

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting:</b>	<b>Audit Committee</b>
<b>Date and Time:</b>	<b>Tuesday 28 March 2023 7.00 pm</b>
<b>Place:</b>	<b>Council Chamber</b>
<b>Enquiries to:</b>	<b>Committee Services committeeservices@hart.gov.uk</b>
<b>Members:</b>	<b>Axam (Chairman), Southern (Vice-Chairman), Blewett, Davies, Engström, Hale and Smith</b>

Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

**This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council Website.**

**Please download all papers through the Modern.Gov app before the meeting.**

- At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- The Chairman will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording.**

### **1 MINUTES OF THE PREVIOUS MEETING (Pages 6 - 10)**

The Minutes of the meeting held on 25 October 2022 are attached to be confirmed and signed as a correct record.

## **2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence from Members\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

## **3 DECLARATIONS OF INTEREST**

To declare disclosable pecuniary, and any other, interests\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

## **4 CHAIRMAN'S ANNOUNCEMENTS**

## **5 AUDIT COMMITTEE TERMS OF REFERENCE (Pages 11 – 17)**

The Audit Committee's terms of reference should reflect best practice. Current best practice is contained in guidance issued by the Chartered Institute of Public Finance & Accountancy (CIPFA) in support of their 2022 Position Statement on Audit Committees.

New terms of reference are proposed that reflect best practice. They are attached at Appendix A. They are significantly different to the current terms of reference, providing more detail on the Committee's role in overseeing corporate governance matters, risk management, financial management and reporting, external and internal audit and countering fraud.

The terms of reference also formally recognise the requirement that the Committee has to report annually to full Council on how it has complied with the 2022 Position Statement, discharged its responsibilities and assessed its performance.

## **RECOMMENDATION**

The Committee is asked to:

- ii) consider the revised terms of reference at Appendix A
- ii) recommend these to full Council at its meeting on 27 April 2023

## **6 AUDIT RESULTS REPORT 2021/22 (Pages 18 – 64)**

The purpose of this report is to provide the Council's External Auditors with the opportunity to report the key findings of their audit to those charged with governance prior to issuing their opinion on the 2021/22 Statement Accounts.

## **RECOMMENDATION**

That the Committee notes the Ernst Young LLP report.

### **7 STATEMENT OF ACCOUNTS 2021/22 (Pages 65 - 213)**

The purpose of this report is to seek the Committee's approval of the Statement of Accounts 2021/22, amended following the external audit, the Letter of Representation and the Annual Governance Statement.

#### **RECOMMENDATION**

1.1 That Audit Committee approve the:

- Statement of Accounts 2021/2022
- Annual Governance Statement 2021/22

1.2 That delegated authority be given to the Executive Director - Corporate in consultation with the Chairman of Audit Committee, to approve any non-material changes to the 2021/22 Statement of Accounts that arise from the final external audit review work, and to approve the letter of representation

### **8 INTERNAL AUDIT PLAN 2023-24 (Pages 214 - 224)**

The purpose of this paper is to present the Internal Audit Plan for 2023-24 in accordance with the requirements of the Public Sector Internal Audit Standards (Appendix A).

#### **RECOMMENDATION**

To approve the Internal Audit Plan 2023-24

### **9 INTERNAL AUDIT CHARTER 2023/24 (Pages 225 - 237)**

The purpose of this paper is to present the Internal Audit Charter for 2023-24 in accordance with the requirements of the Public Sector Internal Audit Standards (Appendix A).

#### **RECOMMENDATION**

To approve the Internal Audit Charter 2023-24

**10 RISK MANAGEMENT POLICY** (Pages 238 - 249)

1. This report details the outcome of the February 2023 review of the risk management policy.
2. Whilst the Cabinet are responsible for approving the policy, the Audit Committee have risk management governance responsibilities. Reviewing the risk management policy helps to fulfil those responsibilities.

**RECOMMENDATION**

It is recommended that the Committee review the report and consider what issues they wish the Cabinet to consider, if any, prior to their approval of the policy.

**11 RISK MANAGEMENT UPDATE** (Pages 250 - 252)

This report updates the Committee on the effectiveness of the Council's risk management framework.

**RECOMMENDATION**

That the Committee note the effectiveness of the risk management framework.

**12 INTERNAL AUDIT ANNUAL REPORT AND OPINION** (Pages 253 - 262)

This report provides the Committee with a draft internal audit annual report and opinion for 2022/23.

**RECOMMENDATION**

That the Committee review and note the report.

**13 SHAPLEY HEATH GARDEN COMMUNITY PROJECT: CABINET AND STAFFING COMMITTEE FEEDBACK** (Pages 263 - 272)

The purpose of this report is not to rehearse the findings of the ttaa Shapley Heath Audit Review but to receive the following feedback reports:

- a) The Officer response to the management recommendations contained within the ttaa report (attached as Appendix 1 to this report).
- b) The response from Cabinet on lessons learnt; and
- c) The Staffing Committee staffing review of the exercise of officer management oversight over the Shapley Heath Garden Community project for the period from March 2021 to the closure of the Shapley Heath Garden Community project (November 2021).



## **RECOMMENDATION**

That Audit Committee recommends to Cabinet that it ensures the full implementation of all recommendations set out in this report and that Overview and Scrutiny Committee should in September 2023 review progress.

- A. The Officer response to the management recommendations contained within the July 2022 ttaa Shapley Heath Audit Review report (attached as Appendix 1)
- B. The response from Cabinet on lessons learnt; and
- C. The Staffing Committee review of the exercise of officer management oversight over the Shapley Heath Garden Community project for the period from March 2021 to the closure of the Shapley Heath Garden Community project (November 2021).

**Date of Publication: Monday, 20 March 2023**

## **AUDIT COMMITTEE**

**Date and Time:** Tuesday 25 October 2022 at 7.00 pm

**Place:** Council Chamber

**Present:**

Axam (Chairman), Blewett, Davies, Hale, Smith, Southern and Woods

**In attendance:** Chandrika Sharma, Ernst & Young

**Officers:** Isabel Brittain, Section 151 Officer  
David Harwood, Internal Auditor  
Rebecca Borrett, Committee Services and Members Officer

## **22 MINUTES OF THE PREVIOUS MEETING**

The minutes of 26 July 2022 were agreed and signed as a correct record.

## **23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Engström, who is substituted by Councillor Woods.

## **24 DECLARATIONS OF INTEREST**

No declarations made.

## **25 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced:

1. There is to be a significant increase in the annual PSAA fees for 2023/24, increasing from approximately £80k to £250K. Members questioned:
  - the justification for this
  - the last time of an increase
  - if this would now go out to tender
  - how confident could we be additional supplementary costs would not now be incurred

The S151 Officer clarified:

- historically tenders were submitted at a price lower than it cost to provide the service
- the last increase was five years ago, when the service was last tendered

- the revised price was following a tender process, but this is a specialist statutory function with limited providers
  - as far as possible, previous supplementary work areas were reflected in the new fee structure but there could be no confidence additional fees could not be incurred moving forwards
2. Following the conclusion of the meeting there would be a discussion regarding changes to the way internal audit reports were circulated to Audit Committee members. A member asked if this could be off the record as it related to a change in process, which was not relevant to the public.

## **26 SHAPLEY HEATH AUDIT REVIEW**

The S151 Officer provided members with an update on the steps taken to introduce the agreed management actions arising from the Shapley Heath Audit Review.

Members said that whilst it was good to know what progress was being made, the update did relate directly to the Shapley Heath Audit review. Officers apologised for the title being misleading.

In respect of Shapley Heath, Members discussed whether or not the outcomes from the findings of both Cabinet and Staffing Committees deliberations would be provided to Audit Committee. Members were reminded that the previous meeting minutes, as agreed, asked:

- Cabinet to provide a response to the management recommendations contained within the Shapley Heath Audit Review report, and to review the application of project governance, financial controls, and reporting for the Shapley Heath project and to provide a response to Audit Committee on lessons learnt.
- Staffing Committee be asked, for the period from March 2021 to the closure of the Shapley Heath project, to review the exercise of officer management oversight over the Shapley Heath project, including a review of officers' application of financial controls, risk management, monitoring, and reporting. The findings to be shared with Audit Committee.

### **DECISION**

If no response has been received to the satisfaction of the Audit Committee, the Leader of the Council will be requested to attend the March 2023 Audit Committee to provide members with a response.

## **27 INDEPENDENT AUDIT UPDATE REPORT**

The Committee received an update on the Independent Audit Report from Ernst & Young (E&Y). Issues identified related to the lack of an agreement between the Council and its housing management company and a variance in the valuation of the civic offices following tenant lettings.

Members advised external advice had been sought for validation in relation to the housing management company. E&Y confirmed it was not having a signed agreement which was the issue.

Member asked if the basis of valuation were consistent. E&Y confirmed as part of previous audit there was a difference in methodology.

Members asked to be updated when these points have been reported upon, and not to have to wait until the March 2023 meeting. The Chairman clarified he understood the issues need to be resolved before the accounts are signed off in November. This led to members discussing if the timing of Audit Committees needed to be changed to reflect external factors. Officers felt it was important to hold a meeting to approve the accounts.

### **DECISION**

The new S151 to work with Committee Services for the next year scheduling to ensure meetings coincide with approving accounts.

## **28 INTERNAL AUDIT PROGRESS REPORT OCTOBER 2022/23**

The Committee received a progress report on the work undertaken by Internal Audit for the period June to 10 October 2022.

Members were advised that:

- all audits were expected to be completed by 31 March 2023
- the intention is for the new internal audit provider to be in place for the new financial year
- a draft internal audit opinion for 2022/23 be presented to the March 2023 meeting
- detailed follow-up work is to be undertaken on the agreed IT controls actions and an update on the current position will be reported at the March 2023 meeting
- the Disabled Facilities Grants audit completed in October 2021 included a high-risk action that the grant process was not complying with contract standing orders. New Government guidance now renders that action obsolete. The action was also referred to in the draft 2021/22 annual governance statement and will need to be removed before the statement is approved

- CIPFA had issued revised Audit Committee position statement. This will require the Committee's terms of reference to be updated
- the new S151 officer commences working for the Authority on 1 November. They wish to review the internal audit outsourcing process before taking any further decisions

Members asked if the refresher training could be extended to councillors as well as internal teams.

Members questioned Section 7 - IT controls, the discussion at the previous meeting and whether the position remains unchanged. Officers explained last year's report identified weakness in service areas. The intention of the follow-up review is to ascertain whether the same weaknesses apply or have been addressed. The findings of the review will be presented at the March 2023.

## **DECISION**

Refresher training to be extended to Councillors and a workshop to be arranged.

## **29 APPOINTMENT OF INDEPENDENT PERSON TO THE AUDIT COMMITTEE**

Officers sought the Committee's views as to whether they wish to appoint an independent person or persons to the Audit Committee based on papers provided.

Members considered:

- current good practice
- that careful implementation was required
- an independent persons actual independence throughout tenure
- confidentially
- political ideals
- the experience of the current committee members and within the Council, and what would an independent person have added over the last two years
- the possibility of finding someone capable
- risk versus benefit

Members questioned:

- how typical it is for audit committees to elect. Officers advised that across Hampshire they believed that only Rushmoor Borough Council had made an appointment
- is this an LGA recommendation. Officers confirmed it was not but came from Government looking at external audit processes. CIPFA have also encouraged the use of two independents

- if the independent would have voting powers. Officers confirmed they would not, it is only an advisory role

Members discussed:

- if additional experience required this could be contracted in
- reaching out to other councils who had appointed an independent person to see if they had found it useful
- the option to wait rather than commit now
- the length of any appointment

Officers confirmed the length of any appointment would be at the Committees discretion. They also suggested that if updated Terms of Reference are to be presented to the March 2023 meeting, they could include for the future appointment of independent persons. This approach also has the advantage of not having to refer the matter back to Council at some future time, as the terms of reference within the Constitution would allow for independent members appointment.

In response to a question about how regularly the Committees terms of reference should be reviewed, Officers explained that the existing Terms of Reference had not been updated since 2018 and need to be updated to reflect best practice. The internal audit manager should review the terms of reference annually, and then bring forward any suggestions for change to the Audit Committee.

## **DECISION**

Members agreed for the appointment of Independent Person(s) to be included in the updated Terms of Reference, but no appointment to be made at this time.

The meeting closed at 8.25 pm

## **AUDIT COMMITTEE**

**DATE OF MEETING: 28 MARCH 2023**

**TITLE OF REPORT: AUDIT COMMITTEE TERMS OF REFERENCE**

**Report of: Executive Director of Corporate Services**

**Cabinet Portfolio: Finance**

**Key Decision: No**

**Confidentiality: Non-Exempt**

### **PURPOSE OF REPORT**

1. The Audit Committee's terms of reference should reflect best practice. Current best practice is contained in guidance issued by the Chartered Institute of Public Finance & Accountancy (CIPFA) in support of their 2022 Position Statement on Audit Committees.
2. New terms of reference are proposed that reflect best practice. They are attached at Appendix A. They are significantly different than the current terms of reference, providing more detail on the Committee's role in overseeing corporate governance matters, risk management, financial management and reporting, external and internal audit and countering fraud.
3. The terms of reference also formally recognise the requirement that the Committee has to report annually to the Council on how it has complied with the 2022 Position Statement, discharged its responsibilities and assessed its performance.

### **RECOMMENDATION**

The Committee is asked to consider the revised terms of reference (Appendix A) prior to recommending to full Council at its meeting on 27 April 2023 that it formally adopts them.

### **BACKGROUND**

4. The Committee's terms of reference should be reviewed annually. The current terms of reference are based upon CIPFA guidance that was issued in 2013. New terms of reference have been prepared that reflect the CIPFA 2022 Position Statement.
5. The Position Statement includes suggested terms of reference. These have been reviewed and used as the basis for the Committee's own terms of reference.

### **MAIN ISSUES**

6. The terms of reference cover the following areas:
  - Oversight of corporate governance arrangements including reviewing the local code of governance and approving the annual governance statement.
  - Reviewing governance and assurance arrangements for significant partnerships or collaborations.

Considering the Council's risk management arrangements, which includes providing comment to Cabinet on the risk management policy.

Monitoring financial management arrangements including compliance with the CIPFA Financial Management Code and approving the annual Statement of Accounts.

Oversight of external audit arrangements, including consideration of all reports issued to the Council by the external auditor.

Oversight of internal audit arrangements, including approving the Internal Audit Charter and work plans. The Committee shall also fulfil the Board responsibilities of the Public Sector Internal Audit Standards.

Monitoring the Council's counter fraud strategy, actions taken and reviewing the assessment of fraud risks.

7. The Audit Committee agreed at its October 2022 meeting that it wished to include provision for the future appointment of no more than two independent persons. The terms of reference allow for such appointments at a future date.
8. The terms of reference include a requirement that the Audit Committee review its terms of reference annually. This should ensure that they remain current and in line with good practice.
9. Best practice is for the Audit Committee to provide Council with an annual report, outlining the work that it has performed, its effectiveness and compliance with the CIPFA Position Statement. The proposed terms of reference reflect these requirements.
10. The Audit Committee approved the Internal Audit Charter in July 2022. The Audit Committee's responsibilities in the Audit Charter and terms of reference are aligned to ensure that no differences exist.

## **CORPORATE GOVERNANCE CONSIDERATIONS**

### **Relevance to the Corporate Plan**

11. The Audit Committee is a key component of the Council's corporate governance framework. Adopting new terms of reference will ensure it meets good governance practice and so helps to deliver the Corporate Plan priority of delivering an efficient and effective Council.

### **Service Plan**

- Is the proposal identified in the Service Plan? No
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal?  
Yes

### **Legal and Constitutional Issues**

12. Full Council is required to adopt the terms of reference of the Audit Committee. Once adopted, they are included in the Constitution.
13. In adopting the terms of reference, full Council formally gives to Audit Committee delegated powers to approve the annual statement of accounts (terms of reference item 3 j).

### **Financial and Resource Implications**



14. There are no immediate financial or resource implications arising from adopting new terms of reference.
15. The terms of reference allow for the future appointment of no more than two independent persons to the audit committee. At the time those appointments are being considered, a decision will be required as to whether or not any allowance shall be paid to the independent persons.

### **Risk Management**

16. Poor or inappropriate terms of reference may not adequately define the Audit Committee's responsibilities, scope or workload. This may lead to issues not being presented to the Audit Committee that should be, or them receiving reports that should be presented elsewhere. The terms of reference proposed clearly define responsibilities and scope and should ensure that the Audit Committee considers issues that are within its remit and it is therefore able to fulfil its governance responsibilities.

### **EQUALITIES**

17. There are no equality issues arising from this report.

### **CLIMATE CHANGE IMPLICATIONS**

18. No direct carbon/environmental impacts arising from the recommendation.

### **ACTION**

19. If the Audit Committee accepts the recommendation, the terms of reference will be submitted to the 27 April Council meeting for adoption, and inclusion within the Constitution.

**Contact Details:** David Harwood, Interim Internal Audit Manager

**Appendix A:** Audit Committee terms of reference

**Appendix B:** Details of changes made since last iteration of terms of reference

**Background Papers:** None

## **Audit Committee Terms of Reference**

The Council will at its Annual Meeting establish an Audit Committee.

### **1. Membership**

The Membership shall consist of seven Members appointed in accordance with the political balance rules in Section 15 of the Local Government and Housing Act 1989.

No Members of the Committee will be Members of the Cabinet.

The Committee may co-opt no more than two independent persons. The independent persons shall have specialist knowledge or insight in one or more governance, risk and control arrangement areas. The independent persons shall have no voting rights.

### **2. Role and Function**

#### **Governance**

- a) To review the Council's corporate governance arrangements against the relevant proper practice framework, including the ethical framework and the local code of governance, and consider if they are fit for purpose.
- b) To review and approve the Annual Governance Statement considering whether it properly reflects the risk and governance environment and supporting assurances.
- c) To consider and review the framework of assurance and ensure that it adequately addresses the risks and priorities of the council, including the arrangements to secure value for money.
- d) To review the governance and assurance arrangements for significant partnerships or collaborations.
- e) To consider reports on risk-related issues or the effectiveness of internal controls and monitor the progress in implementation of agreed improvements or actions.

#### **Risk Management**

- f) To monitor the effective development and operation of risk management across the Council.
- g) Provide comment to Cabinet on the risk management policy and risk appetite statement.

#### **Financial management and reporting**

- h) To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code.
- i) To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.

- j) To review and approve the annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the external audit that need to be brought to the attention of the Council.

#### **External Audit**

- k) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- l) To consider all reports issued to the Council by the external auditor and monitor the Council's response to individual issues of concern identified.
- m) Support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).

#### **Internal Audit**

- n) To approve the Internal Audit Charter.
- o) To approve the internal audit work plan and any significant changes to the plan and receive updates on the progress of work undertaken against the work plan.
- p) To receive an annual report and opinion from the appointed Head of Internal Audit on the effectiveness of the Council's governance framework.
- q) To obtain reassurance as to whether there are any limitations placed on the scope of work, approved budgeted resources or impairments to the independence or objectivity of the appointed Head of Internal Audit.
- r) To fulfil the Board responsibilities of the Public Sector Internal Audit Standards, including receiving appropriate reports and updates on matters highlighted in the Standards and ensuring effective internal audit is undertaken in accordance with the Standards.
- s) To receive reports outlining the action taken where the appointed Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

#### **Countering Fraud**

- t) To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- u) To monitor the counter fraud strategy, actions and resources.

### **3. Access to the Committee**

External and internal auditors will have free and unfettered access to the Audit Committee Chair including the opportunity for a private meeting with the Committee.

#### **4. Accountability**

The Committee will review its terms of reference annually.

It will prepare and present an annual report to full Council on how it has complied with the current CIPFA position statement on Audit Committees, discharged its responsibilities, and include an assessment of its performance. The annual report to Council should be timed to support the annual review of governance and preparation of the Annual Governance Statement.

**End**

## **Audit Committee**

### **Terms of reference August 2022 Constitution**

#### **Article 9B – The Audit Committee**

##### **9B.1 Establishment**

The Council will at its Annual Meeting establish an Audit Committee.

##### **9B.2 Membership**

The Membership shall consist of seven Members appointed in accordance with the political balance rules in Section 15 of the Local Government and Housing Act 1989.

No Members of the Committee will be Members of the Cabinet.

##### **9B.2 Role and Function**

- 9B.3.1 To receive the Annual Audit Letter and make recommendations thereon to the Council.
- 9B.3.2 To receive all other reports from the Council's external auditor and make recommendations thereon to Council.
- 9B.3.3 To determine the work programme for internal audit activity.
- 9B.3.4 To receive summaries of all internal audit reports and such additional information as may be required.
- 9B.3.5 To receive reports on risk management and fraud.
- 9B.3.6 To receive and sign off the annual Statement of Accounts.

End

# Hart District Council Audit results report

Year ended 31 March 2022

March 2023

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Agenda Item 6

The EY logo consists of the letters 'EY' in a bold, white, sans-serif font. A yellow triangle is positioned above the 'Y', pointing downwards towards the top right corner of the logo.

Building a better  
working world



Members of the Audit Committee

Hart District Council  
Civic Offices  
Harlington Way  
Fleet GU51 4AE

15 March 2023

Dear Audit Committee Members

2021/22 Audit Results Report

We are pleased to attach our audit results report, summarising the status of our audit for the forthcoming meeting of the Audit Committee.

The audit is designed to express an opinion on the 2022 financial statements and address current statutory and regulatory requirements. This report contains our findings related to the areas of audit emphasis, our views on Hart District Council's accounting policies and judgements and material internal control findings. Each year sees further enhancements to the level of audit challenge and the quality of evidence required to achieve the robust professional scepticism that society expects. We thank the management team for supporting this process.

This report is intended solely for the information and use of the Audit Committee, other members of the Council and senior management. It is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss the contents of this report with you at the Audit Committee meeting on 28 March 2023.

Yours faithfully

Kevin Suter

Partner

For and on behalf of Ernst & Young LLP

Encl

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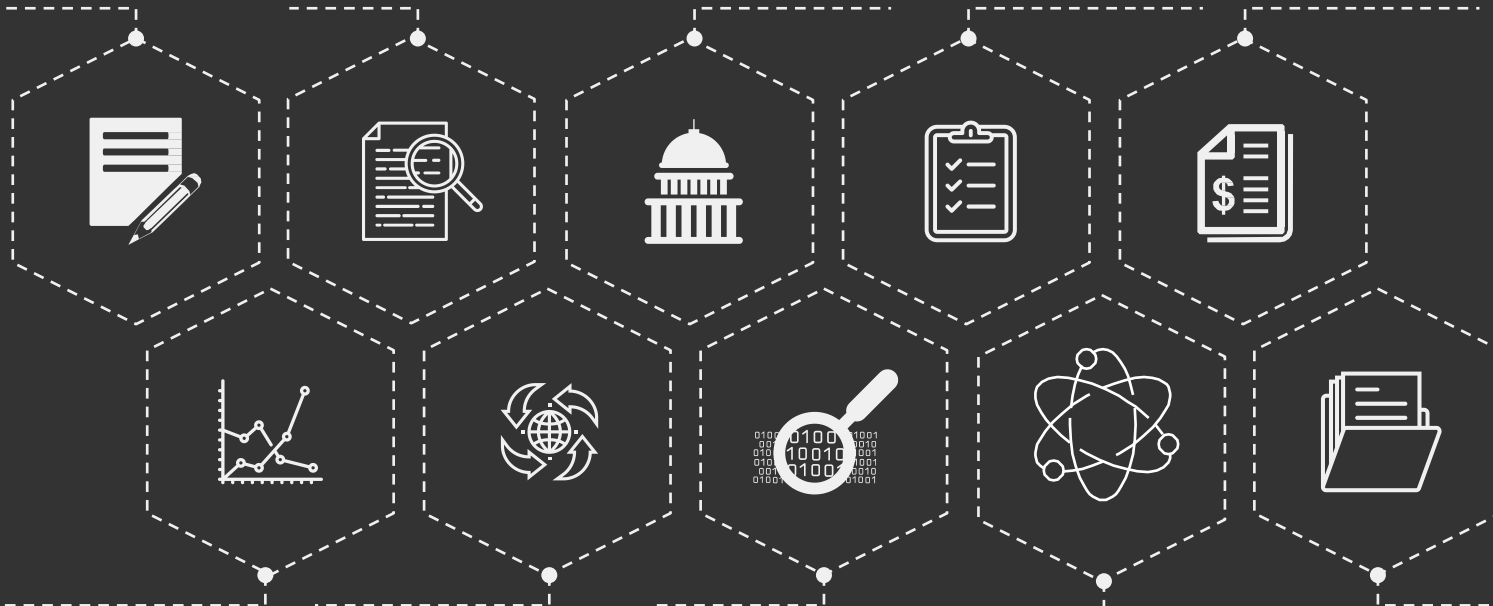
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Public Sector Audit Appointments Ltd (PSAA) issued the "Statement of responsibilities of auditors and audited bodies". It is available from the PSAA website (<https://www.psa.co.uk/audit-quality/statement-of-responsibilities/>). The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment and further guidance (updated July 2021)" issued by the PSAA (<https://www.psa.co.uk/managing-audit-quality/terms-of-appointment/terms-of-appointment-and-further-guidance-1-july-2021/>) sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Audit Committee members and management of Hart District Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit Committee, and management of Hart District Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Audit Committee members and management of Hart District Council for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.





01

# Executive Summary

# Executive Summary

## Scope update

In our audit planning report presented at the 25 May 2022 Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with the following amendments:

### ► Changes in materiality

We updated our planning materiality assessment using the draft financial statements. We also reconsidered our risk assessment and confirmed the basis for materiality continues to be appropriate.

	Planning Materiality	Performance Materiality	Audit Differences
Planning	£849k	£637k	£42k
Final	£803k	£602k	£40k

# Executive Summary

## Status of the audit

We have substantially completed our fieldwork for the audit of Hart District Council's financial statements for the year ended 31/3/2022 and have performed the procedures outlined in our Audit Planning Report. Subject to satisfactory completion of the following outstanding items we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 3:

- Receipt and review of the amended accounts
- Final manager and partner review of completed audit work
- Receipt of the Letter of Representation
- Receipt of the final, approved, accounts.
- Completion of audit procedures to assess potential events after the balance sheet date, up to the date of signing the audit report.

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## Auditor responsibilities under the Code of Audit Practice 2020

Under the Code of Audit Practice 2020 we are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. The 2020 Code requires the auditor to design their work to provide them with sufficient assurance to enable them to report to the Council a commentary against specified reporting criteria (see below) on the arrangements the Council has in place to secure value for money through economic, efficient and effective use of its resources for the relevant period.

The specified reporting criteria are:

- Financial sustainability  
How the Council plans and manages its resources to ensure it can continue to deliver its services;
- Governance  
How the Council ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness:  
How the Council uses information about its costs and performance to improve the way it manages and delivers its services.



# Executive Summary

## Status of the audit - Value for Money

Our work on the Value for Money commentary to be included in the Auditors Annual Report has been significantly completed. We can confirm at this stage we have not identified any risk of significant weakness against the three reporting criteria we are required to consider under the NAO's 2020 Code.

Recognising the pressures in the local audit system, the NAO's guidance for 2021/22 allows the Auditors Annual Report to be issued 3 months after giving the opinion on the financial statements.

## Audit differences

Details on audit differences can be found in Section 4 Audit Differences.

## Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have not yet been able to perform the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission for 2021/22. However, we do not expect any issues in performing this work as the Council falls below the threshold set within the guidance from HM Treasury and the group audit instructions for 2021/22 on which our work is based.

We have no other matters to report.

# Executive Summary

## Areas of audit focus

In our Audit Plan we identified a number of key areas of focus for our audit of the financial report of Hart District Council. This report sets out our observations and status in relation to these areas, including our views on areas which might be conservative and areas where there is potential risk and exposure. Our consideration of these matters and others identified during the period is summarised within the "Areas of Audit Focus" section of this report.

### ***Fraud Risk: misstatements due to fraud or error:***

- Work in this area is substantially complete, subject to final review. No matters to report.

### ***Fraud Risk: Risk of fraud in revenue and expenditure recognition - inappropriate capitalisation of revenue expenditure***

- Work in this area is complete- no matters to report.

### ***Significant risk: Valuation of Investment Properties***

- Work in this area is complete, no issues to report.

### ***Other Area of Audit Focus: Valuation of Land and Buildings***

Work in this area is complete. We identified a number of amendments to the properties we sampled, that overstate the property, plant & equipment balance by £1.879m.

We also identified a projected misstatement of £212k for council car parks that were not valued during the year, based on the extrapolated impact of other car parks that were valued.

### ***Other Area of Audit Focus: Pension Liability Valuation***

- Work in this area is complete, with a minor disclosure error identified only.

### ***Other Area of Audit Focus: Accounting for Covid-19 grants***

- Work in this area is complete, subject to final review.
- There were no issues with the Council's classification of grants as agent or principal, but we identified an £83k impact on the year-end creditor balance with central government.

We request that you review these and other matters set out in this report to ensure:

- ▶ There are no residual further considerations or matters that could impact these issues
- ▶ You concur with the resolution of the issue
- ▶ There are no further significant issues you are aware of to be considered before the financial report is finalised

There are no matters, other than those reported by management or disclosed in this report, which we believe should be brought to the attention of the Council or Management.



# Executive Summary

## Control observations

We have adopted a fully substantive approach, so have not tested the operation of controls.

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control, we are required to communicate to you significant deficiencies in internal control identified during our audit.

There are no matters we wish to report.

## Independence

Please refer to Section 9 for our update on Independence.



## 02 Areas of Audit Focus





# Areas of Audit Focus

## Significant risk

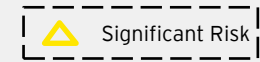
### Misstatements due to fraud or error

#### What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

We identify and respond to this fraud risk on every audit engagement.



#### What judgements are we focused on?

Our assessment of risk led us to create a series of criteria for the testing of journals, focusing specifically on areas that could be open to management manipulation. We have also focused specifically on capitalisation of assets as a potential area of manipulation, which is recorded as a separately identified Significant risk - Inappropriate capitalisation of revenue expenditure

#### What are our conclusions?

Our audit work to date has not identified any material issues, inappropriate judgements or unusual transactions which indicated that there had been any misreporting of the Council's financial position, or that management had overridden controls.

#### What did we do?

We carried out the following procedures:

- ▶ Identified fraud risks during the planning stages.
- ▶ Inquired of management about risks of fraud and the controls put in place to address those risks
- ▶ Understood the oversight given by those charged with governance of management's processes over fraud.
- ▶ Considered the effectiveness of management's controls designed to address the risk of fraud.
- ▶ Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements
- ▶ Assessed accounting estimates for evidence of management bias, and
- ▶ Evaluated the business rationale for significant unusual transactions.





# Areas of Audit Focus

## Significant risk

### Risk of fraud in revenue recognition - inappropriate capitalisation of revenue expenditure

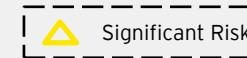
#### What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

From our risk assessment, we have assessed that the risk manifests itself through the potential to inappropriately capitalise revenue expenditure to improve the financial position of the general fund.

Capitalized revenue expenditure can be funded through borrowing with only minimal MRP charges recorded in the general fund, deferring the expenditure for 30+ years when the borrowing is repaid. Alternately, other sources such as capital receipts or grants could be inappropriately used to finance the expenditure.

Inappropriate classification of revenue expenditure as REFCUS (revenue expenditure funded by capital under statute) could also have the same impact, incorrectly removing the spend from the general fund through applying statutory overrides.



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#### What did we do?

Our approach focused on the following:

- We selected a sample of PPE additions to test and confirm the item was appropriate to capitalise as per IAS 16 through agreement to evidence such as invoices and capital expenditure authorisations.
- We selected a sample of expenditure from Revenue Expenditure Funded from Capital under statute (REFCUS), to confirm it met the appropriate classification.

#### What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We tested a sample of PPE additions and confirmed they met the capitalisation requirements under IAS16  
We have tested a sample of REFCUS expenditure, confirming the appropriateness classification.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions through our test of journals or our other audit procedures, impacting these balances.



## Areas of Audit Focus

# Significant risk

### Valuation of Investment Properties

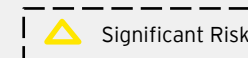
#### What is the risk?

Investment Properties (IP) represent significant balances in the Council's accounts and are subject to valuation changes, impairment reviews and depreciation charges.

Material judgemental inputs and estimation techniques are required to calculate the year-end balances held in the balance sheet.

As the Council's asset base is significant, and the outputs from the valuers are subject to estimation, there is a higher risk that L&B and IP may be under/overstated or the associated accounting entries incorrectly posted. We are required to undertake procedures on the use of experts and assumptions underlying fair value estimates.

The risk is heightened for assets that may have been impacted by the Covid-19 pandemic, such as traditional retail assets, commercial property or other sectors impacted by the lockdown restrictions and their impact on the economy.



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#### What judgements did we focus on?

We focused on the following:

- ▶ The reasonableness of the underlying assumptions used by the Council's internal valuations expert, including key assumptions of:
  - ▶ Yields
  - ▶ Future forecast income
- ▶ Ensuring the information supplied to the valuer in relation to Hart District Council was complete and accurate
- ▶ Ensuring the accounting entries and disclosures made in the financial statements were consistent with the report from the Council's Valuer.



## Areas of Audit Focus

# Significant risk

### What did we do?

We have:

- ▶ Considered the work performed by the Council's valuers, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- ▶ Sample tested key asset information used by the valuers in performing their valuation (e.g. floor plans to support valuations based on price per square metre, or assessing comparative market information);
- ▶ Challenged key assumptions used by the valuers;
- ▶ Considered the annual cycle of valuations to ensure that assets have been valued annually as required by the Code for IP, and any significant changes notified to the valuer including changes in rental or other tenancy agreements;

Considered the potential impact of current economic environment on valuation uncertainties while also evaluating the need to involve our internal specialist valuations team; and  
Tested accounting entries have been correctly processed in the financial statements

### What are our conclusions?

Our work in this area is complete.

We sample tested the Council's two main investment properties that make up £16.5m of the Council's investment property balance.

We involved our internal valuation specialists, and our work concluded that the valuation of both properties was supportable and fell within a reasonable range.



## Areas of Audit Focus

### Other areas of audit focus

#### Valuation of Land and Buildings

##### What is the risk?

Property, Plant and Equipment land and buildings (L&B) represent significant balances in the Council's accounts and are subject to valuation changes, impairment reviews and depreciation charges.

Material judgemental inputs and estimation techniques are required to calculate the year-end balances held in the balance sheet.

As the Council's asset base is significant, and the outputs from the valuers are subject to estimation, there is a higher inherent risk that the assets may be under/overstated or the associated accounting entries incorrectly posted.

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##### What judgements are we focused on?

We focused on the following:

- ▶ For assets valued at Depreciated Replacement Cost (DRC) - the reasonableness of the underlying assumptions used by the Council's internal valuations expert, including key assumptions of:
  - ▶ Build cost and location factor
  - ▶ Professional fees and external works
  - ▶ Asset condition
  
- ▶ For assets valued at Existing Use Value (EUV) - the reasonableness of assumptions including:
  - ▶ Yields
  - ▶ Future forecast income



## Areas of Audit Focus

# Significant risk

### What did we do?

We have:

- ▶ Considered the work performed by the Council's valuer which included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- ▶ Consider the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for PPE;
- ▶ Considered any specific changes to assets that should have been communicated to the valuer;
- ▶ Sample tested key asset information used by the valuer in performing their valuation
- ▶ Reviewed assets not subject to valuation in 2021/22 to confirm that the remaining asset base is not materially misstated;
- ▶ Considered changes to useful economic lives as a result of the most recent valuation; and
- ▶ Tested accounting entries have been correctly processed in the financial statements

Page 33

### What are our conclusions?

Our work in this area is complete, sampling 11 assets from the Council's land and buildings. For 4 assets we involved our internal valuation specialists.

We identified a net amendment required of -£1.879m across 7 assets, made up of:

- £3.468m overstatement
- £1.589m understatement

Variances arose mainly due to issues around the use of income and rents, which included:

- Use of incorrect income;
- Including deferred contract income, which in our view should have been disregarded;
- Valuation using an EUV method when the rental was not market based, and so a DRC method was more appropriate;
- Using open market rents, and disregarding the current lease income;

We discussed each of the issues with the Council's valuers, and amended valuations were agreed.

We reviewed the Council's cycle of asset valuations, confirming assets had been valued within the required 5 years. For assets not valued during 2021/22, we applied indices to ensure that the values had not materially moved.

For the Council's car parks we applied the movement from those that had been valued, which indicated a £212k increase in valuation.

We agreed the accounting entries were correctly processed.



# Areas of Audit Focus

## Other areas of audit focus

### Pension Liability Valuation

#### What is the risk?

The Code of Practice on Local Authority Accounting and IAS19 require the Authority to make extensive disclosures within its financial statements regarding the Local Government Pension Scheme (LGPS) in which it is a scheduled body.

The Council's current pension fund deficit is a material and sensitive item and the Code requires that this liability be disclosed on the Council's balance sheet. The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the administering body. Accounting for this scheme involves significant estimation and judgement. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

#### What judgements are we focused on?

We focused on the following:

- ▶ The reasonableness of the underlying assumptions used by the Council's expert - Aon Hewitt.
- ▶ Ensuring the information supplied to the actuary in relation to Hart District Council was complete and accurate
- ▶ Ensuring the accounting entries and disclosures made in the financial statements were consistent with the report from Aon Hewitt.

