

Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: WEDNESDAY, 20 JULY 2022

TIME: 5:30 pm

PLACE: Meeting Room G.01, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Committee

Councillor Kaur Saini (Chair)

Councillor Dr. Moore (Vice-Chair)

Councillors Bajaj, Cassidy, Pantling Valand and Whittle

One Non-Group vacancy

Members of the Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for Monitoring Officer

Officer contact: Angie Smith
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Information for Members of the Public

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- maintain distancing while entering and leaving the room/building;
- remain seated and maintain distancing between seats during the meeting;
- wear face coverings throughout the meeting unless speaking or exempt;
- make use of the hand sanitiser available;
- when moving about the building to follow signs about traffic flows, lift capacities etc;
- comply with Test and Trace requirements by scanning the QR code at the entrance to the building and/or giving their name and contact details at reception prior to the meeting;
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- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

Further information

If you have any queries about any of the above or the business to be discussed, please contact Angie Smith, Democratic Support on **(0116) 454 6354** or email angie.smith@leicester.gov.uk

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**

PUBLIC SESSION

AGENDA

FIRE / EMERGENCY EVACUATION

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Democratic Services staff. Further instructions will then be given.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are asked to declare any interests they may have in the business to be discussed.

3. MINUTES OF THE PREVIOUS MEETING

Appendix A
(Pages 1 - 10)

The minutes of the meeting of the Audit and Risk Committee held on 16 March 2022 are attached and the Committee is asked to confirm them as a correct record.

4. MEMBERSHIP OF THE AUDIT AND RISK COMMITTEE 2022/23

Members are asked to note the membership of the Committee for 2022/23 as:

Councillor Kaur Saini (Chair)
Councillor Dr. Moore (Vice-Chair)
Councillor Bajaj
Councillor Cassidy
Councillor Pantling
Councillor Valand
Councillor Whittle

1 unfilled non-Group vacancy

5. DATES OF MEETINGS OF THE AUDIT AND RISK COMMITTEE 2022/23

Members are asked to note the meeting dates of the Committee for the 2022/23 municipal year as:

20 July 2022
28 September 2022
22 November 2022
18 January 2023

15 March 2023

Scheduled training will take place at 5.00pm before the main meeting.
Meetings are scheduled to take place at 5.30pm.

6. TERMS OF REFERENCE

Appendix B
(Pages 11 - 16)

Members are asked to note the Terms of Reference for the Committee as attached.

7. DRAFT STATUTORY STATEMENT OF ACCOUNTS & ANNUAL GOVERNANCE STATEMENT 2021/22 / EXTERNAL AUDIT PLAN 2022-23

Appendix C
(Pages 17 - 224)

The Chief Operating Officer (S151), Deputy Director of Finance, and External Auditor submit a report to the Audit and Risk Committee which provide an opportunity for the Committee to consider the Council's Draft Annual Statement of Accounts and Annual Governance Statemen for 2021/22 before they are brought back to Committee for formal approval.

The Committee is recommended to consider the Draft Annual Statement of Accounts for 2021/22 at Appendix A, the Draft Annual Governance Statement at Appendix A, the update on the independent member recruitment, and the External Audit Plan at Appendix C.

8. PROGRESS AGAINST INTERNAL AUDIT PLANS AND THE INTERNAL AUDIT ANNUAL REPORT 2021-22

Appendix D
(Pages 225 - 248)

The Head if Internal Audit and Assurance Service submits a report to the Audit and Risk Committee, which provide a summary of progress against the 2021-22 & 2022-23 Internal Audit Plans, and an annual report on internal audit work conducted during 2021-22.

The Committee is recommended to note the contents of the routine update report.

9. INTERNAL AUDIT PLAN 2022/23

Appendix E
(Pages 249 - 274)

The Head of Internal Audit and Assurance Service (HoIAS) submits a report to the Audit and Risk Committee, which provides an indication of internal audit work planned to be conducted during 2022-23, and information about a recently issued report 'Internal Audit: Untapped Potential', following extensive research by CIPFA.

The Committee is recommended to receive the plan, note its contents, and seek clarification on any areas as they and then approve the plan, make any recommendation or comments it sees fit, and note the CIPFA report and support the HoIAS and Deputy Director of Finance working together to make improvements to the service and arrangements.

**10. REGULATION OF INVESTIGATORY POWERS ACT
2000 - BI-ANNUAL PERFORMANCE REPORT
JANUARY 2022 - JUNE 2022**

**Appendix F
(Pages 275 - 278)**

The City Barrister and Head of Standards submits a report to the Audit and Risk Committee which advises on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications from 1st January 2022 to 30th June 2022.

The Committee is recommended to receive the report and note its contents, and make any recommendations or comments it sees fit either to the Executive or to the City Barrister and Head of Standards.

**11. REPORT OF THE AUDIT AND RISK COMMITTEE TO
COUNCIL COVERING 2021/22**

**Appendix G
(Pages 279 - 286)**

The Deputy Director of Finance submits a report to the Audit and Risk Committee setting out the Committee's achievement over the municipal year 2021/22.

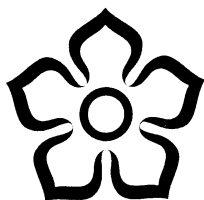
The Committee is recommended to approve the report for submission to the Council.

12. AUDIT & RISK COMMITTEE WORKPLAN

**Appendix H
(Pages 287 - 288)**

The workplan for the Audit and Risk Committee is attached.

13. ANY OTHER URGENT BUSINESS



Leicester
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Appendix A

Minutes of the Meeting of the AUDIT AND RISK COMMITTEE

Held: WEDNESDAY, 16 MARCH 2022 at 5:30 pm

P R E S E N T:

Councillor Kaur Saini (Chair)

Councillor Ali

Councillor O'Donnell

Councillor Joshi

* * * * *

38. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Pantling.

39. DECLARATIONS OF INTEREST

Members were asked to declare any interests they might have had in the business to be discussed.

There were no declarations of interest made.

40. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 24 November 2021 be confirmed as a correct record.

41. EXTERNAL AUDITOR'S ANNUAL REPORT ON LEICESTER CITY COUNCIL 2020-21

The External Auditor submitted a report to the Audit and Risk Committee. Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), External Auditors were required to consider whether the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, and the Auditors reported in more detail on the Authority's overall arrangements, as well as key recommendations on any significant weaknesses in arrangements identified during the audit.

Grant Patterson, External Auditor, presented the report which was the first

brought under the new value for money arrangements:

- It was noted that there had been delays in completing audits nationally and locally.
- The report identified five potential recommendations which management have accepted. It was noted this was not unusual for a large and complex Council. However, there was no significant weaknesses identified.
- It was recognised that the review had not identified any significant weaknesses in the Authority's VFM arrangements as a result of responding to the COVID-19 pandemic.
- It was noted the Redmond Review had recommended that going forward this report should go to Full Council. Moving forward it was expected that legislation would be made to support the recommendation.

The Chair noted that the improvements required were minor and achievable by the Council. The Chair thanked the External Auditor and the Finance Team and noted the report.

RESOLVED:

1. That the Audit and Risk Committee note the report.

42. EXTERNAL AUDITOR'S REPORT: LEICESTER CITY COUNCIL PROGRESS REPORT AND INDICATIVE AUDIT RISKS, YEAR ENDING 31 MARCH 2022

The External Auditor submitted a report to the Audit and Risk Committee, which provided an overview of the indicative planned scope and timing of the statutory audit of Leicester City Council for those charged with governance.

Nicola Coombe, External Auditor, presented the report, and gave the following information:

- It was noted it was an iterative document. It was reported there were two areas of presumed significant risk under ISA [UK] 240: revenue recognition may be misstated due the improper recognition of revenue; the risk of management over-ride of controls was present in all entities.
- Under the presumed risks were the valuation of land and buildings, and valuation of net defined pension liability, both of which required significant estimate in the financial statements, had a number of assumptions and were susceptible to changes.
- To inform the external auditor's planning of audit works, a number of enquiries had been made and a series of questions posed to management across different themes, such as, fraud, laws and regulations, going concern, related parties and accounting estimates.
- Under Value for Money 2021/22, a planning assessment had not yet been undertaken, however, follow up on risks of significant weakness reported as part of the 2020/21 review was anticipated. These were:
 - Financial sustainability – consideration should be given to more formal, explicit monitoring, at a Member level, of the extent to which proposed savings are realised.
 - Governance – it was recommended that the Council undertake a

skills and knowledge assessment of the Audit and Risk Committee and consider if the appointment of an independent member would add value.

- Economy, efficiency and effectiveness – in its refresh of the Economic Recovery Plan, the Council should consider adding quantifiable indicators to its aims and objectives along with an analysis setting out its starting position, from which improvement could be measured.
- Other certification work undertaken was noted. Under Teachers Pension Return and end of year certificate a minor exception was noted in the work which was amended accordingly. It was further noted under the pooling of Housing Capital Receipts that no exceptions were identified.
- With regards to the Housing Benefit assurance process, as in prior years work had resulted in a qualification letter, the summary of which was included in the report.

External Auditors noted that the Council put in a lot of work to assist external auditors to which officers were thanked.

A Member asked with regards to the provision of bad debts and business rates, how had the Council applied mechanisms to ensure all the bad debts were considered appropriately and given the economic situation how had the Council applied its rules and regulations to ensure business rates had been taken into full consideration. In response the Head of Finance noted that bad debt provision was reviewed annually, and that Housing Benefit was looked at separately to business rates, each being given advice and with historical information available on what percentage of bad debt had been written off in the past. The Head of Finance informed the meeting that a report would be taken to OSC that showed the level of debts and how much had been written off over a period of time but would also be shared with Members of the Audit and Risk Committee.

Grant Patterson informed the meeting that guidance was still awaited from Government on whole of government accounts which was not expected until June / July 2022, which was awaited before the 2020/21 audit could be formally closed.

The Chair noted the report.

RESOLVED:

That:

1. The Audit and Risk Committee note the report.
2. It was noted that the 2020/21 audit had not been formally closed as guidance on whole of government accounts was awaited from Government.
3. The Head of Finance would circulate to Members of the Audit and Risk Committee the latest Income Collection report that had gone to OSC.

43. REGULATION OF INVESTIGATORY POWERS ACT 2000, BI-ANNUAL PERFORMANCE REPORT JULY 2021 - DECEMBER 2021

The City Barrister and Head of Standards submitted a report to the Audit and Risk Committee which advised on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications from 1st July 2021 to 31st December 2021.

Colin Sharpe, Deputy Director of Finance presented the bi-annual report to Members and noted that no RIPA applications had been made for the period.

The Chair noted the report.

RESOLVED:

1. That the Audit and Risk Committee note the contents of the report.

44. RISK MANAGEMENT AND BUSINESS CONTINUITY STRATEGY AND POLICIES 2022

The Director of Delivery, Communications and Political Governance submitted a report to the Audit and Risk Committee which presented the Risk Management and Business Continuity Policy Statement and Strategies which provided an effective framework for Leicester City Council to manage and respond to key risks facing its services and support the delivery of its Business Plan.

Sonal Devani, Manager (Risk Management) presented the report. Members noted the following:

- The Risk Management Strategy and Policy 2022, and the Business Continuity Policy and Strategy 2022 provided an effective framework for managing risk, setting out the Council's attitude to risk, the approach to be adopted to manage the challenges and opportunities facing officers.
- It was noted training was mandatory for staff expected to complete a risk assessment and this was being promoted across the organisation.
- The Business Continuity Policy Statement and Strategy set out the Council's attitude, perception and approach towards implementing business continuity practices.
- The former Corporate Business Continuity Plan had been combined with the Major Incident Plan to form the LCC's Incident Response Plan.
- The Business Continuity Planning service had also been offered to schools, including developing and testing of a schools' Business Continuity Plan.

The Chair noted the report.

RESOLVED:

1. That the Audit and Risk Committee note the contents of the report.

45. FINANCIAL UPDATE REPORT

The Deputy Director of Finance submitted a report to the Audit and Risk Committee which provides an update on key changes currently affecting the Council, and which may have an impact on the work of the Committee. The report also asked for support from Members of the Committee on the proposed change to the Constitution for the appointment of an Independent Member to Audit and Risk Committee (subject to Full Council approval).

Ben Matthews, Senior Accountant (Capital and Projects) presented the report. It was noted that:

- External Audit recommendations were brought to the meeting of Audit and Risk Committee in September 2021. The report provided an update on progress in relation to the Council's asset valuation process and impact on the Council's accounts. It was confirmed Finance and Estates and Building Services had created a plan to rectify the issues.
- It was noted the Council followed the financial management code introduced by the Chartered Institute of Public Finance and Accountancy (CIPFA), which set out a number of standards that the Council had to demonstrate compliance with.
- It was noted in the CIPFA audit committee guide that good practice showed that co-opting an independent member could be beneficial to the Audit and Risk Committee, which was also a recommendation in the Redmond Review and External Audit Annual Audit Report. Any amendment to the Constitution would have to be made at Full Council. Benefits of having an independent member were noted, including additional knowledge and expertise, independence and continuity of committee membership through the electoral cycle. The Head of Finance was working with the Council's Monitoring Officer, and was in the process of writing a job description and criteria for the independent member which would be advertised. Information would be brought to the Audit and Risk Committee in the new Municipal Year.

The Chair thanked officers and noted the recommendations in the report.

RESOLVED:

That:

1. The contents of the report be noted.
2. The Audit and Risk Committee support the change to the Constitution for the appointment of an Independent Member to Audit and Risk Committee. Information would be brought back to the Audit and Risk Committee in the new Municipal Year, and the change would be subject to Full Council approval.

46. ANNUAL REVIEW OF THE COUNCIL'S LOCAL CODE OF CORPORATE GOVERNANCE

The Deputy Director of Finance, and City Barrister & Head of Standards submitted a report to the Audit and Risk Committee for approval of updates to

the assurance and corporate governance processes at Leicester City Council and to approve the Local Code of Corporate Governance.

Amy Oliver, Head of Finance, presented the annual report, which provided an overview of corporate governance processes, pledges and informed how the Council was run. It was noted there had been no significant changes from the previous year.

The Chair noted the document had been clearly highlighted and very clear to understand. The Chair noted the recommendation in the report.

RESOLVED:

1. That the Audit and Risk Committee approve the Local Code of Corporate Governance.

47. CORPORATE COMPLAINTS (NON-STATUTORY) 2020/21

The Deputy Director of Finance submitted a report to the Audit and Risk Committee, which provided an update on the corporate non-statutory complaints in 2020/21, and for Members to note improvements, comment upon the Council's actions from the lessons learned and planned future changes.

Nilkesh Patel, Service Improvement Manager, presented the report, noting that:

- Investigation of new complaints had been paused due to limited service as resources had been focussed on emergency contact during the pandemic. The complaints service had since resumed full operations.
- Fewer complaints had been received during 2020/2021 (671) compared to 2019/2020 (1,328).
- Of the complaints received, 422 (63%) had been triaged to the appropriate service area, whilst 249 were investigated, a reduction of 32% compared to the previous year.
- There were various reasons for complaints, with Housing services receiving the largest amount at 46%. Revenues and Customer Support received 28% of all complaints.
- The lower numbers of complaints could have been due to the pause in Housing Repairs service having only dealt with emergency repairs during the pandemic period.
- Service improvements had driven down complaints, for example, services were being proactive in adhering to the triage / complaint prevention process, by finding resolution at an early stage, and by meeting with services to try and improve ongoing development to reduce complaints.
- There were some operational risks should complaint volumes increase through an unforeseen circumstance or staffing resources.
- There was a new Housing Ombudsman Complaints Handling Code which required the authority to introduce a new two-stage complaints process, which had had an impact, increasing the number of complaints.
- If there appeared to be a trend of particular complaint, a meeting would be arranged with service directors, and an analysis of an area undertaken. Findings would be recorded and monitored for improvement following

ombudsman recommendations.

That Chair asked that a report be brought to a future meeting of Audit and Risk to see if complaints figures had improved with the new system and better analysis.

Members raised points with officers and the following information was provided:

- An issue that had been raised by member of the public was the length of time it took for customer services to answer a phone call, sometimes hanging up after a while. It was also asked if there were plans to open the Customer Services reception fully for people who wanted to talk to someone in person now that the pandemic restrictions had been lifted. Officers noted that the call answering times were a problem, but it was explained that Customer Services staff had been diverted onto other things such as Covid grants, and track and trace service. It was also noted that the Housing repairs services had recommenced in Autumn 2021, which had generated many thousands of calls.
- The Customer Services centre had been open for six months, opening by appointment on Tuesday and Thursday of each week. It was reported that demand for the pool of appointments had not been filled, but would be kept under review as pandemic restrictions were lifted.
- A comment was made about orange bags from Biffa not being delivered. The Service Improvement Manager would report the issue back to Waste Management.
- Members noted that there used to be customer service hubs at various places around the city, and that constituents without smart phones were being digitally excluded. In response, it was reported that the hubs had merged over time with other services to best manage resources, for example, many services could now be accessed in libraries. The Deputy Director of Finance stated he would circulate to Members information on what services people could access at different locations.

