures have been changed from those shown in the same statement or note published in the previous year. This is usually as a result of either:
A change to the Code, requiring the previous year's accounts to be changed in the same way to provide an accurate comparison between the years, or
The correction of a material error or retrospective reclassification involving material amounts, as described in 'Prior Period Adjustments' above.

Temporary Loan
Money borrowed on a short term basis. Funds deposited with this Council by other organisations for treasury purposes are treated as temporary loans.

LIST OF ABBREVIATIONS

CIL	Community Infrastructure Levy
CIPFA	Chartered Institute of Public Finance and Accountancy
DFG	Disabled Facilities Grant
DHC	Depreciated Historical Cost
DRC	Depreciated Replacement Cost
EUV	Existing Use Value
FTE	Full time equivalent
IAS	International Accounting Standard
IFRS	International Financial Reporting Standards
NNDR	National Non-Domestic Rates
PWLB	Public Works Loan Board
RSG	Revenue Support Grant
SOLACE	Society of Local Authority Chief Executives