#### What did we do?

- ▶ Liaised with the auditors of the administering authority (Hampshire County Council), to obtain assurances over the information supplied to the actuary in relation to Hart DC.
- ▶ Assessed the work of the Pension Fund actuary including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by National Audit Office for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team.
- ▶ Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.
- ▶ In accordance with the ISA540 (revised) standard, we tested the actuarial model to confirm it is appropriately designed, consistently applied and mathematically accurate. We involved our EY Pensions specialists to perform this work.

#### What are our conclusions?

The values and entries from the actuarial report were correctly reflected in the Council's financial statements.

We have assessed the work of the Pension Fund Actuary, relying on the work of PWC and the EY Actuarial team which confirmed there were no findings in respect to the actuarial assumptions.

No issues were raised by the work of the pension fund auditor regarding the information provided to the actuary.

The results of the EY pensions specialist has confirmed the actuarial estimate to be accurate within a reasonable range.

We identified one disclosure issue where the future pension contributions has been disclosed as £1.963m. As per the actuaries report it is £0.790m



# Areas of Audit Focus

## Other areas of audit focus

### Accounting for Covid-19 grants

#### What is the risk?

Central Government have provided a number of different Covid-19 related grants to local authorities during the year which were new in the prior year i.e. 20/21. There are also funds that have been provided for the Council to disseminate to other bodies.

Similar to prior year, the Council needs to review each of these to establish the correct accounting treatment. It needs to assess whether it is acting as a principal or agent, with the accounting to follow that decision. For those where the decision is a principal, it also needs to assess whether there are any outstanding conditions that may also affect the recognition of the grants as revenue during 2021/22. We continue to identify this area as high inherent risk given the number of issues identified in the prior year

#### What judgements are we focused on?

We considered the Council's judgement on material grants received in relation to whether it is acting as:

- An Agent, where it has determined that it is acting as an intermediary; or
- A Principal, where the Council has determined that it is acting on its own behalf

#### What did we do?

We obtained a listing of Covid grants, covering both agent and principal.

We tested a sample from both sub-populations, reviewing the Council's accounting treatment and comparing this to evidence, for example the terms and conditions of the grants.

#### What are our conclusions?

We agreed the Council's classification of the grants as either principal or agent.

We identified an overstatement of Central Government Creditor-Agent Balance by £83k. This was made up of:

- Unreconciled differences      £24k
- Duplicate entries                -£88k
- PY error in accruals              -£20k



# 03 Audit Report





# Audit Report

## Draft audit report

### Our opinion on the financial statements

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

#### Opinion

We have audited the financial statements of Hart District Council (the Council) for the year ended 31 March 2022 under the Local Audit and Accountability Act 2014 (as amended). The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- the related notes 3.01 to 3.14, 4, 5.01 to 5.17, 6.01 to 6.04, 7.01 to 7.08 and 9, and
- ▶ Collection Fund and the related notes 8.1 to 8.2.

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 2021/22 as amended by the Update to the Code and Specifications for Future Codes for Infrastructure Assets (November 2022).

In our opinion the financial statements:

- ▶ give a true and fair view of the financial position of Hart District Council as at 31 March 2022 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 2021/22.

#### 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 Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and 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 Chief Finance Officer'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 Council'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 Chief Finance Officer 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 Council's ability to continue as a going concern.

#### Other information

The other information comprises the information included in Statement of Accounts 2021/22, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information contained within the Statement of Accounts 2021/22.

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.



# Audit Report

## Draft audit report

### Our opinion on the financial statements

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the 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 Council
- ▶ we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 (as amended)
- ▶ we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014 (as amended)
- ▶ 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 (as amended)
- ▶ we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 (as amended)
- ▶ we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014 (as amended)
- ▶ we are not satisfied that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2022.

We have nothing to report in these respects

### Responsibility of the Chief Finance Officer

As explained more fully in the Statement of Responsibilities set out on page 11, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts 2021/22, 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 2021/22 as amended by the Update to the Code and Specifications for Future Codes for Infrastructure Assets (November 2022), 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 Chief Finance Officer is responsible for assessing the Council'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 Council either intends to cease operations, or have no realistic alternative but to do so.

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

### Auditor's responsibilities for the 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.



# Audit Report

## Draft audit report

### Our opinion on the financial statements

#### Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

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 Council 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, 2020 and 2022,
- The Local Audit and Accountability Act 2014 (as amended), and
- The Accounts and Audit Regulations 2015,

In addition, the Council 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 Hart 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, and those charged with governance and obtaining and reviewing 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 review of the Council's committee minutes, and through the inspection of employee handbooks 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 Council'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 and to be our fraud risks.

To address our fraud risk of inappropriate capitalisation of revenue expenditure we tested the Council's capitalised expenditure to ensure the capitalisation criteria were properly met and the expenditure was genuine, and also tested the classification of expenditure recorded as revenue financed from capital under statute (REFCUS).

To address our fraud risk of management override of controls, we tested the appropriateness of journal entries and other adjustments; assessed whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluated the business rationale of any identified significant transactions that were unusual or outside the normal course of business. These procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error.

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



# Audit Report

## Draft audit report

### Our opinion on the financial statements

#### 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 2020, having regard to the guidance on the specified reporting criterion issued by the Comptroller and Auditor General in December 2021, as to whether the Council had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2022.

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

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 (as amended) to satisfy ourselves that the Council 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 Council'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 issued our Auditor's Annual Report for the year ended 31 March 2022. We have completed our work on the value for money arrangements and will report the outcome of our work in our commentary on those arrangements within the Auditor's Annual Report.

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 (as amended) 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 Hart District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 (as amended) 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 Council and the Council's members as a body, for our audit work, for this report, or for the opinions we have formed.





# 04 Audit Differences





## Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

### Summary of adjusted and unadjusted differences

We highlight the following misstatements which have been corrected by management that were identified during the course of our audit:

- a net overstatement £1.879m property, plant and equipment (other land and buildings) - See page 16.
- Overstated debtors (and income) of £722k for a developer's contribution where the trigger event was after the year-end in April 2022.

We report to you any uncorrected misstatements greater than our nominal value of £40k.

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Overstatement of Central Gov Creditor-Agent Balance by £83k  
Council Tax Debtor £67k variance in to EY recalculation, understating the debtor.

A number of adjustments in the disclosure notes and associated narrative were requested.



05

## Value for Money





# Value for money

## The Council's responsibilities for value for money (VFM)

The Council is required to maintain an effective system of internal control that supports the achievement of its policies, aims and objectives while safeguarding and securing value for money from the public funds and other resources at its disposal.

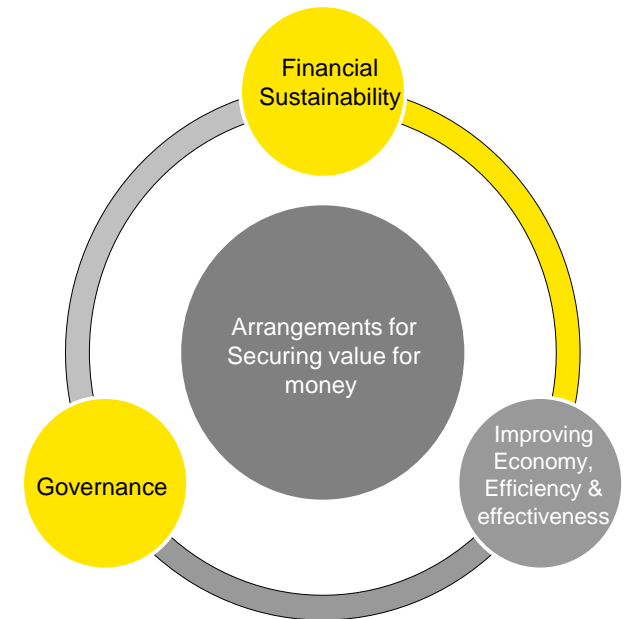
As part of the material published with its financial statements, the Council is required to bring together commentary on its governance framework and how this has operated during the period in a governance statement. In preparing its governance statement, the Council tailors the content to reflect its own individual circumstances, consistent with the requirements set out in the Cipfa code of practice on local authority accounting. This includes a requirement to provide commentary on its arrangements for securing value for money from their use of resources.

## Risk assessment and Status of our VFM work

We have previously reported to the Council that our assessment of the risk of significant weaknesses in the Council's VFM arrangements remained ongoing, but at that stage we had not identified any risks.

We have updated our procedures and have not identified any risks of significant weaknesses in the Council's arrangements.

We plan to issue the VFM commentary within 3 months of the date of signing the opinion as part of issuing the Auditor's Annual Report.







## 06 Other reporting issues

# Other reporting issues

### Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2021/22 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Narrative Statement and published with the financial statements was consistent with the audited financial statements

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

### Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts (WGA) return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We are yet to complete our WGA work which are undertaken at the end of the audit, but expect no matters to report as the Council is below the NAO's threshold for detailed audit procedures.

### Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

### Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Hart District Council's financial reporting process. We have no other matters to report.





07

# Assessment of Control Environment



# Assessment of Control Environment

## Financial controls

It is the responsibility of the Hart District Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Hart District Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

We considered whether circumstances arising from COVID-19 resulted in a change to the overall control environment of effectiveness of internal controls, for example due to significant staff absence or limitations as a result of working remotely. We identified no issues which we wish to bring to your attention.

We previously reported in our update report to the October 2022 Audit Committee there was not currently in place a signed contract or agreement between the Council and Hart Housing Property Management Ltd (HHPMC) regarding the management of Edenbrook Apartments. The agreement is now in place.





# 08 Data Analytics





## Data analytics – Journal Entries

### Analytics Driven Audit

### Data Analytics

We used our data analysers to enable us to capture entire populations of your financial data in a “Data First” approach. These analysers:

- ▶ Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- ▶ Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2021/22, our use of these analysers in the Council’s audit included gaining a deeper understanding of the data sources which are used in each Significant Class of Transactions and therefore allowing us to tailor our testing accordingly dependant on the nature of the source entries. We tested specific journal entries which we deem to have the highest inherent risk to the audit, including unusual transactions not consistent with the rest of the population.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

### Journal Entry Analysis

We obtain downloads of all of the Council’s financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.



09

# Independence

# Independence

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The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and the Council, and its members and senior management and its affiliates, including all services provided by us and our network to the Council, its members and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2021 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

## Services provided by Ernst & Young

The next page includes a summary of the fees that you have paid to us in the year ended 31 March 2022 in line with the disclosures set out in FRC Ethical Standard and in statute. Full details of the services that we have provided are shown below.

We are continuing to provide non-audit services as reporting accountant for your Housing Benefit Assurance Process (HBAP) to the DWP, which is a permitted service



## Confirmation and analysis of Audit fees

We confirm there are no changes in our assessment of independence since our confirmation in our audit planning board report.

We complied with the APB Ethical Standards. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you and your Audit Committee consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Council.

Our fees continue to include the scale fee rebasing figure submitted in the prior year to properly account for the increased audit and quality requirements as well as increased regulatory challenge on the depth and quality of assurance provided by audit suppliers.

As part of our reporting on our independence, to the right we set out a summary of the fees for the year ended 31 March 2022. Fees will be discussed at the completion of the audit with the S151 officer, and submitted to PSAA for their determination.

All fees exclude VAT.

Description	Final Fee 2021/22 £	Planned Fee 2021/22 £	Final Fee 2020/21 £
Scale Fee	41,469	41,469	41,469
Scale Fee Rebasing (1)	30,625	30,625	7,485
<b>Revised Proposed Scale Fee</b>	<b>72,094</b>	<b>72,094</b>	
Scale Fee Variation (2)	14,500	9,948	36,634
Objection	n/a	n/a	5,325
<b>Total Audit Fee</b>	<b>86,594</b>	<b>82,042</b>	<b>90,913</b>
Non audit fees (3)	11,758	11,758	16,938
<b>Total fees</b>	<b>98,352</b>	<b>93,800</b>	<b>107,851</b>

(1) As detailed in our 2020/21 Auditor's Annual Report we have submitted a proposed rebasing of the scale fee. PSAA have approved the 20/21 Scale Fee Variation (including rebasing element) as shown. We continue to record the same rebasing figure for 21/22 as we submitted for 20/21.

(2) For 2021/22, the scale fee will be impacted by a range of factors which has resulted in additional work at this time we are unable to fully quantify as the work is ongoing. However, the issues we have identified which will impact on the fee include:

- The need to engage EY Real Estate to review a number of PPE/IP assets, and the errors identified. Estimated £5,000
- The need to engage EY Pensions to review assumptions used in the Pensions IAS19 liability. Estimated £1,000
- Additional work, compared to included in the scale fee, for recent changes to ISA540 (estimates) and the Code of Audit Practice 2020 in respect of our value for money work. Estimated £8,500

(3) Final non-audit fee for as reporting accountant for your Housing Benefit Assurance Process (HBAP) to the DWP to be agreed at the completion of the work. In 2020/21 there were 4 lots of additional testing that will need to be followed-up in 2021/22, which will increase the fee above the initial plan.

## Other communications

### EY Transparency Report 2022

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2022:

[EY UK Transparency Report | EY UK](#)







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# 10 Appendices

## Appendix A

# Required communications with the Audit Committee

There are certain communications that we must provide to the those charged with governance of UK entities. We have detailed these here together with a reference of when and where they were covered:

			 Our Reporting to you
Required communications	 What is reported?	  When and where	
Terms of engagement	Confirmation by the Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies	
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit Planning Report - May 2022	
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified. When communicating key audit matters this includes the most significant risks of material misstatement (whether or not due to fraud) including those that have the greatest effect on the overall audit strategy, the allocation of resources in the audit and directing the efforts of the engagement team.	Audit Planning Report - May 2022	
Significant findings from the audit	<ul style="list-style-type: none"> <li>▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li> <li>▶ Significant difficulties, if any, encountered during the audit</li> <li>▶ Significant matters, if any, arising from the audit that were discussed with management</li> <li>▶ Written representations that we are seeking</li> <li>▶ Expected modifications to the audit report</li> <li>▶ Other matters if any, significant to the oversight of the financial reporting process</li> </ul>	Audit Results Report - March 2023	

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> <li>▶ Whether the events or conditions constitute a material uncertainty related to going concern</li> <li>▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>▶ The appropriateness of related disclosures in the financial statements</li> </ul>	No conditions or events were identified, either individually or together to raise any doubt about Hart District Council's ability to continue for the 12 months from the date of our report
Misstatements	<ul style="list-style-type: none"> <li>▶ Uncorrected misstatements and their effect on our audit opinion, unless prohibited by law or regulation</li> <li>▶ The effect of uncorrected misstatements related to prior periods</li> <li>▶ A request that any uncorrected misstatement be corrected</li> <li>▶ Material misstatements corrected by management</li> </ul>	Audit Results Report - March 2023
Subsequent events	<ul style="list-style-type: none"> <li>▶ Enquiry of the Audit Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	Audit Results Report - March 2023
Fraud	<ul style="list-style-type: none"> <li>▶ Enquiries of the audit committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the entity</li> <li>▶ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist</li> <li>▶ Unless all of those charged with governance are involved in managing the entity, any identified or suspected fraud involving:               <ol style="list-style-type: none"> <li>a. Management;</li> <li>b. Employees who have significant roles in internal control; or</li> <li>c. Others where the fraud results in a material misstatement in the financial statements.</li> </ol> </li> <li>▶ The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected</li> <li>▶ Any other matters related to fraud, relevant to Audit Committee responsibility.</li> </ul>	Audit Results Report - March 2023



# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Related parties	<p>Significant matters arising during the audit in connection with the entity's related parties including, when applicable:</p> <ul style="list-style-type: none"> <li>▶ Non-disclosure by management</li> <li>▶ Inappropriate authorisation and approval of transactions</li> <li>▶ Disagreement over disclosures</li> <li>▶ Non-compliance with laws and regulations</li> <li>▶ Difficulty in identifying the party that ultimately controls the entity</li> </ul>	Audit Results Report - March 2023
Independence	<p>Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> <li>▶ The principal threats</li> <li>▶ Safeguards adopted and their effectiveness</li> <li>▶ An overall assessment of threats and safeguards</li> <li>▶ Information about the general policies and process within the firm to maintain objectivity and independence</li> </ul>	Audit Results Report - March 2023
External confirmations	<ul style="list-style-type: none"> <li>▶ Management's refusal for us to request confirmations</li> <li>▶ Inability to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	We have received all requested confirmations
Consideration of laws and regulations	<ul style="list-style-type: none"> <li>▶ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur</li> <li>▶ Enquiry of the Audit Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of</li> </ul>	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>▶ Significant deficiencies in internal controls identified during the audit.</li> </ul>	We have not identified any significant deficiencies in internal controls
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> <li>▶ Written representations we are requesting from management and/or those charged with governance</li> </ul>	Audit results report - March 2023
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> <li>▶ Material inconsistencies or misstatements of fact identified in other information which management has refused to revise</li> </ul>	Audit results report - March 2023
Auditors report	<ul style="list-style-type: none"> <li>▶ Key audit matters that we will include in our auditor's report</li> <li>▶ Any circumstances identified that affect the form and content of our auditor's report</li> </ul>	Audit results report - March 2023  No such circumstances identified

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# Draft Management Representation Letter

## Management Rep Letter

[To be prepared on the entity's letterhead]

Ernst & Young LLP  
Grosvenor House  
Grosvenor Square  
Southampton  
Hampshire  
SO15 2BE

This letter of representations is provided in connection with your audit of the consolidated and council financial statements of Hart District Council ("the Council") for the year ended 31 March 2022. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the consolidated and council financial statements give a true and fair view of the Council's financial position as of 31 March 2022 and of its income and expenditure for the year then ended in accordance with Group CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 and for the Council, CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

We understand that the purpose of your audit of our consolidated and council financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015

and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Group and Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 and are free of material misstatements, including omissions. We have approved financial statements.
3. The significant accounting policies adopted in the preparation of the Council financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic and of the conflict and related sanctions in Ukraine, Russia and/or Belarus on our system of internal controls.
5. We believe that the effects of any unadjusted audit differences, summarised in the accompanying schedule, accumulated by you during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. **We have not corrected these differences identified by and brought to the attention from the auditor because [specify reasons for not correcting misstatement]**

### B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.



# Management representation letter

## Management Rep Letter

2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the consolidated and Council financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including, without limitation, allegations by “whistleblowers”) including non-compliance matters:
  - involving financial statements;
  - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the consolidated or Council’s financial statements;
  - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council’s activities, its ability to continue to operate, or to avoid material penalties;
  - involving management, or employees who have significant roles in internal controls, or others; or
  - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

### C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and

- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements, including those related to the COVID-19 pandemic and including those related to the conflict and related sanctions in Ukraine, Russia and/or Belarus.
3. We have made available to you all minutes of the meetings of the Council, and committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: [\[list date\]](#).
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council’s related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

# Management representation letter

## Management Rep Letter

7. From the date of our last management representation letter (22 March 2022) through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants), to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate, and ransomware attacks when we paid or are contemplating paying a ransom, regardless of the amount.

### D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the consolidated and council financial statements all guarantees that we have given to third parties.

### E. Going Concern

1. Note 7.08 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

### F. Subsequent Events

1. Other than as described in Note 5.16 to the financial statements, there have been no events, including events related to the COVID-19 pandemic, and including events related to the conflict and related sanctions in Ukraine, Russia and/or Belarus, subsequent to period

end which require adjustment of or disclosure in the consolidated and council financial statements or notes thereto.

### G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report and the Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

### H. Climate-related matters

1. We confirm that to the best of our knowledge all information that is relevant to the recognition, measurement, presentation and disclosure of climate-related matters has been considered and reflected in the consolidated and council financial statements.

### I. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of property, plant and equipment, investment properties, and pension liabilities and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists

# Management representation letter

## Management Rep Letter

### J. Estimates

1. We confirm that the significant judgments made in making the accounting estimates for the valuation of property, plant and equipment, investment properties, and the pension liability have taken into account all relevant information and the effects of the COVID-19 pandemic, of which we are aware.
2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the estimates.
3. We confirm that the significant assumptions used in making the estimates appropriately reflect our intent and ability to carry out any relevant specific courses of action on behalf of the entity.
4. We confirm that the disclosures made in the financial statements with respect to the accounting estimates, including those describing estimation uncertainty and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.
5. We confirm that appropriate specialized skills or expertise has been applied in making the estimates.
6. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements, including due to the COVID-19 pandemic.

### M. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours faithfully,

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(s151 Officer)

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(Chairman of the Audit Committee)

## EY | Assurance | Tax | Transactions | Advisory

### About EY

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

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ED None

This material has been prepared for general informational purposes only and is not intended to be relied upon as accounting, tax, or other professional advice. Please refer to your advisors for specific advice.

## **AUDIT COMMITTEE**

**DATE OF MEETING:** 28 MARCH 2023

**TITLE OF REPORT:** STATEMENT OF ACCOUNTS, LETTER OF REPRESENTATION AND ANNUAL GOVERNANCE STATEMENT 2021/2022

**Report of:** Executive Director - Corporate and S151 Officer

**Cabinet Member:** Councillor James Radley, Finance and Corporate Services

### **1. PURPOSE OF REPORT**

1.1 To seek the Committee's approval of the Statement of Accounts 2021/22, amended following the external audit, the Letter of Representation and the Annual Governance Statement.

### **2. OFFICER RECOMMENDATION**

2.1 That Audit Committee approve the:

- Statement of Accounts 2021/2022
- Annual Governance Statement 2021/22

2.2 That delegated authority be given to the Executive Director - Corporate in consultation with the Chairman of Audit Committee, to approve any non-material changes to the 2021/22 Statement of Accounts that arise from the final external audit review work, and to approve the letter of representation

### **3. BACKGROUND AND SUMMARY OF KEY ISSUES**

3.1 The content of the Statement of Accounts is largely determined by statutory requirements and mandatory professional standards as set out within The Code of Practice on Local Authority Accounting (The Code). The Council's unaudited Statement of Accounts 2021/22 were signed off and published in July 2022 by the Interim S151 Officer. During the course of the audit, a number of matters have been identified as requiring adjustment, the most notable items are listed in EY's Audit Results Report, some minor presentational changes and accounting adjustments have also come to light. These changes are reflected in the final version for approval at Appendix 1.

3.2 Members should note that the external auditor's results report indicates that the 2021/22 accounts are expected to receive an unqualified opinion (i.e. the Council's financial records and statements are fairly and appropriately presented).

3.3 As the external audit work is still subject to final review at the time of writing this report, as set out in EY's results report, it is requested that delegated authority be given to the Executive Director - Corporate in consultation with the Chairman of Audit

Committee, to approve any non-material changes to the 2021/22 Statement of Accounts that arise from the final audit review work. At that stage, the letter of representation can also be completed. This letter is jointly from the S151 Officer and Chairman of the Audit Committee to the auditor and it summarises various assurances given by the council in relation to the accounts and audit. It will follow the format and content set out in Appendix B of EY's Audit Results Report. Audit Committee is asked to delegate the final drafting of this letter to the Executive Director - Corporate in consultation with the Chairman of Audit Committee.

#### **4. FINANCIAL AND RESOURCE IMPLICATIONS**

4.1 None

Contact: Graeme Clark, Executive Director --Corporate and S151 Officer

#### **APPENDICES**

Appendix 1 – Statement of Accounts 2021/2022 (version 2.0)

Appendix 2 – Annual Governance Statement 2021/2022



**STATEMENT OF ACCOUNTS**

**2021/2022**

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# I NARRATIVE REPORT

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## I.01 INTRODUCTION

The Statement of Accounts summarises the financial performance for financial year 2021/22 and the overall financial position of the council. This narrative report explains the most significant matters reported in the accounts and provides a simple summary of the council's overall financial position.

The Statement of Accounts for 2021/22 has been prepared on an International Financial Reporting Standards (IFRS) basis. The framework within which these Accounts are prepared and published is regulated by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Whilst these accounts are presented as simply as possible, the use of some technical terminology cannot be avoided. To aid a better understanding of the terminology used, a glossary of the terms is included at the end of the document. An explanation of the key financial statements including explanatory notes and other relevant supplementary information is also provided.

The key financial statements set out within this document include:

- **The Statement of Responsibilities** declares the respective responsibilities of the council and the Head of Corporate Services and Section 151 Officer to produce the Statement of Accounts.
- **The Expenditure and Funding Analysis** is a note to the financial statements, rather than a key statement. It shows all income and expenditure incurred by the council throughout the year under statutory funding provisions and the adjustments that are required to these figures to produce the Comprehensive Income and Expenditure Statement under generally accepted accounting practices.
- **The Movement in Reserves Statement (MiRS)** – this Statement sets out the movement on the different reserves held by the council which are analysed into usable and unusable reserves. It analyses the increase or decrease in net worth of the council as a result of incurring expenses, gathering income and from movements in the fair value of the assets. It also analyses the movement between reserves in accordance with statutory provisions.
- **The Comprehensive Income and Expenditure Statement (CIES)** – this Statement brings together all the functions of the council and summarises all the resources it has generated, consumed or set aside in providing services during the year. As such, it is intended to show the true financial position of the council, before allowing for the concessions provided by statute to raise council tax according to different rules and the ability to divert expenditure to be met from capital resources.
- **The Balance Sheet** – this records the council's year-end financial position. It shows the balances and reserves at the council's disposal, its long-term debt, net current assets or liabilities, and summarises information on the non-current assets held. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e., those reserves that the council can use to provide services, subject

## I NARRATIVE REPORT

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to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the council cannot use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations.

- **The Cash Flow Statement** – this summarises the inflows and outflows of cash arising from transactions with third parties for both capital and revenue.
- **Notes to the Financial Statements** – the notes provide more detail about the items contained in the key financial statements, the council's Accounting Policies and other information to aid the understanding of the financial statements.
- **The Collection Fund** – the council is responsible for collecting council tax and local business rates. The proceeds of council tax are distributed to the council, Hampshire County Council, Hampshire Police Authority, Hampshire Fire and Rescue Authority and local town/parish councils. Local business rates are distributed between the council, the Government, Hampshire County Council and Hampshire Fire and Rescue Authority. The Fund shows the income due and application of the proceeds.

**The Independent Auditor's Report** explains how the council's auditors, Ernst and Young LLP, plan their audit and the basis on which they provide an opinion on the council's Statement of Accounts. It also gives the auditor's opinion on the council's arrangements for securing economy, efficiency and effectiveness in the use of resources in the year.

### I.02 HART DISTRICT

Hart District is primarily rural, covers some 21,500 hectares (83 sq. miles) and is situated in north-east Hampshire, bordering both Surrey and Berkshire. It is a popular place to live, as it benefits from low unemployment, low crime rates and good schools. It has a healthy, active population with high participation in sports and leisure. There are approximately 97,000 residents and an estimated 40,410 homes in Hart. There is an increasing and ageing population, with the number of residents expected to rise to 105,800 by 2024 and increases expected in older age groups. The main centres of population including Fleet, Yateley and Blackwater/Hawley are in the north and east of the district and just over 30% of the population live in the rural areas.

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### I.03 HART DISTRICT COUNCIL

Hart District Council (“the council”) comprises 33 councillors who represent their 11 wards. Each ward has 3 councillors who represent it, although once elected councillors will make decisions for the whole district, not just for the ward they were elected for. Elections are held in 3 out of every 4 years, with one seat in each ward contested at each election. The political make-up of the council is currently: Conservative Party 11, Community Campaign Hart 10, Liberal Democrat Party 11, and one independent councillor.

The council is a multifunctional organisation. The policies are directed by the political leadership and implemented by the officers of the council. The council has adopted the Leader and Cabinet model as its political management structure. The Leader of the council has responsibility for the appointment of members of the Cabinet, the allocation of Portfolios and the delegation of Executive Functions. Cabinet Members are held to account by a system of scrutiny.

Supporting the work of councillors is the organisational structure of the council headed by the Joint Chief Executives, who are supported by four Heads of Service.

During the year the council establishment was 123 full-time equivalent employees. The council has a significant level of outsourced and shared services.

### I.04 CORPORATE STRATEGY

The council has adopted a 5-year Corporate Plan for the period 2017-2022. It provides a focus for our activities and services and will inform decision making and allocation of resources across the council. The Corporate Plan is centred around four priorities:

- A Thriving Local Economy
- A Clean, Green and Safe Environment
- Healthy Communities and People
- An Efficient and Effective Council

The Corporate Plan is underpinned by a Service Plan which will run for the lifetime of the plan and be updated annually. This shows in detail how the council will make progress against the priorities in the Corporate Plan. Each year a review is undertaken to update the Service Plan and ensure it continues to highlight the significant projects that the council is taking forward in pursuit of its four corporate priorities.

## I NARRATIVE REPORT

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### Achievements in 2021/22

The council has made progress in several areas over the 2021/22 financial year. The majority relate to activities committed to in the 2017 – 2022 Corporate Plan in addition to responding to the COVID-19 situation and the Russian/Ukrainian conflict.

Achievements include:

- Enabled the delivery of 174 affordable homes against a target of 100 per year. These comprised of 122 homes for rent and 52 for shared ownership
- Delivering the Homes for Ukraine Scheme, facilitating the hosting of 125 evacuees
- Housing advice given to 777 individual households between April 2021 and March 2022
- Delivery of Fleet Pond Corridor - (completed July 22)
- Delivery of Community Gardens at Edenbrook opened spring 22
- Adoption of SANG at Whitewater Meadows, Hook
- Completion of Hart Carbon Pathway Report
- Procurement and Implementation of new Housing IT system
- 668 Antisocial Behaviour (ASB) complaints were handled, of which, 11 repeat complaints have been managed across service/partners

## I NARRATIVE REPORT

### I.05 FINANCIAL PERFORMANCE – REVENUE (including COVID compensation)

The council's actual outturn for 2021/22 was £57k lower than the budget.

Controllable Costs by Service Area	Budget 2021/22 £000	Outturn 2021/22 £000	Reserves £000	Outturn v Budget £000
Corporate Services	3,686	4,570	(823)	61
Community Services	2,530	2,026	21	(483)
Technical and Environmental Services	3,660	1,758	1,913	11
Place Services	2,427	1,910	1	(516)
Accounting Adjustments	(1,509)	473	(1,112)	870
Net Cost of Services	10,794	10,737	0	(57)

The provisional outturn for 2021/22 was reported to Cabinet in August 2022. The movement between provisional and final outturn reflects audit findings. There has been a correction to leisure Centre income of £362k due to an over accrual of profit share expectations – this has been met by reserves, as agreed by Cabinet in October 2021. The other adjustments relate to property valuations. The overall £57k surplus is the same in both provisional and final outturn.

## I NARRATIVE REPORT

### I.06 CAPITAL BUDGET

The overall performance against the 2021/22 capital budget is shown in the table below:

Service Area	Approved Budget £000	Actual Expenditure £000	Variance £000
Corporate Services	23,811	19,024	(4,787)
Community Services	396	875	479
Technical and Environmental Services	5,198	1,790	(3,408)
Place Services	24	0	(24)
	<b>29,429</b>	<b>21,689</b>	<b>(7,740)</b>

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The capital programme for 2021/22 was financed as follows:

Financed by:	£000
Government grants and other contributions	1,946
Direct revenue contributions	650
Minimum revenue provision	531
Unfinanced / Future MRP contributions	18,562
	<b>21,689</b>

## I NARRATIVE REPORT

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### I.07 PENSION LIABILITY

The application of International Accounting Standard (IAS) 19 has resulted in a pension liability of £22.657m shown in the Balance Sheet, a decrease of £7.404m in the year.

The liability represents our share of the liability to Hampshire County Council's Pension Fund. This amount is matched by a Pensions Reserve also shown on the Balance Sheet and therefore has no immediate impact on the council's overall financial position and its General Fund Balances (small differences may arise over the balance sheet date due to accruals being made for invoices not yet received).

Further details are set out in the Accounting Policies and Pension Note ([Note 5.15](#)).

[IAS19](#) does not directly impact on the actual level of employer contributions paid to the Hampshire County Council Fund. Employers' levels of contributions are determined by triennial actuarial valuations which are based on the Fund's actual investment strategy (rather than being based on corporate bond yields).

The movement to the Fund is set out in more detail in note 5.15. The total liability has an impact on the net worth of the council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the council remains sound. The deficit on the scheme will be recovered through increased contributions over the remaining life of the employees as assessed by the actuary.

### I.08 FINANCIAL OUTLOOK

The council has not received Revenue Support Grant since 2018/19. The current outlook is uncertain due to delays in implementation of Fairer Funding and uncertainty of when New Homes Bonus will end.

Prior to COVID-19 the council was reliant on continuing housing development, increases in the council tax base, income from the leisure outsourcing contract and commercial income to balance its medium-term financial position. Following COVID-19 each of these income streams contain an element of uncertainty. However, in the medium term the council has sufficient reserves in place to deal with income shortfalls. The long-term financial sustainability of the council relies on recovery to pre-COVID income levels to enable the council to become self-sufficient.

It should be noted that there is considerable uncertainty nationally about local government finance levels from 2023/24. The delayed Fair Funding Review may lead to significant changes in the distribution of funding between council tiers.



## I NARRATIVE REPORT

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### Medium Term Financial Plan

The Medium-Term Financial Plan (MTFP) is based on an analysis of the key influences on the council's future financial position and an assessment of the main financial risks facing the council. Given the uncertainty referred to above, the council continually models a range of MTFP scenarios.

### I.09 FURTHER INFORMATION

Further information about these accounts is available from:

Executive Director of Corporate Services  
Hart District Council  
Civic Offices  
Harlington Way  
Fleet  
Hampshire  
GU51 4AE

Telephone: 01252 622122  
Email: [enquiries@hart.gov.uk](mailto:enquiries@hart.gov.uk)

### I.10 INSPECTION AND AUDIT

Interested members of the public have the statutory right to inspect these accounts before the audit is completed. For the 2021/22 accounts, the inspection period is 1 August to 12 September 2022. These dates were advertised on the council's website.

## 2 STATEMENT OF RESPONSIBILITIES

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### 2.01 THE COUNCIL'S RESPONSIBILITIES

The council 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 council, that officer is the Head of Corporate Services, Isabel Brittain.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

### 2.02 CHIEF FINANCE OFFICER RESPONSIBILITIES

The chief financial officer 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 chief financial officer has:

- selected suitable accounting policies and then applied them consistently,
- made judgements and estimates that were reasonable and prudent,
- complied with the local authority Code.

The Section 151 Officer also:

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

### 2.03 CHIEF FINANCE OFFICER CERTIFICATE

I certify that the Statement of Accounts 2021/22 present a true and fair view of the financial position of the council (the Balance Sheet) and of its income and expenditure for the year ended 31 March 2022.

Signed  
Date

Graeme Clark  
Executive Director of Corporate Services and S151 Officer

### 2.04 CHAIRMAN OF AUDIT COMMITTEE CERTIFICATE

I certify that the Statement of Accounts 2021/22 has received the full approval of Members.

Signed  
Date

Chris Axam  
Chairman, Audit Committee

### 3 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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. Councils raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

		2020/2021			2021/2022		
	Note	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
		£000	£000	£000	£000	£000	£000
Community Services		4,068	(2,593)	1,475	<b>3,804</b>	<b>(1,671)</b>	<b>2,133</b>
Corporate Services		20,072	(15,628)	4,444	<b>18,285</b>	<b>(14,090)</b>	<b>4,195</b>
Place Services		6,033	(1,637)	4,396	<b>4,627</b>	<b>(2,090)</b>	<b>2,537</b>
Environmental and Technical Services		10,748	(9,287)	1,461	<b>6,972</b>	<b>(5,570)</b>	<b>1,402</b>
<b>Cost of Services</b>		<b>40,921</b>	<b>(29,145)</b>	<b>11,776</b>	<b>33,688</b>	<b>(23,421)</b>	<b>10,267</b>
Other Operating Expenditure	3.04	3,395	0	3,395	<b>3,464</b>	<b>(4)</b>	<b>3,460</b>
Financial & Investment Income	3.05	1,855	(543)	1,312	<b>1,861</b>	<b>(1,116)</b>	<b>745</b>
Taxation and non-specific grant income and expenditure	3.06	18,062	(35,387)	(17,325)	<b>15,573</b>	<b>(33,391)</b>	<b>(17,818)</b>
<b>(Surplus) or Deficit on provision of services</b>		<b>64,233</b>	<b>(65,075)</b>	<b>(842)</b>	<b>54,586</b>	<b>(57,932)</b>	<b>(3,346)</b>
(Surplus) or Deficit on the revaluation of property, plant and equipment assets				(1,954)			<b>(5,547)</b>
Remeasurement of the net defined benefit liability/(asset)				864			<b>(9,142)</b>
<b>Other Comprehensive Income and Expenditure</b>				<b>(1,090)</b>			<b>(14,689)</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(1,932)</b>			<b>(18,035)</b>

## 4 MOVEMENT IN RESERVES STATEMENT

The Movement in Reserves Statement shows the movement from the start to the end of 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 'unusable reserves'. The Statement shows how the movements in year of the council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax (or rents) for the year. The Net Increase/Decrease line shows the statutory General Fund Balance movement in the year following those adjustments. This balance includes earmarked reserves which have been segregated within the General Fund for specific projects.