The Chair noted the report and comments made by Members.

RESOLVED:

That:

1. The report be noted.
2. Officers note the comments made by Members
3. A report be brought to a future meeting of Audit and Risk to see if complaints figures had improved with the new system and better analysis.
4. The Service Improvement Manager report to Waste Management the issue over non-delivery of requested orange bags.
5. The Deputy Director of Finance to circulate to Members information on the different services that could be accessed at various locations around the city.

48. LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN AND HOUSING OMBUDSMAN COMPLAINTS 2020/21

The Deputy Director of Finance submitted a report to the Audit and Risk Committee which provided an update on the complaints made to the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman in 2020-21 regarding Leicester City Council.

Nilkesh Patel, Service Improvement Manager presented the report, and drew Members' attention to the following information:

- The LGSCO annual complaints were summarised. It was noted that complaints from previous years were rolled over, though there were significantly less complaints than the previous year.
- The LGSCO progressed 68 of the 75 complaints to investigation stage, 13 of which were upheld.
- Remedies for complaints could be something as simple as an apology.
- The LGSCO recognised some complaints could not be remedied during the pandemic.
- On the advice, recommendation and feedback from the Ombudsman of number of detailed service improvements were made (as outlined in Appendix 7 to the report).
- The uphold rate for complaints for Leicester was comparable to the national average.
- The Housing Ombudsman investigated complaints about the provision or management of social housing, but records were not published. From the Council's own records 16 complaints were received by the Ombudsman, with four upheld, resulting in compensation to tenants of up to £400 and staff training.
- With regards to future changes, it was the responsibility of each service area to ensure improvements were put in place.

The Chair recorded that the report was very informative and interesting to read and looked forward to an update at a future meeting.

RESOLVED:

That:

1. The report be noted, including actions for future change.

49. PROGRESS AGAINST INTERNAL AUDIT PLANS

The Head of Internal Audit Service (HoIAS) submitted a report to the Audit and Risk Committee which provided a routine update on progress against the internal audit plan as required within its Terms of Reference, containing activity undertaken, summaries of key findings, issues of concern and action in hand.

Bharat Mistry (Leicestershire County Council Internal Audit Service) presented the report for the Committee to note, and highlighted the following points for Members:

- The report covered audit progress against the Plan 2021/22, resources used, and a brief reference to the 2022/23 Plan.
- Appendix 1 provided a rolling picture of audits completed, not yet started or cancelled.
- 476 days had been delivered against the Plan, and Internal Audit were working towards 650 days by the end of the financial year.
- Factors for the shortfall were highlighted, which included a combination of Covid-related illness and accumulation of leave which needed to be taken by officers.
- Internal Audit had also had a short-term gap in resources but had since held recruitment sessions for various posts, and would continue to give sufficient coverage.
- The ongoing Covid situation continued to cause pressures, and a number of grant audits had been postponed to the next financial year.
- Appendix 2 in the report provided a position statement on high importance recommendations, which overall was generally good and audit had managed to close two recommendations. As a reminder to the Committee, it was noted that any outstanding recommendations would continue to be followed up.
- The same approach would be made in compiling the 2022-23 Internal Audit Plan, with continued good engagement with managers and teams. The Plan was currently being reviewed and would be brought to the next Audit and Risk Committee.

The Chair thanked the officer and noted the recommendation in the report.

RESOLVED:

1. That the report be noted.

50. ANY OTHER URGENT BUSINESS

- The Chair thanked Members and Officers for the support she had received as Chair over the past Municipal Year, which was reciprocated by Members and Officers present.

There being no other items of business, the meeting closed at 6.50pm.

AUDIT & RISK COMMITTEE **Terms of Reference**

(Includes changes agreed at Annual Council 19 May 2022)

1. Constitution & Purpose

The Audit & Risk Committee is a key component of the Council's corporate governance framework. The Committee reports to the Council and its purpose is to provide those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes.

It fulfils the role of 'the Board' for the purposes of the Public Sector Internal Audit Standards.

The Terms of Reference of the Committee will comply with Part 4a of the Constitution unless explicitly detailed below.

1. Membership

The Committee shall comprise nine Members, made up of eight Non- Executive Elected Councillors and one Independent Person. A quorum of at least three Councillors will be required at all meetings. The Independent Member shall be a non-voting co-optee of the Committee.

The Committee must remain apolitical, displaying unbiased attitudes, treating auditors, officers, the executive and management equally.

2. Attendance by officers

The Director of Finance (S151) or their nominated officer(s) and the designated Head of Internal Audit Service shall normally attend meetings. There is a standing invitation to the Council's appointed External Auditor to attend all meetings.

Other officers who will attend as required, including at the request of the Chair.

3. Frequency of meetings and agendas

Meetings shall be held not less than four times a year.

4. Duties

The duties of the Committee shall be as set out in the annexed schedule to these Terms of Reference.

To support and assist Committee members undertaking their duties and extending their knowledge, regular briefings or training will be provided by officers.

5. Authority

The Committee has the responsibilities detailed in Annex 1. The Committee is authorised by the Council to investigate any activity within its terms of reference.

It is authorised to seek any information it requires from any officer and all officers are directed to co-operate with any request made by the Committee. The Chair will advise the Chief Operating Officer as the Head of Paid Service if it has exercised this authority to seek information (other than routine information) from any officer, setting out the information required and the circumstances underlying the request.

The Committee is authorised by the Council, if considered necessary, to secure the attendance of third parties with relevant experience and expertise provided that the Chair notify the Chief Operating Officer as the Head of Paid Service before any fees for such attendance are agreed.

6. Accountability

The Committee will undertake an annual review of its effectiveness (including where it has added value and supported improvement).

The outcome of this annual review and the Committee's activity will be reported to the Council each year.

Duties of the Audit & Risk Committee

1. Audit Framework

1.1 Internal Audit

- To fulfil the role of 'the Board' for the purposes of the Public Sector Internal Audit Standards (the PSIAS).
- To review and approve: -
 - The Internal Audit Charter which defines the purpose of the internal audit function.
 - The risk-based internal audit plan, including resource requirements.
 - The Head of Internal Audit Service's annual report containing an opinion on the overall adequacy and effectiveness of the Council's control environment, and conformance to the PSIAS.
- To receive regular reports on progress against the internal audit plan, containing activity undertaken, summaries of key findings, issues of concern and action in hand.
- To review conformance to the principles of the CIPFA Statement on the Role of the Head of Internal Audit in Public Service Organisations, and to support any improvements required.
- To contribute to and support an external quality assessment of the

internal audit function which is a requirement of PSIAS to take place at least once every five years.

- To review any proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

1.2 External Audit

- To consider, comment upon and note the arrangements chosen by the Council to select and appoint its statutory external auditor.
- To review the External Auditor's disclosure of independence and objectivity. To satisfy itself that no issues with compliance with ethical standards or problems with audit quality have been raised.
- To consider and note the annual audit fees letter and the assumptions supporting the fees.
- To consider the scope and depth of all external audit plans, reports and audit risk assessments.
- To consider the External Auditor's ISA 260 Report to 'Those Charged with Governance'. This contains:
 - key findings arising from the audit of the Council's financial statements;
 - the Auditor's assessment of the Council's arrangements to secure value for money (VFM) in its use of resources; and
 - the requirement for members of the Committee to authorise the Director of Finance to sign the letter of representation to the External Auditor from the Council in connection with the audit of the Council's financial statements.
- To note the External Auditor's annual report on the claims and returns certified for the Council.
- To ensure that non-audit work by the External Auditor is in accordance with the Council's *Policy for Engagement of External Auditors for Non-Audit Work* and report any such instances to the Council.

2. Counter Fraud and Investigations

- To review and approve, on a triennial basis (unless significant changes in legislation or circumstances dictate otherwise), the Council's policy and procedures for: -
 - i. Anti-Fraud (including Bribery and Corruption)
 - ii. Disclosure (whistleblowing)
- To note the outcomes of any review of the Council's conformance to the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption.
- To receive and note reports on the performance of the counter fraud function and outcomes from the Council's participation in the National Fraud Initiative (NFI).
- To consider regular reports on the Council's application of the Regulation of Investigatory Powers Act (RIPA) and the outcomes of any inspections and approve the adoption of any related policies.

3. Statutory Financial Reporting

- To review and approve the annual statutory statement of accounts and the annual Letter of Representation on behalf of the Council.

- To bring to the attention of the Council any concerns arising from the financial statements or from the audit.
- To receive periodic reports providing updates on accounting and financial developments.

4. Risk Management and Insurance

- To review and challenge the adequacy and effectiveness of the Council's overall risk management framework, specifically to: -
 - i. Consider and approve, on an annual basis, the Council's Corporate Risk Management Policy Statement & Strategy.
 - ii. Consider and approve, on an annual basis, the Council's Corporate Business Continuity Management Policy Statement and Strategy, ensuring it is compliant with the statutory duties required by the Civil Contingencies Act 2004 and continues to align to international and national standards and good practice guidelines.
 - iii. Review reports in respect of the status of key current and emerging risks and internal controls relating to those risks, including the Operational and Strategic Risk Registers and partnerships with other organisations.
 - iv. Receive and note the annual report on the Council's insurance arrangements and its claims performance.

5. Governance and Assurance Frameworks

- To satisfy itself that the Council's assurance statement including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the Council's objectives. The Committee's responsibilities are to: -
 - i. Review the adequacy of the Council's assurance framework through the annual review of its system of internal control.
 - ii. Review and approve the Council's Local Code of Corporate Governance prepared in accordance with the CIPFA/SOLACE Good Governance Framework and the statutory requirement for producing an Annual Governance Statement.
 - iii. Note any reports providing updates on assurance, risk or governance related developments

6. Complaints

- To consider an annual report on complaints, including the Local Government and Social Care Ombudsman's annual review letter and recommendation.
- To consider and decide on appropriate actions relating to the Council's compliance with its own and other published or regulatory policies, Acts, standards and controls.
- To consider ad-hoc LGSCO reports.

7. Procurement

- To receive and note the annual report setting out the Council's performance against the Procurement Plan and compliance with the Contract Procedure Rules (including data on waivers).

- To consider any proposals for changes to the Rules to be made to Full Council and to review any changes to the Rules made by the City Barrister or any changes to thresholds.
- To seek assurance that the Council has appropriate arrangements to identify and manage risks, ensure good governance and obtain assurance on compliance in its procurement activity.

8. Other Matters

- To consider, approve or make recommendations in respect of any other matters referred to it by the City Mayor, Chief Operating Officer(as the Head of Paid Service) or a Director or any Council body.
- To consider any relevant matters reserved for Member-level decisionas detailed in Rules of Procedure.

Draft Statutory Statement of Accounts & Annual Governance Statement 2021/22

Decision to be taken by: N/A

Date of meeting: 20th July 2022

Lead director: Colin Sharpe

Useful information

- Ward(s) affected: All
- Report author: Amy Oliver & Ben Matthews
- Author contact details: amy.oliver@leicester.gov.uk & ben.matthews@leicester.gov.uk
- Report version number: 1.0

1. Summary

- 1.1. To provide an opportunity for the committee to consider the Council's Draft Annual Statement of Accounts and Annual Governance Statement for 2021/22 before they are brought back to committee for formal approval.

2. Recommendations

- 2.1. The committee is asked to consider the:
 - 2.1.1. Draft Annual Statement of Accounts for 2021/22 at appendix A.
 - 2.1.2. Draft Annual Governance Statement 2021/22 at appendix A.
 - 2.1.3. The update on the independent member recruitment.
 - 2.1.4. The External Audit Plan at appendix C.

3. Background

- 3.1. The Accounts & Audit (England) Regulations 2015 require that the Council present its audited Statement of Accounts along with its Annual Governance statement for approval annually by the 31st July. This is delegated to the Audit & Risk Committee by Council. For 2021/22, this deadline has been extended to the 30th November 2022 due to issues being experienced in the local authority audit sector. The draft accounts are therefore presented to this meeting for information and consideration, and will be brought to a future meeting for formal approval following the completion of the external audit.
- 3.2. The attached External Audit plan provides the Committee with the approach Grant Thornton will be taking whilst undertaking their External Audit on the 2021/22 Statement of Accounts.

4. Draft Annual Statement of Accounts for 2021/22

- 4.1. The statutory accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the UK. Separate management accounts are presented to the Executive and to the Overview Select Committee, which set out the revenue and capital outturn for the authority. The financial position of the

authority is presented in a different way in the Statement of Accounts. The outturn reports focus on the in-year financial performance in a format consistent with the Council's budgets, while the Statement of Accounts shows the in-year performance in a standard format adopted by all local authorities, including a balance sheet showing the underlying financial position.

4.2. Despite the wide variations in the way the position is presented, the key point is that both the outturn reports and the accounts are consistent.

4.3. The core financial statements are:

4.3.1. Movement in Reserves Statement

This shows the movement in the year on the different reserves held by the authority. This statement distinguishes between "usable reserves" which can be used to fund expenditure or reduce local taxation and "unusable reserves" which are effectively accounting entries and not available to spend. The level of uncommitted general balances at 31st March 2022 was £15.0m, in line with the Council's financial strategy.

4.3.2. Comprehensive Income and Expenditure Statement (CIES)

This shows the Council's actual performance for the year in accordance with the Code of Practice. This means that the accounts are prepared on a different basis than that used to set the Council's budget and raise council tax. There are a number of statutory adjustments that are made to the surplus or deficit shown on this statement to arrive at the balance on the General Fund shown in the Movement in Reserves Statement above.

4.3.3. Balance Sheet

The balance sheet shows the net worth of the Council in terms of its assets and liabilities. It shows the net value of the organisation including the balances and reserves, its long-term indebtedness, and its fixed and net current assets employed in its operations.

4.3.4. Cash Flow Statement

This statement summarises the movements in cash holdings during the year in common with the presentation required for commercial companies, although the statement is of less significance in the local authority context.

4.4. The Council's Draft Statement of Accounts were published on the website on the 26th May 2022.

4.5. The external audit started on the 23rd June. Any recommendations made will be reported to your committee, along with any alterations made to the draft Statement of Accounts.

4.6. Due to the issues being experienced in the local authority audit sector, the usual statutory deadlines have been extended and the final audited accounts are not required to be completed until the 30th November 2022.

4.7. When producing the Statement of Accounts, a number of accounting estimates are used. These estimates rely on the professional judgement of experts in the

relevant areas. As these estimates are material to the accounts it is important that the committee understand them and the impact on the accounts. For the Council the main estimates are:

- Property, Plant & Equipment – remaining useful lives, asset values
- Pensions Liability
- Fair Value of loans

4.8. These estimates were included in the Informing the Risk document presented at committee on the 16th March 2022. Further detail on significant estimates in the accounts can be found in Note 5 (page 43) of the Statement of Accounts and at appendix B.

4.9. During 2021/22 audit process it was identified for some Authorities there was an issue associated with the accounting of infrastructure assets in particular subsequent expenditure on the asset. CIPFA have released a consultation attempting to resolve these issues and the results are still awaited at the time of writing this report. The Council currently has £220m of infrastructure assets and will work through the CIPFA proposal once released.

5. Draft Annual Governance Statement

5.1. The Council is required to publish, as part of its financial accounts reporting, an Annual Governance Statement. This statement should assure the people of Leicester that the Council operates in accordance with the law and has due regard to proper standards of behaviour and that it safeguards the public purse. The draft Annual Governance Statement is being presented here for comment before final approval by this committee.

5.2. The format of the Annual Governance Statement to a large extent is dictated by the Chartered Institute of Public Finance and Accountancy (CIPFA)/Society of Local Authority Chief Executives (SOLACE) framework 'Delivering Good Governance in Local Government'.

6. Independent Member

6.1. Following the approval of Full Council the updated Audit & Risk Committee Terms of Reference were changed to enable an independent member to this Committee. Since this approval the post has been advertised in consultation with the Chair. If an appropriate candidate is identified by the Chair and Deputy Director of Finance, final approval will be required by the Monitoring Officer.

7. Grant Thornton External Audit Plan

7.1. The External Audit Plan is from Grant Thornton our External Auditors. It sets out the approach they will be taking for the audit of the 2021/22 Statement of Accounts and Value for Money opinion. The following areas are covered within the plan:

- Key matters impacting the Council
- Significant risks and materiality levels
- Accounting estimates
- The value for money opinion
- Audit team & fees

6. Financial, legal, equalities, climate emergency and other implications

6.1 Financial implications

The report is exclusively concerned with financial issues.

6.2 Legal implications

There are no direct legal implications arising from the recommendations contained in this report.