2021/2022	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Account	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£000	£000	£000	£000	£000	£000
<b>Balance at 31 March 2021</b>	32,466	382	11,440	<b>44,288</b>	(11,669)	<b>32,619</b>
Total Comprehensive Income and Expenditure	3,346	0	0	<b>3,346</b>	14,689	<b>18,035</b>
Adjustments between accounting basis and funding basis under regulation (Note 4.01)	(2,752)	4	1,386	<b>(1,362)</b>	1,362	<b>0</b>
<b>Increase or (decrease) in year</b>	<b>594</b>	<b>4</b>	<b>1,386</b>	<b>1,984</b>	<b>16,051</b>	<b>18,035</b>
<b>Balance at 31 March 2022</b>	<b>33,060</b>	<b>386</b>	<b>12,826</b>	<b>46,272</b>	<b>4,382</b>	<b>50,654</b>

#### 4 MOVEMENT IN RESERVES STATEMENT

2020/2021	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Account	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£000	£000	£000	£000	£000	£000
<b>Balance at 31 March 2020</b>	21,627	595	11,139	<b>33,361</b>	(2,674)	<b>30,687</b>
Total Comprehensive Income and Expenditure	842	0	0	<b>842</b>	1,090	<b>1,932</b>
Adjustments between accounting basis and funding basis under regulation (Note 4.01)	9,997	(213)	301	<b>10,085</b>	(10,085)	<b>0</b>
<b>Increase or (decrease) in year</b>	<b>10,838</b>	<b>(213)</b>	<b>301</b>	<b>10,927</b>	<b>(8,995)</b>	<b>1,932</b>
<b>Balance at 31 March 2021</b>	<b>32,466</b>	<b>382</b>	<b>11,440</b>	<b>44,288</b>	<b>(11,669)</b>	<b>32,619</b>

## 5 BALANCE SHEET STATEMENT

		31 March 2021	31 March 2022
	Note	£000	£000
<b>Property, Plant &amp; Equipment</b>	5.01		
Other land and buildings		36,101	48,955
Vehicles, plant, furniture and equipment		1,236	1,343
Infrastructure assets		231	220
Community assets		4,077	5,164
Assets under construction		798	0
		42,443	55,682
Investment properties	5.02	5,422	16,820
Long term debtors	5.05	1,049	828
<b>Long Term Assets</b>		48,914	73,330
Short term investments	5.04	17,000	15,000
Short term debtors	5.05	16,632	11,449
Cash and cash equivalents	5.06	16,127	14,844
<b>Current Assets</b>		49,759	41,293

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

		31 March 2021	31 March 2022
	Note	£000	£000
Short term borrowing	5.08	(1,383)	(2,439)
Short term creditors	5.09	(20,651)	(19,770)
Provisions	5.10	(527)	(687)
<b>Current Liabilities</b>		(22,561)	(22,896)
Lease Liability	5.14	0	(121)
Long term borrowing	5.08	(10,152)	(15,648)
Pension liability	5.15	(30,061)	(22,657)
Grants received in advance	5.17	(3,280)	(2,647)
<b>Long Term Liabilities</b>		(43,493)	(41,073)
<b>Net Assets</b>		32,619	50,654

## 5 BALANCE SHEET STATEMENT

	Note	31 March 2021 £000	31 March 2022 £000
<b>Usable Reserves</b>			
Earmarked reserves	5.11.1	25,556	<b>26,092</b>
General fund		6,910	<b>6,968</b>
Capital receipts		382	<b>386</b>
Capital grants unapplied		11,440	<b>12,826</b>
		<b>44,288</b>	<b>46,272</b>
<b>Unusable Reserves</b>			
Revaluation reserve	5.12.1	8,694	<b>13,890</b>
Capital adjustment account	5.12.2	16,282	<b>17,160</b>
Financial instrument adjustment account	5.12.3	(11)	<b>(24)</b>
Pension reserve	5.12.4	(29,981)	<b>(22,657)</b>
Collection fund	5.12.5	(6,502)	<b>(3,896)</b>
Accumulated absences	5.12.6	(151)	<b>(91)</b>
		<b>(11,669)</b>	<b>4,382</b>
<b>Total Reserves</b>		<b>32,619</b>	<b>50,654</b>

Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets were sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

These financial statements replace the unaudited financial statements certified by Isabel Brittain, Head of Corporate Services and Interim Section 151 Officer on 31 July 2022.

Signed ..... Date.....

Graeme Clark  
Executive Director of Corporate Services and S151 Officer

## 6 CASHFLOW STATEMENT

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

This cash flow statement is prepared using the indirect method whereby the Surplus or Deficit on the Provision of Services is adjusted for non-cash items, removing the effects of accruals and extracting transactions relating to investing or financing activities.

	Note	2020/2021 £000	2021/2022 £000
Net surplus or (deficit) on the provision of services		842	<b>3,346</b>
Adjustments to net surplus or deficit on the provision of services for non-cash movements		12,544	<b>2,481</b>
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(1,385)	<b>(3,336)</b>
<b>Net cash flows from Operating Activities</b>	6.01	<b>12,001</b>	<b>2,491</b>
Investing Activities	6.02	(5,645)	<b>(16,300)</b>
Financing Activities	6.03	(8,989)	<b>12,526</b>
<b>Net increase or (decrease) in cash and cash equivalents</b>		<b>(2,633)</b>	<b>(1,283)</b>
Cash and cash equivalents at the beginning of the reporting period		18,760	<b>16,127</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	5.06	<b>16,127</b>	<b>14,844</b>



### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.01 EXPENDITURE AND FUNDING ANALYSIS

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

	2020/2021			2021/2022		
	Net Expenditure chargeable to the General Fund £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000	Net Expenditure chargeable to the General Fund £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Community Services	1,131	(344)	1,475	1,848	(285)	2,133
Corporate Services	3,272	(1,172)	4,444	3,260	(935)	4,195
Place Services	2,541	(1,855)	4,396	1,846	(691)	2,537
Environmental and Technical Services	1,182	(279)	1,461	1,505	103	1,402
<b>Cost of Services</b>	<b>8,126</b>	<b>(3,650)</b>	<b>11,776</b>	<b>8,459</b>	<b>(1,808)</b>	<b>10,267</b>
Other income and expenditure	(18,965)	(6,347)	(12,618)	(9,053)	4,560	(13,613)
<b>(Surplus) or Deficit</b>	<b>(10,839)</b>	<b>(9,997)</b>	<b>(842)</b>	<b>(594)</b>	<b>2,752</b>	<b>(3,346)</b>
Opening General Fund Balance	(21,627)			(32,466)		
Plus Surplus on General Fund in year	(10,839)			(594)		
<b>Closing General Fund Balance</b>	<b>(32,466)</b>			<b>(33,060)</b>		

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.02 NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

2021/2022	Adjustments between Funding and Accounting Basis				
	Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments
		£000	£000	£000	£000
Community Services		(81)	(215)	11	<b>(285)</b>
Corporate Services		(507)	(439)	11	<b>(935)</b>
Place Services		(299)	(411)	19	<b>(691)</b>
Environmental and Technical Services		370	(287)	20	<b>103</b>
<b>Net Cost of Services</b>		<b>(517)</b>	<b>(1,352)</b>	<b>61</b>	<b>(1,808)</b>
Other income and expenditure from the Expenditure and Funding Analysis		2,420	(466)	2,606	<b>4,560</b>
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>		<b>1,903</b>	<b>(1,818)</b>	<b>2,667</b>	<b>2,752</b>

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2020/2021	Adjustments between Funding and Accounting Basis			
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments
	£000	£000	£000	£000
Community Services	(207)	(117)	(20)	(344)
Corporate Services	(918)	(229)	(25)	(1,172)
Regulatory Services	(1,555)	(283)	(17)	(1,855)
Technical and Env. Maintenance	(60)	(199)	(20)	(279)
<b>Net Cost of Services</b>	<b>(2,740)</b>	<b>(828)</b>	<b>(82)</b>	<b>(3,650)</b>
Other income and expenditure from the Expenditure and Funding Analysis	386	(487)	(6,246)	(6,347)
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>(2,354)</b>	<b>(1,315)</b>	<b>(6,328)</b>	<b>(9,997)</b>

#### Adjustments for Capital Purposes

For **Services** this column adds in depreciation, impairment and revaluations gains and losses.

**Other operating expenditure** – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.

**Financing and investment income and expenditure** – the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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**Taxation and non-specific grant income and expenditure** – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year

#### **Net change for the Pensions Adjustments**

Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

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

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

#### **Other Differences**

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

For **services** this represents the change in the accumulated absences reserve attributable to each service.

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

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

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.03 INCOME AND EXPENDITURE ANALYSED BY NATURE

The authority's expenditure and income are analysed as follows.

	2020/2021 £000	2021/2022 £000
<b>Expenditure</b>		
Employee benefits expenses	7,305	7,322
Other services expenses	30,936	25,285
Depreciation, amortisation, impairment	3,326	1,701
Interest payments	244	342
Changes in fair value of investment properties	966	899
Precepts and levies	3,395	3,464
Non-domestic rates tariff, levy and deficit charges	18,061	15,573
<b>Total Expenditure</b>	<b>64,233</b>	<b>54,586</b>
<b>Income</b>		
Fees, charges and other service income	(11,648)	(8,411)
Interest and investment income	(543)	(1,116)
Income from council tax and non-domestic rates	(29,742)	(28,706)
Government grants and contributions	(23,142)	(19,695)
Gain on the disposal of assets	0	(4)
<b>Total Income</b>	<b>(65,075)</b>	<b>(57,932)</b>
<b>Surplus or Deficit on the Provision of Services</b>	<b>(842)</b>	<b>(3,346)</b>

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.04 OTHER OPERATING EXPENDITURE

	2020/2021	2021/2022
	£000	£000
Parish council precepts	3,395	<b>3,464</b>
(Gains)/loss on the disposal of non-current assets	0	<b>(4)</b>
	<u>3,395</u>	<u><b>3,460</b></u>

#### 3.05 FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	2020/2021	2021/2022
	£000	£000
Interest payable and similar charges	244	<b>342</b>
Net interest on the defined benefit liability	645	<b>620</b>
Interest receivable and similar income	(157)	<b>(118)</b>
(Income) and expenditure in relation to investment properties and changes in their fair value	580	<b>(99)</b>
	<u>1,312</u>	<u><b>745</b></u>

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.06 TAXATION AND NON-SPECIFIC GRANT INCOME AND EXPENDITURE

	2020/2021	2021/2022
	£000	£000
Council tax income	(10,748)	(11,182)
Non-domestic rates income and expenditure	(18,895)	(17,426)
Non-domestic rates tariff, levy and deficit charges	18,062	15,573
Non-ring fenced government grants	(5,317)	(2,637)
Capital grants and contributions	(427)	(2,146)
	<u>(17,325)</u>	<u>(17,818)</u>

The breakdown of 'non-ring fenced government grants' and 'capital grants and contributions' can be seen in more detail in note 3.12 Grant Income.

#### 3.07 MATERIAL ITEMS OF INCOME AND EXPENSE

The council incurs significant expenditure through its delivery of services, and it receives significant income from a number of sources to fund this. For example, the council incurs a significant proportion of its spend on benefit payments, which is funded predominantly by government grant.

This income and expenditure is reported in the Consolidated Income and Expenditure Account in these statements and is supported by notes within the same section.

The council does not consider that there were any other material items of income and/or expense that were incurred and/or received in the normal day to day provision of the services.

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.08 AGENCY SERVICES

The council provides a number of services on behalf of Hampshire County Council. In 2021/22 the council received £185,117 for providing these services (2020/21 £182,338).

#### 3.09 MEMBERS ALLOWANCES

The council paid the following amounts to members of the council during the year:

	2020/21	2021/22
	£000	£000
Allowances	242	<b>250</b>
Expenses	6	<b>1</b>
	<u>248</u>	<u><b>251</b></u>



### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.10 OFFICERS' REMUNERATION AND TERMINATION BENEFITS

##### 3.10.1 Remuneration

The remuneration paid to the council's senior employees is shown below.

		Salary, Fees and Allowances £	Expenses Allowances £	Pension Contributions £	Total £
Joint Chief Executive	<b>2021/22</b>	<b>102,316</b>	<b>3,869</b>	<b>17,905</b>	<b>124,090</b>
	2020/21	100,804	3,869	17,641	122,314
Joint Chief Executive**	<b>2021/22</b>	<b>102,316</b>	<b>3,869</b>	<b>17,905</b>	<b>124,090</b>
	2020/21	100,804	3,869	17,641	122,314
Section 151 Officer and Head of Corporate Services*	<b>2021/22</b>	<b>86,252</b>	<b>0</b>	<b>15,094</b>	<b>101,346</b>
	2020/21	56,521	0	9,891	66,412
Head of Place	<b>2021/22</b>	<b>86,252</b>	<b>0</b>	<b>15,094</b>	<b>101,346</b>
	2020/21	84,769	0	14,835	99,604
Head of Environmental and Technical Services	<b>2021/22</b>	<b>86,252</b>	<b>0</b>	<b>15,094</b>	<b>101,346</b>
	2020/21	85,011	0	14,877	99,888
Head of Community Services	<b>2021/22</b>	<b>86,252</b>	<b>0</b>	<b>15,094</b>	<b>101,346</b>
	2020/21	85,011	0	14,877	99,888

\* Section 151 Officer joined the council in August 2020. Figure for 2020/21 is not a full financial year comparable.

\*\* Joint Chief Executive is also the Monitoring Officer for Hart District Council.

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The council's other employees whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

	Number of Employees 2020/21	Number of Employees 2021/22
£50,000 to £54,999	6	9
£55,000 to £59,999	5	3
£60,000 to £64,999	1	1
£65,000 to £69,999	2	1
	<u>14</u>	<u>14</u>

#### 3.10.2 Termination Benefits

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

There were no exit packages or termination benefits for the financial years 2020/21 or 2021/22.

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

#### 3.11 EXTERNAL AUDIT COSTS

The council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims provided by the council's external auditors, Ernst and Young LLP.

Per audited Statement of Accounts, the audit fee for 2021/22 was £82k for the appointed auditor work and £12k for the certification of grant claims. The ISA260 report states that the audit fees for previous year would be subject to overruns and therefore the 2020/21 audit fee exceeds what was disclosed last year as shown below.

The final external audit fee for 2020/21 was £112,337 which is broken down as £100,579 for 'Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year' and £11,758 for 'Fees payable to external auditors for the certification of grant claims and returns for the year'. Below shows the published figures from the 2020/21 Statement of Accounts.

	2020/21	2021/22
	£000	£000
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	66	<b>82</b>
Fees payable to external auditors for the certification of grant claims and returns for the year	12	<b>12</b>
	<b>78</b>	<b>94</b>

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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#### 3.12 GRANT INCOME

Grants, third party contributions and donations are recognised as due to the council when there is reasonable assurance that:

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

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

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

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

The council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2021/22 (table on following page).

Additional grants of £4.4m were received from the Government as part of their response to the COVID-19 pandemic, where the council was deemed to be acting as an agent and so passing these funds onto the eventual beneficiaries. These transactions do not have an impact on the Statement of Accounts, except where they pass through the Cash Flow Statement.

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2020/21 £000	2021/22 £000
<b>Credited to Taxation and Non-Specific Grant Income</b>		
Non-ring fenced Government Grants		
New Homes Bonus	(2,377)	(1,847)
Non-ring fenced Government Grants – COVID-19 Income Loss Support Grant	(1,702)	(278)
Non-ring fenced Government Grants – COVID-19 Support	(1,165)	(319)
Non-ring fenced Government Grants – COVID-19 New Burdens	(58)	(1)
Non-ring fenced Government Grants - Lower Tier Services	0	(184)
Other Non-ring fenced Government Grants	(15)	(8)
	(5,317)	(2,637)
Capital Grants and Contributions		
Developer's Leisure Contributions	(307)	(1,968)
Other Capital Grants and Contributions	(120)	(900)
	(427)	(2,868)
	(5,744)	(5,505)
<b>Credited to Services</b>		
Housing Benefits/Council Tax Subsidy and Grants	(11,543)	(10,706)
Disabled Facilities Grant	(838)	(838)
Welfare	(1,201)	(458)
COVID-19 Grants	(3,277)	(1,686)
Developer's Contributions	(143)	(344)
New Burdens Grants	0	(339)
Election Grants	(37)	(233)
Other Grants and Contributions	(360)	(308)
	(17,399)	(14,912)

## 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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### 3.13 OPERATING LEASES

#### 3.13.1 Council as Lessee

Leases that do not meet the definition of finance leases are accounted for as operating leases and the expenditure is charged to service revenue accounts on a straight-line basis over the term of the lease. The land and buildings elements of a lease require separate identification for both lease classifications and subsequent valuation. In most cases, the land element of a lease will be an operating lease.

The council has no material operating lease agreements.

#### 3.13.2 Council as Lessor

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

The council owns a number of property, plant and equipment assets that are leased to other bodies for one or a combination of the following purposes:

- To gain rental income from its investment properties
- For economic development purposes to provide suitable affordable accommodation for local businesses.
- To provide leisure facilities for public use

### 3 NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	31 March 2021	31 March 2022
	£000	£000
Not later than one year	(1,109)	<b>(685)</b>
Later than one year and not later than five years	(6,760)	<b>(5,328)</b>
Later than five years	(1,954)	<b>(10,935)</b>
	<u>(9,823)</u>	<u><b>(16,948)</b></u>

#### 3.14 CONSTRUCTION CONTRACTS

As of the 31 March 2022 the council had one significant construction contract in progress:

- Fleet Pond Green Corridor - Construction of pathway £572k



## 4 NOTES TO THE MOVEMENT IN RESERVES STATEMENT

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### 4.01 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

#### **General Fund Balance**

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

#### **Capital Receipts Reserve**

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

#### **Capital Grants Unapplied**

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

## 4 NOTES TO THE MOVEMENT IN RESERVES STATEMENT

2021/2022	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied
	£000	£000	£000
<b>Adjustments to the Revenue Resources</b>			
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements			
Pensions Costs ( <i>transferred to (or from) the Pensions Reserve</i> )	1,818	0	0
Financial Instruments ( <i>transferred to the Financial Instruments Adjustments Account</i> )	13	0	0
Council tax and NDR ( <i>transfers to (or from) Collection Fund</i> )	(2,606)	0	0
Holiday Pay ( <i>transferred to the Accumulated Absences Reserve</i> )	(60)	0	0
Reversal of entries included in the Surplus or Deficit on the Provisions of Services in relation to capital expenditure ( <i>these items are charged to the Capital Adjustment Account</i> )	(732)	0	1,421
<b>Total Adjustments to Revenue Resources</b>	<b>(1,567)</b>	<b>0</b>	<b>1,421</b>
<b>Adjustments between Revenue and Capital Resources</b>			
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(4)	4	0
Statutory provision for the repayment of debt ( <i>transfer from the Capital Adjustment Account</i> )	(531)	0	0
Capital expenditure financed from revenue balances ( <i>transfer to the Capital Adjustment Account</i> )	(650)	0	0
<b>Total Adjustments between Revenue and Capital Resources</b>	<b>(1,185)</b>	<b>4</b>	<b>0</b>
<b>Adjustments to Capital Resources</b>			
Application of Capital grants to finance capital expenditure	0	0	(35)
<b>Total Adjustments to Capital Resources</b>	<b>0</b>	<b>0</b>	<b>(35)</b>
<b>Total Adjustments</b>	<b>(2,752)</b>	<b>4</b>	<b>1,386</b>

#### 4 NOTES TO THE MOVEMENT IN RESERVES STATEMENT

2020/2021	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000
<b>Adjustments to the Revenue Resources</b>			
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements			
Pensions Costs ( <i>transferred to (or from) the Pensions Reserve</i> )	1,315	0	0
Financial Instruments ( <i>transferred to the Financial Instruments Adjustments Account</i> )	(1)	0	0
Council tax and NDR ( <i>transfers to (or from) Collection Fund</i> )	6,247	0	0
Holiday Pay ( <i>transferred to the Accumulated Absences Reserve</i> )	83	0	0
Reversal of entries included in the Surplus or Deficit on the Provisions of Services in relation to capital expenditure ( <i>these items are charged to the Capital Adjustment Account</i> )	2,924	0	305
<b>Total Adjustments to Revenue Resources</b>	<b>10,568</b>	<b>0</b>	<b>305</b>
<b>Adjustments between Revenue and Capital Resources</b>			
Statutory provision for the repayment of debt ( <i>transfer from the Capital Adjustment Account</i> )	(516)	0	0
Capital expenditure financed from revenue balances ( <i>transfer to the Capital Adjustment Account</i> )	(55)	0	0
<b>Total Adjustments between Revenue and Capital Resources</b>	<b>(571)</b>	<b>0</b>	<b>0</b>
<b>Adjustments to Capital Resources</b>			
Use of the Capital Receipts Reserve to finance capital expenditure	0	(213)	0
Application of Capital grants to finance capital expenditure	0	0	(4)
<b>Total Adjustments to Capital Resources</b>	<b>0</b>	<b>(213)</b>	<b>(4)</b>
<b>Total Adjustments</b>	<b>9,997</b>	<b>(213)</b>	<b>301</b>

## 5 NOTES TO THE BALANCE SHEET

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### 5.01 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.

Assets are initially measured at cost, comprising the purchase price plus 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

**Charges to Revenue for Non-current Assets** – Services and support 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 council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement (equal to an amount calculated on a prudent basis determined by the council in accordance with statutory guidance). Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

**Component Accounting** - Where components of an asset are significant in value in relation to the value of the asset as a whole, and they have substantially different economic lives, they will be recognised separately. Components will be recognised separately as and when they are replaced or re-valued. Individual assets valued at less than £200,000 will be disregarded for componentisation.

**Capital Expenditure and De minimis** - Expenditure on the acquisition, creation or enhancement of tangible fixed assets is accounted for on an accruals basis. Capitalisation thresholds apply so that for land and buildings a de minimis of £10k applies, and for plant and equipment a de minimis of £5k applies, where it meets the criteria of having a life greater than a year and/or has increased the value/life of an asset or enhanced the usability of the asset.

## 5 NOTES TO THE BALANCE SHEET

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### 5.01.1 Revaluations

The council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years and all assets within a class are revalued simultaneously. For the 2021/22 financial year, valuations were carried out as at 31 March 2022. Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains. Where decreases in value are identified, they are accounted for as follows:

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

All valuations were carried out externally by independent valuers Capita Property and Infrastructure Ltd. Valuations of land and buildings were carried out in accordance with methodologies and basis for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant and equipment are based on current prices where there is an active second-hand market or latest list prices adjusted for the condition of the asset.

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

- Infrastructure, community assets and assets under construction - depreciated historical cost
- Surplus assets – fair value
- All other assets – current value

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

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

## 5 NOTES TO THE BALANCE SHEET

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

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

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

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

The council uses appropriate valuation techniques for each circumstance, maximising the use of relevant known data and minimising the use of estimates or unknowns. This takes into account the three levels of categories for inputs to valuations for fair value assets:

- Level 1 – quoted prices.
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 – unobservable inputs for the asset or liability

The council's surplus assets have been assessed as Level 3 for valuation purposes.

## 5 NOTES TO THE BALANCE SHEET

	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Assets Under Construction	Surplus Assets	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Carried at historical cost</b>	0	3,472	271	5,675	0	0	<b>9,418</b>
<b>Valued at:</b>							
31 March 2022	46,691	0	0	0	0	0	<b>46,691</b>
31 March 2021	1,220	0	0	0	0	0	<b>1,220</b>
31 March 2020	616	0	0	0	0	0	<b>616</b>
31 March 2019	87	0	0	0	0	0	<b>87</b>
31 March 2018	589	0	0	0	0	0	<b>589</b>
<b>Total cost or valuation</b>	<b>49,203</b>	<b>3,472</b>	<b>271</b>	<b>5,675</b>	<b>0</b>	<b>0</b>	<b>58,621</b>



## 5 NOTES TO THE BALANCE SHEET

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### 5.01.2 Impairment

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

Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).

- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against relevant service lines in the Comprehensive Income and Expenditure Statement.
- Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service lines 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.

There were no impairment losses recognised in the year 2021/22 (2020/21 had no impairment losses).

### 5.01.3 Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life and assets that are not yet available for use such as assets under construction.

Depreciation is calculated on a straight-line allocation over the useful life of the assets. Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

## 5 NOTES TO THE BALANCE SHEET

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Depreciation is calculated on the following bases:

- Infrastructure - straight line allocation over the life of the asset
- Buildings – straight line allocation over the life of the property as estimated by the valuer
- Land – is not depreciated
- Assets under construction – not depreciated
- Vehicles, plant and equipment – straight line allocation over the life of the asset
- IT and Intangible Assets – straight line allocation over the life of the asset

The Useful Economic Life of assets in each category can vary depending on the type, make, construction and use of the asset. Current lives used for accounting purposes are:

- |                                 |                |
|---------------------------------|----------------|
| • Infrastructure                | 3 to 25 years  |
| • Buildings                     | 10 to 53 years |
| • Land                          | 99 years       |
| • Vehicles, plant and equipment | 1 to 5 years   |
| • IT and Intangible Asset       | 3 years        |

### 5.01.4 Capital Commitments

As at the 31 March 2022 the authority has entered into an agreement for:

- Upgrade of IT Infrastructure - £10k
- Fleet Pond Improvement Works – Fencing £33.4k
- Hazeley Heath Grazing Project - Mobile Cattle Handling system £13k
- Edenbrook Country Park – Hart Green Garden £15k

## 5 NOTES TO THE BALANCE SHEET

### 5.01.5 Movements on Balances

2021/22	Other Land & Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Assets Under Construction	Surplus Assets	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Cost or Valuation</b>							
At 1 April 2021	36,228	3,051	271	4,526	798	0	44,874
Additions	6,639	431	0	1,149	0	0	8,219
Revaluation increases / (decreases) recognised in the Revaluation Reserve	4,969	0	0	0	0	0	4,969
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	569	0	0	0	0	0	569
Derecognition - disposals	0	(10)	0	0	0	0	(10)
Reclassifications	798	0	0	0	(798)	0	0
<b>At 31 March 2022</b>	<b>49,203</b>	<b>3,472</b>	<b>271</b>	<b>5,675</b>	<b>0</b>	<b>0</b>	<b>58,621</b>
<b>Accumulated Depreciation &amp; Impairment</b>							
At 1 April 2021	(127)	(1,815)	(40)	(449)	0	0	(2,431)
Depreciation charge	(1,463)	(324)	(11)	(62)	0	0	(1,860)
Depreciation written out to the Revaluation Reserve	578	0	0	0	0	0	578
Depreciation written out to the Surplus / Deficit on the Provision of Services	764	0	0	0	0	0	764
Derecognition - disposals	0	10	0	0	0	0	10
<b>At 31 March 2022</b>	<b>(248)</b>	<b>(2,129)</b>	<b>(51)</b>	<b>(511)</b>	<b>0</b>	<b>0</b>	<b>(2,939)</b>
<b>Net Book Value</b>							
31 March 2022	<b>48,955</b>	<b>1,343</b>	<b>220</b>	<b>5,164</b>	<b>0</b>	<b>0</b>	<b>55,682</b>
31 March 2021	36,101	1,236	231	4,077	798	0	42,443

## 5 NOTES TO THE BALANCE SHEET

2020/21	Other Land & Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Assets Under Construction	Surplus Assets	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Cost or Valuation</b>							
At 1 April 2020	36,585	2,755	267	4,402	755	42	<b>44,806</b>
Additions	10	296	4	124	43	0	<b>477</b>
Revaluation increases / (decreases) recognised in the Revaluation Reserve	1,437	0	0	0	0	(1)	<b>1,436</b>
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(1,804)	0	0	0	0	(3)	<b>(1,807)</b>
Reclassifications	0	0	0	0	0	(38)	<b>(38)</b>
<b>At 31 March 2021</b>	<b>36,228</b>	<b>3,051</b>	<b>271</b>	<b>4,526</b>	<b>798</b>	<b>0</b>	<b>44,874</b>
<b>Accumulated Depreciation &amp; Impairment</b>							
At 1 April 2020	(278)	(1,600)	(29)	(388)	0	0	<b>(2,295)</b>
Depreciation charge	(1,260)	(215)	(11)	(61)	0	0	<b>(1,547)</b>
Depreciation written out to the Revaluation Reserve	518	0	0	0	0	0	<b>518</b>
Depreciation written out to the Surplus / Deficit on the Provision of Services	893	0	0	0	0	0	<b>893</b>
<b>At 31 March 2021</b>	<b>(127)</b>	<b>(1,815)</b>	<b>(40)</b>	<b>(449)</b>	<b>0</b>	<b>0</b>	<b>(2,431)</b>
<b>Net Book Value</b>							
31 March 2021	<b>36,101</b>	<b>1,236</b>	<b>231</b>	<b>4,077</b>	<b>798</b>	<b>0</b>	<b>42,443</b>
31 March 2020	36,307	1,155	238	4,014	755	42	42,511

## 5 NOTES TO THE BALANCE SHEET

### 5.02 INVESTMENT PROPERTIES

An investment property is defined as a property which is held exclusively for revenue generation or for the capital gains that the asset is expected to generate. In this respect, the asset is not used directly to deliver the council's services.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are re-valued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. There are no restrictions on the council's ability to realise the value inherent in its investment property or on the council's right to the remittance of income and the proceeds of disposal. The council has no contractual obligations to purchase, construct or develop investment property.

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

**Fair Value** - The council's investment property portfolio has been assessed as Level 2 for valuation purposes (see Note 5.01.1 for explanation of fair value levels).

Valuations have taken account of the following factors: existing lease terms and rentals taken from the tenancy schedule, independent research into market evidence including Market rentals and yields, and then adjusted to reflect the nature of each business tenancy or void and the covenant strength for existing tenants. There has been no change in the valuation techniques used during the year for investment properties.

	2020/21	2021/22
	£000	£000
Rental income from investment property	386	998
Net gain/(loss)	<u>386</u>	<u>998</u>

## 5 NOTES TO THE BALANCE SHEET

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

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at start of year</b>	6,350	<b>5,422</b>
Additions:		
Purchases	0	<b>12,297</b>
Net gains or (losses) from fair value adjustments	(966)	<b>(899)</b>
Transfers (to) or from Property, Plant and Equipment	38	<b>0</b>
<b>Balance at end of year</b>	<b>5,422</b>	<b>16,820</b>

### 5.03 INTANGIBLE ASSETS

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

Intangible assets are measured initially at cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service area 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 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.

The council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include only purchased licenses.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the council. The useful life assigned to the major software suites used by the council is three years.

## 5 NOTES TO THE BALANCE SHEET

The carrying amount of intangible assets is amortised on a straight-line basis. There was no amortisation charge for the period 2021/2022.

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at the start of year:</b>		
Gross carrying amounts	362	<b>362</b>
Accumulated amortisation	(354)	<b>(362)</b>
Net carrying amount at the start of the year	8	<b>0</b>
Amortisation for the period	(8)	<b>0</b>
<b>Net carrying amount at the end of year</b>	<b>0</b>	<b>0</b>
Comprising:		
Gross carrying amounts	362	<b>362</b>
Accumulated amortisation	(362)	<b>(362)</b>
	<b>0</b>	<b>0</b>



## 5 NOTES TO THE BALANCE SHEET

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### 5.04 FINANCIAL INSTRUMENTS

#### 5.04.1 Categories of Financial Instruments

**Classification and Measurement of Financial Assets** Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics.

There are three main classes of financial assets measured at:

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

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

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.

**Expected Credit Loss Model** Expected credit losses for all of financial assets held at amortised cost are recognised either on a 12-month or lifetime basis. The expected credit loss model also applies to lease receivables, and contract assets and trade receivables with a significant financing component.

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.

## 5 NOTES TO THE BALANCE SHEET

For trade and contract receivables without a significant financing component the council has applied a simplified approach consistently to calculate expected credit losses, under which impairment losses are automatically based on lifetime expected credit losses, removing the need to consider changes in credit risk since initial recognition

In accordance with the Code of Accounting Practice, no impairment loss allowance is recognised for monies owed by Central and Local Government bodies.

2018/19 saw the introduction of IFRS 9 a movement away from IAS 39. With the introduction of a new standard the council has had to assess whether this makes any changes to the valuation methodology of its financial instruments or the classifications. The impact on Hart District Council is that there is no change to valuation methodologies and all financial assets and liabilities are now classified as amortised assets and liabilities.

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

Financial Assets	Non-current				Current				Total	
	Investments / Cash & Cash Equivalents		Debtors		Investments / Cash & Cash Equivalents		Debtors		31 March 2021 £000	31 March 2022 £000
	31	31	31	31	31	31	31	31		
	March	March	March	March	March	March	March	March		
	2021	2022	2021	2022	2021	2022	2021	2022		
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Amortised cost-soft loan	0	0	1,049	828	0	0	217	262	1,266	1,090
Amortised cost-other	0	0	0	0	33,127	29,844	2,601	2,299	35,728	32,143
<b>Total Financial Assets</b>	<b>0</b>	<b>0</b>	<b>1,049</b>	<b>828</b>	<b>33,127</b>	<b>29,844</b>	<b>2,818</b>	<b>2,561</b>	<b>36,994</b>	<b>33,233</b>
Non-financial instruments balance	0	0	0	0	0	0	13,814	8,888	13,814	8,888
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,049</b>	<b>828</b>	<b>33,127</b>	<b>29,844</b>	<b>16,632</b>	<b>11,449</b>	<b>50,808</b>	<b>42,121</b>

## 5 NOTES TO THE BALANCE SHEET

Financial Liabilities	Non-current				Current				Total	
	Borrowings		Creditors		Borrowings		Creditors		Total	
	31	31	31	31	31	31	31	31	31	31
	March	March	March	March	March	March	March	March	March	March
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Amortised costs	(10,152)	<b>(15,648)</b>	0	0	(1,383)	<b>(2,439)</b>	(3,992)	<b>(3,695)</b>	(15,527)	<b>(21,782)</b>
<b>Total Financial Liabilities</b>	<b>(10,152)</b>	<b>(15,648)</b>	0	0	<b>(1,383)</b>	<b>(2,439)</b>	(3,992)	<b>(3,695)</b>	<b>(15,527)</b>	<b>(21,782)</b>
Non-financial instruments balance	0	0	0	0	0	0	(16,659)	<b>(16,075)</b>	(16,659)	<b>(16,075)</b>
<b>Total</b>	<b>(10,152)</b>	<b>(15,648)</b>	0	0	<b>(1,383)</b>	<b>(2,439)</b>	(20,651)	<b>(19,770)</b>	<b>(32,186)</b>	<b>(37,857)</b>

## 5 NOTES TO THE BALANCE SHEET

### 5.04.2 Material soft loans made by authority

The loan to Serco Ltd, as part of the waste agreement with Basingstoke and Dean Borough Council, for vehicles is deemed to be material soft loan. The loan is an interest free loan of £1.931m to Serco Ltd over seven years.

Material Soft Loans made by authority	2020/21	2021/22
	£000	£000
Balance at start of the year:		
Opening balance	1,463	<b>1,266</b>
Nominal value of new loans granted in the year	23	0
Fair value adjustment on initial recognition	(2)	0
Loans repaid	(218)	<b>(176)</b>
Closing balance at the end of the year	<u>1,266</u>	<u><b>1,090</b></u>
Nominal value at 31 March	<u>1,358</u>	<u><b>1,155</b></u>

## 5 NOTES TO THE BALANCE SHEET

### 5.04.3 Income, Expense, Gains and Losses

Income Expense Gains & Losses	2020/21 Surplus or Deficit on Provision of Services £000	2021/22 Surplus or Deficit on Provision of Services £000
Interest Expense:		
Financial liabilities measured at amortised cost	244	342
<b>Total Expense</b>	<b>244</b>	<b>342</b>
Interest Revenue:		
Financial assets measured at amortised cost	(157)	(118)
<b>Total Income</b>	<b>(157)</b>	<b>(118)</b>
<b>Net (Profit) / Loss for the year</b>	<b>87</b>	<b>224</b>

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### 5.04.4 Fair Value of Financial Assets and Liabilities

Fair values are shown split by their level in the fair value hierarchy:

- Level I – fair value is only derived from quoted prices in active markets for identical assets or liabilities
  - For the council's investments in externally managed pooled funds, fund values published by the fund manager have been used as these represent the prices in the principal market within which the council would normally enter into a transaction to sell the asset.
  - For the Stable or Low Volatility Net Asset Value money market funds, the valuation used assumes that, for each £1 for every of principal invested, the fund will return £1 of principal on withdrawal by the council, plus interest.

## 5 NOTES TO THE BALANCE SHEET

- Level 2 – fair value is calculated from inputs other than quoted prices that are observable for the asset or liability, e.g. interest rates or yields for similar instruments.
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness

Financial Assets & Liabilities	31 March 2021		31 March 2022	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
<b>Financial Assets</b>				
Amortised cost - Investments	33,127	33,127	29,844	29,847
Amortised cost - Short term debtors	2,818	2,818	2,561	2,561
Long term debtors	1,049	1,049	828	828
<b>Total Financial Assets</b>	<b>36,994</b>	<b>36,994</b>	<b>33,233</b>	<b>33,236</b>
<b>Financial Liabilities</b>				
Amortised cost - Short term borrowing	(1,383)	(1,383)	(2,439)	(2,439)
Amortised cost - Short term creditors	(3,992)	(3,992)	(3,695)	(3,695)
Long term borrowing	(10,152)	(10,548)	(15,649)	(14,570)
<b>Total Financial Liabilities</b>	<b>(15,527)</b>	<b>(15,923)</b>	<b>(21,783)</b>	<b>(20,704)</b>

## 5 NOTES TO THE BALANCE SHEET

### 5.05 DEBTORS

Income is recognised in the accounts when it becomes due. Income that is due but has not been received at the end of the financial year is carried under the debtors heading in the balance sheet.

This debtor balance is reviewed at each year end to assess the recoverability of the sums due and where it is doubtful that debts will be settled the balance of debtors is written down and an impairment charge made to the relevant account for the income that might not be collected. This assessment is carried out using the council's past experience and current knowledge of collection rates for different groups of debtors.

	31 March 2021 £000	31 March 2022 £000
<b>Short-term Debtors</b>		
Central government bodies	8,686	<b>5,580</b>
Other local authorities	4,392	<b>2,328</b>
Other entities and individuals	3,554	<b>3,541</b>
	<u>16,632</u>	<u>11,449</u>
<b>Long-term Debtors</b>		
Other entities and individuals	1,049	<b>828</b>
	<u>1,049</u>	<u>828</u>



## 5 NOTES TO THE BALANCE SHEET

### 5.06 CASH AND CASH EQUIVALENTS

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

	31 March 2021	31 March 2022
	£000	£000
Bank current accounts	1,477	944
Short-term deposits (< 3 months' notice)	14,650	13,900
	<u>16,127</u>	<u>14,844</u>

### 5.07 ASSETS HELD FOR SALE

Assets held for sale are items of property, plant or equipment or a group of assets and liabilities whose carrying amount is to be recovered principally through a sale rather than its continued use by the authority. As at 31 March 2022 there are no assets classified as held for sale.

## 5 NOTES TO THE BALANCE SHEET

### 5.08 BORROWINGS

The total borrowings in the Balance Sheet carry the principal amount repayable. Interest is charged to the Comprehensive Income and Expenditure statement in accordance with the loan agreement.

The council have borrowing with Public Works Loan Board (PWLB) and Hampshire County Council (HCC) as shown in the table below:

	31 March 2021	31 March 2022
	£000	£000
<b>Short term Borrowing</b>		
PWLB	(383)	(439)
HCC	(1,000)	(2,000)
<b>Total</b>	<u>(1,383)</u>	<u>(2,439)</u>
<b>Long term Borrowing</b>		
PWLB	(8,242)	(14,699)
HCC	(1,910)	(950)
<b>Total</b>	<u>(10,152)</u>	<u>(15,649)</u>
<b>Total</b>	<u>(11,535)</u>	<u>(18,088)</u>

## 5 NOTES TO THE BALANCE SHEET

### 5.09 CREDITORS

Creditors are all amounts owed by the council as at 31 March 2022.

	31 March 2021	31 March 2022
	£000	£000
Central government bodies	(13,980)	(12,358)
Other local authorities	(2,475)	(4,005)
Other entities and individuals	(4,196)	(3,407)
	<u>(20,651)</u>	<u>(19,770)</u>

### 5.10 PROVISIONS

Provisions are made where an event has taken place that gives the council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the council becomes aware of the obligation and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year. Where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

## 5 NOTES TO THE BALANCE SHEET

	Balance at 1 April 2021 £000	Additional provisions made in 2021/22 £000	Amounts used in 2021/22 £000	Unused amounts reversed in 2021/22 £000	Balance at 31 March 2022 £000
Business Rates Appeals Provision	(527)	0	150	103	(274)
5C Baseline Truing Up Provision	0	(413)	0	0	(413)
	(527)	(413)	150	103	(687)

### 5.11 USABLE RESERVES

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

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

**General Fund** - the primary fund of the council. It records all assets and liabilities of the council that are not assigned to a special purpose fund. It provides the resources necessary to sustain the day-to-day activities and thus pays for all administrative and operating expenses.

**Earmarked Reserves** - Earmarked reserves are created for specific purposes (legal/contractual requirement) that span financial years for which there is a definitive time frame. The council has a number of earmarked reserves and details of the main earmarked reserves can be found in the earmarked reserves below.

**Capital Receipts Reserve** - represents the capital receipts available to finance capital expenditure in future years, after setting aside any statutory amounts for the repayment of loans. The receipt arising from the disposal of an asset will be classed as a capital receipt, to be used to

## 5 NOTES TO THE BALANCE SHEET

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finance capital expenditure, if it is greater than £10,000. If the receipt falls below this threshold it will fall to the income and expenditure account, in accordance with the Local Government Act 2003.

**Capital Grants Unapplied Reserve** - where a capital grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date, the grant or contribution shall be transferred to the Capital Grants Unapplied Reserve. These balances are a capital resource available to finance expenditure.

Movements in the council's usable reserves are detailed in 4.0 Movement in Reserves Statement and Note 4.01 Adjustments between accounting basis and funding basis under regulation.

The balances of the individual reserves can be seen on the Balance Sheet.

## 5 NOTES TO THE BALANCE SHEET

### 5.11.1 TRANSFERS TO / FROM EARMARKED RESERVES

Earmarked reserves are created for specific purposes (legal/contractual requirement) that span financial years for which there is a definitive time frame. The note below sets out the amounts set aside from the General Fund in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2021/22.

	Balance at 31 Mar 2020	Transfers In 2020/21	Transfers Out 2020/21	Balance at 31 Mar 2021	Transfers in 2021/22	Transfers Out 2021/22	Balance at 31 Mar 2022
	£000	£000	£000	£000	£000	£000	£000
Hitches Lane SANG	6,922	712	(272)	<b>7,362</b>	<b>10</b>	<b>(165)</b>	<b>7,207</b>
NNDR Smoothing Account	1,624	4,994	0	<b>6,618</b>	<b>0</b>	<b>0</b>	<b>6,618</b>
Bramshot - SANG	1,809	3,367	(1,878)	<b>3,298</b>	<b>1,862</b>	<b>(226)</b>	<b>4,934</b>
SANG Schemes	669	1,699	(158)	<b>2,210</b>	<b>66</b>	<b>(64)</b>	<b>2,212</b>
Corporate Services	2,166	500	(283)	<b>2,383</b>	<b>676</b>	<b>(1,451)</b>	<b>1,608</b>
Housing	1,480	960	(626)	<b>1,814</b>	<b>264</b>	<b>(121)</b>	<b>1,957</b>
Digital Transformation	500	0	(35)	<b>465</b>	<b>0</b>	<b>(88)</b>	<b>377</b>
Covid-19 Reserves	0	413	0	<b>413</b>	<b>0</b>	<b>(68)</b>	<b>345</b>
Open Spaces	320	29	(54)	<b>295</b>	<b>51</b>	<b>(54)</b>	<b>292</b>
Planning	217	59	0	<b>276</b>	<b>0</b>	<b>(25)</b>	<b>251</b>
IT Cyber Security	0	0	0	<b>0</b>	<b>125</b>	<b>0</b>	<b>125</b>
Regulatory Services	107	0	(34)	<b>73</b>	<b>0</b>	<b>0</b>	<b>73</b>
Other Earmarked Reserves	362	22	(35)	<b>349</b>	<b>19</b>	<b>(275)</b>	<b>93</b>
	<b>16,176</b>	<b>12,755</b>	<b>(3,375)</b>	<b>25,556</b>	<b>3,073</b>	<b>(2,537)</b>	<b>26,092</b>

## 5 NOTES TO THE BALANCE SHEET

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A brief description of those reserves with balances over £50,000 is provided below.

### **SANGs**

Developer's contributions to provide Suitable Alternative Natural Green (SANG) spaces.

### **NNDR Smoothing Account**

To fund any NNDR deficit

### **Open Spaces**

Developer's contributions towards the maintenance of Elvetham Heath plus funds for supporting roundabout sponsorship.

### **Regulatory Services**

To support our democratic structure in delivering web streaming of regulatory services committee meetings.

### **Homelessness Housing Reserve**

To facilitate the provision of services to homeless people in the District.

### **Corporate, Planning and Community Reserves**

To fund a number of projects within these service areas.

### **Health Contribution**

Health Contribution in respect of Queen Elizabeth Barracks (QEB).

### **Digital Transformation**

Following the COVID-19 pandemic the importance of digital transformation, flexible and agile working has been recognised as a necessity for the council.

### **COVID-19**

To support specific projects and responsibilities as a direct result of the pandemic.

### **IT Cyber security**

The council received grant allocated to enhance IT security.

## 5 NOTES TO THE BALANCE SHEET

### 5.12 UNUSABLE RESERVES

#### 5.12.1 Revaluation Reserve

The Revaluation Reserve contains the gains made by the council arising from increases in the value of its Property, Plant and Equipment. 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.

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at 1 April</b>	6,876	<b>8,694</b>
Upward revaluation of assets	1,956	<b>5,970</b>
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(1)	<b>(423)</b>
<b>Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services</b>	<b>1,955</b>	<b>5,547</b>
Difference between fair value depreciation and historical cost depreciation	(137)	<b>(351)</b>
<b>Amount written off to the Capital Adjustment Account</b>	<b>(137)</b>	<b>(351)</b>
<b>Balance at 31 March</b>	<b>8,694</b>	<b>13,890</b>



## 5 NOTES TO THE BALANCE SHEET

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### 5.12.2 Capital Adjustment Account

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

The account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the council. The account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note, some totals may not cast by £1,000 due to rounding's but need to remain to reconcile through the accounts.

## 5 NOTES TO THE BALANCE SHEET

	31 March 2021 £000	31 March 2022 £000
<b>Balance at 1 April</b>	18,588	16,282
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	(1,547)	(1,861)
Revaluation gains or (losses) on Property, Plant and Equipment	(914)	1,333
Amortisation of intangible assets	(8)	0
Revenue expenditure funded from capital under statute	(857)	(1,172)
	(3,327)	(1,700)
Adjusting amounts written out of the Revaluation Reserve	137	351
<b>Net written out amount of the cost of non-current assets consumed in the year</b>	(3,190)	(1,349)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	213	0
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,063	1,910
Application of grants to capital financing from the Capital Grants Unapplied Account	4	35
Statutory provision for the financing of capital investment charged against the General Fund balance	516	531
Capital expenditure charged against the General Fund balance	55	650
	1,850	3,126
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(966)	(899)
<b>Balance at 31 March</b>	<b>16,282</b>	<b>17,160</b>

## 5 NOTES TO THE BALANCE SHEET

### 5.12.3 Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions.

The council uses the account to manage fair value adjustments regarding the soft loan for Bramshot Farm and the soft loan for Serco. Balance Sheet represents adjustment for Bramshot Farm Loan received from Hampshire County Council and soft loan to Serco.

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at 1 April</b>	(12)	(11)
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	1	(13)
<b>Balance at 31 March</b>	<u>(11)</u>	<u>(24)</u>

### 5.12.4 Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements in 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 and changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed at the time the council makes the employer contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall between the benefits earned by past and current employees and the resources the council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

## 5 NOTES TO THE BALANCE SHEET

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at 1 April</b>	(27,803)	<b>(29,981)</b>
Re-measurement of the net defined benefit liability / asset	(863)	<b>9,142</b>
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(2,277)	<b>(2,742)</b>
Employer's pensions contributions and direct payments to pensioners payable in the year	962	<b>924</b>
<b>Balance at 31 March</b>	<u>(29,981)</u>	<u><b>(22,657)</b></u>

### 5.12.5 Collection Fund Adjustment Account

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

	Total	Council Tax	Non-domestic Rates	Total
	31 March 2021	31 March 2022	31 March 2022	31 March 2022
	£000	£000	£000	£000
<b>Balance at 1 April</b>	(255)	<b>61</b>	<b>(6,563)</b>	<b>(6,502)</b>
Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax income and non-domestic rates income calculated for the year in accordance with statutory requirements	(6,247)	<b>256</b>	<b>2,350</b>	<b>2,606</b>
<b>Balance at 31 March</b>	<u>(6,502)</u>	<u><b>317</b></u>	<u><b>(4,213)</b></u>	<u><b>(3,896)</b></u>

## 5 NOTES TO THE BALANCE SHEET

### 5.12.6 Accumulated Absences Account

Benefits payable during employment are short-term employee benefits due to be settled wholly within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render services to the council. Where wages/salaries, overtime, and any other allowances have not physically been paid for within the period but relates to the period then the period will be charged by the means of an accrual.

However, these transactions must not have a financial impact upon the General Fund. To mitigate this accrual a corresponding entry will be made to the Accumulated Absences Account.

	31 March 2021	31 March 2022
	£000	£000
<b>Balance at 1 April</b>	(68)	(151)
Settlement or cancellation of accrual made at the end of the preceding year	68	151
Amounts accrued at the end of the current year	(151)	(91)
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	(83)	60
<b>Balance at 31 March</b>	<b>(151)</b>	<b>(91)</b>

## 5 NOTES TO THE BALANCE SHEET

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### 5.13 CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

**Revenue Expenditure Funded by Capital Under Statute (REFCUS)** - These amounts represent expenditure on capital grants and other payments which do not result in an asset belonging to the council. Under the government's capital controls this expenditure would be treated as revenue expenditure. These amounts should be written off over a period consistent with the consumption of the economic benefits controlled by the council.

As the council does not control the economic benefit arising from this particular expenditure, 100% of the expenditure is written off to revenue in the year it is incurred, leaving no balance at the end of the year. The expenditure (net of grants received) is written off to the Capital Adjustment Account via the Movement in Reserves Statement.

## 5 NOTES TO THE BALANCE SHEET

	2020/21	2021/22
	£000	£000
<b>Opening Capital Financing Requirement</b>	23,405	22,889
<b>Capital Investment</b>		
Property, Plant and Equipment	478	8,219
Investment Properties	0	12,297
Revenue Expenditure Funded from Capital under Statute	857	1,172
<b>Sources of Finance</b>		
Capital receipts	(213)	0
Government grants and other contributions	(1,067)	(1,946)
<b>Sums set aside from revenue</b>		
Direct revenue contributions	(55)	(650)
Minimum revenue provision	(516)	(531)
<b>Closing Capital Financing Requirement</b>	22,889	41,450
<b>Explanation of movements in year</b>		
Increase/(decrease) in underlying need to borrow (unsupported by Government financial assistance)	(516)	18,716
Assets acquired under finance leases	0	(155)
<b>Increase/(decrease) in Capital Financing Requirement</b>	(516)	18,561

## 5 NOTES TO THE BALANCE SHEET

### 5.14 FINANCE 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.

Embedded leases within contracts - There is a requirement for the council to identify any instances where there are contracts in place to provide a service to the council and consider whether there are any embedded leases within these contracts.

#### 5.14.1 Council as Lessee

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. The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the council are added to the carrying amount of the asset.

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.

The council has acquired grounds maintenance vehicles and equipment as new finance leases during 2021-22. The assets acquired under these leases are carried in Property, plant and equipment in the balance sheet at the following net amounts.

	31 March 2021	31 March 2022
	£000	£000
Vehicles, Plant, Furniture and Equipment	0	<b>155</b>
	<u>0</u>	<u><b>155</b></u>



## 5 NOTES TO THE BALANCE SHEET

The minimum lease payments are made up of the following amounts.

	31 March 2021 £000	31 March 2022 £000
Finance lease liabilities (net present value of minimum lease payments):		
- current	0	<b>34</b>
- non-current	0	<b>121</b>
Finance costs payable in future years	0	<b>6</b>
	<u>0</u>	<u><b>161</b></u>

The minimum lease payments will be payable over the following periods.

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2021 £000	31 March 2022 £000	31 March 2021 £000	31 March 2022 £000
Not later than one year	0	<b>36</b>	0	<b>34</b>
Later than one year and not later than five years	0	<b>125</b>	0	<b>121</b>
Later than five years	0	<b>0</b>	0	<b>0</b>
	<u>0</u>	<u><b>161</b></u>	<u>0</u>	<u><b>155</b></u>

## 5 NOTES TO THE BALANCE SHEET

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### 5.14.2 Council as Lessor

Finance leases – Where the council grants a finance lease over property, plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement, also as part of the gain or loss on disposal, matched by a lease asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease debtor, and
- Finance income credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt.

The council received no material rental income from properties under finance leases.

### 5.15 DEFINED BENEFIT PENSION SCHEME

#### 5.15.1 Participation in pension schemes

The council participates in one post-employment scheme:

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

- The liabilities of the HCC pension scheme attributable to the council are included in the Balance Sheet on an actuarial basis using the projected unit method, i.e., an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employees 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 high quality corporate bond (gross redemption yield on the iboxx Sterling Corporates Index, AA over 15 years).

## 5 NOTES TO THE BALANCE SHEET

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- A significant proportion of the assets of the Scheme are invested in equities. The assets of the HCC pension fund attributable to the council are included in the balance sheet at their fair value:
  - Quoted securities-current bid price
  - Unquoted securities-professional estimate
  - Unitised securities-current bid price
  - Property-market value
  
- The change in the net pension's liability is analysed into seven components:
  - Service cost comprising:
    - current service cost - the increase in liabilities as a result of years of service earned for the year - allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
    - past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non-Distributed Costs.
  - Net interest on the net defined benefit liability/asset i.e. net interest expense for the council – the change during the period in the net defined benefit liability/asset that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement - this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability/asset at the beginning of the period, taking into account any changes in the net defined benefit liability/asset during the period as a result of contribution and benefit payments.
  - Re-measurements comprising:
    - the return on plan assets – excluding amounts included in net interest on the net defined benefit liability - charged to the Pension Reserve as Other Comprehensive Income and Expenditure.
    - actuarial gains and losses - changes in the net pension's 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 Pension Reserve as Other Comprehensive Income and Expenditure.

## 5 NOTES TO THE BALANCE SHEET

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

### 5.15.2 Transactions Relating to Post-employment Benefits

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2020/21	2021/22	2020/21	2021/22
	£000	£000	£000	£000
<b>Comprehensive Income and Expenditure Statement</b>				
Operating cost comprising:				
Current Service Cost	1,632	2,122	0	0
Past Service Cost	0	0	0	0
Net interest expense	603	581	42	39
<b>Total Post-employment Benefits Charged to the (Surplus) or Deficit on the Provision of Services</b>	<b>2,235</b>	<b>2,703</b>	<b>42</b>	<b>39</b>
Remeasurement of the net defined benefit liability comprising:				
Return on plan assets (excluding the amount included in the net interest expense)	(12,267)	(3,269)	0	0
Actuarial (gains) and losses arising on changes in demographic assumptions	0	(898)	0	(30)
Actuarial (gains) and losses arising on changes in financial assumptions	14,054	(5,245)	138	(43)
Actuarial (gains) and losses due to liability experience	(1,035)	336	(27)	7
<b>Total Post-employment Benefit (Gains) and Losses Charged to the Comprehensive Income and Expenditure Statement</b>	<b>2,987</b>	<b>(6,373)</b>	<b>153</b>	<b>(27)</b>

## 5 NOTES TO THE BALANCE SHEET

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2020/21	2021/22	2020/21	2021/22
	£000	£000	£000	£000
<b>Movement in Reserves Statement</b>				
Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post- employment benefits in accordance with the Code	(2,235)	<b>(2,703)</b>	(42)	<b>(39)</b>
<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>				
Employers' contributions to the scheme	804	<b>770</b>	0	<b>0</b>
Retirement benefits payable to pensioners	0	<b>0</b>	158	<b>154</b>

### 5.15.3 Pension Assets and Liabilities Recognised in the Balance Sheet

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

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2020/21	2021/22	2020/21	2021/22
	£000	£000	£000	£000
Present value of the defined benefit obligation	93,058	<b>88,891</b>	1,997	<b>1,735</b>
Fair value of plan assets	(64,995)	<b>(67,969)</b>	0	<b>0</b>
<b>Net liability arising from defined benefit obligation</b>	<b>28,063</b>	<b>20,922</b>	<b>1,997</b>	<b>1,735</b>

## 5 NOTES TO THE BALANCE SHEET

### 5.15.4 Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2020/21	2021/22	2020/21	2021/22
	£000	£000	£000	£000
Opening fair value of scheme assets	52,760	<b>64,995</b>	0	<b>0</b>
Opening fair value of scheme assets adjustment	0	<b>(2)</b>	0	<b>0</b>
Interest income	1,183	<b>1,348</b>	0	<b>0</b>
Remeasurement gain/(loss):				
Return on plan assets, excluding the amount in the net interest expense	12,267	<b>3,269</b>	0	<b>0</b>
Contributions from employer	804	<b>770</b>	157	<b>234</b>
Contributions from employees into the scheme	330	<b>315</b>	0	<b>0</b>
Benefits paid	(2,349)	<b>(2,726)</b>	(157)	<b>(234)</b>
<b>Closing fair value of scheme assets</b>	<b>64,995</b>	<b>67,969</b>	<b>0</b>	<b>0</b>

## 5 NOTES TO THE BALANCE SHEET

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

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2020/21	2021/22	2020/21	2021/22
	£000	£000	£000	£000
Opening balance at 1 April	78,640	<b>93,058</b>	2,002	<b>1,997</b>
Current service cost	1,632	<b>2,122</b>	0	<b>0</b>
Interest cost	1,786	<b>1,929</b>	42	<b>39</b>
Contributions from scheme participants	330	<b>315</b>	0	<b>0</b>
Actuarial (gains) and losses arising on changes in demographic assumptions	0	<b>(898)</b>	0	<b>(30)</b>
Actuarial (gains) and losses arising on changes in financial assumptions	14,054	<b>(5,245)</b>	138	<b>(43)</b>
Actuarial (gains) and losses due to liability experience	(1,035)	<b>336</b>	(27)	<b>7</b>
Benefits paid	(2,349)	<b>(2,726)</b>	(158)	<b>(235)</b>
<b>Closing balance at 31 March</b>	<b>93,058</b>	<b>88,891</b>	<b>1,997</b>	<b>1,735</b>

## 5 NOTES TO THE BALANCE SHEET

### 5.15.6 Local Government Pension Scheme Assets

The fair value of the scheme assets are:

	2020/21		2021/22		2021/22		2021/22
	Total		Quoted		Unquoted		Total
	£000	%	£000	%	£000	%	£000
Cash and cash equivalents	910	1.4	612	0.9	0	0.0	612
Equities	37,047	57.0	30,382	44.7	7,477	11.0	37,859
Bonds:							
Government	11,244	17.3	12,234	18.0	0	0.0	12,234
Property	3,965	6.1	612	0.9	4,078	6.0	4,690
Multi Asset Credit	0	0.0	6,253	9.2	0	0.0	6,253
Other*	11,829	18.2	3,942	5.8	2,379	3.5	6,321
<b>Total</b>	<b>64,995</b>	<b>100</b>	<b>54,035</b>	<b>79.5</b>	<b>13,934</b>	<b>20.5</b>	<b>67,969</b>

\*Other holdings cover hedge funds, currency holdings, asset allocation futures and other financial instruments. The return is in line with that of equities.

### 5.15.7 Basis for Estimating Assets and Liabilities

Results under IAS 19 can change dramatically depending on market conditions which when taken in conjunction with discount rate volatility will lead to volatility in the funded status of the pension plan and thus to volatility in the net pension liability on the council's Balance Sheet, Other Comprehensive Income and the IAS 19 pension expense in Cost of Services. The council has disclosed information about the sensitivity of the defined benefit to changes in key assumptions in accordance with the requirements of the revised IAS 19.



## 5 NOTES TO THE BALANCE SHEET

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumption remained constant. The assumptions in longevity, by way of an example, assume that life expectancy increases or decreases for men and women when in practice this is unlikely to occur and also changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme i.e. on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependant on assumptions about mortality rates, salary levels etc. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

The Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Aon Hewitt Limited, an independent firm of actuaries, with estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2019.

Local Government Pension Scheme		
	2020/21	2021/22
<b>Mortality assumptions:</b>		
Longevity at 65 for current pensioners:		
- men	23.1	<b>22.9</b>
- women	25.5	<b>25.4</b>
Longevity at 65 for future pensioners:		
- men	24.8	<b>24.7</b>
- women	27.3	<b>27.1</b>
CPI increases	2.7%	<b>3.0%</b>
Rate of increase in salaries	3.7%	<b>4.0%</b>
Rate of increase in pensions	2.7%	<b>3.0%</b>
Pension accounts revaluation rate	2.7%	<b>3.0%</b>
Rate for discounting scheme liabilities	2.1%	<b>2.7%</b>

The impact on the Defined Benefit Obligation in the scheme is:

## 5 NOTES TO THE BALANCE SHEET

	Increase in Assumption £000	Decrease in Assumption £000
<b>Assumption adjustment:</b>		
Discount rate (scheme liabilities) - increase/decrease by 0.1%	(1,600)	1,689
Salaries - increase/decrease by 0.1%	89	(89)
Pensions - increase/decrease by 0.1%	1,511	(1,511)
Longevity - increase/decrease by 1 year*	3,022	(3,022)

\*A rating of +1 year means that members are assumed to follow the mortality pattern of the base table for an individual that is 1 year older than them.

### 5.15.8 Impact on the council's cash flows

The objective of the Local Government Pension Scheme is to keep employers' contributions at a rate that is as constant as possible. Hampshire County Council has agreed a strategy with the actuary to achieve a level of 100% over the next few years and the next triennial valuation is due to be completed on 31 March 2022. Funding levels are monitored annually.

Benefits accrued up to 31 March 2014 were based on final salary and length of service. Changes to the structure of the LGPS from 1 April 2014 result in benefits accruing from that date being based on a career average salary but with various protections for those members in the scheme prior to the 1 April 2014.

It is anticipated to pay £1.963 million in expected contributions to the scheme in 2022/23.

## 5 NOTES TO THE BALANCE SHEET

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### 5.16 EVENTS AFTER THE BALANCE SHEET DATE

Two types of events can be identified:

- Those that provide evidence of conditions that existed at the Balance Sheet date – the Statement of Accounts is adjusted to reflect such events.
- Those that are indicative of conditions that arose after the Balance Sheet date – the Statement of Accounts is not adjusted to reflect such events, but where such events have a material effect disclosure is made in the Notes to the Accounts of the nature of the events and their estimated financial effect.

Where events taking place before this date provided information about conditions existing at 31 March 2022, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. The council had no material items for consideration in 2021/22.

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

- Hart District Council entered into a Lease and a Management Agreement with Hart Housing Property Management Ltd, a wholly owned subsidiary for the Edenbrook properties. These agreements enable the Housing Company to offer short-term tenancies to key-workers and local people at affordable rents.

### 5.17 GRANTS RECEIVED IN ADVANCE

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

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

## 5 NOTES TO THE BALANCE SHEET

The council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances within Grants Received in Advance at the year-end are as follows:

	31 March 2021	31 March 2022
	£000	£000
Grampian Conditions	3,280	<b>2,647</b>
	<u>3,280</u>	<u><b>2,647</b></u>

These Grampian conditions prohibit development to begin until a specific action has been completed. If the development was cancelled these funds would be payable back to the developer.

## 6 NOTES TO THE CASH FLOW STATEMENT

### 6.01 OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

	2020/21	2021/22
	£000	£000
Interest received	155	<b>74</b>
Interest paid	(193)	<b>(260)</b>

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

	2020/21	2021/22
	£000	£000
Depreciation and Amortisation	1,555	<b>1,861</b>
Impairment and downward valuations	914	<b>(1,333)</b>
(Increase) / Decrease in Debtors	(1,285)	<b>2,617</b>
Increase / (Decrease) in Creditors	10,681	<b>(2,888)</b>
Increase / (Decrease) in Provisions	225	<b>160</b>
Movement in Pension Liability	1,316	<b>1,737</b>
Changes in fair value of investment properties	966	<b>899</b>
Movement in Fair Values of Financial instruments	(1)	<b>13</b>
Other non-cash items charged to the net surplus or deficit on the provision of services	(1,827)	<b>(585)</b>
	<u>12,544</u>	<u><b>2,481</b></u>

## 6 NOTES TO THE CASH FLOW STATEMENT

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

	2020/21	2021/22
	£000	£000
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	0	(4)
Any other items for which the cash effects are investing or financing cash flows	(1,385)	(3,332)
	<u>(1,385)</u>	<u>(3,336)</u>

### 6.02 INVESTING ACTIVITIES

	2020/21	2021/22
	£000	£000
Purchase of property, plant & equipment, investment property and intangible assets	(606)	(20,003)
Purchases of short- and long-term investments	(6,000)	0
Other payments for investing activities	(5)	(15)
Proceeds from sale of property, plant & equipment, investment property and intangible assets	0	4
Proceeds from short- and long-term investments	0	2,000
Other receipts for investing activities	966	1,714
<b>Net cash flows from investing activities</b>	<u>(5,645)</u>	<u>(16,300)</u>

## 6 NOTES TO THE CASH FLOW STATEMENT

### 6.03 FINANCING ACTIVITIES

	2020/21	2021/22
	£000	£000
Cash receipts of short- and long-term borrowing	0	<b>6,800</b>
Other receipts from financing activities		
- Council Tax Preceptor Cash Receipts	0	<b>1,861</b>
- NNDR Cash Receipts	0	<b>2,888</b>
- Grants Central Government Cash Receipts	2,598	<b>1,328</b>
Cash payments for finance leases	0	<b>(15)</b>
Repayment of short- and long-term borrowing	(878)	<b>(336)</b>
Other payments from financing activities		
- Council Tax Preceptor Cash Payments	(1,000)	<b>0</b>
- NNDR Cash Payments	(9,709)	<b>0</b>
<b>Net cash flows from financing activities</b>	<b>(8,989)</b>	<b>12,526</b>

## 6 NOTES TO THE CASH FLOW STATEMENT

### 6.04. RECONCILIATION OF LIABILITIES ARISING FROM FINANCING ACTIVITIES

2021/22	1 April 2021	Financing Cash Flows	Other Non-Cash Changes	31 March 2022
	£000	£000	£000	£000
Long-term borrowing	10,151	6,800	(1,303)	15,648
Short-term borrowing	1,383	(336)	1,392	2,439
Lease liabilities	0	(15)	170	155
Other (payments)/receipts for financing activities	(7,276)	6,077	0	(1,199)
	<u>4,258</u>	<u>12,526</u>	<u>259</u>	<u>17,043</u>

2020/2021	1 April 2020	Financing Cash Flows	Other Non-Cash Changes	31 March 2021
	£000	£000	£000	£000
Long-term borrowing	11,008	0	(857)	10,151
Short-term borrowing	1,377	(878)	884	1,383
Other (payments)/receipts for financing activities	835	(8,111)	0	(7,276)
	<u>13,220</u>	<u>(8,989)</u>	<u>27</u>	<u>4,258</u>



## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### 7.01 ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the Code) requires changes in accounting policy to be applied retrospectively unless alternative transitional arrangements are specified in the Code. The Code requires an authority to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code for the relevant financial year.

- Annual Improvements to IFRS Standards 2018–2020. The annual IFRS improvement programme notes 4 changed standards:
  - IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS
  - IAS 37 (Onerous contracts) – clarifies the intention of the standard
  - IFRS 16 (Leases) – amendment removes a misleading example that is not referenced in the Code material
  - IAS 41 (Agriculture) – one of a small number of IFRSs that are only expected to apply to local authorities in limited circumstances
- Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16).

It is anticipated that the above amendments will not have a material impact on the information provided in the statement of accounts.

### 7.02 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out within the notes in the Statement of Accounts the council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### **Future funding for local government**

There is a degree of uncertainty about future levels of funding streams for the council and Local Government as a whole. The council has had to consider a range of options which either deliver savings or generate income to maintain service provision. This does remain a risk and reserves are being held accordingly to protect the medium-term financial position of the council. The next spending review will be undertaken by the Chancellor of the Exchequer in autumn 2022 and the effect of this on local government funding is yet to be determined.

### **Asset classifications**

The council has made judgements on whether assets are classified as Investment Property or Property, Plant and Equipment. These judgements are based on the main reason that the council is holding the asset. If the asset is used in the delivery of services or is occupied by third parties who are subsidised by the council, they are deemed to be Property, Plant and Equipment assets. If there is no subsidy and/or full market rent is being charged this would indicate that the asset is an Investment Property. The classification determines the valuation method to be used.

### **Lease classifications**

The council classifies the [leases](#) it holds, both as a lessee and lessor, as either operating or [finance leases](#). Under International Financial Reporting Standards, the council is deemed to control assets that fall within contractual and other arrangements which involve the provision of a service using specific assets and which therefore are considered to contain a lease. The appropriate accounting policy for each lease has been applied to these arrangements (where they have been identified) and as a result, additional assets are recognised as Property, Plant and Equipment in the council's Balance Sheet.

### **Providing for potential liabilities**

The council has made judgements about the likelihood of pending liabilities and whether a provision should be made or whether there is a contingent liability. The judgements are based on the degree of certainty around the results of contract agreement or pending legal actions.

### **Production of group accounts**

The council has an interest in another entity, Hart Housing Property Management Ltd (HHPMC) which manages residential property on behalf of the council. The accounts of HHPMC have not been consolidated into the financial statements of the Council since grouping the accounts would not materially change the reported figures in the Statement of Accounts.

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

### 7.03 ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. The items in the council's Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	<p>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. The current economic climate makes it uncertain that the council may be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets. However, the council's assets are subject to a periodic revaluation and an annual impairment review and any changes in valuation are accounted for in the year that they occurred.</p> <p>The pandemic and the measures taken to tackle COVID-19 continue to affect economies and real estate markets globally. As at the valuation date some property markets have started to function again, with transaction volumes and other relevant evidence returning to levels where an adequate quantum of market evidence exists upon which to base opinions of value. Accordingly, council's property valuation is not reported as being subject to 'material valuation uncertainty' as defined by VPS 3 and VPGA 10 of the RICS Valuation – Global Standards.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>It is estimated that the annual depreciation charge for buildings would increase by £257,000 for every year that useful lives had to be reduced.</p> <p>If the actual valuation differs from the assumptions made, then these will be adjusted when the asset is revalued.</p>
Fair Value Measurement of Investment Properties	Investment properties are revalued every year and, therefore, takes into account the current market conditions.	A 1% movement in the valuation of investment properties would equate to a movement of £168,200

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

Item	Uncertainties	Effect if actual results differ from assumptions
Pension Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the council with expert advice about the assumptions to be applied.</p> <p>Brexit and COVID-19 both initially had negative impacts on the UK economy and pension asset values, but the market appears to be recovering and stabilising. However, another serious outbreak of COVID-19 could have a detrimental impact on asset returns, as could an increase in interest rates to curb inflation increases as a result of the recovery.</p>	<p>The effects on the net pension liability for funded LGPS benefits of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumptions would result in a decrease in the pension liability of £1,600,000</p> <p>However, the assumptions interact in complex ways. During 2021/22, the council's actuaries advised that the net pension liability had increased by £343,000 as a result of estimates being corrected as a result of experience and decreased by £9,485,000 attributable to the updating of assumptions.</p>
Provisions	<p>The council has made provision in relation to National Non-Domestic Rate Appeals. This provision is based on an estimation of any future liability and the likelihood that these costs will be incurred.</p>	<p>If the estimates used in the calculation of the provision prove to be inaccurate then there will be further income or expenditure incurred by the General Fund via the Collection Fund.</p>
Arrears	<p>At 31 March 2022, the council had a balance of sundry (trade) debtors of £1,672,804. A review of significant balances suggested that an impairment of doubtful debts of £176,873 (11%) was appropriate. It is not certain that this impairment allowance would be sufficient as the council cannot assess with certainty which debts will be collected or not. The economic impact of the COVID-19 pandemic has made the estimation of debt impairment more difficult as there is more uncertainty about the economic viability of debtors and hence their ability to settle their debts.</p>	<p>If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional £176,873 to set aside as an allowance from revenue. The council has earmarked £345,162 to help tackle the impact of COVID-19, in part it would be used to offset any impairments above which have already been allowed for.</p>

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### 7.04 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 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 many of the transactions that the council has with other parties (e.g. housing benefits). Details of transactions with government departments are set out in the previous note, Grant Income.

Elected Members of the council have direct control over the council's financial and operating policies. Members are required to observe the Code of Conduct for Councillors, register financial interests in the council's register (maintained under section 81(1) of the Local Government Act 2000) and register the receipt of any gifts/hospitality. There were no material receipts of any gift or hospitality to disclose for 2021/22.

As of the date of the Responsible Finance Officer signing the accounts, there were 5 returns from elected members outstanding. From those who had returned their declaration, there were no material related parties to disclose.

Officers are required to observe the Code of Conduct for Officers and register the receipt of any gifts/hospitality. The council had no material related party transactions with officers during 2021/22.

Related party transactions with the precepting bodies and the pension fund are disclosed in the Defined Benefit Pension Scheme note within these accounts.

Entities Controlled or Significant influenced by the Authority;

- Hart District Council wholly owns Hart Housing Property Management Ltd (HHPMC) which has been categorised as a subsidiary of the authority.

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

Amounts due to or from those parties able to control or influence the council or to be controlled/ influenced by the council are as follows:

	31 March 2021	31 March 2022
	£000	£000
Amounts due to Central Government	(13,980)	<b>(12,358)</b>
Amounts due to Hampshire County Council	(25)	<b>(779)</b>
Amounts due from Central Government	8,686	<b>5,580</b>
Amounts due from Hampshire County Council	2,488	<b>1,276</b>

### 7.05 CONTINGENT ASSETS AND LIABILITIES

Contingent assets and liabilities are not included within the Comprehensive Income and Expenditure Statement or Balance Sheet but are disclosed by way of a note to the accounts where a receipt or some other economic benefit is probable (contingent asset), or where there is a possible obligation that may require payment or other transfer of economic funds (contingent liability).