Kamal Adatia, City Barrister and Head of Standards

6.3 Equalities implications

There are no direct equality implications arising from the recommendations contained in this report.
Surinder Singh, Equalities Officer

6.4 Climate Emergency implications

6.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

N/A

7. Other Implications

<u>OTHER IMPLICATIONS</u>	<u>YES/NO</u>	<u>PARAGRAPH REFERRED</u>
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights / People on low incomes	No	
Corporate Parenting	No	
Health Inequalities Impact	No	

8. Background papers:

Revenue and capital outturn reports presented to the Overview Select Committee on 30th June 2022.

Informing the audit risk assessment for Leicester City Council 2021/22 (March 2022) presented to the Audit and Risk Committee on 16th March 2022.

9. Summary of Appendices:

Appendix A – Draft Annual Statement of Accounts & Annual Governance Statement 2021/22

Appendix B – Estimates – Key Assumptions


Appendix C – External Audit Plan 2021/22

10. Consultations

All departments are consulted during the Authority's close down period.

11. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

12. Is this a “key decision”? If so, why? No

A photograph of the Leicester City Council building, a grand red brick structure with a central arched entrance and multiple windows. The building is framed by trees with yellowing autumn leaves. The text 'DRAFT ANNUAL ACCOUNTS' is overlaid in large white letters, with 'Leicester City Council' and '2021/22' below it in smaller white letters. A small Union Jack flag is visible on the left side of the building.

DRAFT ANNUAL ACCOUNTS

Leicester City Council
2021/22

CONTENTS

1. INTRODUCTORY STATEMENTS	2. CORE FINANCIAL STATEMENTS	3. EXPLANATORY NOTES TO THE ACCOUNTS	4. SUPPLEMENTARY FINANCIAL STATEMENTS & EXPLANATORY NOTES	5. FINAL STATEMENT & GLOSSARY
<p>Narrative Statement Page 4</p> <p>Statement of Responsibilities for the Statement of Accounts Page 12</p> <p>Independent Auditor’s Report to the Members of Leicester City Council Page 14</p>	<p>Comprehensive Income & Expenditure Statement Page 21</p> <p>Movement in Reserves Statement Page 23</p> <p>Balance Sheet Page 25</p> <p>Cash Flow Statement Page 27</p>	<p>Notes 1-45 Page 28</p>	<p>Housing Revenue Account Page 138</p> <p>Collection Fund Page 146</p>	<p>Annual Governance Statement Page 154</p> <p>Glossary of Terms Page 165</p>

Introductory Statements

Narrative Statement

This report sets out to provide the context for the Council's financial statements and to demonstrate how the Council has achieved its desired objectives for 2021/22.

1. Introduction

Leicester City Council is a unitary authority in the East Midlands, consisting of 54 councillors, representing 21 wards in the city, overseen by a directly elected mayor.

The Council's responsibilities are wide-ranging and include services it is legally required to provide (e.g. adult social care and waste collection) as well as discretionary services such as parks, open spaces and leisure centres.

Leicester City Council employs more than 11,000 staff, who are responsible for delivering services to a diverse range of customers. Examples of the areas in which they work are below:

- Neighbourhood and Environmental Services
- Adult Social Care
- Children's Social Care
- Housing
- Public Health & Sports
- Roughly half of our employees work within schools.

During 2021/22 the Council continued to be impacted by the pandemic. With the most significant cost to the council being the losses of income as a direct result of the pandemic. However, these losses were funded by government grant. The losses of income are anticipated to continue into 2022/23 but we do not believe will have a long-term impact on the financial viability of the Council.

During this year the Council has continued to support local businesses by administering business grants and reliefs to those affected by the pandemic. The Council paid out £23.5m in grants where the authority was acting as an Agent and has therefore not recognised these in the accounts. In addition, the Council has helped to support its residents through such schemes as Test and Trace and the Household Support Fund.

The vision of the Council is that we will operate with creativity and drive for the benefit of Leicester and its people. To achieve this, we have committed to five values:

- Be confident
- Be clear
- Be respectful
- Be fair
- Be accountable

The Mayor's vision for the Council is to enhance people's confidence and pride in our city, because when people feel proud about where they live they become part of it. The Mayor's key pledges

in 2021/22 are:

- A Fair City
- Homes for All
- Connecting Leicester
- Sustainable Leicester
- Health & Care
- Lifelong Learning
- A City to Enjoy
- A Safe and Inclusive Leicester

These key pledges set the medium to the long – term strategies of the Council.

Some of the key outcomes from the Mayor's pledges in 2021/22 have been:

- Continued investment in infrastructure works to improve local transport routes through the City, including significant work on the St Margaret's Gateway.
- The Council managed within its budget during the year.
- Continued investment in Council housing.
- The Council has continued to work with local business and residents to support them through the pandemic and the cost of living crisis.

Narrative Statement

2. Financial Performance

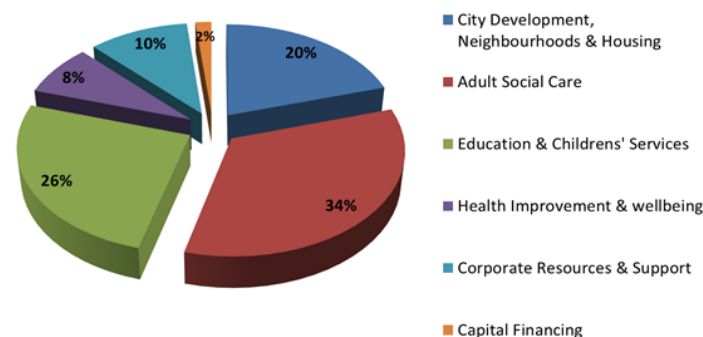
The budget for 2021/22 was set in an unprecedented and difficult financial situation. Following on from severe spending cuts for over a decade and the pandemic, that put pressure on service spend and on income streams. It is positive to note the Council has managed to remain within its resources for this financial year.

Net expenditure on provision of services was £369m in 2021/22 and £331m in 2020/21. The chart to the right sets out the spend by General Fund service area.

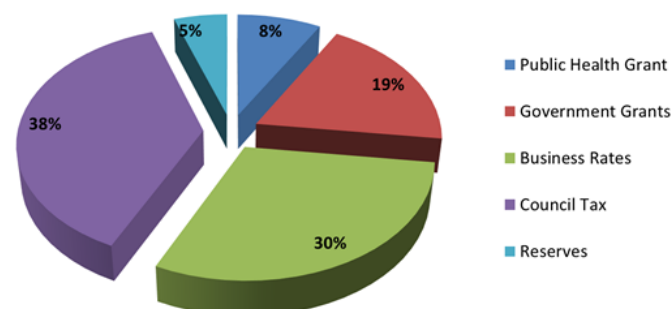
The services above are funded through various resources as demonstrated below.

The Expenditure and Funding Analysis at note 2 in the accounts shows the relationship between the outturn position and what is reported in the Council's Comprehensive Income & Expenditure Statement.

2021/22 Spend by Category
(General Fund Net Spend)



2021/22 Sources of Funding
(General Fund)

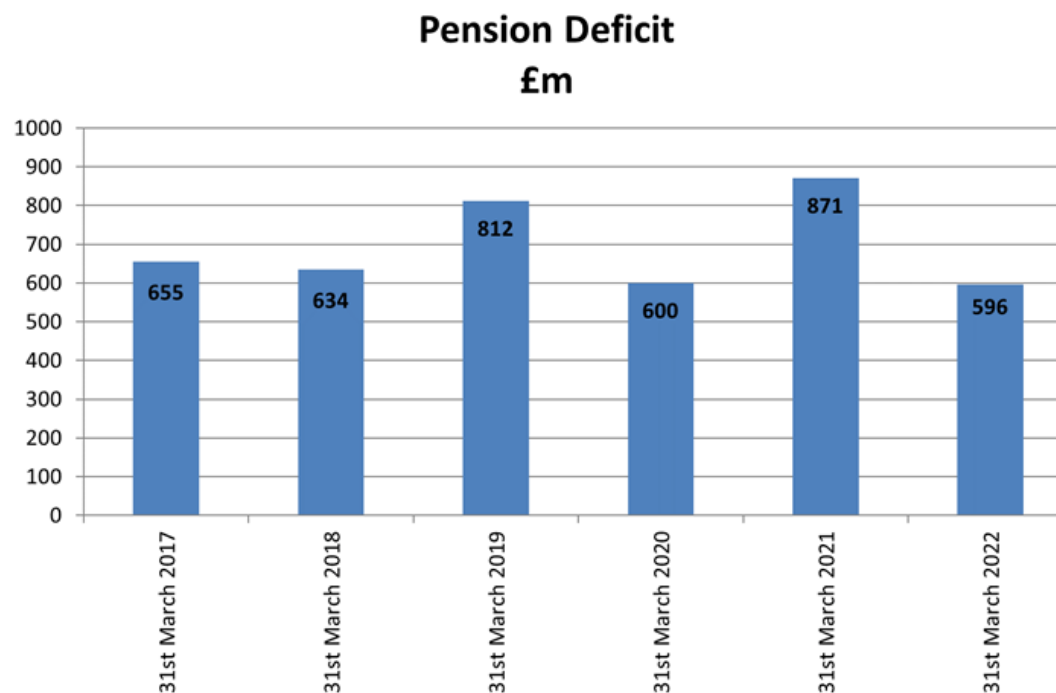


Narrative Statement

Pension Liabilities

The Council is a member of the Leicestershire local authority pension scheme. In common with most such schemes, the Council's share of the pension fund shows a significant deficit. This represents the difference between expected investment returns and the cost of providing benefits to scheme members which have been earned to date, whilst also taking into account the contributions made by the Council.

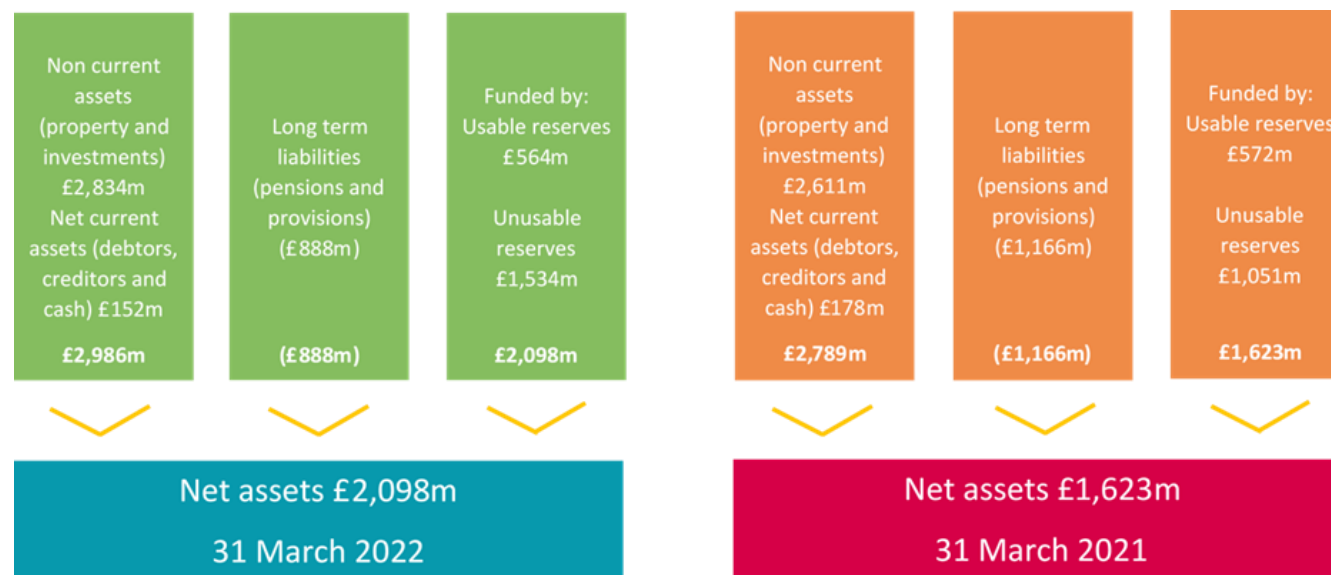
Variations between the years will occur, principally due to changes in assumptions made by the scheme actuaries about the growth of future liabilities and rates of returns on the fund's investments. The graph to the right illustrates the volatility that can occur on a year-by-year basis because of these changes, and hence, the limited context in which annual movements should be viewed.



Narrative Statement

Net Assets

The Council maintains a strong balance sheet despite financial challenges, with net assets of £2,098m at 31st March 2022 (£1,623m at 31st March 2021).



Cash Flow Management

Cash management differs from budget management in that cash balances do not represent sums which could be used to support the budget.

The Council's treasury strategy is based on utilising cash balances to fund capital expenditure without the need to borrow.

Cash & Cash equivalents at 31st March 2022 were £156m, £53m higher than the previous year, as a result of receiving government grants ahead of need. A substantial portion of the Council's cash balances can only be used to repay debt, but this is seldom possible as Government rule changes made it prohibitively expensive to repay PWLB debt.

Narrative Statement

Capital

The Council has an ambitious capital programme aimed at regenerating the City, including:

- Neighbourhood works
- Council house improvements
- Additional school places
- Affordable Housing

Capital expenditure of £153m was incurred in 2021/22 compared to £139m in 2020/21. Details of the spending can be seen in the table.

The key projects within 2021/22 that are expected to continue during 2022/23 and beyond are Connecting Leicester scheme, redevelopment of Waterside, St Margaret Gateway and our Leveling Up projects.

Capital Expenditure 2021/22		
Category	£m	Spending includes;
Planning, Development & Transport	43.6	Connecting Leicester, Waterside Strategic Regeneration area, St Margaret's Gateway, Ashton Green, Transport Improvement Works, Highways Maintenance
Housing Revenue Account	48.3	Affordable Housing Acquisitions, Council House Improvements; including environment and communal
Schools	12.4	Schools' maintenance, additional Primary, Secondary and Send places
Tourism, Culture & Inward Investment	7.8	Jewry Wall Museum, Phoenix & Growth Hub
Estates & Building Services	31.4	Energy Efficiency Technology, Haymarket Centre, Property and Operational Estate Maintenance, Green Homes
Neighbourhood & Environmental Services	2.1	Waste vehicles, Library Self Service, St Mary's Allotment improvements, Parks & Open Spaces
Housing General Fund	6.2	Disabled facilities grant, Vehicle Fleet Replacement Programme
Other	1.3	Public Health schemes
TOTAL	153.1	

Narrative Statement

Leicester and Leicestershire Enterprise Partnership (LLEP)

The Council is the accountable body for LLEP Limited. The LLEP is a strategic body made up of local government and business leaders as well as senior education and third sector representatives. The LLEP's remit is to drive forward regeneration and growth of the local economy, by:

- Working with Government to set out key investment priorities for Leicester & Leicestershire
- Engaging with business, local authorities, Higher Education, Further Education, the voluntary sector and other stakeholders
- Facilitating local partnership working and relations with national Government
- Influencing national Government economic policy and spending
- Investing LLEP funding and aligning partner resources
- Through its investments, influence and activities ensure positive outcomes for the local economy

As the accountable body for the LLEP the Council looks after the body's finances. As at the 31st March 2022 the Council was holding £24.1m of the LLEP's balances, this is shown as a creditor in the balance sheet. The LLEP'S income and expenditure is not included in the core statements of the Council.

The table below shows the total operating income & expenditure for the LLEP during 2021/22.

	21/22 £000's
Income	
Grants	575
Contributions	265
National and Local Programme Income	1,348
Fees, Interest and Other Income	256
	<u>2,444</u>
Expenditure	
Staffing	826
Running Costs	307
Accountable Body Costs	145
Programme Delivery	1,474
	<u>2,752</u>
Net Surplus / (Deficit)	<u>(308)</u>

The LLEP is also responsible for administering the surplus for the Leicester & Leicestershire Business Rates Pool.

Narrative Statement

3. Governance

Details regarding the Council's governance arrangements can be found in the Annual Governance Statement (page 154) along with the significant risks facing the authority.

4. Looking Ahead

The Council has set a balanced budget for 2022/23. Further detail on the Council's long-term strategy can be found in the budget report, which is available on the Council's website.

However, the future outlook continues to be uncertain as we again only received a one year finance settlement from Government. The Council has received some additional government funding in 2022/23 of £11m, however this is insufficient to meet the cost pressures we face. For example, the cost pressures associated with Adult Social Care are £22m in 2022/23 and are increasing annually.

The Council is forecasting future budget gaps that cannot be managed through the use of our reserves. Therefore, the Council aims to tackle this position through the means of a Fundamental Budget Review, this aims to achieve savings of £40m per a year.

Further detail on the risks facing the Council can be found in the Annual Governance Statement.

5. Conclusion

The Council expects to continue to operate within a reducing revenue budget envelope for the immediate future. With continuing demographic and needs led pressures, managing within its means whilst providing good quality services will remain the primary challenge to the Council.