The council has no contingent assets and liabilities to report.

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### 7.06 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

#### 7.06.1 Disclosure and Nature and Extent of Risk arising from Financial Instruments

The council's activities expose it to a variety of financial risks, the key risks are:

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

The authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by the council in the annual treasury management strategy. The council provides written principles for overall risk management, as well as written policies covering specific areas such as interest rate risk, credit risk and the investment of surplus cash.

#### 7.06.2 Credit risk

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

The risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down by Fitch, Moody's and Standard & Poor's Rating Services. The Annual Investment Strategy also imposes a maximum sum and time to be invested with a financial institution located within each category

The council's treasury management advisors, Link Asset Services, give a credit rating based on the latest market information.

This council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

- credit watches and credit outlooks from credit rating agencies.
- CDS spreads to give early warning of likely changes in credit ratings.
- Sovereign ratings to select counterparties from only the most creditworthy countries.

The table below summarises the nominal value of the council's investment portfolio at 31 March 2022 with each level of counterparty. All investments were made in line with the council's approved credit rating criteria at the time of placing the investment and the council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

### Credit Risk – Investments and Cash & Cash Equivalents

	31 March 2021	31 March 2022
	£000	£000
AAA rated counterparties	4,975	<b>13,900</b>
AA- rated counterparties	10,000	<b>0</b>
A+ rated counterparties	4,996	<b>5,000</b>
A rated counterparties	13,156	<b>10,944</b>
	<b>33,127</b>	<b>29,844</b>

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The council does not generally allow credit for customers. As per the Code of Practice requirements, the disclosure below includes details only of debtors that have arisen as a result of trading activities. Balances and transactions arising from statutory functions (i.e. council tax and NNDR payments) are excluded from this disclosure note as they have not arisen from contractual trading activities.



## 7 ADDITIONAL NOTES TO THE ACCOUNTS

The past due but not impaired amount can be analysed by age as follows:

### Credit Risk – Debtors

	31 March 2021	31 March 2022
	£000	£000
Less than three months	817	<b>175</b>
Three to six months	28	<b>408</b>
Six months to one year	47	<b>26</b>
More than one year	951	<b>342</b>
	<u>1,843</u>	<u><b>951</b></u>

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

### 7.06.3 Liquidity risk

The council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the council has ready access to borrowings from the Money Markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity analysis of financial liabilities is as follows:

	31 March 2021	31 March 2022
	£000	£000
Less than one year	1,383	<b>2,439</b>
Between one and two years	1,303	<b>1,314</b>
Between two and five years	2,025	<b>1,085</b>
Between five and ten years	1,955	<b>1,998</b>
Between ten and fifteen years	2,180	<b>2,228</b>
Between fifteen and twenty years	2,431	<b>2,224</b>
More than twenty years	257	<b>6,800</b>
	<b>11,534</b>	<b>18,088</b>

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

### 7.06.4 Market risk

The council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the council.

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund balance. Movements in the fair value of fixed rate investments that have a quoted marketplace will be reflected in Other Comprehensive Income and Expenditure.

The council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance, during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long-term returns, similarly the drawing of longer-term fixed rates borrowing would be postponed. The risk of interest rate loss is partially mitigated by Government grant payable on financing costs.

As at 31 March 2022 there was no material exposure to changes in interest rates that would suggest the possibility that financial loss might arise for the council. The Bank of England base rate dropped to a record low of 0.10% as at the 19 March 2020 and raised three times during 2021-22 financial year reaching 0.75% in March 2022. Therefore, had the interest rate been 1% higher (or conversely 1% lower), there would be no material impact on other financial statements with these accounts.

### 7.07 FURTHER ACCOUNTING POLICIES

The majority of the accounting policies which the council adopts have been put before their respective statements and notes to aid the readability and understanding of this document. However, there are a few which cover the accounts as a whole and do not necessarily relate to just one area, these are detailed below.

These accounts have been prepared on a going concern basis which means that the functions of the council will continue in operational existence for the foreseeable future

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### Accruals

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

- Revenue from sale of goods is recognised when the council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the council.
- Revenue from provision of services is recognised when the council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the council.
- 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 the payments are made.

### Available for Sale/Financial Instruments Revaluation Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are revalued downwards or impaired and the gains are lost or disposed of and the gains are realised. Following the introduction of IFRS9 this reserve is has moved to Financial Instrument Revaluation Reserve.

### Deferred Capital Receipts Reserve

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

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### **Disposal of Assets**

Where an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain 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.

### **Exceptional Items**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the Notes to the Accounts.

### **Investments**

The council accounts for investments in accordance with the Treasury Management Strategy, which is set annually. The council's investment priorities are:

- the security of capital and
- the liquidity of its investments
- the yield on maturity of the investment

### **Minimum revenue provision (MRP)**

Regulations 27 and 28 in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 requires the council to make an annual charge to revenue to contribute towards the reduction in its overall borrowing requirement - known as a Minimum Revenue Provision.

The council has adopted the asset life method of calculating MRP where the charge is spread in equal annual instalments over the life of each asset that creates a borrowing requirement. MRP commences in the financial year following either the year in which the expenditure was incurred or the

year when the asset becomes operational. This excludes all investment properties as these properties will be financed once the property is sold and if the value of the property reduces a reserve will be created.

Any interest costs to the Comprehensive Income and Expenditure Statement in relation to finance leases will also be mitigated by a corresponding MRP adjustment.

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### **Overheads**

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

### **Prior Period Adjustments, changes in Accounting Policies and Estimates and Errors**

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

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

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

### **Revenue recognition**

Revenue is the gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net worth. Revenue is recognised when it is probable that future economic benefits will flow to the council and these benefits can be measured reliably. IFRS 15 (Revenue from Contracts with Customers) is applied in accounting for revenue arising from the following transactions and events:

- the sale of goods
- the rendering of services
- interest, royalties and dividends.
- non-exchange transactions (i.e. council tax)
- where previously a liability had been recognised (i.e. creditor) on satisfying the revenue recognition criteria

The amount of revenue arising on a transaction is usually determined by agreement between the council and the buyer or user of the asset. It is measured at the fair value of the consideration received or receivable taking into account the amount of any trade discounts and volume rebates allowed by the council.

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

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### VAT

Value Added Tax is excluded from both revenue and capital in terms of both income and expenditure except where the council is not able to recover VAT on expenditure. HM Revenue and Customs allow local councils to recover the majority of VAT incurred.

### 7.08 GOING CONCERN

It is assumed that the 2021/22 accounts will be prepared on a going concern basis and that the authority will continue in operational existence for the foreseeable future.

The provisions in the Code of Audit Practice in respect of going concern reporting requirements reflect the economic and statutory environment in which local authorities operate. These provisions confirm that, as authorities cannot be created or dissolved without statutory prescription, they must prepare their financial statements on a going concern basis of accounting. Local authorities carry out functions essential to the local community and are themselves revenue-raising bodies (with limits on their revenue-raising powers arising only at the discretion of central government). If an authority were in financial difficulty, the prospects are thus that alternative arrangements might be made by central government either for the continuation of the services it provides or for assistance with the recovery of a deficit over more than one financial year. As a result of this, it would not therefore be appropriate for local authority financial statements to be provided on anything other than a going concern basis. Accounts drawn up under the Code therefore assume that a local authority's services will continue to operate for the foreseeable future.

The council carried out a detailed assessment of its financial position for 2022/23 and future years, considering current economic conditions as part of its medium-term financial planning. The Budget for 2021/22 was balanced (with a reserve contribution of £381k), the provisional revenue out-turn for 2021/22 indicates a surplus of £57k, a reserve contribution will not be required. Further savings/income generation of £273k is required in 2022/23 to balance the budget. There is headroom available within reserves that could be used to help balance the budget in the short term if measures identified do not address the full extent of the shortfall.

Whilst there is uncertainty on income, the council remains confident in its ability to maintain sufficient cash for its services throughout the medium term. The council has undertaken cashflow forecasting for the period through to the end of July 2023, covering beyond the 12-month going concern period. This shows that the cash balances remain positive throughout the period, and there is no forecast need to borrow through that period for cash management purposes.

In terms of cash and cash equivalent balances the council held the following: -

## 7 ADDITIONAL NOTES TO THE ACCOUNTS

	31 March 2021	31 March 2022
	£000	£000
Bank current accounts	1,477	<b>944</b>
Short-term deposits (< 3 months' notice)	14,650	<b>13,900</b>
	<u>16,127</u>	<u>14,844</u>

As the table illustrates above, the council held cash balances of £14.8m on 31 March 2022 in comparison to £16.1m at the 31 March 2021. This represents a decrease of £1.3m over the 12-month period however provides evidence that Hart DC can meet its financial obligations.

Furthermore, the council is continually assessing the 2022/23 capital programme, although no postponements have been agreed, this is an option if further protection to the levels of cash and useable reserves were needed.

For these reasons, the council does not consider that there is material uncertainty in respect of its ability to continue as a going concern for the period of 12 months from the date of approval of these financial statements.



## 8 COLLECTION FUND

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The Collection Fund Statement is a record of revenue expenditure and income relating to the council's role as a billing authority for council tax and national non-domestic rates (NNDR) in accordance with the requirements of section 89 of the Local Government Finance Act 1988. Its primary purpose is to show the transactions of the billing authority in relation to the collection from taxpayers of tax due and its distribution to other local authorities, Major Preceptors and the Government. Collection Fund Statement items are only included within the Comprehensive Income and Expenditure Account and Balance Sheet when they relate to the council's own entitlements or commitments as distinct from those of Local Government or Central Government partners. Amounts owed to or owing by taxpayers at the Balance Sheet Date are therefore not shown in the council's Balance Sheet with the exception of the proportion of council tax to which the council itself is entitled

It also shows how the income is distributed between Hart District Council, Hampshire County Council, Hampshire Police and Crime Commissioner and Hampshire Fire and Rescue Authority.

Billing authorities in England are required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and non-domestic rates (NDR). The fund key features relevant to accounting for council tax in the core financial statements are:

- While the council tax income for the year credited to the Collection Fund is the accrued income for the year regulations determine when it should be released from the Collection Fund and transferred to the General Fund of the billing authority or paid out of the Collection Fund to major preceptors.
- Council tax income included in the Comprehensive Income and Expenditure Account for the year shall be the accrued income for the year. The difference between the income included in the Comprehensive Income and Expenditure Account and the amount required by regulation to be credited to the Collection Fund shall be taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

Since the collection of council tax and NDR Income is in substance an agency arrangement:

- Cash collected by the billing authority from council tax debtors belongs proportionately to the billing authority and the major preceptors. There will be therefore a debtor/creditor position between the billing authority and each major preceptor to be recognised since the net cash paid to each major preceptor in the year will not be its share of the cash collected from council taxpayers.
- Cash collected from NDR taxpayers by billing authorities (net of the cost of collection allowance) belongs to the government and preceptors and the amount not yet paid to them at the Balance Sheet date shall be included in the Balance Sheet as a creditor; similarly, if cash paid to the government and preceptors exceeds the cash collected from NDR taxpayers (net of the billing authority's cost of collection allowance), the excess shall be included in the Balance Sheet as a debtor.

## 8 COLLECTION FUND

### 8.0 Collection Fund Statement

	Council Tax	Non- Domestic Rates	Total Collection Fund	Council Tax	Non- Domestic Rates	Total Collection Fund
	2020/21 £000	2020/21 £000	2020/21 £000	2021/22 £000	2021/22 £000	2021/22 £000
<b>Amounts required by statute to be credited to the Collection Fund</b>						
Council Tax Receivable (net of benefits' discounts for prompt payment and transitional relief)	(75,589)	N/A	(75,589)	<b>(80,571)</b>	<b>N/A</b>	<b>(80,571)</b>
Transitional protection payments / (relief adjustment)	(325)	536	211	<b>(4)</b>	<b>44</b>	<b>40</b>
Non Domestic Rates Receivable (net of discretionary and mandatory reliefs)	N/A	(16,626)	(16,626)	<b>N/A</b>	<b>(22,659)</b>	<b>(22,659)</b>
	<b>(75,914)</b>	<b>(16,090)</b>	<b>(92,004)</b>	<b>(80,575)</b>	<b>(22,615)</b>	<b>(103,190)</b>
<b>Amounts required by statute to be debited to the Collection Fund</b>						
Precepts/demands for council tax and shares of non-domestic rating income						
- Hampshire County Council	52,873	2,763	55,636	<b>55,443</b>	<b>2,783</b>	<b>58,226</b>
- Hampshire Police and Crime Commissioner	8,692	N/A	8,692	<b>9,297</b>	<b>N/A</b>	<b>9,297</b>
- Hampshire Fire and Rescue Service	2,839	307	3,146	<b>2,892</b>	<b>309</b>	<b>3,201</b>
- Hart District Council	10,665	12,279	22,944	<b>10,929</b>	<b>12,367</b>	<b>23,296</b>
Payment with respect to central government share of NDR (net of allowable deductions)	N/A	15,349	15,349	<b>N/A</b>	<b>15,459</b>	<b>15,459</b>
Impairment of Debts/Appeals						
- change in the impairment allowance for doubtful debts	403	800	1,203	<b>308</b>	<b>368</b>	<b>676</b>
- change in allowance for loss of income on appeals	N/A	563	563	<b>N/A</b>	<b>(634)</b>	<b>(634)</b>
Charge to the General Fund for allowable collection costs for non-domestic rates	N/A	97	97	<b>N/A</b>	<b>97</b>	<b>97</b>
<b>(Surplus) or Deficit for Year</b>	<b>(442)</b>	<b>16,068</b>	<b>15,626</b>	<b>(1,706)</b>	<b>8,134</b>	<b>6,428</b>
<i>Continued on next page</i>						

## 8 COLLECTION FUND

*Continued from previous page*

	Council Tax	Non- Domestic Rates	Total Collection Fund	Council Tax	Non- Domestic Rates	Total Collection Fund
	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22
	£000	£000	£000	£000	£000	£000
Contribution towards previous year's estimated surplus or deficit:						
- Hampshire County Council	153	(34)	119	(95)	(1,261)	(1,356)
- Hampshire Police and Crime Commissioner	25	N/A	25	(16)	N/A	(16)
- Hampshire Fire and Rescue Service	8	(4)	4	(5)	(140)	(146)
- Hart District Council	31	(151)	(120)	(19)	(5,603)	(5,622)
- Central Government	N/A	(188)	(188)	N/A	(7,003)	(7,003)
<b>Movement on the fund</b>	<u>(225)</u>	<u>15,691</u>	<u>15,466</u>	<u>(1,841)</u>	<u>(5,873)</u>	<u>(7,715)</u>
<b>Opening fund balance</b>	<b>(214)</b>	<b>715</b>	<b>501</b>	<b>(439)</b>	<b>16,406</b>	<b>15,967</b>
<b>Closing fund balance</b>	<b>(439)</b>	<b>16,406</b>	<b>15,967</b>	<b>(2,280)</b>	<b>10,533</b>	<b>8,252</b>

## 8 COLLECTION FUND

### 8.1 COUNCIL TAX

The average council tax at Band D set by the council was as follows:

	2020/21	2021/22
	£	£
Hampshire County Council	1,286.28	<b>1,350.45</b>
Hampshire Police and Crime Commissioner	211.46	<b>226.46</b>
Hampshire Fire and Rescue Service	69.06	<b>70.43</b>
Hart District Council	176.84	<b>181.84</b>
Town and Parish Councils	82.60	<b>84.37</b>
	<b>1,826.24</b>	<b>1,913.55</b>

## 8 COLLECTION FUND

The amount of income generated in 2021/22 by each council tax band was as follows:

Band	Chargeable Dwellings	Band Multiplier	Band D Equivalent	Council Tax income per band £
A	491	6/9	327.50	645,951
B	1,515	7/9	1,178.40	2,324,240
C	7,084	8/9	6,297.30	12,420,602
D	7,944	9/9	7,943.60	15,667,714
E	7,356	11/9	8,991.00	17,733,574
F	6,554	13/9	9,467.10	18,672,619
G	3,718	15/9	6,196.30	12,221,393
H	225	18/9	449.00	885,594
			<b>40,850.20</b>	
	Class O Exempt Properties		592.90	
	Plus allowance for new properties and ending of discounts 0.5%		143.16	
	Less allowance for properties being demolished and additional discounts 0.01%		0.00	
	Assumed losses on collection 1.3%		(531.05)	
	<b>Tax Base (equivalent Band D) approved by council</b>		<b>41,055.21</b>	

## 8 COLLECTION FUND

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### 8.2 INCOME COLLECTABLE FROM BUSINESS RATE PAYERS

The council collects non-domestic rates for its area based on local rateable values multiplied by a uniform national rating multiplier. The total NDR Rateable Value as at 31 March 2022 was £70,322,734 (£73,740,339 as at 31 March 2021)

The non-domestic rate multiplier for 2021/22 was 49.9 pence for qualifying properties of less than £51,000 rateable value and 51.2 pence for qualifying properties of more than £51,000 rateable value, this is consistent with the non-domestic rate multiplier applied in 2020/2021.

## 9 GROUP ACCOUNTS

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### 9.0 GROUP ACCOUNTS

Hart District Council wholly owns Hart Housing Property Management Company Ltd (HHPMC) which has been categorised as a subsidiary of the authority, the accounts have not been consolidated due to HHPMC being immaterial.

HHPMC was established on 16 June 2021 as a dedicated and wholly owned housing management company. The Company will hold assets on behalf of the council, manage the letting and management of the property efficiently to provide affordable housing to key workers and local residents.

### 10.0 GLOSSARY

#### **Accounts**

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

#### **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 through:

- (a) recognising
- (b) selecting measurement bases for, and
- (c) presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies define the process whereby transactions and other events are reflected in financial statements. For example, an accounting policy for a particular type of expenditure may specify whether an asset or a loss is to be recognised; the basis on which it is to be measured; and where in the revenue account or balance sheet it is to be presented.

#### **Accounting standards**

A set of rules explaining how accounts are to be measured, maintained and reported. By law, local authorities must follow 'proper accounting practices', which are set out in Acts of Parliament and in professional codes and statements of recommended practices. These standards make comparability, among other things, possible.

#### **Accrual**

The recognition of income and expenditure as it is earned or incurred, as opposed to when cash is received or paid.

#### **Actuarial gains and losses**

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- (a) events have not coincided with the actuarial assumptions made for the last valuation (experience gains or losses); or
- (b) the actuarial assumptions have changed.



## 10 GLOSSARY

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### **Amortisation**

The reducing of the value of assets to reflect their reduced worth over time. The term means the same as depreciation, though in practice amortisation tends to be used for the write-off of intangible assets.

### **Assets**

These can either be:

Long term (non-current), tangible assets that give benefits to the authority for more than one year.

Property, Plant and Equipment, assets which are held for use in the production or supply of goods and services, for rental to other, or for administrative purposes.

Investment property is property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation, or both.

Intangible assets, these are usually stand-alone intellectual property rights such as software licences that, although they have no physical substance are right to show on the balance sheet where they have been capitalised as being of benefit for more than the year of account. Where software is integral to the running of hardware it is properly included in the value of the hardware.

### **Audit – internal**

The council has an internal audit service, they have a wide ranging role and are responsible for auditing key financial systems and all other activities of the council on a rolling programme. They make recommendations to improve internal controls, safeguard assets and secure value for money.

### **Audit – external**

Our external auditor is Ernst and Young LLP. They report to the council on a number of issues, but in this context they provide assurance to the council that this statement of accounts ‘presents fairly’ the council’s financial affairs and position.

### **Balance sheet**

A statement of the recorded assets, liabilities and other balances at a specific date at the end of an accounting period.

### **Budget**

A forecast of the council’s planned expenditure. The level of council tax is set by reference to detailed revenue budgets. Budgets are reviewed during the course of the financial year to take account of pay and price changes, and other factors affecting the level or cost of services.

### **Cabinet**

The Cabinet is the executive board responsible for undertaking all of the council's functions, except those functions which are reserved to the full council or delegated to committees or officers. When the executive councillors meet collectively they are known as the Cabinet.

### **Capital Adjustment Account**

This account includes the amalgamated balances of the Property, Plant and Equipment Restatement Account and the Capital Financing Account at 31 March and holds financing transactions relating to capital expenditure.

### **Capital charges**

Charges made to service expenditure accounts based on the service's use of property, plant and equipment assets (depreciation and impairment) plus credits relating to government grants and capital contributions used to pay for those assets.

### **Capital expenditure**

Expenditure on the acquisition or enhancement of property, plant and equipment assets, Revenue Expenditure Financed by Capital under Statute (REFCUS), advances (loans) or grants to other individuals/organisations.

### **Capital receipts**

Income received from the sale of property, plant and equipment assets.

### **Central services to the public**

This includes the costs of local tax collection, elections, emergency planning, local land charges and any general grants.

### **CIPFA**

CIPFA is the Chartered Institute of Public Finance and Accountancy, which is the leading professional accountancy body for public services.

### **Code of Practice on Local Authority Accounting in the United Kingdom**

Issued by CIPFA, this is the guidance which is followed when preparing these statements. It provides expert support in dealing practically with the preparation of the year-end accounts and is the guidance by which every local authority must follow.

**Collection fund**

The fund into which are paid amounts of council tax and non-domestic rates and from which are met demands by county and district councils and payments to the national non-domestic rates pool.

**Community assets**

Community assets are a class of property, plant and equipment assets which are expected to be held by the council in perpetuity. Examples include parks, historic buildings and works of art.

**Corporate and democratic core**

Comprises all activities which local authorities engage in because they are elected, multi-purpose authorities. It includes the costs of the Head of the Paid Service, costs of treasury management and bank charges and the costs of democratic representation.

**Council tax**

A local tax set by councils to help pay for local services. There is one bill per dwelling based on its relative value compared to others in the area. There are discounts, including where only one adult lives in the dwelling. Bills will also be reduced for properties with people on low incomes, for some people with disabilities and some other special cases.

**Current service cost (pensions)**

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

**Current Value**

The amount at which would be paid for the asset in its existing use.

**Deferred credits**

Income still to be received (or applied in the accounts) where deferred payments (or application) have been allowed. For example the principal outstanding from the sale of former council houses (deferred capital receipts).

**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 (including notionally funded).

### **Depreciation**

Depreciation is the measure of the consumption or wearing out of the useful economic life of a property, plant and equipment asset.

### **Events after the balance sheet date**

Significant events, favourable and unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

### **Fair value**

The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

### **Financial instruments adjustment account**

This account includes transactions relating to the reversal of the fair value adjustment from the Income and Expenditure account so as to neutralise the effect on the council taxpayer

### **Finance lease**

A lease that transfers substantially all of the risks and rewards of ownership of a property, plant and equipment asset to the lessee.

### **General Fund (GF)**

This is the primary revenue account which records the cost of providing the majority of the council's services.

### **Housing Benefit**

The housing benefit scheme is a national scheme administered at a local level by the council on the behalf of the Department for Work and Pensions. It is a means-tested service where the council can pay all, or part of, a household's rent or council tax, or both.

### **Housing benefit subsidy**

The government reimburses the council for most of the housing benefit payments made to residents plus an allowance to cover the costs of administering the scheme.

### **International Accounting Standard 19 – Employee Benefits**

This Standard is based on the principle that an organisation should account for retirement benefits when it is committed to give them, even if the actual giving will be many years into the future.

### **Impairment**

A reduction in the value of a property, plant and equipment asset below its carrying amount on the balance sheet.

### **International financial reporting standards (IFRS)**

Since 2010/11 the council has had to prepare its statements in line with International Financial Reporting Standards. On implementation, this resulted in a significant change to the way that budgets and accounts are prepared with different accounting treatment being applied to asset valuations, leases, some accruals and derivatives.

### **Lease**

An agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period of time.

### **Liabilities**

Amounts the authority either owes or anticipates owing to others, whether they are due for immediate payment or not.

### **Minimum revenue provision (MRP)**

The minimum amount that the council must charge to the revenue account in the year in respect of the repayment of principal of borrowing for capital purposes.

### **National non-domestic rates (NNDR) also known as Business Rates**

The form of local taxation charged on non-residential premises at a level set by central government.

### **Net Book Value**

The amount at which property, plant and equipment assets are included in the balance sheet i.e. their historical cost or fair value less the cumulative amounts provided for depreciation and impairment.

### **Net service expenditure**

Comprises of all expenditure less all income, other than income from council tax and revenue support grant, in respect of a particular service.

## 10 GLOSSARY

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### **Non-distributed costs**

Overheads for which no user now benefits and should not be apportioned to services. Costs generally included under this heading are those arising from early retirement payments to the pension fund.

### **Operating lease**

A lease agreement in which substantially all of the risks and rewards of ownership of a property, plant and equipment asset remain with the lessor.

### **Outturn**

The final total expenditure and income amount in any financial year.

### **Overheads**

The costs of overheads and support services are charged to those services that benefit from the supply or service. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

Corporate and Democratic Core – costs relating to the council's status as a multi-functional, democratic organisation.

Non-distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

### **Past service cost**

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

### **Precept**

The charge made by another authority on the council to finance its net expenditure. The council currently has the following precepting authorities: Hampshire County Council, Police and Crime Commissioner for Hampshire, Hampshire Fire and Rescue Authority and all the town and parish councils in the district.

### **Prior period adjustments**

The adjustments applicable to prior years arising from the correction of material errors.

### **Provisions**

Amounts set aside for liabilities of uncertain timing or amount that have been incurred.

### **Related parties**

This is defined under Financial Reporting Standard 8. The council is required to disclose material transactions with related parties, which can include central government, subsidiary and associated companies, the Pension Fund, other councils, and chief and senior officers. IAS24 requires attention to be drawn to the possibility that the reported financial position may have been affected by the existence of related parties and by material transactions with them. Two or more parties are related parties when at any time during the financial period:

- (a) one party has direct or indirect control of the other; or
- (b) the parties are subject to common control from the same source; or
- (c) one party has influence over the financial and operational policies of the other party to the extent that the other party might be inhibited from pursuing at all times its own separate interests; or
- d) the parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interest.

### **Remuneration**

All sums paid to or receivable by an employee and sums due by way of expenses allowances and the money value of any other benefits received other than in cash (excludes employer pension contributions).

### **Reserves**

The general capital and revenue balances of the council. There are two types of reserves which might be described as either available or not available to finance expenditure. Revenue reserves which result from monies being set aside or surpluses or delayed expenditure can be spent or earmarked at the discretion of the council (e.g. General Fund). The capital receipts reserve is also available to the extent allowed for by statute. However, other capital reserves are not available to meet expenditure, e.g. the capital adjustment account.

### **Revaluation reserve**

This account includes transactions relating to the revaluation and impairment of the councils assets.

### **Revenue Expenditure**

Day to day expenditure incurred in the provision of services including salaries and wages, transport and goods and services.

## 10 GLOSSARY

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### **Revenue Expenditure Financed by Capital under Statute (REFCUS)**

A type of capital expenditure which may be deferred but which does not give rise to tangible assets. Examples are renovation grants and disabled facilities grants (grants to private individuals and companies to improve housing standards) and capital grants to other organisations.

### **Revenue Support Grant**

A historic grant that used to be paid by the government in support of the council's revenue expenditure, as part of the Formula Grant.

### **Section 151 Officer**

Another term to describe the Statutory Chief Financial Officer of the council with responsibilities as set out in the Statement of Responsibilities for the Statement of Accounts and within Section 151 of the Local Government Act.



## II INDEPENDENT AUDITOR'S REPORT

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Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. The maintenance and integrity of the Hart District Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.



## **ANNUAL GOVERNANCE STATEMENT 2021/22**

## 1 Introduction

- 1.1 Hart District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for. We have a duty under the Local Government Act 1999 to make arrangements to secure continuous improvements in the way in which our functions are exercised, whilst having regard to a combination of economy, efficiency and effectiveness.
- 1.2 We are responsible for putting in place proper arrangements for the governance of our affairs and facilitating effective exercise of our functions. The Accounts and Audit Regulations 2015 require the Council to conduct a review at least once a year of the effectiveness of its system of internal control and to publish an Annual Governance Statement (AGS).
- 1.3 This AGS set out the outcome of the review for the year ended 31 March 2022. It was updated in December 2022 to take account of significant post year end events. It has been prepared in accordance with the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government' (2016) and its seven principles.

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## 2 The Council's Governance Framework

- 2.1 The governance framework generally refers to the culture, values, systems, and processes by which an organisation is directed, controlled and held to account. The Council's governance framework aims to ensure that in conducting its business it operates in a lawful, open, inclusive and honest manner, makes sure that public money is safeguarded, properly accounted for and used economically, efficiently and effectively, maintains effective arrangements for the management of risk and secures continuous improvement in the way that it operates. Additionally, an effective governance framework enables the Council to monitor the achievement of its corporate objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 Underpinning the governance framework is the Council's Local Code of Corporate Governance. A document that details the key policies, procedures and systems by which the Council is controlled and governed. The Local Code is reviewed and updated annually to ensure it reflects current working practices. Once updated it is reviewed and approved by the Audit Committee. The Local Code should be read alongside the AGS.

### **3 Declaration of a Climate Emergency**

- 3.1 In May 2019 the Government declared a climate change emergency. Whilst the Council at that time had introduced policies and initiatives to help adapt and mitigate the impacts of climate change (e.g., energy efficiency improvements, reducing single use plastics, planning policies to introduce greater levels of energy and water efficiency) it had no overall strategy for carbon reduction either for itself or to influence the wider community. In September 2019 the Council agreed to prepare a Climate Change Strategy which would set out the measures needed for the Council to become a net zero carbon emitter.
- 3.2 A formal cross party Climate Emergency Member Working Group was established. This Group has met regularly since September 2019 and has driven forward the climate change agenda as well as leading on developing a climate change carbon reduction action plan in lieu of the Strategy originally envisaged. The action plan was approved by Cabinet in February 2020 and covers the period to October 2023. Setting the October date was intentional. This allows a review of the plan to be completed by Autumn each year and the funding of actions considered in the Council's budget setting and service planning processes. £250k has been allocated in the 2022/23 budget for Climate Change Emergency.
- 3.3 Building on the work undertaken in preparing and delivering the action plan, the Council in April 2021 declared a climate emergency, and committed to putting the reduction of CO<sub>2</sub> in the atmosphere at the front and centre of all policies and formal decision making. The Council pledged to make Hart District carbon neutral by 2040 and areas under the direct control of the Council carbon neutral by 2035. It was also agreed that a report be presented to full Council every six months setting out the current actions the Council is taking to address this emergency and the plan to measure annual District wide progress towards meeting the 2040 target. Reports have been presented to Council in November 2021 and April 2022.
- 3.4 All of the Councils decisions and actions, whether big or small, will contribute to either slowing or accelerating climate change. Good governance requires effective climate governance (ensuring climate risks and opportunities are identified, mitigated, managed and monitored) and it is recognised that, when considering the Council's finite resources, decisions affecting expenditure on climate issues will need to have regard to proportionality – balancing climate benefit against financial cost.
- 3.5 The impact of the Council's decision to declare a climate emergency can already be seen. For example, in March 2022 a decision was taken to allow Housing Associations to request funding from the Council so they could provide additional energy efficiency measures in new affordable homes being built in the district. All decisions taken by the Council also must consider climate change implications and committee reports have been adjusted to allow for this to be considered.

## **4 Significant after year end events**

- 4.1 In October 2022, the Council underwent a restructure, moving from four service areas to three – Place, Corporate and Community. One of the two Joint Chief Executives also left the Council at this time, leaving one Chief Executive. A new Monitoring Officer was also appointed, alongside a new S151 Officer who also was appointed Executive Director of Corporate Services.
- 4.2 The previous version of this AGS was drafted before the changes outlined above took effect. The AGS makes reference to the former structure, including the Joint Chief Executives and service areas that are no longer in place. It has been decided to leave these references in place as they reflect the structure as of 31 March 2022.
- 4.3 Following a procurement exercise, a decision has been taken to outsource delivery of the Internal Audit Service to the Southern Internal Audit Partnership from April 2023.

## **5 Review of the Effectiveness of the Governance Framework**

- 5.1 The review of the effectiveness of the governance framework is led by Internal Audit and the Head of Corporate Services. The Senior Leadership Team also contribute to the review process.

The review considered the following areas and issues:

- a) The annual review of the Local Code of Corporate Governance in May 2022. The Local Code is based upon the 2016 CIPFA / SOLACE framework, Delivering Good Governance in Local Government. Our self-assessment against the Code is included at Annex A.
- b) The work of Internal Audit and their ‘Satisfactory’ assurance opinion on the adequacy and effectiveness on the Council’s internal control environment for the year ending March 2022, reported to the Audit Committee in May 2022. During 2021/22 financial year there were issued one ‘substantial’, seven ‘satisfactory’ and three ‘limited’ assurance internal audit reports. No area reviewed was classified as having ‘no’ assurance. There was one high risk recommendation. This related to weaknesses in the management of a small number of IT systems that had been devolved to service departments. It is considered serious enough to be identified as a significance governance concern. Action taken to address this issue is set out in Section 6 below.

The Audit Committee requested in December 2021 an internal audit review of the Shapley Heath Garden Community Project. This review was still underway at the year end. In July 2022 the Audit Committee received the internal audit report. It

highlighted several significant governance concerns relating to project management governance and contained 11 recommendations. These are considered serious enough to be considered a significant governance concern.

The Audit Committee after discussing the report asked Cabinet to provide a response to the report's recommendations and to also review the application of project governance, financial controls and reporting and to provide a response on the lessons learnt. The Cabinet considered the internal audit report in September 2022. They agreed that the [interim] Section 151 Officer prepare an action plan to address the 11 recommendations and that the Local Government Association or similar body, be asked to undertake a review of project governance, financial control and reporting arrangements.

The Audit Committee also asked the Staffing Committee to review Officer's oversight of the project, including the application of financial controls, risk management, monitoring and reporting and share their findings with the Committee. The Staffing Committee considered the internal audit report in September 2022. They agreed to set up a Panel to review the issues that the Audit Committee had raised. The outcome of the review will be shared with the Audit Committee.

- c) CIPFA released a revised Position Statement on Audit Committees in May 2022. Whilst this event occurred after the 31 March 2022, it was noted that the current terms of reference for the Audit Committee do need to be reviewed. They will be updated during 2022/23 to reflect the Position Statement.

The Position Statement has taken on board several recommendations arising from the Redmond Review of the effectiveness of local audit published in September 2020. Three of the most notable recommendations being that Audit Committees of local authorities should include co-opted independent persons, that Audit Committee members will have a requirement to be trained and the Audit Committee will be required to report annually to Council on how it has complied with the Position Statement, discharged its responsibilities and assessed its performance. In considering the Position Statement the Audit Committee agreed in September 2022 that when their terms of reference are updated, they should allow for the co-option of up to two independent persons.

- d) The unqualified opinions expressed by the external auditor on both the 2020/21 Statement of Accounts and Value for Money opinion. *At the time of preparing this draft AGS the external auditor had not yet completed their review of the 2021/22 financial accounts. This statement will be amended once they have completed their work.*

- e) The role played by Members, as accountable democratically elected representatives, in providing community leadership, delivering clear policy and financial direction, scrutinising decisions as well as fulfilling regulatory and quasi-judicial duties. Annex B details the key governance impacts of Members work.
- f) The work of the Senior Leadership Team who have responsibility for the development and maintenance of the control and governance environment.
- g) The Monitoring Officer has monitored the Council's compliance with the law, and that high standards of conduct have been maintained by both officers and members. The Monitoring Officer has managed any amendments to the Constitution and has ensured the decision-making process has been transparent.
- h) The Head of Corporate Services is the Council's Section 151 Officer. They have had in place an appropriate internal control framework that has ensured financial transactions have been properly accounted for. They are a member of the Senior Leadership Team and ensured financial implications are considered in the delivery of corporate objectives and overseen the effectiveness of the overarching strategic financial processes (e.g., budget setting, financial planning, revenue and capital expenditure monitoring, treasury management). They undertook a self-assessment of compliance with the CIPFA Financial Management Code which was reported to Audit Committee in July 2021. The Code is designed to support good practice in financial management and to assist the Council in demonstrating its financial stability.
- i) As part of their business-as-usual operations, Service Managers frequently review and amend their risk registers. The Corporate Risk Register was reported to Overview & Scrutiny in September 2021 and March 2022. The Audit Committee also considered the effectiveness of the risk management framework in March 2022. A review of the Risk Management Policy is due to be completed in 2022/23.
- j) Work undertaken to identify potential fraudulent business grant claims received in respect of the (Covid) National Restrictions Support Grant, Restart Grants, Omicron and additional Restrictions grant schemes. The checks identified 11 attempted grant frauds in the Restart scheme, one of these was paid. The annual Countering Fraud risk assessment was completed. Investigations were also undertaken in respect of potential frauds identified via our involvement with the National Fraud Initiative.

- k) The processes put in place to protect from harm Members, Officers and Customers once Council buildings re-opened following the lifting of national Covid restrictions and the requirement to recommence delivering services in person, rather than remotely.
- l) The report of the Local Government and Social Care Ombudsman 2021/22. Ten complaints were received by the Ombudsman. After review they decided that only one required formal investigation by them, which was not upheld.
- m) In April 2022, a revised Corporate Complaints Policy was introduced. The policy addresses the concerns internal audit highlighted in their report of October 2021. Internal Audit plan to complete a follow-up review during Q4 2022/23. The findings of that review will feed into the 2022/23 governance review. Once the Corporate Complaints Policy has been in place for a number of months, it is the intention that high level trend data on complaints will be provided to Overview and Scrutiny as part of the corporate suite of data provided on a quarterly basis. This information was not provided on a routine basis previously.
- n) On the 16 June 2021, the Council incorporated Hart Housing Property Management Company Ltd (Co. No. 13459808), a wholly owned company. The company lease, maintain and rent out on an affordable basis, residential assets procured by the Council in its pursuance of its objective to increase the supply of affordable housing in the district. The company forms part of the Council's broader strategy to innovate in the provision of its activities and functions. The majority of any net income generated by the Company will be reinvested back into the delivery of Council services. (The draft business plan for the Company can be found within the Cabinet agenda, 3 June 2021). As part of the governance arrangements, a Housing Scrutiny Panel (HSP) was established, comprising three members appointed by the Overview and Scrutiny Committee. The HSP met in December 2021 for the first time.
- o) The Commercialisation Strategy was revised in July 2021. The Strategy explains how the Council aims to invest up to £50m in a balanced property portfolio that will aim to generate a rate of return of at least 3%, which will in turn be invested in service delivery. The Strategy outlines the investment criteria and decision-making process that has been introduced to ensure that all investments are appropriate.
- p) The provision of regular management and performance information, formally to both Cabinet and Overview & Scrutiny Committee and informally through discussions with Members at Service Panels.



- q) The approval in April 2021 of three new equality objectives for the period 2021-2023 (as required by the Public Sector Equality Duty) to replace the four that were in place for the period 2017-2021. The objectives were developed after holding engagement workshops with Senior Leadership Team, Management Team and the staff change champions. Of the nine actions linked to the 2017-2021 objectives, eight were classed as 'green' within the RAG traffic light system. The remaining 'amber' action referred to the publication of workforce equality information. A decision was taken not to publish this as some categories contained such small numbers that it was likely that individuals would be able to be identified. This was not appropriate.
- r) The ongoing review throughout the year of policies and procedures that underpin the delivery of services alongside new initiatives introduced to enhance governance and/or service delivery. These include:
- The Economic Development team launched a website – Hart for Business - to promote the benefits of the district to potential new businesses and investors (April 2021)
  - Launch of the modern.gov app, to allow Members and Officers to access committee papers 'on the move' and away from a traditional PC or laptop (April 2021)
  - The Chairman of the Overview and Scrutiny Committee presenting the Committee's 2020/21 Annual Report to Council (May 2021),
  - Introduced a revised Corporate Debt Policy (July 2021)
  - Updated Customer Care Standards (August 2021)
  - Revising the Safeguarding Policy and Procedure (August 2021)
  - The implementation of the Development Management Service action plan prepared following the December 2019 peer review.
  - The Council approving revisions to the Members Code of Conduct (September 2021)
  - New Communications and Engagement Strategy (December 2021)
  - Agreement to look at options for the restructuring of the Senior Management structure to achieve financial savings, whilst at the same time retaining a resilient senior management team (January 2022)
  - A successful bid for £125k from Central Government to enhance cyber security (January 2022)
  - Adoption of the Homelessness and Rough Sleeping Strategy 2022-27 (March 2022)
  - Review of Whistleblowing Policy (March 2022)
  - Work commenced on building a new corporate website which is expected to be launched by Autumn 2022.

## 6 Significant Governance Issues 2021/22

- 6.1 The effectiveness review has concluded that corporate governance arrangements and the internal control environment are generally effective. It is acknowledged that improvements can always be made. Two issues are considered significant enough to be specifically highlighted. The action taken to address these is set out below.

<b>Governance Improvement Plan 2021/22</b>				
	<b>Issue</b>	<b>Action Taken</b>	<b>Responsible Officer</b>	<b>Target Date</b>
1	The responsibility for the maintenance and administration of three key IT systems has been devolved to Services rather than the central IT team. This has led to weaknesses in IT access controls, security management and cyber security which in turn could compromise the operational efficiency of the IT systems.	An internal audit review undertaken in February 2023 found that no procedure notes have been prepared. The review also noted that whilst system managers are clear on their role and responsibilities and tasks that need to be performed, procedure notes should still be written to document the controls and actions that are required to be performed to effectively manage and safeguard the devolved systems. It is proposed that this action be carried forward into the 2022/23 statement.	IT Manager	June 2023
2	The internal audit report on the Shapley Heath Garden Community Project identified serious project management governance failings and made 11 recommendations. Audit Committee have asked Cabinet and the Staffing Committee to consider the report and their requests for:	In September 2022 the Cabinet asked the S151 Officer to prepare an action plan to respond to the 11 recommendations. The Audit Committee will keep under review the implementation of the actions.	S151 Officer	Completed

	<b>Issue</b>	<b>Action Taken</b>	<b>Responsible Officer</b>	<b>Target Date</b>
	1. a response that sets out how the 11 recommendations are to be actioned. 2. A review of the application of project governance processes. 3. A review of Officer's oversight of the Project.	The Local Government Association or similar body, be asked to undertake a review of project governance, financial control and reporting arrangements.	Chief Executive	March 2023
		The Staffing Committee have established a Panel to review Officer's actions. Their findings will be reported to the Audit Committee who will then consider what further action, if any, they wish to take.	Chief Executive	March 2023
		The Cabinet have been asked to respond to the Audit Committee on the actions that they are taking to address the 11 audit report recommendations.	Chief Executive	March 2023

- 6.2 Five governance issues were identified from the 2020/21 effectiveness review. An improvement plan to address these issues was included in the 2020/21 AGS.
- 6.3 The draft AGS for 2020/21 was considered by the Audit Committee in July 2021. An objection to the 2020/21 statement of accounts was received and the Audit Committee decided not to approve the AGS until the objection had been resolved. This delay to approving the AGS would have allowed the Audit Committee to amend the AGS if the objection was upheld.
- 6.4 External audit did not conclude their audit until early March 2022. Their audit report was considered by the Audit Committee on 22 March 2022. External audit having completed their work on the objection received concluded that a public interest report was not required. The 2020/21 AGS was therefore approved at the March 2022 Audit Committee meeting prior to being signed by the Leader of the Council and Chief Executive.

6.5 Good practice suggests that the Audit Committee should receive an updated improvement plan after six months or so. This allows the Committee to note the progress that has been made to address the governance issues identified. Due to the delay in approving the 2020/21 AGS, no such update report was provided. The table below outlines the current position in respect of each of the five governance issues identified in 2020/21.

<b>Governance Improvement Plan 2020/21</b>					
	<b>Issue</b>	<b>Current position (March 2023)</b>	<b>Responsible Officer</b>	<b>Delivery</b>	
	1	High risk internal audit actions are introduced.	A new monitoring system has been introduced that captures all actions that Managers have agreed to introduce. All high-risk actions are followed up to ensure they are introduced.	Internal Audit Manager	Completed
Page 196	2	Ensure Service Plans adequately reflect risks and appropriate mitigating actions.  Risks need to be documented, managed, and updated on the service risk registers.  This action was brought forward from 2019/20 as it had not been fully completed.	Risks from service plans are captured in corporate and service risk registers. They are reviewed on a regular basis and reported to Overview & Scrutiny Committee via Service Panels.	All Heads of Service	Completed
	3	The governance arrangements for the Joint Waste Contract are stabilised.	With effect from 24 May 2021 responsibility for management of the Joint Waste Contract transferred to Basingstoke and Deane. A new Inter authority agreement has been signed reflecting the change in administration authority, and a Service Level Agreement which includes KPIs for the client team function is being finalised.	Joint Chief Executive	Completed

	<b>Issue</b>	<b>Current position (March 2023)</b>	<b>Responsible Officer</b>	<b>Delivery</b>
4	The two high risk actions agreed following the 2020/21 payroll internal audit are introduced.	The actions have been introduced. 1. A Data Protection impact assessment has been completed. 2. Staff resilience has been improved.	Head of Corporate Services	Completed
5	Ensure key policies are up to date and that the current version is readily available.  Policies supporting the governance process need reviewing.	A list of key polices is maintained by the Head of Corporate Services. The policies updated during 2012/22 and to date are: Corporate Complaints Policy Corporate Debt Policy Safeguarding Policy Whistleblowing Policy  The risk management and the countering fraud and corruption policy require updating during 2022/23. The fraud and corruption policy has not been amended and will be done so during 2023/24.	---  Internal Audit Manager	---  March 2023

**7 Approval of the Annual Governance Statement**

The 2022/23 effectiveness review has concluded that corporate governance arrangements and the internal control environment are generally effective.

Two areas for improvement have been identified. We propose to take steps to address the issues identified at paragraph 6.1 and will report on the action taken to the Audit Committee both during the year and as part of future annual governance reviews.

**Cllr David Neighbour,  
Leader of Hart District Council**

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**Daryl Phillips, Chief Executive**

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Signature

Date

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## Self-assessment against the Local Code of Corporate Governance

The Councils commitment to good governance.	How it will be achieved.	Further information.
<b>1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.</b>		
<p>The Council has clear, transparent decision-making processes which align with our ethical values. Decisions that have been made are lawful and Codes of Conduct set out expectations on behaviour and integrity.</p>	<ul style="list-style-type: none"> <li>➤ Codes of Conduct are in place for both members and officers. These are used to promote the standards of behaviour expected of both members and employees.</li> <li>➤ All members are required to sign a declaration of interests annually, these are readily available on our website. They are also required to declare any such interests at public meetings prior to the relevant item being discussed.</li> <li>➤ Member training is provided and an appropriate induction process in place for all new members.</li> <li>➤ The Standards Committee is in place to ensure ethical behaviour is maintained.</li> <li>➤ Statutory Officers are in post. These being the Joint Chief Executives, one of whom acts as the Head of Paid Service, the other as the Monitoring Officer. The Head of Corporate Services is the Section 151 Officer.</li> </ul>	<p><a href="#">Member code of conduct September 2021</a></p> <p><a href="#">Officer Code of Conduct</a> (See Section 9 of the Employee Handbook)</p> <p><a href="#">Organisation Chart</a></p> <p><a href="#">Vision/Values and Governance</a></p>

The Councils commitment to good governance.	How it will be achieved.	Further information.
	<ul style="list-style-type: none"> <li>➤ Hart Values are in place and describe how the Council expects employees and members to behave when carrying out their roles and, how we expect our residents and stakeholders to be treated.</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ The Constitution and Scheme of Delegation define the roles and responsibilities of officers and members, and set out the rules on how the Council conducts its business. The Constitution is subject to an on-going review by senior management to ensure it is fit for purpose, any amendments will require the approval of Full Council.</li> <li>➤ The Council has measures to address breaches of its legal and regulatory powers. The Council’s Monitoring Officer has statutory reporting duties in respect of unlawful decision making and maladministration.</li> </ul>	<p><a href="#">Constitution</a></p>



The Councils commitment to good governance.	How it will be achieved.	Further information.
<b>2. Ensuring openness and comprehensive stakeholder engagement.</b>		
<p>The Council exists to serve its residents and local businesses. We work with a wide variety of stakeholders and work effectively in partnership. Consultation and engagement mechanisms are in place.</p>	<ul style="list-style-type: none"> <li>➤ The Council will work with residents, businesses, communities, and partners to help us prioritise what we do, and to have a say over our approach.</li> <li>➤ During 2021/22 all Council meetings have been conducted in public, decisions have been properly recorded and are in the public domain. This ensures transparency and that the impact and consequences of decisions are clearly stated.</li> <li>➤ Minutes and Agendas for all meetings provide a formal record of decisions that are made and are readily available on our website.</li> </ul>	<p><a href="#">Council Meetings</a></p>

The Councils commitment to good governance.	How it will be achieved.	Further information.
	<ul style="list-style-type: none"> <li>➤ Hart District Council is committed to working with residents, businesses, and charities to improve the services it delivers across the district. Consultation is an essential part of this, and we need to know your thoughts on changes that we intend to make.</li> <li>➤ During 2021/22 the Council issued 29 newsletters to businesses, continuing its engagement with the local business community.</li> <li>➤ We use social media including Twitter and Facebook, as a way of engaging with the community and promoting awareness of services we provide. All our social media updates are provided by our Communications Team to ensure a consistent approach is taken.</li> <li>➤ Newsletters are sent to Parish and Town Councils, MP's and County Councillors.</li> <li>➤ Meetings take place between Hart Officers and Unison</li> <li>➤ Monthly staff briefings take place keeping officers up to date with new initiatives and feedback of ongoing work</li> <li>➤ Customer Care Standards and Complaints policy are in place.</li> </ul>	<p><a href="#">Consultations</a></p> <p><a href="#">Customer Care Standards</a></p> <p><a href="#">Complaints policy</a></p>

The Councils commitment to good governance.	How it will be achieved.		Further information.
	<ul style="list-style-type: none"> <li>➤ The Council encourages feedback on the services it provides. We have a feedback form on our website, and its address is included on generic email signatures.</li> <li>➤ The table below details the governance arrangements in place for both outsourced services and those services provided in partnership with other Councils. Regular meetings occur to discuss service, performance and financial issues.</li> </ul>		<a href="#">Contact Us</a> <a href="#">Council Feedback</a>
	<b>Service</b>	<b>Governance</b>	
	Revenues and Benefits, IT, Land Charges, Customer Services.	5 Councils Management Board Central Client Team Inter Authority Agreement	
	Everyone Active (Leisure Services)	Monthly Management Meeting Leisure Client Officer	
	Basingstoke and Deane Borough Council (Legal Services, Waste, Licensing, Grounds Maintenance).	Joint Management Board Joint Waste Board with Serco	
	Rushmoor Borough Council (CCTV, Building Control)	Joint Governance Group	
	Basingstoke and Deane Wokingham Borough Council – Internal Audit	Quarterly Management Meeting Audit Committee	

<b>3. Defining outcomes in terms of sustainable economic, social, and environmental benefits.</b>		
<b>The Councils commitment to good governance.</b>	<b>How it will be achieved.</b>	<b>Further information.</b>
The Council works with communities to plan outcomes. In setting policies and strategies, the Council takes account of sustainable economic, social and environmental benefits.	<ul style="list-style-type: none"> <li>➤ The Corporate Plan 2017 – 2022 has been developed with members and outlines the priorities of the Council.</li> <li>➤ The Council has established a long-term vision, covering the period 2020 – 2040.</li> <li>➤ The Council’s 2021-22 Medium Term Financial Strategy was approved by Cabinet in December 2020. There is a robust budget process in place to ensure financial resources are allocated to corporate priorities.</li> <li>➤ The Council has set out an Equality Policy which identifies how we will work towards agreed equality objectives. Where required Equality Impact Assessments are also carried out. Equality Objectives for 2021-23 were adapted by the Council in April 2021.</li> <li>➤ The Council declared a climate emergency in April 2021. A climate change carbon reduction action plan has been prepared, which is considered by Council twice yearly.</li> </ul>	<p><a href="#">Hart Corporate Plan 2017-2022</a></p> <p><a href="#">Long Term Vision</a></p> <p><a href="#">2021-22 Budget and Medium Term Financial Strategy</a></p> <p><a href="#">Equality Objectives 2021-2023</a></p> <p><a href="#">April 2022 climate emergency update</a></p>

4. Determining the interventions necessary to optimise the achievement of intended outcomes.		
The Councils commitment to good governance.	How it will be achieved.	Further information.
<p>The Council takes decisions on interventions based on its clear vision for services, engaging with communities, stakeholders and the expertise of professional service officers.</p>	<ul style="list-style-type: none"> <li>➤ A performance framework exists to monitor progress on intended outcomes, it is also used to support our decision-making process. Performance indicators have been reported to Overview and Scrutiny during 2021/22.</li> <li>➤ Service Plans are in place that outline clear visions for the services we provide. Service Plans also help ensure resources are allocated to corporate priorities. The content and reporting of service plans was reviewed during 2021/22.</li> <li>➤ The Council's budget process ensures financial resources are aligned to corporate priorities.</li> <li>➤ The Scheme of Delegation clearly outlines who is responsible for the decision-making process, and where responsibilities lie for the functions of the Council. The Scheme of Delegation is contained within the Constitution.</li> <li>➤ Decision makers receive objective analysis, information and risk assessments on options that are available to achieve intended outcomes.</li> <li>➤ The Council makes use of collaborative and joint working, where appropriate. Community benefit and improved resilience is often a key consideration in how services are procured.</li> </ul>	<p><a href="#">Service Plans 2021-22</a></p> <p><a href="#">Constitution</a></p>

<b>5. Developing the entity's capacity, including the capability of its leadership and the individuals within it.</b>		
<b>The Councils commitment to good governance.</b>	<b>How it will be achieved.</b>	<b>Further information.</b>
<p>The Council maintains an effective relationship between the Leader of the Council and the Joint Chief Executives. We encourage the development of all employees to ensure they are able to carry out their roles effectively.</p>	<ul style="list-style-type: none"> <li>➤ There are regular meetings between the Joint Chief Executives and the Leader of the Council. Similar meetings take place between Heads of Service and Portfolio Holders. These have ensured an effective line of communication exists between senior managers and members.</li> <li>➤ Member and Officer training programmes are in place. The Corporate Training Programme is designed to target areas of training that were identified from personal development reviews.</li> <li>➤ Induction Training has been provided to new employees during 2021/221. Training is also provided to new members.</li> <li>➤ Mandatory training has been provided to all managers during the year on Cyber Security, Fraud Awareness and Safeguarding.</li> <li>➤ Arrangements are in place to maintain the health and wellbeing of the workforce. A Wellbeing Survey was used during 2020/21, to assess whether employees are provided with an appropriate level of support regarding their health and wellbeing.</li> <li>➤ The performance framework includes personal development reviews (PDR's) for individuals. These are linked to both Corporate and Service Plans. Training needs to all employees are considered as part of the PDR process.</li> </ul>	

The Councils commitment to good governance.	How it will be achieved.	Further information.
	<ul style="list-style-type: none"> <li>➤ Roles and responsibilities of senior management are clearly identified. The Scheme of Delegation makes it clear the protocols that must be followed for the decision-making process.</li> <li>➤ An appropriate protocol is in place to enable Elected Members and Senior Officers to have a shared understanding of their respective roles.</li> <li>➤ The Joint Chief Executives provide regular updates to employees on what is going on within the council. These include a question-and-answer session.</li> </ul>	<a href="#">Constitution</a>

<b>6. Managing risks and performance through robust internal control and strong financial management.</b>		
<b>The Councils commitment to good governance.</b>	<b>How it will be achieved.</b>	<b>Further information.</b>
The Council maintains an appropriate internal control framework, Financial management is robust to ensure council spending is within agreed budgets.	<ul style="list-style-type: none"> <li>➤ The Council has a risk management framework in place that identifies and reports risk and how it is being managed.</li> <li>➤ The effectiveness of the risk management framework is reported to the Audit Committee half yearly.</li> <li>➤ The content of the corporate risk register is reviewed by the Senior Leadership Team on a regular basis. It is reported to Overview and Scrutiny half yearly.</li> <li>➤ As part of the process for approving the budget for the council, appropriate statements were made by the Head of Corporate Services (Section 151 Officer), regarding financial risk, and the outlook for the short to medium term.</li> </ul>	<a href="#">Risk Management Policy</a>  <a href="#">Corporate Risk Register Review March 2021</a>  <a href="#">2020/21 Medium Term Financial and Budget</a>



The Councils commitment to good governance.	How it will be achieved.	Further information.
	<ul style="list-style-type: none"> <li>➤ The system of internal control is reviewed on an on-going basis by Internal Audit and management. An opinion on the effectiveness of the internal control system for 2020/21 was reported to the Audit Committee in May 2021.</li> <li>➤ The Head of Corporate Services is responsible for the financial management of the council and is the Section 151 Officer. We have a strong culture of good financial management which ensures public money is properly safeguarded.</li> <li>➤ A Medium-Term Financial Strategy</li> <li>➤ Robust budget monitoring arrangements are in place for both capital and revenue with budget reporting at both senior management and members occurring at least quarterly.</li> <li>➤ An appropriate culture is in place to help manage the risk of fraud and we take a positive approach to raising fraud awareness. The Fraud and Corruption Policy is out of date and will be reviewed during 2022-23.</li> <li>➤ A fraud risk assessment was carried out by Internal Audit during 2021/22 to consider the effectiveness of controls in place to manage the risk of fraud. The conclusions of this review are reported to management and the Audit Committee.</li> </ul>	<p><a href="#">2021/22 Budget &amp; Medium Term Financial Strategy</a></p> <p><a href="#">Anti Fraud and Corruption Policy</a></p> <p><a href="#">Fraud Risk Assessment 2021-22</a></p> <p><a href="#">Whistleblowing Policy</a></p>

<b>7. Implementing good practice in transparency, reporting and audit to deliver effective accountability.</b>		
<b>The Councils commitment to good governance.</b>	<b>How it will be achieved.</b>	<b>Further information.</b>
<p>The Council has transparent processes in place to ensure our decisions are in the public domain through our website, financial reporting is robust.</p>	<ul style="list-style-type: none"> <li>➤ Information on the decision-making process is readily available to all stakeholders via the Council’s website.</li> <li>➤ An appropriate committee structure is in place to ensure there is an effective decision-making process and, that all relevant information is reported in a timely manner to those making key decisions. Key decisions are subject to an appropriate level of scrutiny.</li> <li>➤ An Audit Committee is in place. The committee reviews the work of both Internal and External Audit, approving the Statement of Accounts and providing assurance on the Council’s governance arrangements.</li> <li>➤ A Local Code of Corporate Governance is in place and is reviewed annually. It complies with the requirements of the CIPFA/SOLACE Framework 2016. The Local Code is due to be presented to the Audit Committee in July 2022. The 2021 Code was approved by the Audit Committee in July 2021.</li> <li>➤ The Council produces an Annual Governance Statement, which explains how we comply with CIPFA’s “Delivering Good Governance in Local Government (2016)”.</li> <li>➤ Internal Audit will review the internal control framework on an on-going basis, the key financial systems. Findings and risks identified during reviews are reported to both senior management and the Audit Committee.</li> </ul>	<p><a href="#">Decision Making Process</a></p> <p><a href="#">Audit Committee</a></p> <p><a href="#">Local Code of Corporate Governance 2021</a></p>

The Councils commitment to good governance.	How it will be achieved.	Further information.
	<ul style="list-style-type: none"> <li>➤ Internal Audit provide an annual report to the Audit Committee that includes an objective opinion on the internal control framework. The report for 2021/22 was presented to the May 2022 Audit Committee and contained a 'satisfactory' opinion.</li> <li>➤ External Audit review the arrangements that the Council has in place to secure value for money. They also provide an opinion on the accuracy and completeness of the Council's Statement of Accounts. The external auditors will not complete their work until after this draft AGS has been reviewed by the Audit Committee. The AGS will be updated to reflect the external auditors' findings from their review of the 2021/22 statement of accounts.</li> </ul>	<a href="#">Annual Internal Audit Report 2021-22</a>

## THE MEMBER GOVERNANCE FRAMEWORK

The Council operates and discharges its function via the Constitution which establishes the roles and responsibilities for Members of the Executive, Overview and Scrutiny Committee, Audit Committee and other Regulatory Committees.

The core functions of the main committees are described below.

### FULL COUNCIL

- a) Received minutes of Cabinet, Overview and Scrutiny and Audit Committees.
- b) Received regular reports from the Joint Chief Executive on the work of the Council.
- c) Responded to regular questions from the public on a wide variety of issues.
- d) Approved the annual budget.
- e) Received updates from members who represent the Council on outside bodies.

### CABINET

Cabinet carry out the role of the Executive as required by the Council's constitution. It is the main decision-making body. In terms of reviewing and monitoring the governance framework during 2021/22 Cabinet has:

- a) Received regular reports throughout the year on the Council's financial position.
- b) Reviewed in April 2021 Service Plans for 2021/22 to ensure the content of plans aligned with the Corporate Plan and priorities.
- c) Reviewed and approved key strategies and policies through the year.
- d) In November 2021 reviewed the Medium Term Financial Strategy for 2022/23.
- e) In February 2022 Cabinet set the budget for 2022/23 and recommended to Council its approval.

### OVERVIEW & SCRUTINY

In terms of reviewing and monitoring the governance framework during 2021/22 the Overview and Scrutiny Committee has:

- a) Received half yearly reports on the content of the corporate risk register to review and challenge the content.

- b) Reviewed proposed strategy or policy documents and provided constructive comments to Cabinet.
- c) Made comments to Cabinet on the content of future years' service plans (which set out the key actions each service will undertake during the coming year to deliver the Council's objectives and priorities, as well as core services).
- d) Received reports from representatives on Outside Bodies on their involvement and make any recommendations to Cabinet on the continuing value.
- e) Received regular reports during the year on council performance from Heads of Service.
- f) Received the annual report from the Local Government and Social Care Ombudsman.
- g) Reviewed regular budget monitoring information and treasury management performance.
- h) In January 2022 the Committee reviewed and provided comment to Cabinet, on the content of the draft budget for 2022/23 and medium-term financial strategy 2022/23 – 2024/25.
- i) Been kept properly informed of the Cabinet work programme and so allowed the Committee to fulfil its role of holding the Executive to account.
- j) Presented in May 2021 an annual report of its work to Council.

## AUDIT COMMITTEE

The Audit Committee is responsible for providing effective assurance on the adequacy of the governance framework. In terms of reviewing the governance framework for 2022, the Audit Committee has:

- a) Reviewed the Council's Annual Governance Statement, to confirm the content accurately reflects the council's governance framework.
- b) Received regular reports on the work carried out by the Council's External Auditors.
- c) Received regular reports on the work of Internal Audit. This has allowed the committee to monitor their work and ensure the service is able to substantially deliver the audit plan.
- d) Received the Annual Report of the Internal Audit Manager. This provides the committee with the Audit Managers opinion on the effectiveness of the Council's internal control framework.
- e) Approved the Statement of Accounts
- f) Reviewed regular reports on the effectiveness of the Council's risk management arrangements and challenged the framework to ensure it remains fit for purpose.

End

## AUDIT COMMITTEE

**DATE OF MEETING:** 28 MARCH 2023

**TITLE OF REPORT:** INTERNAL AUDIT PLAN 2023/24

**Report of:** Executive Director - Corporate and Section 151 Officer

**Cabinet Portfolio:** Finance

**Key Decision** No

### 1 PURPOSE OF REPORT

1.1 The purpose of this paper is to present the Internal Audit Plan for 2023-24 in accordance with the requirements of the Public Sector Internal Audit Standards (Appendix A).

### 2 OFFICER RECOMMENDATION

2.1 To approve the Internal Audit Plan 2023-24

### 3 BACKGROUND

3.1 The aim of internal audit's work programme is to provide independent and objective assurance to management, in relation to the business activities, systems or processes under review that:

- The framework of internal control, risk management and governance is appropriate and operating effectively; and
- Risks to the achievement of the Council's objectives are identified, assessed, and managed to a defined acceptable level.

3.2 The internal audit plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of internal audit resource to provide a clear statement of assurance on risk management, internal control, and governance arrangements.

3.3 Internal audit focus should remain proportionate and appropriately aligned to key areas of organisational risk.

3.4 All auditable areas of review remain within the audit universe and are subject to ongoing assessment. The audit plan will remain fluid to ensure that internal audit is able to react to new and emerging risks along with the changing needs of the Council

3.5 Other reviews, based on criteria other than risk, may also be built into the work plan. These may include 'mandatory' audits or reviews requested or commissioned by management. Any commissioned review must be able to

clearly demonstrate a contribution to the audit opinion on risk management, control, and governance.

## **6 CORPORATE GOVERNANCE CONSIDERATIONS**

### **Relevance to the Corporate Plan and/or The Hart Vision 2040**

Adopting the internal audit plan contributes towards the Corporate Plan priority of 'Building a Resilient Council'.

### **Service Plan**

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for this proposal?	Yes

### **Legal and Constitutional Issues**

The Accounts and Audit Regulations 2015 require the Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

### **Financial and Resource Implications**

There are no financial implications arising from this report.

### **Risk Management**

There is a risk that if the internal audit plan is not effectively compiled and delivered than it could inhibit the production of the annual report and opinion (in accordance with the Accounts and Audit (England) Regulations 2015) and its subsequent contribution to the Annual Governance Statement.

## **7 EQUALITIES**

7.1 There are no equalities issues arising from this report.

## **8 CLIMATE CHANGE IMPLICATIONS**

8.1 No direct carbon/environmental impacts arising from the recommendations'

## **9 ACTION**

9.1 The Internal Audit Plan 2023-24 is approved.

Contact Details: Neil Pitman, Head of Southern Internal Audit Partnership  
 neil.pitman@hants.gov.uk

**Appendices**

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Internal Audit Plan 2023-24							

**Background papers:** None





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# **Southern Internal Audit Partnership**

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## **HART DISTRICT COUNCIL INTERNAL AUDIT PLAN 2023-24**

Prepared by: Neil Pitman, Head of Southern Internal Audit Partnership

March 2023

## Introduction

The role of internal audit is that of an:

*‘Independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.*

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation’s objectives.

The aim of internal audit’s work programme is to provide independent and objective assurance to management, in relation to the business activities; systems or processes under review that:

- the framework of internal control, risk management and governance is appropriate and operating effectively; and
- risk to the achievement of the Council’s objectives is identified, assessed and managed to a defined acceptable level.

The internal audit plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of Internal Audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.

Internal Audit focus should be proportionate and appropriately aligned. The plan will remain fluid and subject to on-going review and amendment, in consultation with the relevant stakeholders to ensure it continues to reflect the needs of the Council. Amendments to the plan will be identified through the Southern Internal Audit Partnership’s continued contact and liaison with those responsible for the governance of the Council.

## Your Internal Audit Team

Your internal audit service is provided by the Southern Internal Audit Partnership. The strategic lead will be Neil Pitman, Head of Southern Internal Audit Partnership, supported by Jade Lakeland, Audit Manager.

## Conformance with Internal Auditing Standards

The Southern Internal Audit Partnership service is designed to conform to the Public Sector Internal Audit Standards (PSIAS). Under the PSIAS there is a requirement for audit services to have an external quality assessment every five years. In September 2020 the Institute of Internal Auditors were commissioned to complete an external quality assessment of the Southern Internal Audit Partnership against the PSIAS, Local Government Application Note and the International Professional Practices Framework.

In selecting the Institute of Internal Auditors (IIA) a conscious effort was taken to ensure the external assessment was undertaken by the most credible source. As the authors of the Standards and the leading Internal Audit authority nationally and internationally the IIA were excellently positioned to undertake the external assessment.

Page 219  
Considering all sources of evidence the external assessment team concluded:

*'The mandatory elements of the IPPF include the Definition of Internal Auditing, Code of Ethics, Core Principles and International Standards. There are 64 fundamental principles to achieve with 118 points of recommended practice. We assess against the principles. It is our view that the Southern Internal Audit Partnership conforms to all 64 of these principles.'*

*'We have also reviewed SIAP conformance with the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN). We are pleased to report that SIAP conform with all relevant, associated elements.'*

## Conflicts of Interest

We are not aware of any relationships that may affect the independence and objectivity of the team which are required to be disclosed under internal auditing standards.

## Hart District Council – Corporate Plan 2023 – 2027

Hart District Council have agreed their Corporate Plan for 2023 to 2027 which sets out how the Council intends to play its role in improving, sustaining, and promoting the social, economic, and environmental wellbeing of the communities in Hart District over the next five years.

This is based on the following themes:

**Planet - Sustainability and Climate Emergency: A carbon neutral and climate-resilient council by 2035**

**People – fair treatment for all, help for those in need, and a sustainable economy that makes Hart a great place to live and work**

**Place - delivering warmer, better homes in sustainable locations that people can afford to live in.**

**Building a Resilient Council - Your services: getting it right first time and delivering what matters to you**

These themes are underpinned by a range of aims and goals to measure the effective outcomes.

### Council Risk

The corporate risks assessed by the Council are a key focus of our planning for the year to ensure it meets the organisation's assurance needs and contributes to the achievement of their objectives.

Area	Description	Risk Score
Financial	Changes to Local Government Funding. Loss of key income stream and subsequent budget implications. Possible loss of government grants Inflation and Cost of living crisis	12
Governance	Poor performance for shared and outsourced services with no consequences. Governance frameworks for shared or outsourced services are not always effective. Governance arrangements for outsourced and shared services are not always robust. Decisions are made outside of the control of the council for services we provide.	4
Employee	Failure to recruit or retain suitably skilled staff Service continuity, delays in service provision to customers both external and internal.	8
Corporate Contracts	A badly run contract can be an expensive and ineffective way to deliver a service. Inflationary uplifts and changes in circumstances may lead to inefficiencies or non-delivery of key services	6
Climate Change	Failure to achieve agreed carbon reduction targets	2
Cyber Security	Cyber Security risks are increasing as everybody makes use of technology as a way of managing sensitive data and business critical functions. Personal data needs to be protected, some of which is held on our behalf by 3rd parties.	12

\*extract from Corporate Risk Register (half year review) presented to Overview & Scrutiny Committee (27 September 2022)

We will monitor the corporate risk register closely over the course of the year to ensure our plan remains agile to the rapidly changing landscape.

## Developing the Internal Audit Plan 2023/24

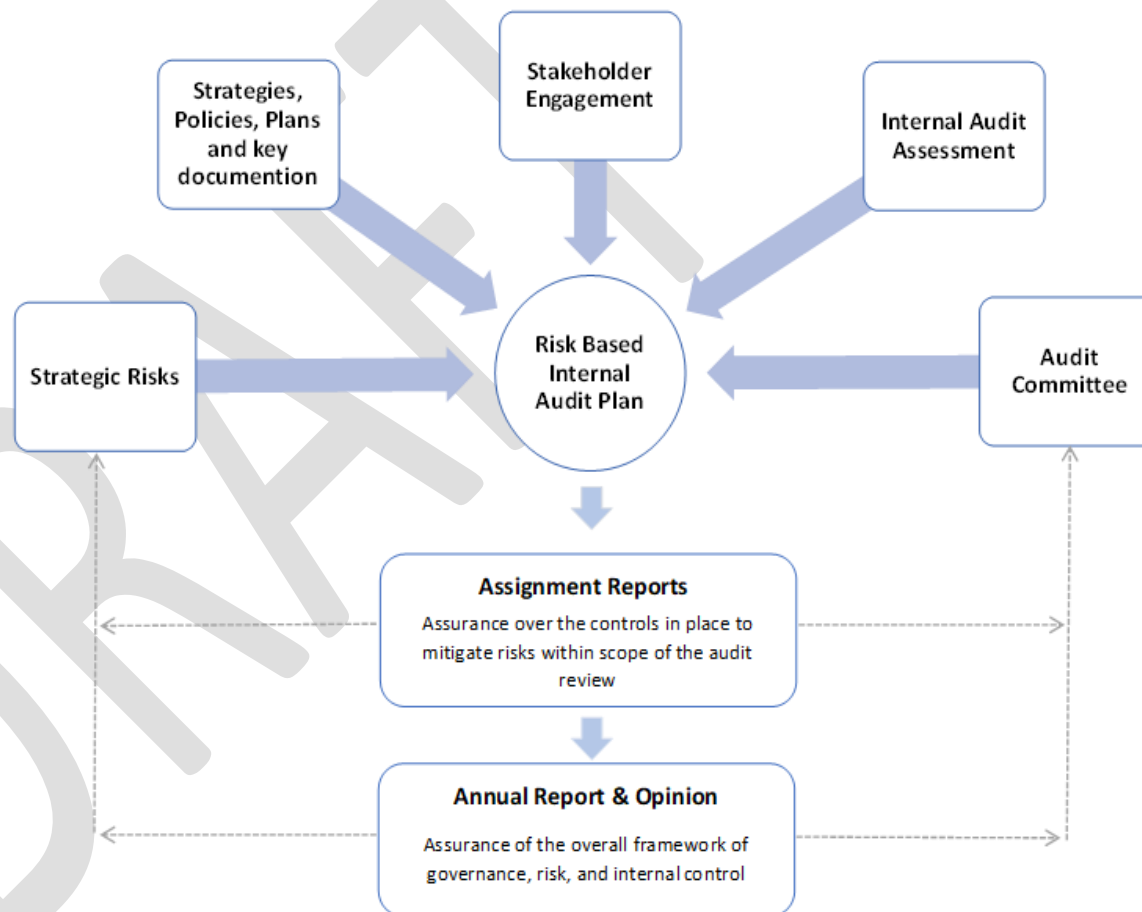
In accordance with the Public Sector Internal Audit Standards there is a requirement that internal audit establish a risk-based audit plan to determine the resourcing of the internal audit service, consistent with the organisation's goals.

Based on conversations with key stakeholders, review of risk registers, key corporate documents and our understanding of the organisation, the Southern Internal Audit Partnership have developed an annual audit plan for the coming year.

Audit planning is a perpetual process throughout the course of the year to ensure we are able to react to new and emerging risks and the changing needs of the organisation.

The Council are reminded that internal audit is only one source of assurance and through the delivery of our plan we will not, and do not seek to cover all risks and processes within the organisation.

We will however continue to work closely with other assurance providers to ensure that duplication is minimised, and a suitable breadth of assurance is obtained.