The Council will need to continue to work to ensure that it uses its cash and fixed asset resources in the most efficient and effective way possible. This will be important in maximising available resources whilst operating with prudent financial disciplines.

Further details on the Council's organisational structure, corporate plans and strategic issues can be found in the Annual Governance Statement.

Narrative Statement

6. Structure of the Statement of Accounts and Core Accounting Statements

The Statement of Accounts sets out the Council's income and expenditure for the year, and its financial position at 31 March 2022. It comprises core and supplementary statements, together with disclosure notes. The format and content of the financial statements are prescribed by the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2021/22. This is based on International Financial Reporting Standards adopted for use in the public sector context.

The Core Statements are:

- The **Comprehensive Income and Expenditure Statement (CIES)** – this shows the net cost of providing services. This statement is prepared on the accounting basis. The Expenditure and Funding Analysis compares the CIES with the level of income and expenditure which are taken into account when setting the annual budget and council tax, since certain amounts are disregarded under statute.
- The **Movement in Reserves Statement** is a summary of the changes in the Council's reserves over the course of the year. Reserves are divided into usable reserves which can be used to fund future expenditure and unusable reserves which are maintained to meet statutory responsibilities.

- The **Balance Sheet** shows the Council's assets and liabilities at the year end. Net assets are matched by reserves which may be usable or unusable.
- The **Cash Flow Statement** shows the changes in cash and cash equivalents during the year and explains the reasons.

The Supplementary Financial Statements are:

- The **Annual Governance Statement** which provides an overview of the Council's key governance arrangements. Along with updating readers on the conclusions of the annual review, including any changes and improvements that are being made.
- The **Housing Revenue Account** is a statutory ringfenced account relating to the provision of rented social housing.
- The **Collection Fund** which records all income and expenditure in relation to council tax and business rates and the redistribution to precepting authorities.

The notes to these financial statements provide more detail about the Council's accounting policies and individual transactions.

Group Accounts Preparation:

The Council has not identified any subsidiaries, associated companies or joint ventures in which it has material interest and therefore is not required to prepare group accounts.

Statement of Responsibilities for the Statement of Accounts

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 Section 151 Officer.
- Manage its affairs so as to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

These accounts are not yet approved by the Audit Committee.

Signed:

Chair of Audit and Risk Committee

Date:

Statement of Responsibilities for the Statement of Accounts (continued)

The Section 151 Officer Responsibilities

The Section 151 Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this Statement of Accounts, the Section 151 Officer has:

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

The Section 151 Officer has also:

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

I certify that the Statement of Accounts has been prepared in accordance with proper practices and presents a true and fair view of the financial position of the City Council and its income and expenditure for the year ended 31st March 2022.

Signed:



Alison Greenhill CPFA, Chief Operating Officer & Section 151 Officer

Date: 25/05/2022

Independent Auditor's Report to the Members of Leicester City Council

Core Financial Statements

Comprehensive Income and Expenditure Statement

The **Comprehensive Income and Expenditure Statement** shows the Council's actual financial performance for the year on the accounting basis, measured in terms of the resources consumed and generated over the financial period under the relevant accounting standards. This statement shows a surplus in 2021/22 of £475m.

Total comprehensive income and expenditure includes various transactions which illustrate aspects of the Council's financial position but do not impact on the 'bottom line' amounts chargeable to taxpayers, in particular gains on the revaluation of pension liabilities and gains on revaluation of property assets.

2020/21			2021/22		
Gross Exp	Income	Net Exp	Gross Exp	Income	Net Exp
£000	£000	£000	£000	£000	£000
175,946	(52,696)	123,250	196,630	(73,041)	123,589
80,912	(79,888)	1,024	103,652	(81,550)	22,102
189,950	(91,143)	98,807	202,953	(102,885)	100,068
23,399	(29,000)	(5,601)	32,537	(33,678)	(1,141)
377,888	(291,964)	85,924	399,246	(291,310)	107,936
58,713	(25,863)	32,850	62,360	(39,544)	22,816
85,246	(86,599)	(1,353)	77,441	(78,380)	(939)
1,404	(4,493)	(3,089)	(383)	(4,117)	(4,500)
	(517)	(517)	-	(517)	(517)
993,458	(662,163)	331,295	1,074,436	(705,022)	369,414
Cost of Services					

Comprehensive Income and Expenditure Statement (continued)

2020/21				2021/22		
Gross Exp	Income	Net Exp		Gross Exp	Income	Net Exp
£000	£000	£000		Note	£000	£000
		(965)	Other Operating Expenditure	11		31,556
	28,324		Financing and Investment Income and Expenditure	12		31,600
	(386,303)		Taxation and Non-Specific Grant Income	13		(360,240)
	(27,649)		(Surplus) or Deficit on Provision of Services	14		72,330
	(53,456)		(Surplus) or Deficit on Revaluation of Property, Plant and Equipment Assets	26b		(218,190)
	245,315		Remeasurement of the Net Defined Benefit Pension Liability	42		(329,528)
	191,859		Other Comprehensive Income & Expenditure			(547,718)
	164,210		Total Comprehensive Income & Expenditure			(475,388)

Movement in Reserves Statement

The **Movement in Reserves Statement** shows the movement in the year on the different reserves held by the Council, analysed into “usable reserves” (those that can be applied to fund expenditure or reduce local taxation) and unusable reserves which contain items that illustrate the difference between the Council’s financial position under accounting standards (the “accounting basis”) and the amount charged to the taxpayer for the year (the “funding basis”).

2021/22		General Fund Balance	Earmarked Reserves	General Fund Total	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	Note	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31st March 2021 brought forward		(15,000)	(328,212)	(343,212)	(35,757)	-	(116,798)	(76,031)	(571,798)	(1,051,099)	(1,622,897)
Total Comprehensive Expenditure and Income		36,753	-	36,753	35,577	-	-	-	72,330	(547,718)	(475,388)
Adjustments between accounting basis & Funding basis under regulation	9	(50,554)	-	(50,554)	(32,352)	-	11,309	6,910	(64,687)	64,687	-
Transfers to/(from) Earmarked Reserves	10, 25	13,801	(13,801)	-	-	-	-	-	-	-	-
Balance at 31st March 2022 carried forward		(15,000)	(342,013)	(357,013)	(32,532)	-	(105,489)	(69,121)	(564,155)	(1,534,130)	(2,098,285)

Movement in Reserves (continued)

2020/21		General Fund Balance	Earmarked Reserves	General Fund Total	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	Note	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Restated Balance at 31st March 2020 brought forward		(15,000)	(244,434)	(259,434)	(32,825)	-	(110,441)	(66,628)	(469,328)	(1,317,779)	(1,787,107)
Total Comprehensive Expenditure and Income		(40,856)		(40,856)	13,207				(27,649)	191,859	164,210
Adjustments between accounting basis & Funding basis under regulation	9	(42,922)		(42,922)	(16,139)		(6,357)	(9,403)	(74,821)	74,821	-
Transfers to/(from) Earmarked Reserves	10, 25	83,778	(83,778)	-					-		-
Balance at 31st March 2021 carried forward		(15,000)	(328,212)	(343,212)	(35,757)	-	(116,798)	(76,031)	(571,798)	(1,051,099)	(1,622,897)

Balance Sheet

The Balance Sheet shows the Council's assets and liabilities.

The top of the Balance Sheet shows the Council's net assets. Assets include property, plant & equipment, intangible assets, amounts owed to the Council and the Council's cash and financial investments. Liabilities include amounts owed by the Council (including conditional funding received), provisions made in respect of future events (see Note 24), the Council's borrowing and the deficit on the Council's pension fund.

The bottom of the Balance Sheet shows how the Council's net assets are financed by reserves, which are divided into usable and unusable reserves.

31st March 2021		Note	31st March 2022
£000			£000
2,467,179	Property, Plant & Equipment	15	2,627,923
91,439	Heritage Assets	16	132,071
1,522	Intangible Assets	17	1,007
38,000	Long Term Investments	18	60,000
13,329	Long Term Debtors	20	13,003
2,611,469	Long Term Assets		2,834,004
168,439	Short Term Investments	18	142,054
1,847	Assets Held For Sale (<1 year)	22	19
2,811	Inventories	19	3,373
94,995	Short Term Debtors	20	77,970
102,791	Cash and Cash Equivalents	21	155,680
370,883	Current Assets		379,096

Balance Sheet (continued)

31st March 2021		Note	31st March 2022
£000			£000
(13,744)	Short Term Borrowing	18	(13,960)
(173,656)	Short Term Creditors	23	(207,109)
(5,559)	Provisions (<1 year)	24	(5,825)
(192,959)	Current Liabilities		(226,894)
(8,663)	Provisions (>1 year)	24	(7,498)
(180,111)	Long Term Borrowing	18	(180,107)
(970,902)	Other Long Term Liabilities	18	(689,407)
(6,820)	Capital Grants Receipts in Advance	35	(10,908)
(1,166,496)	Long Term Liabilities		(887,920)
1,622,897	Net Assets		2,098,286
	<u>Represented by:</u>		
571,798	Usable Reserves	25	564,156
1,051,099	Unusable Reserves	26	1,534,130
1,622,897	Total Reserves		2,098,286

Cash Flow Statement

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

2020/21			2021/22
£000		Note	£000
(27,649)	Net (surplus) or deficit on the provision of services		72,330
(136,161)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	27	(253,188)
109,569	Adjustments for items included in the net surplus or deficit on the provision of services that are investing or financing activities	27	98,994
(54,241)	Net cash flows from Operating Activities		(81,864)
(21,076)	Net cash flows from Investing Activities	28	28,641
31,569	Net cash flows from Financing Activities	29	334
(43,748)	Net (increase) or decrease in cash and cash equivalents		(52,889)
59,043	Cash in hand / (overdraft) and cash equivalents at the beginning of the reporting period		102,791
102,791	Cash in hand /(overdraft) and cash equivalents at the end of the reporting period	21	155,680

Explanatory Notes To The Core Financial Statements

Note 1 Accounting Policies

Changes in Accounting Policies

In 2021/22 there are no changes to our accounting policies.

Accounting Policies for 2021/22

1. General Principles

The Statement of Accounts summarises the City Council's transactions for the 2021/22 financial year and its position at the year end of 31 March 2022. The Council is required to prepare an annual statement by the Accounts and Audit Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices comprise the Code of Practice on Local Authority accounting in the United Kingdom 2021/22, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments. Figures within the Statement of Accounts may be adjusted by up to £2,000 to take account of rounding differences arising due to reporting figures in thousands (£000s)

2. Recognition of Income and Expenditure

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

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the good or services are transferred to the service recipient in accordance with the performance obligations of the contract.
- Supplies are recorded as expenditure when they are consumed. Where supplies are held for future use they are shown as inventories on the Balance Sheet
- Expenses in relation to services received (including services provided by employees) are recorded when the services are received rather than when payments are made
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded on the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

3. Cash and Cash Equivalents

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

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

4. Charges to Revenue for Non-Current Assets

Service revenue accounts & support services are charged with the following amounts to record the real cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the relevant service. Depreciation is calculated on opening Net Book Values

Note 1 Accounting Policies (continued)

4. Charges to Revenue for Non-Current Assets (continued)

- Revaluation & impairment losses on assets used by the service where there were no accumulated gains in the Revaluation Reserve against which the losses can be written off.
- Amortisation of intangible non-current assets attributable to the service.

The Council is not required to raise Council Tax to cover depreciation, impairment losses or amortisations. However, the Council's policy is to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirements. This is known as "Minimum Revenue Provision" (MRP). The Council is also able to make additional voluntary MRP known as "Voluntary Set Aside" (VSA).

Depreciation, revaluations, impairment losses and amortisations are therefore replaced by MRP and VSA in the Movement in Reserves Statement, by way of an adjusting transaction within the Capital Adjustment Account for the difference between the two.

The Council's full policy on the calculation of Minimum Revenue Provision is set out in the annual budget approved by Council. The Council's MRP policy brings the charge into line with asset lives.

5. Council Tax & Non Domestic Rates

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

Accounting for Council Tax and NDR

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

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

6. Employee Benefits

Benefits payable during employment

Short term employee benefits are those due to be settled within 12 months of the year end. They include wages, salaries, paid annual and sick leave, bonuses and other non-monetary benefits (e.g. cars) for current employees and are recognised in the year in which the employee renders the service. An accrual is made for the cost of holiday entitlement earned by the employee but not taken before the end of the financial year. The accrual is made at the wage and salary rates applicable in the period the employee takes the benefit. This accrual is charged to services and reversed into the period when the entitlement is taken. To avoid an impact on balances this is reversed in the Movement in Reserves Statement.

Note 1 Accounting Policies (continued)

6. Employee Benefits (continued)

Termination Benefits

Termination benefits are payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date, or the officer's decision to accept voluntary redundancy.

These costs are charged on an accrual basis to the Non Distributed Costs in the CIES when the Council is committed to the termination, or makes an offer to encourage voluntary redundancy.

When these involve enhancement of pensions the General Fund is required to be charged with the amount payable, however this is adjusted (in line with regulations) in the Movement in Reserves Statement to reflect the cash paid rather than the liability incurred under accounting standards.

Post-employment Benefits

Employees of the Council may be members of one of three separate pension schemes:

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education.
- The Local Government Pension Scheme, administered by Leicestershire County Council (LGPS)

- The NHS Pension Scheme (in relation to staff transferring from the NHS as part of the adoption of responsibility for public health), administered by the NHS Business Services Authority

All schemes provide defined benefits to members (retirement lump sums and pensions), to which entitlement is earned as employees work for the Council.

However, the arrangements for the teachers' and NHS schemes mean that liabilities for those benefits cannot be identified as specifically accruing to the Council. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the Balance Sheet and the Children and Education services line in the CIES is charged with the employer's contributions payable to teachers' pensions in the year.

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

- The liabilities of the Leicestershire County Council Pension Scheme attributable to Leicester City Council are included in the balance sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates,

employee turnover rates etc. and projections of future earnings for current employees.

- The assets of the Leicestershire County Council Pension fund attributable to Leicester City Council are included in the Balance Sheet at their fair value:
- The change in the net pensions liability between Balance Sheet dates is analysed into six components:
 - Current service cost – the increase in liabilities as a result of years of service earned this year, allocated in the CIES to the revenue accounts of services for which the employees worked.
 - Past service costs – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Net Cost of Services in the CIES as part of Non-Distributed Costs.
 - Net interest on the defined benefit liability – the net of the expected increase in the present value of liabilities over the year arising from the passage of time and the expected return on scheme assets discounted at the discount rate used for the liabilities. This is part of Financing & Investment Income & Expenditure.

Note 1 Accounting Policies (continued)

6. Employee Benefits (continued)

Post-employment Benefits (continued)

- Gains/losses on settlements and curtailments – the results of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited to the Net Cost of Services as part of Non-Distributed Costs.
- Re-measurements of the net defined benefit obligation – this is the change in the net pensions liability over the year attributable to changes in demographic and financial assumptions
- Contributions paid to the Leicestershire County Council Pension Fund – cash paid as employer's contributions to the pension fund.

Statutory provisions limit the Council to raising council tax to cover the amounts payable by the Council to the pension fund in the year. This means that there are appropriations to and from the Pensions Reserve in the Movement in Reserves Statement, to remove the notional debits and credits for retirement benefits and replace them with debits for cash paid to the pension fund and any amounts payable to the fund but unpaid at the year-end. The negative balance on the Pension Reserve measures the beneficial impact on the General Fund for

accounting on a cash basis rather than as the benefits are earned.

Discretionary Benefits

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

7. Events after Balance Sheet date

Events after the Balance Sheet date are those events, favourable or adverse, that occur between the end of the reporting period and the date that the Statements are authorised for issue. Two types of events could be identified:

- Those that provide evidence of conditions that existed at the end of the reporting period. The statements are adjusted to reflect this better understanding of the situation at the Balance Sheet date
- Those indicative of conditions that arose after the reporting period, but are relevant to the reader's understanding of the Council's financial position. The Statements are not adjusted, but if the events would have a material effect on the

reader's understanding, disclosure is made of the nature of the events and their estimated financial effect

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

8. Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the balance sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the CIES for interest payable are based on the carrying amount of the liability.

For most of the borrowings that the authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the CIES is the amount payable for the year according to the loan agreement.

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:

Note 1 Accounting Policies (continued)

8. Financial Instruments (continued)

Financial Assets (continued)

- amortised cost
- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI) [separate accounting policy is required where an authority holds financial instruments at fair value through other comprehensive income].

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 (ie where the cash flows do not take the form of a basic debt instrument).

9. Government Grants and Contributions

Grant Conditions

Whether paid on account, by instalments or in arrears, Government grants and third party contributions and donations are recognised as income at the date that the council satisfies the conditions of the entitlement to the grant/contribution and there is reasonable assurance that the monies will be received.