## Internal Audit Plan 2023-24

Audit Review	Audit Sponsor (Executive Director)	Indicative Scope	Corporate / Directorate Risks	Proposed Timing
<b>Governance</b>				
Information Governance	Corporate	Assurance over information governance arrangements to include FOI, SAR, Transparency and General Data Protection Regulation (GDPR).	✓	Q1
Risk Management	Corporate	Assurance over the risk management framework including governance, transparency and maturity.		Q3
Programme & Project Management	Corporate	Assurance over the governance, risk and control framework for the delivery of organisational programmes / projects.		Q2
HR	Corporate	Assurances over the audit cycle to cover: <ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Absence Management</li> <li>• Officer Recruitment</li> <li>• Officer Training &amp; Development</li> <li>• Workforce Strategy / Development</li> <li>• Flexible Working</li> <li>• Use of Volunteers.</li> </ul> 2023/24 scope Workforce Strategy (including recruitment & retention)	✓	Q1
Savings Realisation	Corporate	Assurance over the governance process in place for the development, monitoring, reporting and delivery of identified savings to meet known future budget pressures.	✓	Q3
Decision Making	Corporate	Assurance over the effectiveness and transparency of the decision-making process at officer and Member level. To consider governance, sufficiency, accuracy and timeliness of information including consultation with the public as necessary.	✓	Q3
National Fraud Initiative	Corporate	To review and investigate the non-welfare results arising from the national fraud initiative.		Q1
Payment Card Industry Standards	Corporate	Assurance that the council are compliant with the PCI standards.		Q4

Audit Review	Audit Sponsor (Executive Director)	Indicative Scope	Corporate / Directorate Risks	Proposed Timing
<b>IT</b>				
Cyber – Staff Training & Awareness	Corporate	Assurance over controls in place to ensure staff are adequately trained to mitigate the risk of a successful cyber attack through staff actions.	✓	Q2
Vulnerability Management	Corporate	Assurance over internal vulnerability scanning and remediation processes to ensure effective identification and management of vulnerabilities.		Q3
<b>Core Financial</b>				
Accounts Receivable & Debt Management	Corporate	Cyclical review of core financial system		Q3
Housing Benefits	Corporate	Cyclical review of core financial system		Q4
<b>Planet – sustainability and climate emergency: a carbon neutral and climate resilient council by 2035</b>				
Climate Change	Corporate	To review the Climate Change Strategy and delivery of the Climate Change Action Plan in place to meet the organisations carbon neutral target.	✓	Q3
<b>People – fair treatment for all, help for those in need and a sustainable economy that makes Hart a great place to live and work</b>				
safeguarding	Community	To ensure effective policies and procedures are in place and training provided to staff along with appropriate statutory checks.		Q1
<b>Place – delivering warmer, better homes in sustainable locations that people can afford to live in</b>				
Licencing	Place	To provide assurance over the arrangements in place for those licensing functions included in the shared services agreement with B&DBC.		Q2
S106 Developer Contributions	Place	Assurance over the administration, negotiating, collection, monitoring and utilisation of S106 contributions.	✓	Q4
<b>Building a resilient council – your services: getting it right first time and delivering what matters to you</b>				
Waste & Recycling	Corporate	Assurance over the effectiveness of governance arrangements and that the council are receiving the level of service / performance expected from the Agreement.	✓	Q4

Audit Review	Audit Sponsor (Executive Director)	Indicative Scope	Corporate / Directorate Risks	Proposed Timing
Legal Services	Corporate	Assurance over the effectiveness of governance arrangements and that the council are receiving the level of service / performance expected from the Agreement.	✓	Q2
<b>Other</b>				
Management				Q1 – Q4
<b>Total Days</b>				<b>230</b>



## AUDIT COMMITTEE

**DATE OF MEETING:** 28 MARCH 2023

**TITLE OF REPORT:** INTERNAL AUDIT CHARTER 2023/24

**Report of:** Executive Director - Corporate and Section 151 Officer

**Cabinet Portfolio:** Finance

**Key Decision** No

### 1 PURPOSE OF REPORT

1.1 The purpose of this paper is to present the Internal Audit Charter for 2023-24 in accordance with the requirements of the Public Sector Internal Audit Standards (Appendix A).

### 2 OFFICER RECOMMENDATION

2.1 To approve the Internal Audit Charter 2023-24

### 3 BACKGROUND

3.1 The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority and responsibility consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards. The Public Sector Internal Audit Standards require the charter to be reviewed and approved annually.

3.2 The Accounts and Audit (England) Regulations 2015 state:

*'a relevant body must undertake an effective internal audit to evaluate the effectiveness of its risk management control and governance processes, taking into account public sector internal auditing standards or guidance'*

3.3 The Public Sector Internal Audit Standards (attribute 1000) requires that all internal audit activities maintain an 'internal audit charter'. The internal audit charter establishes internal audit's position within the organisation including:

- Recognising the mandatory nature of the Public Sector Internal Audit Standards
- Defining the scope of internal audit responsibilities
- Establishing the organisational independence of internal audit
- Establishing accountability and reporting lines (functional and administrative)
- Arrangements that exist with regard anti-fraud and anti-corruption
- Establishing internal audit rights of access

- Defining the terms ‘board’ and ‘senior management’ for the purposes of internal audit.

3.4 In accordance with the Standards, the internal audit charter should be reviewed annually (minimum) and approved by senior management and this Committee.

3.5 Appendix 1 provides a draft copy of the Internal Audit Charter 2023-24 for review and comment.

## 6 CORPORATE GOVERNANCE CONSIDERATIONS

### Relevance to the Corporate Plan and/or The Hart Vision 2040

Adopting the internal audit charter contributes towards the Corporate Plan priority of ‘Building a Resilient Council’.

### Service Plan

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for this proposal?	Yes

### Legal and Constitutional Issues

The Accounts and Audit Regulations 2015 require the Council to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’.

The public sector internal audit standards require that the internal audit charter is reviewed annually and approved by ‘senior management’ and the ‘Board’. For the purposes of Hart District Council within the internal audit charter the ‘Board’ is defined as the Audit Committee.

### Financial and Resource Implications

There are no financial implications arising from this report.

### Risk Management

The internal audit service is not compliant with the public sector internal audit standards and there is a lack of clarity and transparency over the role, independence, accountability and reporting lines of the internal audit function.

## 7 EQUALITIES

7.1 There are no equalities issues arising from this report.

## 8 CLIMATE CHANGE IMPLICATIONS

8.1 No direct carbon/environmental impacts arising from the recommendations'

## 9 ACTION

9.1 The Internal Audit Charter 2023-24 is approved.

**Contact Details: Neil Pitman, Head of Southern Internal Audit Partnership  
neil.pitman@hants.gov.uk**

### Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Internal Audit Charter 2023-24							

**Background papers:** None



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# **Southern Internal Audit Partnership**

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HART DISTRICT COUNCIL

Internal Audit Charter 2023/24

Prepared By: Neil Pitman, Head of Southern Internal Audit Partnership  
March 2023

# Internal Audit Charter – 2023/24

## Introduction

The Public Sector Internal Audit Standards (the Standards) provide a consolidated approach to audit standards across the whole of the public sector providing continuity, sound corporate governance and transparency.

The Standards form part of the wider mandatory elements of the International Professional Practices Framework (IPPF) which also includes:

- the mission;
- core principles;
- definition of internal audit; and
- Code of Ethics.

The Standards require all internal audit activities to implement and retain an 'Internal Audit Charter'.



The purpose of the Internal Audit Charter is to formally define the internal audit activity's purpose, authority, and responsibility.

## Mission and Core Principles

The IPPF 'Mission' aims *'to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight.'*

The 'Core Principles' underpin delivery of the IPPF mission:

- Demonstrates integrity;
- Demonstrates competence and due professional care;
- Is objective and free from undue influence (independent);
- Aligns with the strategies, objectives and risks of the organisation;
- Is appropriately positioned and adequately resourced;
- Demonstrates quality and continuous improvement;
- Communicates effectively;
- Provides risk-based assurance;
- Is insightful, proactive, and future-focused; and
- Promotes organisational improvement.

## **Authority**

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2015, which state that a relevant body must:

*‘undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control’.*

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards (updated 2017).

## **Purpose**

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively. The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation’s objectives.

This is achieved through internal audit providing a combination of assurance and consulting activities. Assurance work involves assessing how well the systems and processes are designed and working, with consulting activities available to help to improve those systems and processes where necessary.

The role of internal audit is best summarised through its definition within the Standards, as an:

*‘independent, objective assurance and consulting activity designed to add value and improve an organisations operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.*

## **Responsibility**

The responsibility for maintaining an adequate and effective system of internal audit within Hart District Council lies with the Executive Director of Corporate Services (S151 Officer).

For the Council, internal audit is provided by the Southern Internal Audit Partnership.

The Chief Internal Auditor (Head of Southern Internal Audit Partnership) is responsible for effectively managing the internal audit activity in accordance with the ‘Mission’, ‘Core Principles’, ‘Definition of Internal Auditing’, the ‘Code of Ethics’ and ‘the Standards’.

## Definitions

For the purposes of this charter the following definitions shall apply:

*The Board* – the governance group charged with independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of financial reporting. At the Council this shall mean the Audit Committee.

*Senior Management* – those responsible for the leadership and direction of the Council. At the Council this shall mean the Senior Leadership Team.

## Position in the organisation

The Chief Internal Auditor reports functionally to the Board, and organisationally to the Executive Director of Corporate Services (S151 Officer) who has statutory responsibility as proper officer under Section 151 of the Local Government Act 1972, for ensuring an effective system of internal financial control and proper financial administration of the Council's affairs.

The Chief Internal Auditor has direct access to the Chief Executive who carries the responsibility for the proper management of the Council and for ensuring that the principles of good governance are reflected in sound management arrangements.

The Chief Internal Auditor has direct access to the Council's Monitoring Officer where matters arise relating to Monitoring Officer responsibility, legality and standards.

Where it is considered necessary to the proper discharge of the internal audit function, the Chief Internal Auditor has direct access to elected Members of the Council and in particular those who serve on committees charged with governance (i.e. the Audit Committee).

## Internal audit resources

The Chief Internal Auditor will be professionally qualified (CMIIA, CCAB or equivalent) and have wide internal audit and management experience, reflecting the responsibilities that arise from the need to liaise internally and externally with Members, senior management and other professionals.

The Executive Director of Corporate Services (S151 Officer) will provide the Chief Internal Auditor with the resources necessary to fulfil the Council's requirements and expectations as to the robustness and scope of the internal audit opinion.

The Chief Internal Auditor will ensure that the internal audit service has access to an appropriate range of knowledge, skills, qualifications and experience required to deliver the audit strategy and operational audit plan.

The annual operational plan will identify the resources required to complete the work, thereby highlighting sufficiency of available resources. The Chief Internal Auditor can propose an increase in audit resource or a reduction in the number of audits if there are insufficient resources.

'Senior Management' and 'the Board' will be advised where, for whatever reason, internal audit is unable to provide assurance on any significant risks within the timescale envisaged by the risk assessment process.

The annual operational plan will be submitted to 'senior management' and 'the Board', for approval. The Chief Internal Auditor will be responsible for delivery of the plan. The plan will be kept under review to ensure it remains responsive to the changing priorities and risks of the Council.

Significant matters that jeopardise the delivery of the plan or require changes to the plan will be identified, addressed and reported to 'senior management' and 'the Board'.

If the Chief Internal Auditor, 'the Board' or 'Senior Management' consider that the scope or coverage of internal audit is limited in any way, or the ability of internal audit to deliver a service consistent with the Standards is prejudiced, they will advise the Executive Director of Corporate Services (S151 Officer) accordingly.

### **Independence and objectivity**

Internal auditors must be sufficiently independent of the activities they audit to enable them to provide impartial, unbiased and effective professional judgements and advice.

Internal auditors must maintain an unbiased attitude that allows them to perform their engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgement on audit matters to others.

To achieve the degree of independence and objectivity necessary to effectively discharge its responsibilities, arrangements are in place to ensure the internal audit activity:

- retains no executive or operational responsibilities;
- operates in a framework that allows unrestricted access to 'senior management' and 'the Board';
- reports functionally to 'the Board';
- reports in their own name;
- rotates responsibilities for audit assignments within the internal audit team; and
- completes individual declarations confirming compliance with rules on independence, conflicts of interest and acceptance of inducements.

If independence or objectivity is impaired in fact or appearance, the details of the impairment will be disclosed to 'Senior Management' and 'the Board'. The nature of the disclosure will depend upon the impairment.



## **Due professional care**

Internal auditors will perform work with due professional care, competence and diligence. Internal auditors cannot be expected to identify every control weakness or irregularity, but their work should be designed to enable them to provide reasonable assurance regarding the controls examined within the scope of their review.

Internal auditors will have a continuing duty to develop and maintain their professional skills, knowledge and judgement based on appropriate training, ability, integrity, objectivity and respect.

Internal auditors will apprise themselves of the '*Mission*', *Core Principles*', *Definition of Internal Auditing*', the '*Code of Ethics*' and the '*Standards*' and will work in accordance with them in the conduct of their duties.

Internal auditors will be alert to the possibility of intentional wrongdoing, errors and omissions, poor value for money, failure to comply with management policy and conflicts of interest. They will ensure that any suspicions of fraud, corruption or improper conduct are promptly reported in accordance with the Council's Anti-fraud and Corruption Policy.

Internal auditors will treat the information they receive in carrying out their duties as confidential. There will be no unauthorised disclosure of information unless there is a legal or professional requirement to do so. Confidential information gained in the course of internal audit work will not be used to effect personal gain.

## **Access to relevant personnel and records**

In carrying out their duties, internal audit (on production of identification) shall have unrestricted right of access to all records, assets, personnel and premises, belonging to the Council or its key delivery partner organisations.

Internal audit has authority to obtain such information and explanations as it considers necessary to fulfil its responsibilities. Such access shall be granted on demand and not subject to prior notice.

## **Scope of Internal Audit activities**

The Chief Internal Auditor is responsible for the delivery of an annual audit opinion and report that can be used by the Council to inform its governance statement. The annual opinion will conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

The Council assume a Key Stakeholder role within the Southern Internal Audit Partnership (SIAP). The SIAP currently provides internal audit services to a wide portfolio of public sector clients (Annex 1) through a variety of partnership and sold service delivery models.

A range of internal audit services are provided (Annex 2) to form the annual opinion for each member / client of the SIAP. The approach is determined by the Chief Internal Auditor and will depend on the level of assurance required, the significance of the objectives under review to the organisation's success, the risks inherent in the achievement of objectives and the level of confidence required that controls are well designed and operating as intended.

In accordance with the annual audit plan, auditors will plan and evaluate their work so as to have a reasonable expectation of detecting fraud and identifying any significant weaknesses in internal controls.

Managing the risk of fraud is the responsibility of line management and strategic responsibility for reactive and proactive fraud work sits with the Executive Director of Corporate Services (\$151 Officer) who would ensure any suspected or detected fraud or corruption was investigated.

The Council participates in the National Fraud Initiative (NFI) in which data from the Council's main systems are matched with data supplied from other local authorities and external agencies to detect potential fraudulent activity.

The Executive Director of Corporate Services (\$151 Officer) will commission resource to undertake any investigations required and notify SIAP of any suspected or detected fraud to inform their opinion.

SIAP will review the governance arrangements to prevent, detect and investigate fraud and irregularities on a cyclical basis.

## **Reporting**

### ***Chief Internal Auditor's Annual Report and Opinion***

The Chief Internal Auditor shall deliver an annual internal audit opinion and report that can be used by the organisation to inform its governance statement.

The annual internal audit report and opinion will conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

The annual report will incorporate as a minimum:

- The opinion;
- A summary of the work that supports the opinion; and
- A statement on conformance with the Public Sector Internal Audit Standards and the results of the quality assurance and improvement programme.

## Senior Management

As those responsible for the leadership and direction of the Council. It is imperative that the Senior Management Team are engaged in:

- approving the internal audit charter (minimum annually);
- approving the risk based internal audit plan;
- receiving communications from the Chief Internal Auditor on the internal audit activity's performance relative to its plan and other matters;
- making appropriate enquiries of management and the Chief Internal Auditor to determine whether there are inappropriate scope and resource limitations; and
- receiving the results of internal and external assessments of the quality assurance and improvement programme, including areas of non-conformance.

## The Board

Organisational independence is effectively achieved when the Chief Internal Auditor reports functionally to the Board. Such reporting will include:

- approving the internal audit charter;
- approving the risk based internal audit plan;
- receiving communications from the Chief Internal Auditor on the internal audit activity's performance relative to its plan and other matters, including the annual report and opinion;
- making appropriate enquiries of management and the Chief Internal Auditor to determine whether there are inappropriate scope or resource limitations;
- receiving the results of internal and external assessments of the quality assurance and improvement programme, including areas of non-conformance; and
- approval of significant consulting services not already included in the audit plan, prior to acceptance of the engagement.

## Review of the internal audit charter

This charter will be reviewed annually (minimum) by the Chief Internal Auditor and presented to 'Senior Management' and 'the Board' for approval.

## Southern Internal Audit Partnership – Client Portfolio

<b>Strategic Partners:</b>	Hampshire County Council
<b>Key Stakeholder Partners:</b>	West Sussex County Council Havant Borough Council East Hampshire District Council Winchester City Council New Forest District Council Mole Valley District Council Epsom & Ewell Borough Council Reigate & Banstead Borough Council Tandridge District Council Crawley Borough Council Arun District Council Guildford Borough Council Hart District Council
<b>Blue light Key Stakeholder Partners:</b>	Hampshire & IoW Fire & Rescue Authority West Sussex Fire Service Office of the Hampshire & IoW Police & Crime Commissioner / Hampshire & IoW Constabulary Office of the Sussex Police & Crime Commissioner / Sussex Police Force Office of the Surrey Police & Crime Commissioner / Surrey Police Force
<b>External clients:</b>	Waverley Borough Council Hampshire Pension Fund West Sussex Pension Fund New Forest National Park Authority Ringwood Town Council Lymington & Pennington Town Council Langstone Harbour Authority Chichester Harbour Authority Isle of Wight College

### Assurance Services

- **Risk based audit:** in which risks and controls associated with the achievement of defined business objectives are identified and both the design and operation of the controls in place to mitigate key risks are assessed and tested, to ascertain the residual risk to the achievement of managements' objectives. Any audit work intended to provide an audit opinion will be undertaken using this approach.
- **Developing systems audit:** in which:
  - the plans and designs of systems under development are assessed to identify the potential weaknesses in internal control and risk management; and
  - programme / project management controls are assessed to ascertain whether the system is likely to be delivered efficiently, effectively and economically.
- **Compliance audit:** in which a limited review, covering only the operation of controls in place to fulfil statutory, good practice or policy compliance obligations are assessed.
- **Quality assurance review:** in which the approach and competency of other reviewers / assurance providers are assessed in order to form an opinion on the reliance that can be placed on the findings and conclusions arising from their work.
- **Fraud and irregularity investigations:** Internal audit may also provide specialist skills and knowledge to assist in or lead fraud or irregularity investigations, or to ascertain the effectiveness of fraud prevention controls and detection processes. Internal audit's role in this respect is outlined in the Council's Anti Fraud and Anti Corruption Strategy.
- **Advisory / Consultancy services:** in which advice can be provided, either through formal review and reporting or more informally through discussion or briefing, on the framework of internal control, risk management and governance. It should be noted that it would not be appropriate for an auditor to become involved in establishing or implementing controls or to assume any operational responsibilities and that any advisory work undertaken must not prejudice the scope, objectivity and quality of future audit work.



**HART DISTRICT COUNCIL  
RISK MANAGEMENT POLICY**

**Previous version** April 2018  
**Date of review** February 2023  
**Next review** February 2025

## Policy Statement

Hart District Council has a responsibility to manage risks effectively. The Council's ability to deliver services and achieve its business objectives are constantly affected by risk, which the Council recognises can be both positive and negative.

The Council accepts that some risks can never be eliminated fully and shall acknowledge this through its risk appetite statement. The Council shall take informed decisions about how best to control and minimise both the downside of risk whilst also recognising that in order to maximise opportunities, higher degrees of risk may need to be accepted.

Risk management is an integral part of the Council's corporate governance arrangements and shall be built into daily management processes. The Council will ensure that Members and staff understand their responsibility to identify and mitigate risks as well as understand their possible consequences.

## Introduction

The Council's Corporate Plan sets out our vision and priorities for the District. The Plan '...provides a focus for our activities and services and will inform decision making and allocation of resources across the Council'.

In delivering the Corporate Plan we are required to provide services that are economical, efficient and effective. To help us achieve this we need to ensure that we take advantage of the opportunities that are presented to us, whilst minimising those threats that may hinder service delivery. This requires the Council to introduce and embed effective risk management across all service areas, such that it becomes an integral element of the Council's corporate governance arrangements.

## Definitions

**Risk** is the effect of uncertainty on objectives<sup>1</sup>.

An *effect* is a variation from what was expected. It can be positive, negative or both and can address, create or result in opportunities and threats. Risk is usually expressed in terms of risk sources, potential events, their consequences and likelihood.

**Risk management** is the identification, evaluation, control, monitoring and reporting of existing and emerging risks. It applies equally to the opportunities for taking risks as it does to avoiding risks or reducing losses. It is a key part of good management and not simply a compliance exercise.

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<sup>1</sup> Risk Management – International Standard ISO 31000: 2018

## Why is risk management important?

It is not acceptable for the Council to find itself in a position whereby unexpected events cause financial loss, disruption to normal operations, damage to reputation, or the loss of key suppliers/partners. Our partners, communities and contractors expect that we will take into account those risks that may cause non-compliance with statutory obligations; disruption and inefficiency within operations; late delivery of projects; or health & safety issues.

Effective risk management will enable the Council to:

- Utilise risk as an integral part of corporate and business planning, policymaking, performance management and ensuring effective service delivery.
- Increase the effectiveness of business change programmes and projects.
- Ensure that strategic partnerships, outsourced or externally provided arrangements are adequately risk assessed and managed.
- Minimise financial losses and reduce costs.
- Demonstrate good governance and support the internal control framework.
- Establish clear oversight and scrutiny roles for Members and Officers.
- Ensure the Council's reputation is preserved and enhanced.

The aim is to manage risk, rather than eliminate it. Risk management activities must be proportionate to the level of risk that is being faced. Too little attention to the control of risk will lead to unnecessary losses and poor performance, while an over-zealous approach may stifle creativity and increase the cost of and/or impede service delivery. Successful risk management means getting the balance right.

## The risk management process

Risk management is a continuous process that has six key elements:

1. The systematic **identification** of those risks that might help or prevent the Council achieve its objectives.
2. An **analysis** of the level of risk faced, its potential disruption and/or impact upon objectives.
3. The **evaluation** of those risks in terms of likelihood and severity of the consequences should they occur.
4. The current **control** or **mitigation** of the risks, and whether they reduce the likelihood or severity of the risk to an acceptable level.
5. Risk **treatment plans**. The arrangements put in place to deal with those risks that exceed acceptable levels e.g. introducing additional controls, avoiding the risk by not delivering the service as intended, sharing the risk (e.g. insurance), or consciously deciding to retain the risk.
6. The on-going **monitoring** and **reporting** of risk, to allow for intended actions to be achieved and losses minimised.

A standard risk management process will be used throughout the Council. This will ensure that risks are considered in the same fashion whether they are at a corporate, operational, partnership, or project level.

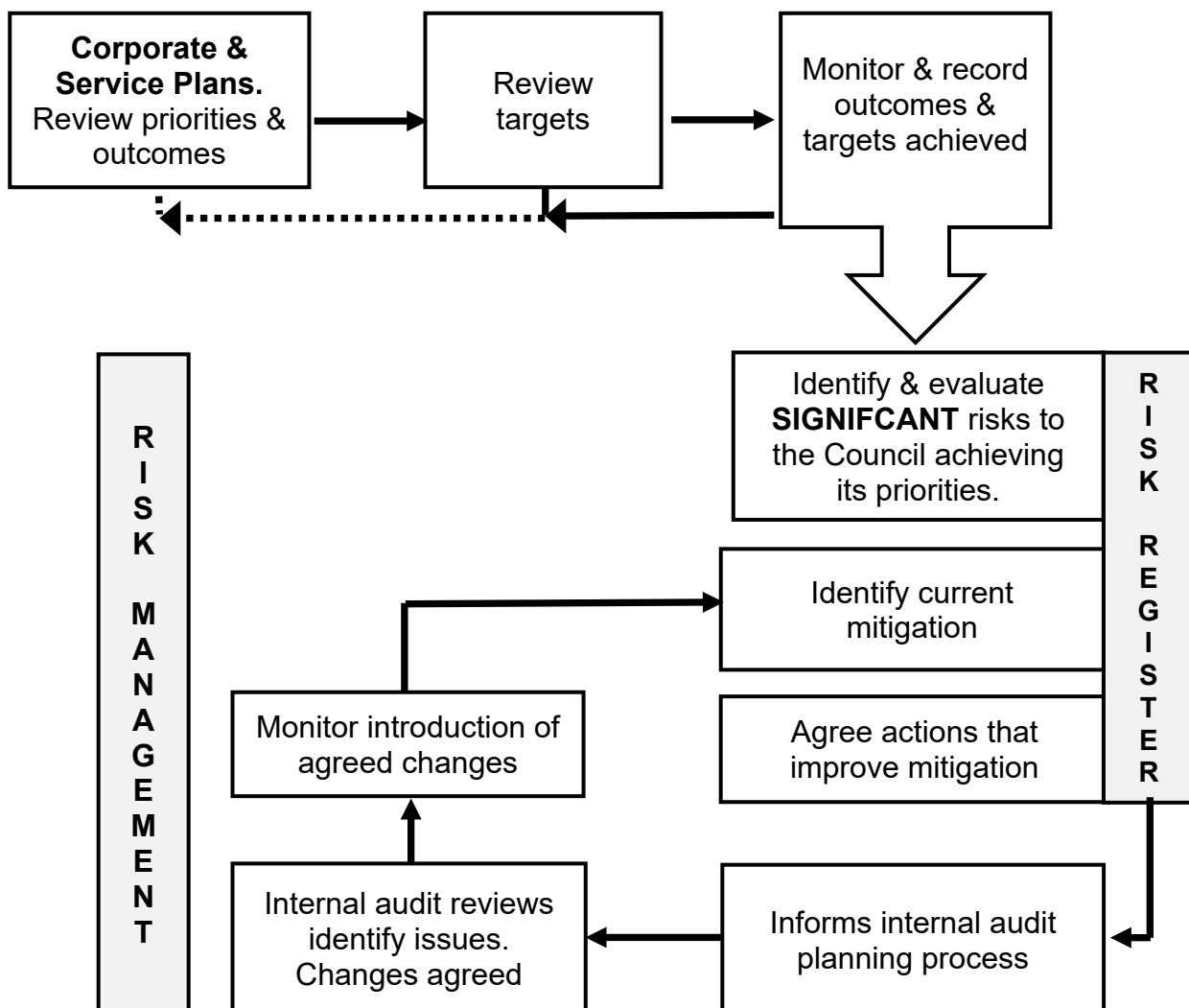


## Developing and integrating risk management

The identification and management of risks needs to be undertaken at all stages of the corporate and service planning process so as to ensure that the risk register contains the significant risks that will affect the Council achieving its objectives or priorities.

All reports or proposals at officer or member level that deal with changes to services must, where material, refer to the impact of what is being considered on the Council's priorities and targets and be supported by an explicit consideration of the risks, both inherent and mitigated, to that impact being achieved.

The diagram below explains how risk management links both the service planning process and the development of the Internal Audit annual plan.



There are many ways of identifying risk, including:

- Staff experience and knowledge.
- Necessity for achieving Corporate and Service Plans.
- Performance indicators, financial/budgetary and management information.
- Service reviews by internal/external audit and other inspection bodies.
- Risk assessments.
- Directorate / Service meetings / workshops.
- Amendments to legislation.
- Insurance claims / loss information.
- Horizon scanning - spotting potential causes of uncertainty.

Risk registers shall be maintained at both the Corporate and Operational level.

Corporate risks are likely to affect the medium to longer term priorities and objectives of the Council and require longer term planning to be addressed.

Operational risks tend to be related to ongoing service activities and have a more immediate impact and require to be treated in a shorter time frame.

Risks are unlikely to remain static and they are required to be reviewed regularly to reflect changing internal and external circumstances. Such reviews may lead to risks moving between registers, new risks being identified, risk being closed when appropriate and control measures being updated leading to changing risk scores.

### **Risk assessment**

As the diagram above explains, risk registers shall be developed that identify and evaluate the significant risks to the Council achieving its priorities.

All potential risks identified shall be evaluated and scored against a set of pre-determined criteria for both consequence (under the headings of finance, legal/regulation, reputation, and service delivery) and likelihood (see Appendix A).

The first evaluation shall be undertaken as though no controls are in place to mitigate the risk. The results of this evaluation are known as the 'Prior Assessment' (or Inherent) score.

A second evaluation shall be undertaken that considers the effectiveness of the current controls that are in place to mitigate the risk. The results of this evaluation are known as the 'Current Assessment (or residual) score.

Once the current assessment has been completed, it should be considered against the Council's risk appetite.

### **Risk appetite**

The Cabinet shall determine the Council's risk appetite; that is the amount of risk that it is prepared to accept, tolerate, or be exposed to at any point in time. In making this

decision the Cabinet shall consider the risk assessment model, the Council's current circumstances and their responsibilities towards the Council's employees and the wider community and the recommendations of the Leadership Team.

The Cabinet accepts that some risks can never be eliminated fully or reduced to a level that it considers to be reasonable. For these risks, a risk treatment form shall be completed and considered by the Leadership Team and if necessary, Cabinet.

The appetite for risk varies according to the activity undertaken. The risk appetite shall be determined by Cabinet at least once a year and communicated to all managers. All risk owners will re-evaluate their risks when the Cabinet's risk appetite changes.

As of the 1 April 2023 Cabinet, after considering the risk assessment model has determined the following risk appetite. These statements are intended to guide the Council's activity and decision making.

### **Risk Appetite statement**

**Financial.** In looking after its finances the Council will plan carefully and invest wisely to deliver good value for money and, in doing so, is willing to accept, in some circumstances, risks that may result in a minor financial loss.

**Legal/Regulatory.** The Council places great importance on compliance, regulation and public protection and has no appetite for any breaches in statute, regulation, professional standards, ethics or any act that facilitates bribery or fraud.

**Service Delivery.** In accepting that minimum service levels shall be determined by the Cabinet and are constrained by budget pressures, the Council requires operational risk to be reduced to a level at which the controls and procedures that are in place allow for services to be delivered 'right first time' and with minimum error or the requirement to re-perform. This will result in the provision of appropriate levels of service that provide value for money whilst also maintaining customer focus.

**Reputation.** It is regarded as essential that the Council acquires and maintains a high public reputation. It has a low appetite to risk in the conduct of any of its activities that puts its reputation in jeopardy. However, it is prepared to take a stance which may be opposed by some stakeholders where it is considered necessary for delivering statutory requirements.

In addition to the above, the Council has no appetite for **safety** risk exposure that could result in anything other than an insignificant injury requiring first aid. If safety risks conflict with the delivery of services or the introduction of new initiatives, then the safety of employees and members of the public shall take precedence.

### **Risk treatment**

For all risks that have a 'Current Assessment' score that exceeds the risk appetite as determined by Cabinet, consideration shall be given as to what further cost-effective

mitigation could be introduced to reduce the risk score so that it falls within the risk appetite.

Before a decision is made on the way the risk is to be treated, the Risk Owner shall carry out an option appraisal. The appraisal shall consider how to deal with the risk on the following basis:

1. **Reduce or treat** the risk by controlling the likelihood of the risk occurring or controlling the impact of its consequences.
2. **Transfer** the risk either totally or in part to others e.g. through insurance.
3. **Accept** or tolerate the risk. This option will only be accepted when the ability to take effective action against a risk is limited or the cost of taking action is disproportionate to the potential benefits gained.
4. **Avoid** or eliminate the risk by not undertaking the activity that may trigger the risk. This option will very rarely be selected.

The appraisal will consider cost, resources, time and the potential financial and non-financial benefits of each treatment option. Advice from specialist staff shall be taken where appropriate.

For some risks an inexpensive or simple treatment or control may be sufficient to reduce the risk score to, or below, the agreed appetite level. If the mitigation is considered too expensive or not reliable enough to reduce the risk, then the Risk Owner shall discuss this with the Leadership Team, who will decide if the risk requires further mitigation or will be accepted or avoided. If the risk is to be accepted or tolerated the decision of the Leadership Team shall be recorded on the risk register.

Risk treatments that are required to be introduced to reflect the risk appetite and those which cannot be funded from within existing budgets shall be reported to Cabinet. Cabinet will then decide on the level of risk it wishes to be exposed to.

## **Communication**

The Risk Management Policy will be published on the Council's website so that all members of staff, partners, stakeholders and interested members of the public can have access and easily refer to it.

The policy will be reviewed every two years and following any key changes e.g. central Government policy, inspection regimes and following any internal reorganisation.

## **Training**

All managers will receive training in risk management so that they are confident in undertaking the process of risk identification and mitigation within their service areas.

## **Roles and responsibilities**

### **Elected Members**

- To be aware of the arrangements in place for risk management.
- To fully take into account consideration of risk as part of the decision-making process.
- To gain an understanding of risk management principles and the benefits that it brings to the achievement of corporate objectives.

### **Cabinet**

- To be responsible for ensuring effective risk management procedures are in place across the Council and approving the risk management policy.
- To determine the Council's risk appetite annually.
- To decide upon the action to be taken for all mitigated risks that exceed the Council's risk appetite or have the potential to harm its reputation or the continuity of services and require additional budget expenditure that cannot be funded from existing Service budgets.

### **Audit Committee**

- To review the effectiveness of the risk management framework and consider any governance issues.
- To seek assurances from management that action is being taken to manage identified risk.

### **Overview and Scrutiny Committee**

- To receive and review regular reports on the content of the corporate risk register.

### **Leadership Team**

- To ensure effective risk management throughout the Council in accordance with the risk management policy.
- To maintain a culture where risk management is embedded in the decision-making process.
- Regular discussion on emerging and existing risks within management team and Elected Members.
- To review and challenge risk treatments proposed if additional control measures cannot be funded from Service budgets.
- To gain an understanding of risk management and its benefits.
- To develop and review the corporate risk management framework.
- To review the content of the Corporate risk register at least one every six months.
- To promote a culture that will help embed risk management across the Council.
- To provide to Overview and Scrutiny Committee every six months, details of all changes made to the Corporate Risk Register.

### **Heads of Service**

- To ensure that risk is managed effectively within their own service.
- To contribute towards the development of the corporate risk register.

- Balance an acceptable level of risk (as described by the risk appetite) against the achievement of corporate and/or service plans, project objectives and business opportunities.
- Ensure that risks relating to significant partnerships are identified and effectively managed, within the partnership and at service level.
- Maintain a service specific operational risk register and ensure it is reviewed at least on a quarterly basis.
- That risk is considered as part of the decision-making process.
- To integrate risk into service planning.
- To update Service Boards on the content of operational risk registers.

### **Internal Audit**

- To challenge existing risk management arrangements.
- To report risk issues to management as part of internal audit reviews.
- To make recommendations, advice and guidance on how to improve the control environment and mitigate risks.
- To identify best practice and consider its introduction within the Council.
- To provide the Audit Committee with a summary on the effectiveness of the risk management framework.

### **Employees**

- To co-operate with management and colleagues in matters relating to the mitigation of risk.
- To promptly inform the appropriate manager of any risks they become aware of.

## RISK ASSESSMENT MODEL

### Likelihood / Frequency

- 5 = Almost Certain Will almost certainly happen and will happen frequently.
- 4 = Likely Will probably happen and may persist.
- 3 = Possible Might happen.
- 2 = Unlikely Do not expect it to happen but it is possible.
- 1 = Rare This will probably never happen, but it may occur in exceptional circumstances.

### Consequence

	Financial	Legal / Regulatory	Reputation		Service Delivery/ Business Continuity
<b>5 = Catastrophic</b>	> £1m	Major legal action or regulatory sanction. Prosecution.	Total loss of public confidence.		Major, serious sustained disruption.  Over 3 months
<b>4 = Critical</b>	≥ £500k ≤ £1m	Enforcement action or function put into special measures.	National negative media coverage	Greater than 3 days	Significant short-term disruption.  1 to 3 months
<b>3 = Major</b>	≥ £50k ≤ £500k	Multiple breaches of statutory legislation.		Less than 3 days	Loss or interruption.  1 to 4 weeks
<b>2 = Moderate</b>	≥ £5k ≤ £50k	Single/isolated breach.	Local negative media coverage.  1 month or more		Small disruption and/or inconvenience.  2 to 5 days
<b>1 = Minor</b>	≤ £5k	Trivial breach or non-compliance	Less than 1 month		Negligible disruption/unnoticed by service users

## **AUDIT COMMITTEE**

**DATE OF MEETING: 28 MARCH 2023**

**TITLE OF REPORT: RISK MANAGEMENT POLICY**

**Report of: Executive Director of Corporate Services**

**Cabinet Portfolio: Leader and Strategic Direction and Partnerships**

**Key Decision: No**

**Confidentiality: Non-exempt**

### **PURPOSE OF REPORT**

1. This report details the outcome of the February 2023 review of the risk management policy.
2. Whilst the Cabinet are responsible for approving the policy, the Audit Committee have risk management governance responsibilities. Reviewing the risk management policy helps to fulfil those responsibilities.

### **RECOMMENDATION**

3. It is recommended that the Committee review the report and consider what issues they wish the Cabinet to consider, if any, prior to their approval of the policy.

### **BACKGROUND**

4. The risk management policy was last updated in 2018. From that time, the Council has become more risk aware and understanding as to the advantages that good risk management can bring to decision making.
5. The policy has been substantially rewritten to take account of the Council's greater understanding of risk management. It includes a definitions of risk and risk management for the first time, expands upon the risk management process that should be followed including the link between the Corporate and Service Plans, the risk register and the development of the internal audit plan.
6. The risk assessment approach (including the impact and consequence levels and definitions) are unchanged. To allow managers to form a view as to whether or not the residual risk levels are acceptable, risk appetite statements have been included in the policy for the first time. These deal with risks that fall under the broad headings of finance, legal/regulatory, service delivery, reputation and safety.
7. The policy also proposes that risks that exceed their risk appetite levels should be formally reviewed to identify other measures that can be introduced to mitigate the risk. Those that require addition funding to introduce shall be escalated through Leadership Team to the Cabinet.

### **CORPORATE GOVERNANCE CONSIDERATIONS**

#### **Relevance to the Corporate Plan**

8. Adopting a risk management policy contributes to the Corporate Plan priority of delivering an efficient and effective Council.



## **Service Plan**

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal?  
Yes

## **Legal and Constitutional Issues**

9. There are no legal or constitutional issues arising from this report.

## **Financial and Resource Implications**

10. There are no immediate financial or resource implications arising from the adoption of the risk management strategy.
11. Adopting risk appetite statements may give rise to future requests to Cabinet for funding to mitigate risks that exceed the agreed appetite levels. These will be considered on a case-by-case basis.

## **Risk Management**

12. Without a risk management policy and oversight of its implementation, it is likely that risk management processes across the Council would be piecemeal and ad-hoc. Risks or other weaknesses may not be identified or steps taken to address them. The policy provides a framework for managers to identify and consider risks in a uniform manner.

## **EQUALITIES**

13. There are no quality issues arising from this report.

## **CLIMATE CHANGE IMPLICATIONS**

14. No direct carbon/environmental impacts arising from the recommendations.

## **ACTION**

15. The Audit Committee provide Cabinet with their comments on the risk management policy. It is intended that the Cabinet will consider the policy at their 6 April meeting.

**Contact Details:** David Harwood – Interim Internal Audit Manager

Email: David.Harwood@hart.gov.uk

**Appendices:** Risk Management Policy

**Background Papers:** None

## **AUDIT COMMITTEE**

**DATE OF MEETING: 28 MARCH 2023**

**TITLE OF REPORT: RISK MANAGEMENT UPDATE**

**Report of: Interim Internal Audit Manager**

**Cabinet Portfolio: Leader and Strategic Direction and Partnerships**

**Key Decision: No**

**Confidentiality: Non-exempt**

## **PURPOSE OF REPORT**

1. This report updates the Committee on the effectiveness of the Council's risk management framework.

## **RECOMMENDATION**

2. That the Committee note the effectiveness of the risk management framework.

## **BACKGROUND**

3. The management of risk is a key element of the Council's governance arrangements. This annual report details the risk management arrangements that are in place.

## **MAIN ISSUES**

### **Risk management processes**

4. The risk management policy has been reviewed and updated. It is being presented to the Committee (via another agenda item) for review and comment, prior to being submitted to the Cabinet for approval. The policy has included for the first time, risk appetite statements and also introduced a formal process for dealing with risks that exceed the appetite limits.
5. The risk management policy ensures that there is a consistent framework in place for determining, analysing, and managing risk. It also allows for reasonable and proportionate steps to be taken to mitigate risk to a level that is considered acceptable.
6. The risk management policy establishes clear responsibilities, accountabilities and reporting lines.
7. The corporate risk register is reviewed every six months by the risk owners and Senior Leadership Team to ensure the risks are kept 'live' and properly reflect the controls and actions taken to mitigate or manage them.
8. The corporate risk register is presented to Overview & Scrutiny Committee every six months. The last Overview & Scrutiny review was conducted in July 2022. The next is planned for April 2023.
9. Service risk registers are reviewed regularly to reflect service plans and future initiatives. Risks are reported to Service Boards and reported to Overview & Scrutiny Committee via performance reports.
10. In September 2022, the Project risk log was integrated into the risk register. Significant project risks to the delivery of a project are now more visible to the Senior Leadership Team and service managers.

11. In May 2022 the Council's guidance and template for Committee reports was refreshed. A risk management section was included the requires report writers to explain the significant risks in relation to the reports proposals, including risks relating to preferred options.

#### **Opportunities for improvement**

12. Risk management training is provided on an ad-hoc basis. Consideration should be given to developing a training programme for both managers and staff that explains, what risk is, the benefits of risk management, how to identify and assess risks, options for treating risks, how to maintain the risk register and reporting arrangements.
13. The risk register is maintained on an excel spreadsheet. Options for developing the risk register on SharePoint or a third-party product should be considered so as to reduce the burden of spreadsheet maintenance, allow for the delegation of risks, controls and actions, and improved reporting.
14. The risks that the Council faces are not unique. Consideration should be given to benchmarking the corporate risk register with CIPFAs 'nearest neighbours' or other Districts within Hampshire.

### **CORPORATE GOVERNANCE CONSIDERATIONS**

#### **Relevance to the Corporate Plan**

15. Adopting a risk management policy contributes to the Corporate Plan priority of delivering an efficient and effective Council.

#### **Service Plan**

- Is the proposal identified in the Service Plan? No
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal?  
Yes

#### **Legal and Constitutional Issues**

16. The Council's corporate risk management arrangements support the authority's compliance with the statutory requirement under the Accounts & Audit Regulations 2015 to have 'a sound system of internal control which facilitates the effective exercise of that body's functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective; and which includes arrangements for the management of risk.'

#### **Financial and Resource Implications**

17. There are no direct finance and resource implications arising from this report.

#### **Risk Management**

18. Without up to date, fit for purpose and embedded corporate risk management arrangements, preventable risks could arise which may have a subsequent adverse impact on resources and reputation.

#### **EQUALITIES**

19. There are no quality issues arising from this report.

#### **CLIMATE CHANGE IMPLICATIONS**

20. No direct carbon/environmental impacts arising from this report.

## **ACTION**

21. The Audit Committee, after reviewing the effectiveness of the risk management arrangements, shall be able to take assurance with risk management statements that are included in the 2022/23 annual governance statement.

**Contact Details:** David Harwood – Interim Internal Audit Manager

Email: David.Harwood@hart.gov.uk

**Appendices:** Risk Management Policy

**Background Papers:** None

## **AUDIT COMMITTEE**

**DATE OF MEETING: 28 MARCH 2023**

**TITLE OF REPORT: DRAFT INTERNAL AUDIT ANNUAL REPORT AND OPINION**

**Report of: Interim Internal Audit Manager**

**Cabinet Portfolio: Finance**

**Key Decision: No**

**Confidentiality: Non-Exempt**

## **PURPOSE OF REPORT**

1. This report provides the Committee with a draft internal audit annual report and opinion for 2022/23.

## **RECOMMENDATION**

2. That the Committee review and note the report.

## **MAIN ISSUES**

3. The Public Sector Internal Audit Standards (PSIAS) require the Committee to receive an annual report on the work of the internal audit service. The report is required to include:
  - An opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
  - A summary of the work that supports the opinion, and
  - A statement on conformance with PSIAS and the results of the quality assurance and improvement programme.

Additionally the PSIAS also requires the annual report to include a statement confirming internal audit's organisational independence.

4. The Committee usually receive the internal audit annual report and opinion at their July meeting. The current interim internal audit manager and internal audit provider arrangements are to end on 31 March. The new internal audit service provider from 1 April will be the Southern Internal Audit Partnership (SIAP) and the Head of SIAP will be appointed the Internal Audit Manager (IAM).
5. The new IAM will not be in a position to properly prepare the annual report for 2022/23 as they will not have been responsible for service provision during that time. The current interim internal audit manager has therefore prepared a draft annual report to provide the Committee with assurance over the governance and control arrangements that were found to be in place during 2022/23. The new IAM will update the report and present a final version of the report to a future meeting.
6. The 2022/23 internal audit plan, as amended, has been delivered in full. Draft or final audit reports were issued by the 17 March. Whilst responses to all the reports have not been received, it is unlikely that the overall assurance opinions will change.
7. The interim internal audit managers draft opinion for the year ending 31 March 2023 is that the framework of governance, risk management and control is satisfactory. This is the same opinion as last year.

## **CORPORATE GOVERNANCE CONSIDERATIONS**

### **Relevance to the Corporate Plan and/or The Hart Vision 2040**

8. The Committees oversight of internal audit contributes to the Corporate Plan priority of delivering an efficient and effective Council.

### **Service Plan**

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? Yes
- Are staffing resources in place to deliver this proposal? Yes.

### **Legal and Constitutional Issues**

9. The Accounts and Audit Regulations 2015 require the Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

### **Financial and Resource Implications**

10. There are no financial implications arising from this report.

### **Risk Management**

11. Failure to provide an annual report would lead to non-compliance with the PSIAS and require the matter to be reported in the Annual Governance Statement. This would not reflect well upon the Council's overall governance arrangements.

## **EQUALITIES**

12. There are no equality issues arising from this report.

## **CLIMATE CHANGE IMPLICATIONS**

13. No direct carbon/environmental impacts arising from the recommendations.

## **ACTION**

14. The Committee's forward workplan be updated to reflect that a final version of the annual internal audit opinion will be presented to a future meeting.

**Contact Details:** David Harwood – Interim Internal Audit Manager.

**Email:** David.Harwood@hart.gov.uk

**Background Papers:** None



## Draft internal audit annual report and opinion 2022/23

### DRAFT INTERNAL AUDIT OPINION

Based upon the internal audit work undertaken it is my opinion that the Council's framework of governance, risk management and control as of 31 March 2023 provides **satisfactory assurance** over key business processes and financial systems.

David Harwood  
Interim Internal Audit Manager

March 2023

## 1. INTRODUCTION

- 1.1 This is the annual report of the interim internal audit manager (IIAM) as required by the Public Sector Internal Audit Standards (PSIAS). It covers the year ending 31 March 2023.
- 1.2 The report includes the IIAM annual opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control processes (see Annex A). The opinion is based upon the work that has been carried out by Internal Audit during the year.
- 1.3 The report provides information on:
- The delivery of the internal audit plan.
  - Work performed.
  - Introducing agreed actions.
  - Internal Audits performance.
  - The quality assessment and improvement programme (QAIP).
  - Future service provision.

## 2. DRAFT OPINION

### **Draft internal audit opinion.**

Based upon the internal audit work undertaken it is my opinion that the Council's framework of governance, risk management and control as of 31 March 2023 provides **satisfactory assurance\*** over key business processes and financial systems.

David Harwood  
Interim Internal Audit Manager

March 2023

\*Note: Assurance definitions are explained at Annex A.

- 2.1 Assurance can never be absolute. The opinion reflects the IIAM view on the current state of the governance framework and provides the Committee with an opinion for inclusion in the Annual Governance Statement (AGS).
- If significant changes occur to the governance framework prior to the Committee approving the AGS, the Committee will be informed.
- 2.2 The IIAM reports functionally to the Audit Committee and maintains organisational independence. They have had no constraints placed upon them in respect of determining overall audit coverage, audit methodology, the



delivery of the audit plan or proposing actions for improvement or forming opinions on individual audit reports issued.

### 3. DELIVERY OF THE 2022/23 INTERNAL AUDIT PLAN

- 3.1 The Audit Committee approved the 2023/23 internal audit plan at its March 2022 meeting. It included 12 internal audit reviews together with time allowances to undertake amongst others, follow-up reviews, fraud related work/fraud risk assessment, oversight of the risk management process and delivery of the annual governance statement.
- 3.2 At the request of the interim S151 Officer, two of the 12 reviews have not been undertaken. The remainder of the audit plan has been delivered.
- 3.3 The two audits that have not been undertaken are 1) Savings Plan Delivery and 2) 5C's Contract Management. Both the IIAM and S151 Officer were of the view that the delivery of budget savings was being monitored through the monthly budget monitoring process and little would be gained from internal audit reviewing this area separately. The 5C's Contract Management review has been postponed and will be undertaken during 2023/34.
- 3.4 Two additional reviews have been completed. The use of credit cards and a review of how personal and sensitive data is redacted in respect of both planning applications and pre-planning application advice requests.

### 4. WORK PERFORMED

- 4.1 Audit reports that have been issue are listed in the table below – grouped by assurance opinion – and showing the number of agreed actions for improvement. (Note: actions from draft reports have not yet been agreed).

Opinion * = final report	Actions for improvement		
	High	Medium	Low
<b>Substantial</b>			
* Treasury Management			1
* Main Accounting Systems (no actions)			
<b>Satisfactory</b>			
* Use of credit cards	1	6	
* Accounts Receivable		3	2
* Fleet Pond Contract Management		3	
* Accounts Payable		2	
<i>Draft Payroll</i>			
<i>Draft IT Controls</i>			
<i>Draft Council Tax / Business Rates</i>			
<i>Draft Housing Benefit</i>			
<b>Limited</b>			
<i>Draft Procurement</i>			
<b>None</b>	No reports have been issued at the lowest assurance level.		

- 4.2 At its October 2022 the Audit Committee were informed that the Executive Director, Place had requested a review be undertaken into the processes followed by the Place regulatory team for the redaction (under data protection legislation) of both personal and sensitive information that may be included in documents received in respect of planning applications and pre-application advice requests. No opinion was issued at the conclusion of this review. The review was advisory in nature and limited testing was undertaken. A number of areas for improvement were identified.
- 4.3 There are no matters of concern that the IIAM wishes to bring to the attention of the Audit Committee arising from the six internal audit reports that have been closed. If there are any matters of concern arising from the reports that are currently in draft they will be included in the final version of this report.
- 4.4 No summaries of the internal audit findings are included in the report. Full copies of internal audit reports issued are circulated to the Audit Committee at the closure of a review.
- 4.5 There remains one internal audit report outstanding from the 2021/22 plan. A report on the management and monitoring of planning applications was issued in draft in September 2022. A revised draft following management comment was issued in February 2023. The audit has been given a satisfactory assurance opinion, and contains 3 medium and 3 low risk issues.
- 4.6 The Audit Committee considered the findings of the Shapley Heath internal audit report at their July meeting. The report had been commissioned by the Audit Committee. It contained 11 recommendations. Due to the nature of the report's findings the Audit Committee asked Cabinet, rather than management, to provide a response to the recommendations. They also asked the Staff Committee to review the exercise of management oversight and asked that a formal response be provided to them. At the time of writing this report, responses are still outstanding. Dependent on the response and the action that has been taken to implement the 11 recommendations, it may be necessary to review the annual opinion statement.
- 4.7 In addition to delivery of the audit plan internal audit has also been involved in a number of governance areas. These include:
- Reviewing the progress that has been made to introduce the actions arising from the 2021 fraud risk assessment.
  - Delivering three fraud training sessions to 117 staff in February/March 2023.
  - Reviewing and updating the local code of corporate governance.
  - Preparing the 2021/22 annual governance statement.
  - Updating the Whistleblowing Policy, subsequently approved by Cabinet in July 2023.
  - Updating the risk management policy.
  - Overseeing the process for the updating of the corporate risk register.
  - Updating the Internal Audit Charter.

- Drafting proposals for the appointment of independent persons to the Audit Committee.
- Updating the Audit Committee terms of reference, to reflect the July 2022 CIPFA Audit Committee Position Statement.
- Introducing new internal audit working papers and report format to improve both quality assurance reviews and the reporting process.
- Acting as the key contact for the Cabinet Office' National Fraud Initiative. Datasets were uploaded to the NFI database in November 2022.

4.8 As of the 14 March 2023, 14 fraud referrals have been received. 11 related to benefit fraud issues and were referred to Capita for review. Two of the remaining three relate to planning enforcement and the housing waiting list. They are not employee related. The final referral was received shortly prior to this reports publication. Investigations have not been completed.

4.9 43 housing benefit and council tax support cases have been investigated by Capita. These have resulted in overpayments totalling £7.9k being identified.

4.10 The NFI released potential fraud cases in January 2023. There were 119 matches covering duplicate creditors, VAT overpayments, company directorships, payroll to payroll and payroll to pensions. All but two of these matches have been reviewed and closed as requiring no further action. The two outstanding matches refer to potential duplicate payments and are still being investigated.

There were 101 NFI matches relating to potential Housing Benefit and Council Tax Reduction Scheme fraud. These are being investigated by Capita. The outcome of their review will be reported to the Audit Committee at a future date.

## **5. INTRODUCING AGREED ACTIONS**

5.1 Best practice is for follow-up reviews to be undertaken routinely to consider the effectiveness of the steps that management have taken to introduce agreed audit actions. Presently only high-risk actions are followed-up. This is a weakness that needs to be addressed.

5.2 Two high risk actions had implementation dates that fell during 2022/23.

Main accounting system 2021/22. Action introduced.

The action required evidence to be provided that a) back up processes are carried out daily/weekly, b) data is taken off site weekly and securely stored and c) a recovery plan is in place, which has been successfully tested in the last year. Evidence has been provided to show that all three of the tasks are regularly carried out.

IT Controls 2021/22. Outstanding.

The agreed action was for guidance to be given to managers/system administrators working in service areas to ensure that they were fully aware of

their responsibilities. The February 2023 internal audit review found that system administrators were clear on their roles and responsibilities. Areas such as patch management, system updates, system access, that the Audit Committee has previously discussed were being managed satisfactorily. There remains the need for procedure notes to be prepared however so that the actions and tasks that are required to be done are properly documented.

## **6. INTERNAL AUDIT PERFORMANCE**

6.1 The internal audit service is measured against two corporate performance indicators.

1. Percentage of the [agreed] audit plan completed during the year.  
Target 100%. Achieved 100%
2. Percentage of high risk agreed actions implemented. (Two fell due in the reporting period – see 5.2 above).  
Target 100%. Achieved 50%

## **7. QUALITY ASSESSMENT AND IMPROVEMENT PROGRAMME**

7.1 The PSIAS require the IIAM to develop and maintain a quality assurance and improvement programme (QAIP) which needs to be sufficiently comprehensive to encompass all aspects of internal audits operation and management, and which once in place, should allow them to provide reasonable assurance that internal audit:

- Performs its work in accordance with its Charter and in conformance with the PSIAS.
- Operates in an effective and efficient manner.
- Is perceived as adding value and continuously improving.

Furthermore, the PSIAS includes a requirement for periodic self-assessments and external assessments at least once every five years by a qualified, independent assessor from outside the Council.

7.2 Internal audit do not have a formal QAIP document. This is understandable considering that the majority of internal audit reviews conducted during 2022/23 (and in previous years) have been undertaken by internal auditors from Basingstoke & Deane Borough Council and/or Wokingham District Council. It is appropriate to consider their compliance with PSIAS.

### **Basingstoke & Deane District Council**

The Chief Internal Auditor at Basingstoke & Deane (B&D) reported in their 2021/22 annual report to the B&D Audit & Accounts Committee in June 2022 that they “...carried out a self-assessment against the Public Sector Internal Audit Standard (PSIAS) checklist. The outcome of this assessment has been discussed with the Chief Financial Officer who concluded “I am satisfied that this is an accurate assessment of the internal audit function”.

The self-assessment reported no areas of non-conformance.

## **Wokingham Borough Council**

The Deputy Chief Executive at Wokingham reported in their 2021/22 annual report to the Wokingham Audit Committee in June 2022 that “the last external inspection...against PSIAS took place in 2018 and assessed the service as ‘generally’ conforming to the standards (the top category of opinion’.

However the annual report makes no reference to the outcome of any self-assessment since that date or whether the ‘generally’ conforming assessment is still applicable.

- 7.3 A number of the processes and procedures that are associated with a QAIP are in place, such as:
- An annual audit plan.
  - Structured planning and fieldwork working papers.
  - The formal review and sign off to both draft and final audit reports.
  - Regular reporting to the Audit Committee of progress in delivering the internal audit plan.
- 7.4 Taking all of the above into account, the IIAM is of the opinion that whilst a formal documented QAIP process is not in place, there is sufficient evidence to suggest that Internal Audit is being delivered in ‘partial conformance’ with the PSIAS, rather than ‘non-conformance’. Consequently they do not consider that this matter needs to be included in the Council’s AGS.

## **8. FUTURE SERVICE DELIVERY**

- 8.1 The Council employs no internal audit staff directly. The IIAM is an agency worker contracted to the Council until 31 March 2023. Internal audits are delivered by internal auditors employed by Basingstoke & Deane BC or Wokingham BC under an agreement that expires on 31 March 2023. The decision to end these agreements has allowed the Corporate Director, Resources to consider other public sector arrangements for internal audit delivery.
- 8.2 The IIAM led a project during 2022/23 to outsource the internal audit service from April 2023. Outsourcing was required to be delivered as part of the Council’s approved budget savings plan. Southern Internal Audit Partnership (SIAP) will be delivering the internal audit service from April 2023 including the Internal Audit Manager function.

SIAP employ more than 40 internal auditors (including IT and fraud specialists) and deliver internal audit services to more than 20 public sector organisations. Their last independent external QAIP assessment was undertaken in September 2020 by the Chartered Institute of Internal Auditors who reported that SIAP fully conform with the PSIAS.

### Internal control environment

The control environment comprises the framework of governance, risk management and internal control. The key elements of the internal control environment include:

- establishing and monitoring the achievement of the authorities objectives and the facilitation of policy and decision-making.
- ensuring compliance with established policies, procedures, laws and regulations – including how risk management is embedded, how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate based upon their roles and responsibilities.
- ensuring the economical, effective and efficient use of resources and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- the financial and performance management of the authority and the reporting of the same.
- The design, implementation, testing and modification of controls in specific systems, to provide assurance at the corporate level that the authority is operating efficiently and effectively.

### Internal audit reports: assurance definitions

Substantial assurance	The internal controls in place are applied consistently to enable the achievement of the intended objective.
Satisfactory assurance	The internal controls are in place but some minor lapses have been identified but these still allow the general objectives to be achieved.
Limited assurance	The internal controls in place are not always applied and objectives may not be achieved, meaning the Council is exposed to the risk of financial loss, fraud or the loss of reputation.
No assurance	Weaknesses in internal control has resulted in a failure to achieve objectives.

End

**AUDIT COMMITTEE**

**DATE OF MEETING: 28 MARCH 2023**

**TITLE OF REPORT: SHAPLEY HEATH GARDEN COMMUNITY PROJECT:  
CABINET AND STAFFING COMMITTEE FEEDBACK**

**Report of Chief Executive**

**PURPOSE OF REPORT**

1. The purpose of this report is not to rehearse the findings of the [ttaa Shapley Heath Audit Review](#) but to receive the following feedback reports:
  - a) The Officer response to the management recommendations contained within the ttaa report (attached as Appendix 1 to this report).
  - b) The response from Cabinet on lessons learnt; and
  - c) The Staffing Committee staffing review of the exercise of officer management oversight over the Shapley Heath Garden Community project for the period from March 2021 to the closure of the Shapley Heath Garden Community project (November 2021).

**RECOMMENDATION**

2. That Audit Committee recommends to Cabinet that it ensures the full implementation of all recommendations set out in this report and that Overview and Scrutiny Committee should in September 2023 review progress.
  - A. The Officer response to the management recommendations contained within the July 2022 ttaa Shapley Heath Audit Review report (attached as Appendix 1)
  - B. The response from Cabinet on lessons learnt; and
  - C. The Staffing Committee review of the exercise of officer management oversight over the Shapley Heath Garden Community project for the period from March 2021 to the closure of the Shapley Heath Garden Community project (November 2021).

**BACKGROUND**

3. In July 2022 the Council received the final independent ttaa review of the Shapley Heath Garden Community (SHGC) project. The review was considered by the Audit Committee on the 26th July 2022: The Decision of the Audit Committee was:
  - A. Cabinet be asked to provide a response to the management recommendations contained within the Shapley Heath Audit Review report, and to review the application of project governance, financial controls, and reporting for the Shapley Heath project and to provide a response to Audit Committee on lessons learnt.
  - B. Staffing Committee be asked, for the period from March 2021 to the closure of the Shapley Heath project, to review the exercise of officer management oversight over the Shapley Heath project, including a review of officers' application of financial controls, risk management, monitoring, and reporting.

## **CABINET AND STAFFING COMMITTEE FEEDBACK**

### **Cabinet**

4. At Audit Committee's request for a member reflection and review, Cabinet agreed to commission via the LGA an independent facilitator to host a 'round table' review. The 'round table' reviews took place on 12th of January and was facilitated by Emanuel (Manny) Gatt (a highly experienced LGA Associate). The purpose of the review was to enable members to identify both the positives and any shortcomings in the application of the governance arrangements associated with the SHGC project that can be applied to all future projects. The review and reflection exercise focused on what lessons might be learnt as to why the governance arrangements appeared not to have succeeded in this instance and to make sure that similar situations do not arise in the future.
5. The Key learning points and recommendations that emerge from the [review](#) were:
  - i. Cabinet roles and elected members responsibilities to protect and assure that the council operates effectively within its governance structures must not be altered by any future use of emergency powers.
  - ii. Informal and formal cabinet meetings should be structured so that portfolio holders keep cabinet members apprised of key projects, early alerts escalated and properly addressed through the council's governance procedures.
  - iii. Clear lines of accountability, separating the duties of cabinet/portfolio holder, accountable officer, and project manager for each significant project.
  - iv. Portfolio holder, accountable officer and project manager must meet regularly so that early alerts can be flagged. This is an essential element of the governance arrangements. Trust is important, with lead members having 'open book access' to all the information and be empowered to constructive challenge and ask 'awkward' questions of officers.
  - v. All projects to operate within the existing governance arrangements including a more positive and proactive role for overview and scrutiny, using it to review outcomes, policy, and compliance to governance arrangements.
  - vi. Expand the role of the Project Board so that cabinet members/portfolio members with major project responsibilities can be plugged in.
6. [Cabinet in March 2023 resolved](#).
  - A. To confirm to Audit Committee that all the key learning points and recommendations identified in the independent Shapley Heath Garden Community Project - Internal member review and reflection report prepared by Emanuel J Gatt will be followed and implemented with immediate effect.
  - B. Cabinet will ensure that all recommendations from Staffing Committee to Audit Committee are implemented with immediate effect.

### **Staffing Committee**

7. In response to the request from Audit Committee, Staffing Committee in September 2022 set up a formal Investigation and Disciplinary Panel (IDP) to review the officer oversight of the SHGC project from March 2021 to the close of



the project in November 2021. The IDP concluded its work in February 2023 with the following conclusions and recommendations:

- a) There appeared to have been no concerted attempt by officers to comply with the project's governance arrangements and there had been little engagement with the Opportunity Board and no formal engagement with Cabinet.
  - b) It was the IDP's view that the impact of the COVID pandemic could not be used as a reason for extremely poor communication, decision making outside of the Council's conventional executive decision-making structures, and the failure to act upon Opportunity Board instructions.
  - c) The IDP's conclusion was that the project team's implementation of its tasks specifically from March 2021 to the close of the project in November 2021 were inadequate.
8. The following recommendations were agreed as comprising the formal recommendation from Staffing Committee to Audit Committee:
- A. The Council should review its Constitution and revisit the scheme of delegation to officers to ensure that in the event of a civil emergency, powers are used sparingly and only used to incur immediate expenditure, so as to provide support to the emergency services, and that there should be no prolonged or other use of emergency powers where the normal democratic structures of the Council are available and functioning.
  - B. The Council must never again create a scenario where a major project is set up with governance arrangements that move the project outside the Council's normal scrutiny process.
  - C. All governance arrangements should make clear who has delegated authority and for what purpose.
  - D. The Council's Whistleblowing Policy should be revised to ensure that there is confidentiality and the opportunity for independent assessment and review of any complaints made by a member of staff against any member of the Council's Strategic Leadership Team (SLT).
  - E. Human Resources (HR), in consultation with Senior Management, should ensure that
    - a) all roles within the Council have a current Job Description which is recorded on the relevant HR file
    - b) internal secondments should be for a maximum of two years only, with a clear return to original post and salary management plan effective at the time of appointment
    - c) no internal secondment opportunity should be agreed without a service and financial impact assessment being agreed with the 'donor' service.
    - d) all internal secondments should be advertised within the Council with a record kept as to why the post has not been advertised externally any appointment
    - e) any appointment (whether internal or external) should clearly state how the post holder meets the specifications of the job description.

#### **Officer response to July 2022 tiaa Shapley Heath Audit Review recommendations**

9. The officer response to the tiaa Audit is attached as Appendix 1. This has been prepared by the Executive Director – Corporate (Section 151 Officer).

## **CONSIDERATIONS**

10. The common theme throughout is that whilst the SHGC project's strategic governance arrangements were appropriate, if somewhat over elaborate, the governance arrangements were not actioned throughout the lifetime of the project. This failure to adhere to the governance arrangements lies at the very heart of the tiaa audit review findings.
11. The Staffing Committee's findings are that the project team's implementation of its tasks specifically from March 2021 to the close of the project in November 2021 were inadequate. It went on to highlight that the impact of the COVID pandemic could not be used as a reason for extremely poor communication, decision making outside of the Council's conventional executive decision-making structures, and the failure to act upon Opportunity Board instructions.
12. The other common theme is that Council must never again create a scenario whereby a major project is set up with governance arrangements that move the project outside the Council's normal scrutiny process. At no time should a major project proceed without scrutiny being integral to its monitoring.
13. Finally, whilst there is no suggestion of financial misappropriation there is however, no good reason why proper and accurate accounts of income/expenditure could not have been produced in a timely manner or in accordance with the project's Opportunity Boards instructions. This heightens the need to ensure that all projects are properly managed in a transparent and accountable manner. This requires clear political and officer leadership and budgetary accountability.
14. The implementation of all the recommendations as recommended in this report will greatly enhance scrutiny and reduce the potential for major projects to go off track.

## **ACTION**

15. The respective reviews have outlined a number of often overlapping recommendations. The officer management response to the original tiaa report is attached as Appendix A to this report. These recommendations are all in an advance stage of implementation. The same can be said for the recommendations from Staffing Committee and Cabinet although it should be noted that action (E) in paragraph 8 has commenced but will take time to fully implement. Indeed, Cabinet has specifically confirmed that it will ensure that all recommendations will be implemented.
16. The recommendation is that Audit Committee should therefore ask Cabinet to ensure the full implementation of all recommendation as set out in this report and Overview and Scrutiny to carry out a review in September 2023.

**Contact Details:** Daryl Phillips, Chief Executive

## **Appendices**

Officer response to the management recommendations contained within the tiaa report (attached as Appendix 1).



**Audit Committee**  
**Shapley Heath Management Action Plan**

Area identified in tiaa report	Recommendation from tiaa report	Management comment and action
Assurance over the risk management framework including governance and transparency.	1. Governance arrangements to be reviewed and once established and approved to be followed at all times.	Agreed. The tiaa report found that the bespoke arrangements for this project were appropriate and adequate, however, they were not adhered to. In future, projects will follow a standard approach with oversight from the corporate Project Board and reporting through the normal governance routes i.e.. Cabinet and O&S.
	2. In line with good practice and the expectations set out in the Council's template PID document, action should be taken to ensure that a project risk register is produced and agreed for all projects, which is a live document and regularly reviewed and updated by the Project team. Significant risks and any mitigating actions should be appropriately reported and reviewed at the Project Panel.	Agreed. This is now in place for all projects meeting the criteria for Project Board, and for other minor projects where necessary.
	3. All projects to have a clearly defined project board/panel which should meet on a regular basis to review risks and mitigations with minutes and actions recorded and retained for a minimum of six years.	Being implemented for all projects meeting the criteria for Project Board, and for other minor projects where necessary. Document retention will be reviewed as part of wider policy.

<p>Assurance over the project management framework used.</p>	<p>4. A lessons learned report should be produced, along with a separate action plan to improve project management processes at the Council, including (but not limited to) the following considerations:</p> <ul style="list-style-type: none"> <li>• Training needs should be identified to ensure that standard project documentation is utilised effectively in all cases, with additional guidance notes created where appropriate, in particular around monitoring risks, issues and budgets.</li> <li>• Where the standard project structure is not utilised, the PID should clearly set out the roles and responsibilities of each individual/team. Similarly, reporting lines should be clearly set out to enable at least the same level of review and scrutiny as there would be under the standard project structure.</li> <li>• Minutes of relevant project meetings should be formally recorded, and all relevant emails and other data should be maintained in project folders so that a full audit trail is maintained for a minimum six year period from when the project ends.</li> <li>• The frequency, format and content of project reporting to the Corporate Project Board and to Members should be reviewed. Examples of good practice identified at other local authorities include:</li> </ul>	<p>Agreed. Lessons learned reporting is now in place for all projects meeting the criteria for Project Board, and for other minor projects where necessary.</p> <p>The new Terms of Reference for Project Board specifically refers to lesson learned and Project Board meetings consider reports from project leads during and at the close of projects.</p> <p>The detailed suggested improvements under recommendation 4 will be considered by the project team for future projects and applied where appropriate and proportionate to the project's size and complexity.</p>
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	<ul style="list-style-type: none"> <li>• Standardised monthly progress reports, with the level of details dependent on the complexity of the project.</li> <li>• For more complex projects, this may include: Details of approved budget, committed budget and actual spend; RAG ratings for key elements of the project (Time, Quality, Budget, Risks &amp; Issues, Resources), along with an overview of the RAG status update; Activities completed within the last month, planned activities due for completion but not delivered, and activities scheduled for next month; An overview of the risks and issues, with the impact and mitigation measures; An outline of project milestones with target dates and actual completion dates.</li> <li>• For less complex projects, this may include RAG ratings for Time, Quality, Budget, Risks &amp; Issues, and Resources, along with a general project progress update.</li> <li>• Project portfolio reporting including an overview of the progress of all corporate projects provided monthly to the Chief Executive and quarterly to Committee.</li> </ul>	
<p>Assurance over budgetary control and financial risks.</p>	<p>5. Budgets to be clearly defined to include all income and expenditure (including any recharges).</p>	<p>Agreed. The Finance Business Partner has implemented this to support the capital programme 2023/24 and the approach will be adopted for new approved schemes and future years' programmes.</p>

Assurance over budgetary control and financial risks.	<p>6. Budgets to be regularly monitored clearly showing actuals as the project progresses.</p> <p>In addition: See recommendation 4 in relation to reviewing the format and content of project reporting, including in relation to financial information.</p>	<p>Agreed. This is now in place with a standard template being reported to project managers and Project Board. Capital spend by project also included in quarterly monitoring to O&amp;S and Cabinet.</p>
Assurance over the monitoring and reporting of financial information.	<p>7. Standard template documentation be used for the management and monitoring of all projects. In addition: See recommendation 4 in relation to (i) identifying training needs for the effective use of standard project budget monitoring documentation and (ii) reviewing the format and content of project reporting, including in relation to financial information.</p>	<p>Agreed. The Finance Business Partner that supports Project Board has designed a standard template documentation and this was agreed for implementation by Project Board.</p>
Assurance over compliance with contract procedure rules and contract management arrangements.	<p>8. Procurement guidance and standard form evaluation documents should be reviewed to ensure that panel evaluation criteria are clearly set out and panel members are appropriately recorded.</p>	<p>Procurement guidance was reviewed in Dec 2022 and rolled out to Managers Group, this takes account of recommendation 8.</p> <p>New Contract Procedural Rules (CPR) were approved by Council in Feb 2023. Internal Audit on procurement completed in March 2023 identified some areas to further strengthen the guidance which are currently being considered.</p>
Assurance over compliance with contract procedure rules and contract management arrangements.	<p>9. Training needs for project managers/buying managers in relation to procurement processes should be identified, to ensure that standard procedures are followed in all cases and full audit trails are maintained.</p>	<p>Agreed. The new CPRs and accompanying guidance were presented to Managers Group in Jan 2023.</p> <p>Internal Audit on procurement completed in March 2023 undertook a sample check of</p>

		procurements and found no CPR compliance issues.
Assurance over information governance arrangements to include FOI, Transparency and GDPR.	10. As emails are only retained for one year, FOI processes should be reviewed to ensure that relevant data is moved from email folders to SharePoint folders so that a full audit trail of FOI requests and responses is maintained for a minimum six-year period from when the project ends.	The relevant information is currently transferred from the email folder to Idox and the Retention and Disposal Schedule says that information relating to FOI/EIR requests is kept on Idox for 3 years from when the case is closed. There is no need to duplicate this in SharePoint. No change is therefore necessary. The current retention policy accords with Information Commissioner Guidance. The Council has no lawful or operation reason to hold FOI data for longer – it would otherwise breach GDPR obligations. GDPR and operational necessity reasons would be required before any further document retention changes are considered.
Assurance over information governance arrangements to include FOI, Transparency and GDPR.	11. Training needs for project managers in relation to FOI responses should be identified, to ensure that full and accurate responses are provided in all cases.	Agreed, for project managers. Annual FOI, Data governance, including GDPR, training is already in place in this case, notwithstanding biennial refresher training, procedures were simply not followed.