Amounts recognised as due to the Council are not credited to the CIES until conditions attached to the grant or contributions have been satisfied. Conditions are stipulations that specify that future economic benefits or service potentials embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified or returned to the payer.

Monies advanced as grants and contribution for which conditions have not been satisfied are carried in the Balance Sheet as creditors.

Acting as a principal or agent

Grants are only recognised as income in the CIES, where the Council is acting as a principal. If the Council is acting as an intermediary, then the net balance of monies to either be repaid or due to the council, will be shown on the balance sheet.

It is deemed the Council is acting as a principal if they have control of a grant i.e. the ability to direct the use of and obtain substantially all of the remaining benefits from the grant.

10. Leases

Leases are classified as either 'finance' or 'operating' leases.

A finance lease is one where the terms of the lease transfer substantially all the risks and

rewards incidental to ownership of property, plant or equipment from the lessor to the lessee.

All other leases are classified as operating leases – in these cases the annual receipt/payment is simply recognised in the CIES and the future commitments disclosed in the note to the accounts.

Where a lease covers both land and buildings each element is considered separately for classification. Arrangements that do not have the legal status but convey a right to use the asset in return for a consideration are accounted for under this policy.

Council as Lessor

Where the Council is a lessor and have granted a finance lease over property or equipment, which is considered material, the relevant asset is written out of the Balance Sheet. Rentals under such leases are apportioned between:

- Finance income (credited to Finance and Investment income in the CIES).
- Charge for acquisition of the interest in the property (this is treated as a capital receipt and is used to reduce the long-term debtor created at the start of the lease).

Note 1 Accounting Policies (continued)

10. Leases (continued)

Council as Lessee

Where the Council is a lessee and holds assets under a finance lease the relevant assets are recognised as assets and added to the non-current assets on the Balance Sheet at the fair value measured at the lease inception (or the present value of minimum leases payments, if lower). The asset's recognition is matched by a liability for the obligation to pay the lessor. Contingent rents are charged as expenses in the periods they are incurred. Payments under such leases are apportioned between:

- Finance Income and charged to the Finance and Investment expenditure in the CIES.
- Charge for acquisition and debited against the lease liability created when the non-current asset is recognised on the Balance Sheet.

11. Property Plant and Equipment

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

Recognition:

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, subject to a de minimis limit of £10k so that small items of expenditure may be charged to revenue. Expenditure that secures but does not extend the previously assessed standards of performance of an asset (e.g. repairs and maintenance) is charged to revenue.

Measurement:

Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. The Council does not capitalise borrowing costs incurred during the construction period.

The cost of assets acquired other than by purchase, and donated assets, is deemed to be its current value. Gains are credited to the Revaluation Reserve and included in the Other Comprehensive Income and Expenditure line of the CIES.

Assets are carried in the Balance Sheet using the following measurement basis:

- Council dwellings – current value using basis of existing use value for social housing.

- Vehicles, plant and equipment - mainly at historic cost net of depreciation, with a few assets being subject to current value measurement.
- Infrastructure assets, Community assets and Assets under Construction – depreciated historic cost or nominal value in the main, with few being subject to current value measurement.
- All other assets including surplus assets - fair value, determined as the amount that would be paid for the asset in existing use (based on market value at highest and best use).

Where there is no market based evidence of current value because of the specialised nature of the asset, depreciated replacement cost is used as an estimate of current value.

Assets included in the Balance Sheet at current value are revalued annually. Annual valuations of council dwellings are carried out by a specialist external valuer.

Note 1 Accounting Policies (continued)

11. Property Plant and Equipment (continued)

Impairment:

The values of each category of asset and of material individual assets are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified this is accounted for by charging the loss to the relevant service revenue account where it is clearly attributable to the consumption of economic benefit. Otherwise it is written off against previous revaluation gains attributable to the asset in the Revaluation Reserve, with any excess charges to the relevant service revenue account.

Disposals:

When it becomes probable that the carrying amount of an asset will be recovered from sale rather than through continued use, it is immediately revalued and reclassified as an Asset Held for Sale. The asset is then carried at the lower of that value and current value less costs to sell.

For assets that no longer meet the criteria of Assets Held For Sale they are reclassified back to non-current assets and valued back to their carrying value before being reclassified, adjusted for depreciation that would have been incurred.

When an asset is disposed of or de-commissioned, the value of the asset in the Balance Sheet is written off to the Other

Operating Expenditure line in the CIES as part of the gain or loss on disposal.

Receipts from disposals are credited to the CIES as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Amounts in excess of £10k are categorised as capital receipts.

A proportion of receipts relating to Housing Revenue Account (HRA) dwellings sold under the Right To Buy (RTB) rules from 1st April 2012 is payable into a government pool, with the balance of the receipts (after a deduction to compensate the HRA for a higher level of sales under the new rules) being available for general capital investment plus a prescribed requirement to provide new affordable housing. 50% of HRA receipts from non-RTB disposals are also required to be paid into the government pool, unless they are reinvested in new affordable housing or regeneration capital schemes, in which case the pooling requirement is waived.

Usable capital receipts are credited to the Usable Capital Receipts Reserve and can only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement).

The written-off value of disposals is not charged against Council Tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing.

Depreciation:

Depreciation is provided for on all assets with a determinable finite life, by allocating the value of the asset in the Balance Sheet over the periods in which the benefits from their use are expected to arise.

Depreciation is calculated on the following bases:

- Council dwellings – dividing the buildings element of the valuation (i.e. current less an adjustment for social housing) by the residual life (25-75 years) of the property.
- Other buildings - straight-line allocation over the life of the property as estimated by the valuer.
- Vehicles – on a straight-line basis over 5-7 years.
- Plant and Equipment – straight-line over the estimated life of the asset.
- Infrastructure – straight-line allocation over 40 years.

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

Note 1 Accounting Policies (continued)

11. Property Plant and Equipment (continued)

Depreciation is calculated on opening net book values and is based on the remaining useful life on the assets.

Schools:

Schools assets are included within the Council's Balance Sheet in line with the criteria for recognition of non-current assets set out in the Code of Practice. Consideration is given to the recognition of the assets on a school-by-school basis but in effect the assets of all schools run under the standard community schools model (including Voluntary Controlled schools) are recognised because the Council is both the legal owner of the assets and also the beneficiary of them in substance. Where the governance of the school differs from the community school model (for example Academies, Voluntary Aided and Foundation Trust schools), the Council considers whether it has effective control of the school's assets in respect of access to future economic benefits or service potential, and also its exposure to the risks of ownership. Where this is not the case, the assets are not recognised on the Council's Balance Sheet.

Where schools become Academies, the Council retains legal title to the assets of the school but transfers the economic benefits and service potential of those assets to the Academy by way of a long lease. The Council therefore derecognises those assets from its Balance

Sheet in line with the Code of Practice's provisions on leasing.

Heritage Assets

- Heritage assets are classified and measured on the following basis: Heritage Buildings – Current Value
- Museum/Gallery Exhibits (including Mayoral Regalia and Civic Silver) - Insurance Value (based on revaluation every three years)
- Statues and Monuments - Insurance Value

The carrying amounts in the Balance Sheet of all the assets (i.e. other than museum exhibits and assets held at nominal current value) are reviewed as part of the on-going revaluation programme undertaken by the Council. Where there is evidence of impairment, such as physical deterioration, that impairment will be recognised and measured in accordance with the Council's general policies on impairment; see paragraph 17 – Property, Plant and Equipment on impairment.

Asset purchases will be recognised at cost and acquisitions (for example donations) will be initially recognised at a nominal value until valuations can be ascertained by either the museum's curators with reference to the appropriate commercial markets, or by an external valuer.

The Council may dispose of heritage assets which have a doubtful provenance or are unsuitable for display. Proceeds of such items will be disclosed separately in the notes to the financial statements and will be accounted for in accordance with the statutory requirements relating to capital expenditure and capital receipts; see Note 15 – Property, Plant and Equipment.

Heritage Assets are not depreciated.

12. Private Finance Initiatives

PFI, and similar contracts, are agreements to receive services which may include the requirement to provide assets by the supplier in the delivery of the service. As the Council is deemed to control the service, and ownership of the property will pass to the Council at the end of the contract with no extra charge, the Council carries the value of the asset on its Balance Sheet as part of Property, Plant and Equipment.

The initial recognition of the assets, at current value, is balanced by the recognition of the liability for amounts due to the scheme contractor to pay for the capital investment.

Note 1 Accounting Policies (continued)

The amounts payable to the PFI contractor each year comprise:

- Value of the service received in the year – charged to relevant service in the CIES.
- Finance Cost – the interest charge on the outstanding Balance Sheet liability, charged to the Finance and Investment line in the CIES.
- Contingent Rent – lease payments that increase or decrease as a result of changes in factors occurring subsequent to the inception of the lease, other than the passage of time.
- Payment towards the liability – applied to the Balance Sheet Liability.
- Lifecycle Costs – additional expenditure on assets either added as prepayment for the asset or to the service lines where not material, when the relevant work is carried out.

13. Provisions, Contingent Liabilities and Assets

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by transfer of economic benefits and a reliable estimate can be made to the amount of the obligation.

Provisions are charged as an expense to the appropriate service in the CIES in the year that the Council becomes aware of the obligation and are measured at the best estimate at the balance sheet date, taking into account relevant risks and uncertainties.

Contingent liabilities arise where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence of uncertain future events not wholly within the control of the Council. Contingent assets arise where an event has taken place that gives the council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Both contingent items are not recognised in the Balance Sheet but disclosed further in the notes to the accounts.

14. Reserves

The Council sets aside specific amounts as usable reserves for future policy provisions or to cover contingencies. Reserves are created by appropriating amounts of the General Fund Balance.

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

are explained in further detail in Note 26 to the accounts.

15. Revenue Expenditure Funded from Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provision but does not result in the creation of fixed assets has been charged as expenditure to the relevant service revenue account in the CIES, in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, it is transferred from the General Fund to the Capital Adjustment Account so there is no impact on the level of Council Tax.

Note 1 Accounting Policies (continued)

16. Schools

Where the Council determines that the overall balance of control of schools lies within the Council those schools' assets, liabilities, reserves and cash flows are recognised in the Council financial statements. Therefore, schools' transactions, cash flows and balances are recognised in the Financial Statements of the Council as if they were the transactions, cash flows and balances of the Council. Academies and other schools such as voluntary aided schools, where control does not lie with the council, are excluded from the Council's financial statements.

the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

17. VAT

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

18. Prior Period Adjustments, changes in accounting policies and estimates and errors

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

Changes in accounting policies are only made when required by proper accounting practices or

Note 2 Expenditure & Funding Analysis

The expenditure and funding analysis shows how annual expenditure is used and funded from resources by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices.

2021/22	Net Expenditure Charged to the HRA & General Fund Balance	Adjustments Between Accounting & Funding Basis	Net Expenditure on the Comprehensive Income & Expenditure Statement
	£000	£000	£000
City Development & Neighbourhoods	56,430	67,159	123,589
Housing Revenue Account (HRA)	(6,154)	28,256	22,102
Adult Social Care	94,664	5,404	100,068
Health Improvement & Wellbeing	(2,433)	1,292	(1,141)
Education & Children's Services	66,230	41,706	107,936
Corporate Resources & Support	16,693	6,123	22,816
Housing Benefits	(939)	-	(939)
Corporate Items	8,189	(12,689)	(4,500)
Capital Financing	(517)	-	(517)
Cost of Services	232,163	137,251	369,414
Other Operating Expenditure	1,478	30,078	31,556
Financing and Investment Income and Expenditure	27,652	3,948	31,600
Taxation and Non-Specific Grant Income	(271,869)	(88,371)	(360,240)
(Surplus) or Deficit on Provision of Services	(10,576)	82,906	72,330

Movement in Balances	General Fund / Earmarked Reserves	HRA	Total
Opening Balance	(343,212)	(35,757)	(378,969)
Surplus or Deficit in the Year	(13,801)	3,225	(10,576)
Closing Balance	(357,013)	(32,532)	(389,545)

Note 2 Expenditure & Funding Analysis (continued)

2020/21	Net Expenditure Charged to the HRA & General Fund Balance	Adjustments Between Accounting & Funding Basis	Net Expenditure on the Comprehensive Income & Expenditure Statement
	£000	£000	£000
City Development & Neighbourhoods	62,475	60,775	123,250
Housing Revenue Account (HRA)	(11,942)	12,966	1,024
Adult Social Care	96,086	2,721	98,807
Health Improvement & Wellbeing	(6,039)	438	(5,601)
Education & Children's Services	52,271	33,653	85,924
Corporate Resources & Support	30,635	2,215	32,850
Housing Benefits	(1,353)	-	(1,353)
Corporate Items	11,495	(14,584)	(3,089)
Capital Financing	(517)	-	(517)
Cost of Services	233,111	98,184	331,295
Other Operating Expenditure	(409)	(556)	(965)
Financing and Investment Income and Expenditure	27,430	894	28,324
Taxation and Non-Specific Grant Income	(346,842)	(39,461)	(386,303)
(Surplus) or Deficit on Provision of Services	(86,710)	59,061	(27,649)
Movement in Balances	General Fund / Earmarked Reserves	HRA	Total
Opening Balance	(259,434)	(32,825)	(292,259)
Surplus or Deficit in the Year	(83,778)	(2,932)	(86,710)
Closing Balance	(343,212)	(35,757)	(378,969)

Note 3 Accounting Standards Issued But Not Yet Adopted

Under the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the Code), the Council is required to disclose information setting out the impact of an accounting change required by a new accounting standard that has been issued but not yet adopted by the Code.

At the balance sheet date, the following new standards and amendments to existing standards have been published but not yet adopted by the Code of Practice of Local Authority Accounting in the United Kingdom:

Annual Improvements to IFRS Standards 2018–2020 notes 3 changed standards. These are:

- **IFRS1 (First-time adoption)** - amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS.
- **IAS 37 (Onerous contracts)** - clarifies the intention of the standard.
- **IAS 41 (Agriculture)** - the amendment removes the requirement in paragraph 22 of IAS 41 for entities to exclude taxation cash flows when measuring the fair value of a biological asset using a present value technique. This will ensure consistency with the requirements in IFRS 13.

Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16) amends the standard to prohibit deducting from the cost of an item of property, plant and equipment any

proceeds from selling items produced while bringing that asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

These changes are not envisaged to have a significant affect on our accounts when implemented from 1st April 2022.



Note 4 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1 of this Statement of Accounts, the Council has had to make certain judgements about complex transactions and/or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

Accounts prepared on a going concern basis

These accounts have been prepared on a going concern basis. The concept of a going concern assumes that an organisation, its functions and services will continue in operational existence for the foreseeable future. However, there is a high degree of uncertainty about future levels of funding for local government and the future national economic outlook. The Council's management has used its judgement and determined that its financial strategy is robust and that this uncertainty is not yet sufficient to affect the assumptions underpinning the strategy and that the Council will continue as a going concern.

Recognition of School Assets

Since 2014-15 the Council has adopted a policy of recognising only community school land and buildings as non-current assets in the balance sheet. Voluntary aided and foundation school assets are not recognised as Council assets as ownership and/or control of them lie with the bodies that manage them. Assets of community schools

that transfer to academies are written out of the balance sheet in the year in which transfer of school management takes place.

Property, Plant and Equipment

The Property, Plant and Equipment figure disclosed on the Balance Sheet includes 2 maintained schools that the council has substantial control over, but does not legally own. If these schools were omitted it would reduce the long term assets figure by £18.4m.

Note 5 Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

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

The items in the Council's Balance Sheet at 31st 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 & Equipment (Value - £2.7bn) (Depreciation - £120m) Refer to Note 15.	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by approximately £3m for every year that useful lives had to be reduced.
Fair Value Measurements (Surplus Assets - £70m) Refer to Note 15.	Some property (surplus) assets are held at Fair Value (see Accounting Policies & Notes 15 for more information). When there is no quoted market value for an asset, the Council applies other valuation methods in accordance with the Code of Practice and the underlying IFRS 13 standard, but these may incorporate elements of judgement around risks and the basis of	It is not possible to quantify the level of variance that may arise if assumptions used differ from actual asset values. The Council is confident, however, that the risk of any variance will not affect the Council's financial strategy. An increase of 5% in the overall valuation would result in an increase in value of £3.5m.

Note 5 Assumptions made about the future and other major sources of estimation uncertainty continued

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
<p>Pensions Liability</p> <p>(Pension liability - £596m)</p> <p>Refer to Note 42.</p>	<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 Local Government Pension Scheme, administered by Leicestershire County Council with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pension liability of changes in individual assumptions can be measured. The actuaries have advised that a 0.1% decrease in the Real Discount Rate would mean a 2.0% increase to the employers liability amounting to approximately £47m. A 0.1% increase in the projected rate of Pension Increase would mean an 2% increase to the employers' liability amounting to £42m. A 0.1% increase in the projected rate of salary increase would lead to an increased liability of 0.2% or £4m. A 1 year increase in life expectancy would mean an increase to the employers' liability of 4% or £94m.</p>

Note 6 Material Items of Income and Expense

In 2021/22 there continues to be a material change in how income is generated due to the pandemic. The Council has received additional Government grants, which are reflected in Note 35.

Furthermore, there has been an extensive business rates relief scheme, meaning that the collection fund deficit is higher compared to previous years. However, Government have provided some grants to offset the deficits and these are held separately in an Earmarked Reserve in Note 10.

Additionally in 2021/22, one of the exhibits at a City Council museum saw a significant increase in insurance value, going from £4.5m to £45m. This is as a result of a recent auction sale of a similar exhibit by the same artist. This revaluation is reflected in Note 16 Heritage Assets.

67 Note 7 Events After the Balance Sheet Date

There were no significant events at the time of publishing the draft accounts.

Note 8 Note to the Expenditure and Funding Analysis

The following tables provide reconciliations between the main adjustments to Net Expenditure Chargeable to the General Fund and Housing Revenue Account balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement. For the General Fund this also includes Earmarked Reserves.

2021/22	Adjustments Between Accounting & Funding Basis					Net Expenditure Charged to the HRA & General Fund Balance
	Net Expenditure on the Comprehensive Income & Expenditure Statement	Adjustments for Capital Purposes	Adjustments for Defined Benefit Pensions	Other Adjustments	Total	
	£000	£000	£000	£000	£000	£000
City Development & Neighbourhoods	123,589	(57,320)	(10,147)	308	(67,159)	56,430
Housing Revenue Account (HRA)	22,102	(24,028)	(4,676)	448	(28,256)	(6,154)
Adult Social Care	100,068	(905)	(4,574)	75	(5,404)	94,664
Health Improvement & Wellbeing	(1,141)	(3)	(1,305)	16	(1,292)	(2,433)
Education & Children's Services	107,936	(22,581)	(14,563)	(4,562)	(41,706)	66,230
Corporate Resources & Support	22,816	(365)	(5,888)	130	(6,123)	16,693
Housing Benefits	(939)				-	(939)
Corporate Items	(4,500)	7,928	4,500	261	12,689	8,189
Capital Financing	(517)				-	(517)
Cost of Services	369,414	(97,274)	(36,653)	(3,324)	(137,251)	232,163
Other Operating Expenditure	31,556	(30,078)			(30,078)	1,478
Financing and Investment Income and Expenditure	31,600	13,814	(17,762)		(3,948)	27,652
Taxation and Non-Specific Grant Income	(360,240)	70,465		17,906	88,371	(271,869)
(Surplus) or Deficit on Provision of Services	72,330	(43,073)	(54,415)	14,582	(82,906)	(10,576)

Note 8 Note to the Expenditure and Funding Analysis (continued)

2020/21	Adjustments Between Accounting & Funding Basis					Net Expenditure Charged to the HRA & General Fund Balance
	Net Expenditure on the Comprehensive Income & Expenditure Statement	Adjustments for Capital Purposes	Adjustments for Defined Benefit Pensions	Other Adjustments	Total	
	£000	£000	£000	£000	£000	£000
City Development & Neighbourhoods	123,250	(57,192)	(3,057)	(526)	(60,775)	62,475
Housing Revenue Account (HRA)	1,024	(11,696)	(1,352)	82	(12,966)	(11,942)
Adult Social Care	98,807	(1,099)	(1,403)	(219)	(2,721)	96,086
Health Improvement & Wellbeing	(5,601)	(77)	(335)	(26)	(438)	(6,039)
Education & Children's Services	85,924	(30,882)	(3,430)	659	(33,653)	52,271
Corporate Resources & Support	32,850	(156)	(1,716)	(343)	(2,215)	30,635
Housing Benefits	(1,353)				-	(1,353)
Corporate Items	(3,089)	14,031	292	261	14,584	11,495
Capital Financing	(517)				-	(517)
Cost of Services	331,295	(87,071)	(11,001)	(112)	(98,184)	233,111
Other Operating Expenditure	(965)	556			556	(409)
Financing and Investment Income and Expenditure	28,324	13,033	(13,927)		(894)	27,430
Taxation and Non-Specific Grant Income	(386,303)	75,228		(35,768)	39,461	(346,842)
(Surplus) or Deficit on Provision of Services	(27,649)	1,746	(24,928)	(35,880)	(59,061)	(86,710)

Note 8 Note to the Expenditure and Funding Analysis (continued)

Adjustments for Capital Purposes

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

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

Net Change for Pensions Adjustments

This column is for the removal of pension contributions and the addition of IAS19 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 charges to the CIES.

Other Adjustments

These columns reflect other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable receivable to be recognised under statute.

- For Financing and Investment Income and Expenditure figures reflect the adjustments to the General Fund for the timing differences for premiums and discounts.
- The charge under taxation and non-specific grant income and expenditure figures reflect 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.

- The reversal of officers remuneration chargeable on an accruals basis is different to that chargeable under statutory requirements

Note 9 Adjustments between Accounting Basis and Funding Basis under Regulations

Adjustment	2021/22					Movemt in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	
	£000	£000	£000	£000	£000	
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Account:						
Charges for depreciation, capital expenditure not adding value and amortisation of non-current assets	(68,503)	(42,037)	-	-	-	110,540
Revaluation gains/(losses) on Property Plant and Equipment	3,107	(128)	-	-	-	(2,979)
Capital grants and contributions applied	83,924	25	-	-	-	(83,949)
Capital expenditure funded from revenue	151	-	-	-	-	(151)
Revenue expenditure funded from capital under statute	(14,592)	(489)	-	-	-	15,081
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(30,374)	(19,309)	-	-	-	49,683
Income recognised in respect of donated assets		-	-	-	-	-
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Account:						
Statutory provision for the financing of capital investment	12,867	947	-	-	-	(13,814)
Voluntary provision for the financing of capital expenditure	92	-	-	-	-	(92)
Capital expenditure charged against the General Fund and HRA balances	-	5,921	-	-	-	(5,921)
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	5,373	16,589	(21,962)	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	30,942	-	-	(30,942)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	(250)	(404)	654	-	-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(1,703)	-	1,703	-	-	-

Note 9 Adjustments between Accounting Basis and Funding Basis under Regulations (continued)

Adjustment Continued	2021/22					
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movemt in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Deferred Capital Receipts Reserve:						
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	(28)	-	-	28
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(50)	-	-	-	-	50
Adjustments primarily involving the Major Repairs Reserve:						
Transfer of HRA depreciation costs to Major Repairs Reserve	-	12,680	-	(12,680)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	12,680	-	(12,680)
Adjustments primarily involving the Capital Grants Unapplied Reserve:						
Capital grants recognised in the year and credited to the Capital Grants Unapplied Reserve	73,937	-	-	-	(73,937)	-
Application of grants to capital financing credited to the Capital Adjustment Account	(80,847)	-	-	-	80,847	-
Adjustments primarily involving the Financial Instruments Adjustments Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	261	360	-	-	-	(621)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(94,256)	(13,001)	-	-	-	107,257
Employer's pensions contributions and direct payments to pensioners payable in the year	46,436	6,405	-	-	-	(52,841)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	17,906	-	-	-	-	(17,906)
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(390)	89	-	-	-	301
Adjustment primarily involving Earmarked Reserves:						
Transfers from the General Fund and Housing Revenue Account to Earmarked Reserves	-	-	-	-	-	-
Transfers to the General Fund and Housing Revenue Account from Earmarked Reserves	-	-	-	-	-	-
Adjustment primarily involving DSG Deficit:						
School budget deficit transferred from General Fund in accordance with statutory requirements	(3,643)	-	-	-	-	3,643
Total Adjustments	(50,554)	(32,352)	11,309	-	6,910	(64,687)

Note 9 Adjustments between Accounting Basis and Funding Basis under Regulations (continued)

Adjustment	2020/21					
	General Fund	Housing Revenue	Capital Receipts	Major Repairs	Capital Grants	Movemt in Unusable
	Balance	Account	Reserve	Reserve	Unapplied	Reserves
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Account:						
Charges for depreciation, capital expenditure not adding value and amortisation of non-current assets	(78,492)	(25,543)	-	-	-	104,035
Revaluation gain/(losses) on Property Plant and Equipment	2,607	3	-	-	-	(2,610)
Capital grants and contributions applied	77,134	25	-	-	-	(77,159)
Capital expenditure funded from revenue	2,418	-	-	-	-	(2,418)
Revenue expenditure funded from capital under statute	(13,907)	-	-	-	-	13,907
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(8,987)	(11,212)	-	-	-	20,199
Income recognised in respect of donated assets	10	-	-	-	-	(10)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Account:						
Statutory provision for the financing of capital investment	12,368	667	-	-	-	(13,035)
Voluntary provision for the financing of capital expenditure	680	-	-	-	-	(680)
Capital expenditure charged against the General Fund and HRA balances	-	1,682	-	-	-	(1,682)
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	13,943	9,029	(22,972)	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	14,691	-	-	(14,691)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	(250)	(265)	515	-	-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(1,703)	-	1,703	-	-	-

Note 9 Adjustments between Accounting Basis and Funding Basis under Regulations (continued)

Adjustment Continued	2020/21					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movemt in Unusable Reserves £000
Adjustments primarily involving the Deferred Capital Receipts Reserve:						
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	(293)	-	-	293
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
Adjustments primarily involving the Major Repairs Reserve:						
Transfer of HRA depreciation costs to Major Repairs Reserve	-	12,137	-	(12,137)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	12,137	-	(12,137)
Adjustments primarily involving the Capital Grants Unapplied Reserve:						
Capital grants recognised in the year and credited to the Capital Grants Unapplied Reserve	84,277	-	-	-	(84,277)	-
Application of grants to capital financing credited to the Capital Adjustment Account	(74,873)	-	-	-	74,873	-
Adjustments primarily involving the Financial Instruments Adjustments Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	261	359	-	-	-	(620)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(66,479)	(8,220)	-	-	-	74,699
Employer's pensions contributions and direct payments to pensioners payable in the year	44,294	5,477	-	-	-	(49,771)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	(35,768)	-	-	-	-	35,768
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(455)	(278)	-	-	-	733
Total Adjustments	(42,922)	(16,139)	(6,356)	-	(9,404)	74,821

Note 10 - Movement in Earmarked Reserves

Earmarked reserves are amounts set side to provide financing for future expenditure plans. The table below provides a list of reserves held by the Council. Additional information on the earmarked reserves can be found in the Council's outturn report.

The breakdown of earmarked reserves has been restated to reflect the headings reported to management.

2021/22	Balance at 31st March 2021	Transfers In 2021/22	Transfers Out 2021/22	Balance at 31st March 2022
	£000	£000	£000	£000
Ring-fenced Reserves				
DSG not delegated to schools	1,433	-	(1,433)	-
School Balances	24,108	8,937	(2,950)	30,095
School Capital Fund	2,753	3	(265)	2,491
Education & Skills Funding Agency Learning Programmes	1,112	108	(249)	971
Arts Council National Portfolio Organisation Funding	845	-	(526)	319
NHS Joint Working Projects	9,420	15,866	(273)	25,013
Schools Buy Back	2,429	-	(514)	1,915
Business Support Grants	2,722	-	(2,722)	-
Covid-19 Collection Fund Compensation Grants*	25,720	14,752	(27,075)	13,397
Total Ring-fenced Reserves	70,542	39,666	(36,007)	74,201
Corporate Reserves				
Capital Programme Reserve	97,588	2,497	(1,251)	98,834
Managed Reserves Strategy	70,261	30,310	(17,301)	83,270
BSF Financing	8,638	1,457	(1,061)	9,034
Insurance Fund	10,608	887	-	11,495
Severance Fund	4,827	-	-	4,827
Service Transformation Fund	5,867	-	(672)	5,195
Welfare Reserve	3,429	428	(1,306)	2,551
Anti- Poverty Reserve	3,000	-	-	3,000
Other Corporate Reserves	973	-	(973)	-
Total Corporate Reserves	205,190	35,579	(22,563)	218,206
Earmarked Reserves Departmental				
Financial Services Reserve	3,670	2,815	(1,366)	5,119
ICT Development Fund	8,436	2,163	(119)	10,480
Delivery, Communications & Political Governance	3,477	323	(1,360)	2,440
Housing	2,358	723	(279)	2,802
City Development (Excl Housing)	11,302	3,432	(2,062)	12,672
Social Care Reserve	18,482	4,480	(12,964)	9,998
Health & Wellbeing Division	4,291	1,480	(140)	5,631
Other Departmental Reserves	464	-	-	464
Total Other Reserves	52,480	15,416	(18,290)	49,606
Total Earmarked Reserves	328,212	90,661	(76,860)	342,013

*Covid-19 Collection Fund Compensation/Grants reserve contains government grant received in relation to collection fund deficits that will be realised in future years.

Note 10 - Movement in Earmarked Reserves (continued)

2020/21	Balance at 31st March 2020	Transfers In 2020/21	Transfers Out 2020/21	Balance at 31st March 2021
	£000	£000	£000	£000
Ring-fenced Reserves				
DSG not delegated to schools	5,577	171	(4,315)	1,433
School Balances	14,955	10,352	(1,199)	24,108
School Capital Fund	2,750	3	-	2,753
Education & Skills Funding Agency Learning Programmes	863	249	-	1,112
Arts Council National Portfolio Organisation Funding	822	23	-	845
Schools Buy Back	2,486	-	(57)	2,429
Business Support Grants	-	2,722	-	2,722
Covid-19 Collection Fund Compensation Grants*	-	25,720	-	25,720
Total Ring-fenced Reserves	27,453	39,240	(5,571)	61,122
Corporate Reserves				
Capital Programme Reserve	57,591	44,090	(4,094)	97,587
Managed Reserves Strategy	66,808	15,830	(12,377)	70,261
Pandemic Reserve	10,849	-	(10,849)	-
BSF Financing	7,493	1,335	(190)	8,638
Insurance Fund	8,519	2,089	-	10,608
Severance Fund	4,821	6	-	4,827
Service Transformation Fund	3,730	2,655	(518)	5,867
Welfare Reserve	5,505	1,589	(665)	6,429
Other Corporate Reserves	4,604	777	(729)	4,652
Total Corporate Reserves	169,920	68,371	(29,422)	208,869
Earmarked Reserves Departmental				
Financial Services Reserve	4,070	700	(1,718)	3,052
ICT Development Fund	6,265	3,171	(1,000)	8,436
Delivery, Communications & Political Governance	4,550	576	(1,649)	3,477
Housing	2,118	332	(92)	2,358
City Development (Excl Housing)	5,308	4,944	(870)	9,382
Social Care Reserve	17,142	304	(105)	17,341
Health & Wellbeing Division	4,088	1,490	(1,287)	4,291
NHS Joint Working Projects	2,483	7,079	(142)	9,420
Other Departmental Reserves	1,037	-	(573)	464
Total Other Reserves	47,061	18,596	(7,436)	58,221
Total Earmarked Reserves	244,434	126,207	(42,429)	328,212

Note 11 Other Operating Expenditure

	2020/21	2021/22
	£000	£000
Payments to the government Housing Capital Receipts Pool	1,703	1,703
Total (gains)/losses on the disposal of non-current assets	(2,258)	28,425
Other operating income and expenditure	(410)	1,428
Total	(965)	31,556

Note 12 Financing and Investment Income & Expenditure

	2020/21	2021/22
	£000	£000
Interest payable and similar charges	17,248	15,834
Pensions interest cost and expected return on pensions assets	13,927	17,762
Interest receivable and similar income	(2,851)	(1,996)
Total	28,324	31,600

Note 13 Taxation and Non-Specific Grant Income & Expenditure

	2020/21	2021/22
	£000	£000
Council Tax income	(118,242)	(128,881)
Non-domestic rates	(72,412)	(90,577)
Non-ringfenced government grant Income	(141,093)	(77,921)
Non-ringfenced government grant Expenditure*	20,682	7,603
Capital grants and contributions	(75,228)	(70,464)
Donated Assets	(10)	-
Total	(386,303)	(360,240)

*This line is Covid-19 related grant expenditure in the form of Business Support and Local Council Tax Support grants.

Note 14 Expenditure and Income Analysed by Nature

The Council's expenditure and income reported in the Comprehensive Income & Expenditure Statement is analysed by nature in the table below.

	2020/21	2021/22
	£000	£000
Expenditure		
Employee Benefit Expenses	399,812	436,976
Other Services expenses	513,147	547,500
Depreciation, amortisation, impairment	104,035	101,712
Interest Payments	31,175	33,596
Precepts & Levies	88	88
Payments to Housing Capital Receipts pool	1,703	1,703
(Gain)/ Loss on the Disposal of Assets	(2,258)	28,425
Total Expenditure	1,047,702	1,150,000
Income		
Fees, charges and other service income	(112,846)	(190,459)
Interest & Investment Income	(2,851)	(1,996)
Income from Council Tax, non domestic rates	(190,654)	(219,458)
Government grants & contributions	(769,000)	(665,757)
Total Income	(1,075,351)	(1,077,670)
(Surplus) or Deficit on Provision of Services	(27,649)	72,330

Note 15 Property, Plant and Equipment - Movement on Balances in 2021/22

The first table in this note illustrates the change in the value of the Council's property, plant and equipment assets during 2021/22. The following tables provide additional detail on the basis for valuations of these assets and future capital expenditure already committed.

Movements on Balances in 2021/22	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment	Service Concession Assets Included in Property, Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation									
At 1st April 2021	1,062,545	1,063,219	106,720	297,834	2,239	68,828	5,214	2,606,599	141,987
Additions	49,447	41,028	6,763	28,336	997	1,909	8,616	137,096	540
Revaluation Increases/(Decreases) recognised in the Revaluation Reserve	99,507	40,395	(792)	(11)	628	150	-	139,877	3,226
Revaluation Increases/(Decreases) not recognised in the Revaluation Reserve	(28,966)	(11,241)	(220)	(14,746)	(996)	(536)	(162)	(56,867)	(14)
De-recognition – disposals	(19,492)	(24,943)	(35,548)	-	(288)	(378)	-	(80,649)	(5,604)
De-recognition – other								-	
Assets reclassified (to)/from Held for Sale	-	1,916	-	-	-	-	-	1,916	-
Asset reclassified (other)	(1,672)	7,142	-	-	-	(254)	(5,216)	-	-
Other movements in cost or valuation								-	
As at 31st March 2022	1,161,369	1,117,516	76,923	311,413	2,580	69,719	8,452	2,747,972	140,135

Note 15 Property, Plant and Equipment - Movement on Balances in 2021/22 (continued)

Movements on Balances in 2021/22	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment	Service Concession Assets Included in Property, Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Accumulated Depreciation & At 1st April 2021	-	(16)	(56,306)	(83,100)	-	-	-	(139,422)	(11,029)
Depreciation Charge	(11,456)	(24,649)	(8,934)	(7,449)	(39)	(79)	-	(52,606)	(6,110)
Depreciation written out to the Revaluation Reserve	11,273	22,590	3,625	-	34	30	-	37,552	3,993
Depreciation written out to the Surplus/Deficit on the provision of services	-	1,496	-	-	-	49	-	1,545	-
De-recognition – disposals	183	560	32,134	-	5	-	-	32,882	558
Assets reclassified to/(from) Held for Sale	-	-	-	-	-	-	-	-	-
As at 31st March 2022	-	(19)	(29,481)	(90,549)	-	-	-	(120,049)	(12,588)
Net Book Value as at 31st March 2022	1,161,369	1,117,497	47,442	220,864	2,580	69,719	8,452	2,627,923	127,547
As at 1st April 2021	1,062,545	1,063,204	50,414	214,734	2,239	68,829	5,214	2,467,179	130,958

Note 15 Property, Plant and Equipment - Movement on Balances in 2020/21

Movements on Balances in 2020/21	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment	Service Concession Assets Included in Property, Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation									
At 1st April 2020	1,001,516	1,079,555	100,599	285,045	4,302	73,633	3,020	2,547,670	137,898
Additions	40,856	24,439	11,401	38,212	183	3,168	4,692	122,951	11,301
Revaluation Increases/(Decreases) recognised in the Revaluation Reserve	43,840	(32,268)	(3,540)	-	(82)	330	-	8,280	(7,212)
Revaluation Increases/(Decreases) not recognised in the Revaluation Reserve	(12,455)	(8,432)	(38)	(25,375)	(842)	(1,919)	(2,498)	(51,559)	-
De-recognition – disposals	(11,212)	(856)	(1,702)	-	(4)	(6,083)	-	(19,857)	-
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	(246)	-	(246)	-
Asset reclassified (other)	-	781	-	(48)	(1,318)	(55)	-	(640)	-
As at 31st March 2021	1,062,545	1,063,219	106,720	297,834	2,239	68,828	5,214	2,606,599	141,987

Note 15 Property, Plant and Equipment - Movement on Balances in 2020/21 (continued)

Movements on Balances in 2020/21	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment	Service Concession Assets Included in Property, Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Accumulated Depreciation &									
At 1st April 2020	-	(6,668)	(54,590)	(75,991)	-	(26)	-	(137,275)	(15,879)
Depreciation Charge	(10,884)	(24,746)	(7,473)	(7,109)	(29)	(37)	-	(50,278)	(4,775)
Depreciation written out to the Revaluation Reserve	10,884	29,375	4,131	-	29	53	-	44,472	9,625
Depreciation written out to the Surplus/Deficit on the provision of services	-	1,967	-	-	-	10	-	1,977	-
De-recognition – disposals	-	57	1,626	-	-	1	-	1,684	-
Assets reclassified to/(from) Held for Sale	-	-	-	-	-	-	-	-	-
As at 31st March 2021	-	(15)	(56,306)	(83,100)	-	1	-	(139,420)	(11,029)
Net Book Value as at 31st March 2021	1,062,545	1,063,204	50,414	214,734	2,239	68,829	5,214	2,467,179	130,958
As at 1st April 2020	1,001,516	1,072,887	46,009	209,054	4,302	73,607	3,020	2,410,395	122,019

Note 15 Property, Plant and Equipment - Capital Commitments

At 31st March 2022, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2021/22. Similar commitments at 31st March 2021 were £26.2m. The significant commitments are:

Contract for Capital Investment	Period	£000
Energy Efficiency Technology	2022-23	9,251
Connecting Leicester	2022-24	8,354
St Margaret's Gateway Scheme	2022-23	4,175
Waterside Strategic Regeneration Area	2022-23	3,351
Jewry Wall Museum Improvements	2022-24	3,327
Zero Emission Bus Regional Area Scheme	2022-23	2,100
Green Homes	2022-23	1,430
Leisure Centres	2022-23	1,018
Leicester Station	2022-23	1,013
Fleet Replacement	2022-23	993
Phoenix 2020	2022-23	400
High Street Heritage Action Zone	2022-23	319
Pilot House	2022-23	282
Onsite Construction Skills Hub	2023-24	277
Total		36,290

Note 15 Property, Plant and Equipment - Revaluations

2021/22 Valuation Dates	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Carried at historical cost	-	-	52,339	310,147	40	-	8,454	370,980
Valued at fair or nominal value as at:								
Pre 1st April 2012	-	38	-	-	-	-	-	38
1st April 2012	-	-	-	-	-	-	-	-
1st April 2013	-	1	-	-	-	-	-	1
1st April 2014	-	2	-	686	1	-	-	689
1st April 2015	-	-	-	-	-	-	-	-
1st April 2016	-	-	-	-	-	14	-	14
1st April 2017	-	-	-	-	1	-	-	1
Valued @ 31st March 2019	-	23	-	-	3	21	-	47
Valued @ 31st March 2020	-	16	-	-	77	-	-	93
Valued @ 31st March 2021	-	25	-	-	14	-	-	39
Valued @ 31st March 2022	1,161,368	1,117,409	24,584	580	2,443	69,685	-	2,376,069
Total	1,161,368	1,117,514	76,923	311,413	2,579	69,720	8,454	2,747,971

The Council carries out a rolling programme of valuations that ensures that all property and land (subject to a de minimis of £10k for asset values) required to be measured at current value are revalued annually. The few exceptions to this rule appear in the table above. All property and land assets that are valued at Market Value are subject to annual review.

Properties are valued as at the 31st March of the financial year using forecast indices, if appropriate, to ensure that the valuation is still correct at the financial year end.

Annual valuations of council dwellings are carried out by a specialist external valuer and are based on guidance issued by the Ministry of Housing, Communities and Local Government. All other valuations are carried out internally by an accredited valuer and chartered member of the Royal Institution of Chartered Surveyors (RICS), in accordance with the methodologies and bases for estimation set out in the professional standards of RICS.

Valuations of the majority of vehicles, plant, equipment and furniture, and of infrastructure, are based on historical cost.

Note 16 Heritage Assets

The Council holds a number of Heritage Assets, defined as assets having historical, artistic, scientific, technological, geophysical or environmental qualities, and that are held and maintained principally for their contribution to knowledge and culture.

The following tables show the movement in the value of Heritage assets during 2021/22 and the previous year.

Heritage Buildings

These include the Magazine, Abbey House and the Great Hall at Leicester Castle. The land and buildings relating to these assets are included within the revaluation cycle employed by the Council. However, none of these assets are charged depreciation as per the Council's stated accounting policy on Heritage Assets (see Note 1). Some buildings that are part of Leicester's heritage are included within Property, Plant & Equipment (Note 15).

Museum Exhibits

Leicester City Council operates six museums in the City. The museum sites are accredited museums, meaning they meet standards approved by the Arts Council on behalf of the Department for Culture, Media and Sport for collections care, visitor experience and organisational health.

There are currently around two million museum

and gallery exhibits which are managed in accordance with the policies and procedures approved by the Council in line with nationally and internationally agreed standards.

Museum exhibits are included in the Balance Sheet at insurance value, reflecting the replacement cost of these assets. Additions to the exhibits collection are initially included at historical cost and are then included as part of the insurance revaluation.

Due to a recent auction sale of a similar exhibit by the same artist, one of the City Council's exhibits has increased in insurance value by £40.5m. This increase is reflected in the table on the following page.

Statues and Monuments

The Council has responsibility for a number of statues and monuments across the City. A number of the more significant assets are included at insurance values. The remainder are included at a nominal value as per our stated accounting policy on Heritage Assets.

Note 16 Heritage Assets (continued)

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

Movement on Balances 2021/22	Buildings	Museum Exhibits	Statues & Monuments	Total Assets
	£000	£000	£000	£000
Cost or Valuation				
At 1st April 2021	2,463	83,100	5,876	91,439
Additions	-	45	-	45
Impairment losses recognised in surplus/deficit on the provision of services	-	(39)	-	(39)
Disposals	-	(49)	-	(49)
Revaluations	120	40,555	-	40,675
As at 31st March 2022	2,583	123,612	5,876	132,071
2020/21 Comparative Movements				
	Buildings	Museum Exhibits	Statues & Monuments	Total Assets
	£000	£000	£000	£000
Cost or Valuation				
At 1st April 2020	2,494	82,121	5,876	90,491
Additions	-	381	-	381
Impairment losses/(reversals) recognised in Surplus or Deficit on the Provision of Services	-	(199)	-	(199)
Disposals	-	-	-	-
Revaluations	(31)	797	-	766
As at 31st March 2021	2,463	83,100	5,876	91,439

Note 17 Intangible Assets

The Council accounts for its computer 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 both purchased licenses and application software.

At present all of the Council's intangible assets are amortised over 5 years on a straight-line basis. None of the Council's intangible assets have been internally generated.

	2020/21	2021/22
	£000	£000
Balance at 1st April		
Gross Carrying Amounts	3,438	4,680
Accumulated Amortisation	(2,498)	(3,158)
Net carrying amount at 1st April	940	1,522
Additions (Purchases)	1,806	370
Impairment losses recognised in the Surplus/Deficit on the Provision of Services	(564)	(370)
Disposals in year (gross)	-	(310)
Disposals in year (amortisation)	-	310
Write-out of impairment amortisation	-	-
Reclassified from other asset classifications		
Amortisation applied in Year	(660)	(515)
Gross Carrying Amount at 31st March	4,680	4,370
Accumulated Amortisation	(3,158)	(3,363)
Net Carrying Amount at 31st March	1,522	1,007

Note 18a Financial Instruments - Classifications

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants, do not give rise to financial instruments.

Category	Amount	Amount	Comment / Reference
	31st March 2021	31st March 2022	
	£000	£000	
Long Term Investments			
Amount in Balance Sheet	38,000	60,000	
Amounts covered in Note 18:	38,000	60,000	This note - section B Table 2
Short Term Investments			
Amount in Balance Sheet	168,439	142,054	
Amounts covered in Note 18:	168,439	142,054	This note - section B Table 2
Short Term Borrowing			
Amount in Balance Sheet	13,744	13,960	
Amounts covered in Note 18:	13,744	13,960	This note - section B Table 1
Long Term Borrowing			
Amount in Balance Sheet	180,111	180,107	
Amounts covered in Note 18:	180,111	180,107	This note - section B Table 1
Other Long Term Liabilities			
Amount in Balance Sheet	970,902	689,407	
Amounts covered in Note 18:	100,002	93,686	This note - section B Table 1
Amounts not covered in Note 18:			
Liability related to defined benefit pension schemes	870,731	595,619	Note 42 - Defined Benefit Pensions
Amounts related to Bonds	169	102	Not separately disclosed

Note 18b Financial Instruments - Balances

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories:

Table 1

Financial Liabilities	Long Term		Short Term	
	31st March 2021	31st March 2022	31st March 2021	31st March 2022
	£000	£000	£000	£000
Loans at amortised cost:				
- Principal sum borrowed	179,491	179,491	12,265	12,475
- Accrued interest			1,479	1,485
- EIR adjustments	620	616		
Total Borrowing	180,111	180,107	13,744	13,960
Liabilities at amortised cost:				
- Finance leases	8,583	7,930	233	217
- PFI arrangements	69,473	64,736	3,421	3,777
- Transferred debt liability	21,484	20,585	975	975
Total Other Long-term Liabilities	99,540	93,251	4,629	4,969
Liabilities at amortised cost:				
- Trade payables	-	-	57,110	66,102
- PFI arrangements	462	435	-	-
Included in Creditors	462	435	57,110	66,102
Total Financial Liabilities	280,113	273,793	75,483	85,031

Note 18b Financial Instruments - Balances (continued)

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

Table 2

Financial Assets	Long Term		Short Term	
	31st March 2021	31st March 2022	31st March 2021	31st March 2022
	£000	£000	£000	£000
Amortised cost:				
- Principal at amortised cost	38,000	60,000	160,000	133,000
- Accrued interest	-	-	977	406
Other:				
Fair Value	-	-	7,462	8,648
Total Investments	38,000	60,000	168,439	142,054
Amortised cost:				
- Cash (including bank accounts)	-	-	33,592	35,680
Other:				
- Cash equivalents at fair value through profit and loss	-	-	69,200	120,000
Total Cash and Cash Equivalents	-	-	102,792	155,680
Amortised Cost:				
- Trade receivables	4,313	4,403	3,413	10,632
- Loans made for service purposes	8,311	7,901	392	382
Included in Debtors	12,624	12,304	3,805	11,014
Total Financial Assets	50,624	72,304	275,036	308,748

Note 18c Financial Instruments - Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consist of the following items:

	Financial Liabilities	Financial Assets			
	Amortised Cost	Amortised Cost	Other	2021/22 Total	2020/21 Total
	£000	£000	£000	£000	£000
Financial assets measured at fair value through profit or loss	-	-	(1,186)	(1,186)	145
Financial assets measured at amortised cost	-	(140)	-	(140)	(13)
Net (gains)/losses	-	(140)	(1,186)	(1,326)	132
Interest expense	15,834	-	-	15,834	17,248
Interest payable and similar charges	15,834	-	-	15,834	17,248
Interest income	-	(1,670)	(286)	(1,956)	(2,719)
Dividends	-	-	(41)	(41)	(132)
Interest and investment income	-	(1,670)	(327)	(1,997)	(2,851)
Net (Gain)/Loss for the Year	15,834	(1,810)	(1,513)	12,511	14,529

Note 18d Financial Instruments - Fair Values

Financial assets classified as available for sale and all derivative assets and liabilities are carried in the Balance Sheet at fair value. For most assets, including bonds, treasury bills and shares in money market funds, the fair value is taken from the market price.

Some of the authority's financial assets are measured at fair value on a recurring basis and are described below:

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities, e.g. bond prices. There are only MMF at this hierarchy level and they are quoted at the active market price.
- 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. Most financial instruments valued at this level are based on observed market rates for similar transactions. However, for lease payables, PFI liabilities and transferred debt liabilities they are based on discounting at AA corporate bond yields.
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness. This applies to loans to other companies and they are quoted at estimated creditworthiness.

The fair value of financial liabilities held at amortised cost is higher than their balance sheet carrying amount because the money was borrowed when interest rates were higher than they are now.

The table shows the amounts held at 31st March 2022 and the fair value reported in the 2021/22 accounts.

		31st March 2021		31st March 2022	
	Fair Value Level	Balance Sheet £000	Fair Value £000	Balance Sheet £000	Fair Value £000
<i>Financial liabilities held at amortised cost:</i>					
Long-term loans from PWLB	2	134,491	199,399	134,491	171,657
Long-term LOBO loans	2	20,620	33,959	20,616	30,327
Other long-term loans	2	25,000	35,857	25,000	31,473
Lease payables and PFI liabilities	2	83,427	143,231	77,095	114,301
Transferred debt liabilities	2	22,458	34,787	21,560	29,740
Total		285,996	447,233	278,762	377,498
Liabilities for which fair value is not disclosed *		70,855		80,062	
Total Financial Liabilities		356,851	447,233	358,824	377,498
<i>Recorded on balance sheet as:</i>					
Short-term creditors		63,455		71,506	
Short-term borrowing		13,744		13,960	
Long-term creditors		21,484		20,585	
Long-term borrowing		180,111		180,107	
Other long-term liabilities		78,057		72,666	
Total Financial Liabilities		356,851		358,824	

*The fair value of short-term financial liabilities including trade payables is assumed to approximate to the carrying amount.

Note 18d Financial Instruments - Fair Values (continued)

		31st March 2021		31st March 2022	
	Fair Value Level	Balance Sheet £000	Fair Value £000	Balance Sheet £000	Fair Value £000
<i>Financial assets held at fair value:</i>					
Money market funds	1	69,200	69,200	120,000	120,000
Property Unit Trusts	2	7,462	7,462	8,648	8,648
<i>Financial assets held at amortised cost:</i>					
Long-term loans to local authorities	2	38,000	38,496	60,000	58,896
Long-term loans to companies	3	7,294	7,294	6,914	6,914
Finance Lease	3	1,017	1,017	987	987
Total		122,973	123,469	196,549	195,445
Assets for which fair value is not disclosed *		202,675	-	184,508	-
Total Financial Assets		325,648	123,469	381,057	195,445
<i>Recorded on balance sheet as:</i>					
Long-term debtors		12,625		12,304	
Long-term investments		38,000		60,000	
Short-term debtors		3,792		11,020	
Short-term investments		168,439		142,053	
Cash and cash equivalents		102,792		155,680	
Total Financial Assets		325,648		381,057	

* The fair value of short-term financial assets including trade receivables is assumed to approximate to the carrying amount.

Note 19 Inventories

The value of inventories as at 31st March :

	Balance at 31st March 2021 £000	Balance at 31st March 2022 £000
Consumable Stores	329	368
Maintenance Materials	2,148	2,627
Work in Progress	334	378
Total	2,811	3,373

Note 20 Debtors

Long-Term Debtors

The value of long-term debtors as at 31st March :

	Balance at 31st March 2021	Balance at 31st March 2022
	£000	£000
PFI Lease	2,845	3,031
Other Long Term Debtors	10,484	9,972
Total	13,329	13,003

Short-Term Debtors

The value of short-term debtors as at 31st March:

	Balance at 31st March 2021	Balance at 31st March 2022
	£000	£000
Central Government bodies	41,950	20,868
Other Local Authorities	6,983	4,798
NHS bodies	4,984	3,322
Public Corporations and Trading Funds	1	1
Other Entities and Individuals	17,955	25,503
Payments in Advance	7,679	7,362
Local Taxation (Council Tax & Business Rates)	15,443	16,116
Total	94,995	77,970

Note 21 Cash and Cash Equivalents

The value of cash and cash equivalents as at 31st March:

	Balance at 31st March 2021	Balance at 31st March 2022
	£000	£000
Cash held by the Council	22	10
Bank	33,569	35,670
Short-term deposits	69,200	120,000
Total Cash and Cash Equivalents	102,791	155,680

Note 22 Assets Held for Sale

The value of assets held for sale as at 31st March:

	2020/21	2021/22
	£000	£000
Balance at 1st April	2,100	1,847
Property, Plant and Equipment newly classified as held for sale	886	0
Property, Plant and Equipment declassified as held for sale	-	(1,916)
Assets Sold	(1,075)	0
Other Adjustments	(64)	88
Balance at 31st March	1,847	19

Note 23 Creditors

The value of creditors as at 31st March:

	Balance at 31st March 2021	Balance at 31st March 2022
	£000	£000
Central Government bodies	28,490	33,666
Other Local Authorities	10,149	9,233
NHS bodies	140	298
Public Corporations and Trading Funds	-	-
Other Entities and Individuals	71,955	81,260
Receipts in Advance	62,922	82,652
Total	173,656	207,109

Note 24 Provisions

The table below provides a list of provisions made by the authority at the end of the financial year:

Payment of Insurance Claims

The Authority holds funds to meet the costs of insurance claims, for both claims received but not yet settled and claims that will be received in the future. The sum of £3.3m is held as a provision, being the amount that the Council estimates will be required to meet claims already received. A further sum of £11.5m is held as an earmarked reserve (as per Note 10), to meet the costs of liabilities incurred for which claims have not been received. Periodically, the fund value is reviewed by actuaries.

Housing Benefit Subsidy Claims

The Council pays and administers Housing Benefit within Leicester and receives subsidy from the Government to reimburse it for amounts paid out. The amount of subsidy received is based on a claim completed annually.

Claims are subject to audit and often give rise to the discovery of overpayments to some benefits recipients. This can lead to the value of the claim being reduced, based on an extrapolation. A provision is maintained based on the total value of the subsidy claims outstanding. The provision currently totals £0.4m.

	Insurance	Housing Benefits	s117 Mental Health Act	Housing	Business Rate Appeals	Total
	£000	£000	£000	£000	£000	£000
Balance at 1st April 2020	3,777	1,005	39	685	11,638	17,144
Net Movement (additions less amounts used)	(470)	(348)	-	88	(2,192)	(2,922)
Balance at 1st April 2021	3,307	657	39	773	9,446	14,222
2021/22 Provisions/(Reductions)	2,891	-	-	(337)	3,363	5,917
Amounts used in 2021/22	(2,906)	-	-	-	(3,910)	(6,816)
Balance at 31st March 2022	3,292	657	39	436	8,899	13,323

Section 117 Mental Health Act

The sum is a provision for refunds to people with mental health difficulties who have been charged for residential and nursing care. The sum provided for is based on known cases, for which there is a possibility that the Council will be required to make refunds.

Housing Provisions

The sum is held in respect of HRA liabilities within the Housing service including losses on stock and liabilities to other third parties.

Business Rate appeals

A number of appeals against rateable value assessments have not been determined by the Valuation Office Agency. If successful, there will be a retrospective reduction in income. Therefore, a provision has been charged to the collection fund calculated at a total of £18.2m (Council share of £8.9m).

Note 25 Usable Reserves

Movements in the Council's usable reserves are detailed in the table below, which indicates the statement or note that provides further detail.

	Opening Balance	Movement	Closing Balance	Supporting Note
	£000	£000	£000	
General Fund	(15,000)	-	(15,000)	MIRS and Narrative Statement
Earmarked Reserves	(328,212)	(13,801)	(342,013)	Note 10 and Narrative Statement
Total General Fund Reserves	(343,212)	(13,801)	(357,013)	
Housing Revenue Account	(35,757)	3,225	(32,532)	HRA Statements and Notes
Major Repairs Reserve	-	-	-	Note 9 and HRA Note 13
Capital Receipts Reserve	(116,798)	11,308	(105,490)	Note 9
Capital Grants Unapplied Reserve	(76,031)	6,910	(69,121)	Note 9
Total Usable Reserves	(571,798)	7,642	(564,156)	

Note 26a Unusable Reserves

Unusable reserves contain items that illustrate the difference between the Council's financial position under accounting standards (the "accounting basis") and the amount charged to the taxpayer for the year (the "funding basis").

	31st March 2021	31st March 2022
	£000	£000
Revaluation Reserve	(967,158)	(1,151,217)
Capital Adjustment Account	(1,015,424)	(1,024,779)
Financial Instruments Adjustment Account	19,668	19,047
Deferred Capital Receipts Reserve	(1,123)	(1,045)
Pensions Reserve	870,731	595,619
Collection Fund Adjustment Account	33,630	15,724
Accumulated Absences Account	8,577	8,879
Dedicated Schools Grant Adjustment Account	-	3,643
Total Unusable Reserves	(1,051,099)	(1,534,129)

Note 26b Unusable Reserves (continued)

Revaluation Reserve

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

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

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

	2020/21	2021/22
	£000	£000
Balance at 1st April	(938,563)	(967,158)
Upward revaluation of assets	(92,520)	(253,721)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services	39,064	35,531
(Surplus) or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(53,456)	(218,190)
Difference between fair value depreciation and historical cost depreciation	19,381	21,035
Accumulated gains on assets sold or scrapped	5,480	13,096
Balance at 31st March	(967,158)	(1,151,217)

Note 26c Unusable Reserves (continued)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is credited with sums provided to fund capital expenditure, both current and previous, with sums being transferred from the capital receipts reserve, capital grants and contributions, the Major Repairs Reserve and the General Fund (either direct funding or provision for repayment of borrowing). The account is debited with the reversal of sums charged to the CIES (to reflect the use of the asset by services) to avoid an impact on the General Fund. These charges include depreciation, impairment and amortisation.

The account contains revaluation gains accumulated on property, plant and equipment, heritage assets, assets held for sale and intangible assets before 1st April 2007, the date that the Revaluation Reserve was created to hold such gains. The table below provides details of the source of all the transactions posted to the account.

	2020/21	2021/22
	£000	£000
Balance at 1st April	(1,004,281)	(1,015,424)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation & impairment	103,375	110,026
Revaluation (gain)/loss on Property, Plant and Equipment	(2,610)	(2,979)
Amortisation of intangible assets	660	515
Revenue expenditure funded from capital under statute	13,907	15,081
Amounts of non-current assets written off on disposal or sale as part of the (gain)/loss on disposal to the Income and Expenditure Statement	20,199	49,682
	(868,750)	(843,099)
Adjusting amounts written out of the Revaluation Reserve	(24,862)	(34,131)
Net written out amount of the cost of non-current assets consumed in the year	(893,612)	(877,230)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(14,691)	(30,942)
Use of the Major Repairs Reserve to finance new capital expenditure	(12,137)	(12,680)
Capital Grants, Contributions & Donated Assets credited to the Income and Expenditure Statement that have been applied to capital financing	(77,169)	(83,949)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(13,035)	(13,814)
Voluntary provision for the financing of capital investment charged against the General Fund and HRA balances	(680)	(92)
Capital expenditure charged against the General Fund and HRA balances	(4,100)	(6,072)
Balance at 31st March	(1,015,424)	(1,024,779)

Note 26d Unusable Reserves (continued)

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 discounts and premia paid on the early redemption of loans. Discounts are credited to the CIES when they are incurred, but reversed out of the General Fund Balance to the account in the Movement in Reserves Statement. Premia are debited to the CIES when they are

incurred, but reversed out of the General Fund Balance to the account in the Movement in Reserves Statement. Over time, the income (on discounts) and the expense (on premia) are posted back to the General Fund Balance in accordance with statutory arrangements for spreading the burden on council tax.

The statutory arrangements referred to came into force on 1st April 2007 and applied to unamortised balances as at that date. The bulk of the outstanding balance is amortised over 10 years from that date with part of that balance being amortised over shorter periods.

The general policy is that any premia that are incurred in the future will be amortised over the longer of the residual life of the loan repaid or the life of any replacement loan that was taken. Shorter amortisation periods may be adopted, however, when this is considered prudent. Any discount that is received in the future will be amortised over the residual life of the loan repaid.

	2020/21	2021/22
	£000	£000
Balance at 1st April	20,288	19,668
Proportion of discounts incurred in previous financial years to be credited to the General Fund Balance in accordance with statutory requirements	(620)	(621)
Balance at 31st March	19,668	19,047
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	(620)	(621)

Note 26e Unusable Reserves (continued)

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve (DCCR) holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. For the Council these amounts relate to mortgage loans made in respect of the purchase of Council dwellings and to properties leased out under finance leases. 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 mortgage and lease payments are made the principal repayment element of these amounts are transferred to the Capital Receipts Reserve.

	2020/21	2021/22
	£000	£000
Balance at 1st April	(1,416)	(1,123)
Transfer of deferred sale proceeds to the DCCR	-	50
Transfer to the Capital Receipts Reserve upon receipt of cash	293	28
Balance at 31st March	(1,123)	(1,045)

Note 26f Unusable Reserves (continued)

Pensions Reserve

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

	2020/21	2021/22
	£000	£000
Balance at 1st April	600,488	870,731
Remeasurement of the Net Defined Benefit Liability	245,315	(329,528)
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	74,699	107,257
Employer's pensions contributions and direct payments to pensioners payable in the year	(49,771)	(52,841)
Balance at 31st March	870,731	595,619

Note 26g&h Unusable Reserves (continued)

Collection Fund Adjustment Account

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

	2020/21	2021/22
	£000	£000
Balance at 1st April	(2,138)	33,630
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	35,768	(17,906)
Balance at 31st March	33,630	15,724

	2020/21	2021/22
	£000	£000
Balance at 1st April	7,844	8,577
Settlement or cancellation of accrual made at the end of the preceding year	(7,844)	(8,577)
Amounts accrued at the end of the current year	8,577	8,879
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	733	302
Balance at 31st March	8,577	8,879

Accumulated Absences Account

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

Note 26i Unusable Reserves (continued)

Dedicated Schools Grant Adjustment Account

The Dedicated Schools Grant adjustment account holds accumulated deficits relating to the schools budget. Where an authority has incurred a deficit between the 1st April 2020 to 31st March 2023 Local Authorities are required to reverse this out to an unusable reserve as part of a temporary statutory override. The Council is unable to charge these deficits to the General Fund

	2020/21	2021/22
	£000	£000
Balance at 1st April	-	-
School budget deficit transferred from General Fund in accordance with statutory requirements	-	3,643
Balance at 31st March	-	3,643

Note 27 Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

	2020/21	2021/22
	£000	£000
Interest received	(2,851)	(1,996)
Interest paid	17,248	15,834
Net interest	14,397	13,838

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

	2020/21	2021/22
	£000	£000
Depreciation	(50,278)	(52,606)
Downward revaluations, impairment losses and reversal of prior year impairments	(52,123)	(57,276)
Amortisation	(660)	(515)
Increase / (decrease) in creditors	(33,621)	(27,643)
(Increase) / decrease in debtors	39,883	(17,107)
(Increase) / decrease in inventories	64	562
Movement in pension liability	(24,928)	(54,416)
Carrying amount of non-current assets and non-current assets held for sale, sold or de-recognised	(17,274)	(46,271)
Other non-cash items charged to the net surplus or deficit on the provision of services	2,776	2,084
	(136,161)	(253,188)

Note 27 Cash Flow Statement - Operating Activities (continued)

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

	2020/21	2021/22
	£000	£000
Capital Grants credited to surplus or deficit on the provision of services	86,597	77,032
Proceeds from the sale of property plant and equipment, investment property and intangible assets	22,972	21,962
	109,569	98,994

Note 28 Cash Flow Statement Investment Activities

	2020/21	2021/22
	£000	£000
Purchase of property, plant and equipment and intangible assets	113,638	136,969
Purchase of short-term and long-term investments	700,900	872,900
Other payments for investing activities	-	-
Proceeds from sale of property, plant and equipment and intangible assets	(22,972)	(21,962)
Proceeds from short-term and long-term investments	(732,899)	(877,899)
Other receipts from investing activities	(79,743)	(81,367)
Net Cash Flows from Investing Activities	(21,076)	28,641

Note 29 Cash Flow Statement Financing Activities

	2020/21	2021/22
	£000	£000
Cash receipts of short and long-term borrowing	(33,100)	(31,950)
Cash payments for the reduction of the outstanding liabilities relating to finance leases and PFI contracts	11,301	540
Repayments of short and long-term borrowing	53,368	31,744
Net Cash Flows from Financing Activities	31,569	334

Note 30 - Pooled Budgets

The Council has entered into the following pooled budget arrangement under Section 75 of National Health Services Act 2006:

Supply of Integrated Community Equipment Loan Services (ICELS)

This is an arrangement for the supply of community equipment with Leicestershire County Council, Rutland County Council and the three Clinical Commissioning Group's (CCG's) in the areas covered by the councils. Leicester City Council acts as the host partner.

The City Council contributed £0.71m (Adult Social Care contribution of £0.63m and Education contribution of £0.08m) to the pool during 2021/22 (£0.62m in 2020/21 of which Adult Social Care contributed £0.57m and Education contributed £0.05m) and this expenditure is also included in the Adult Social Care line and the Education of the Comprehensive Income and Expenditure Statement.

	2020/21	2021/22
	£000	£000
Funding provided to the pooled budget:		
Leicester City Council	615	712
Leicestershire County Council	1,162	1,232
Rutland County Council	66	72
Leicester City CCG	1,265	1,387
East Leicestershire and Rutland CCG	1,313	1,473
West Leicestershire CCG	1,474	1,707
Total Funding provided to the pooled budget	5,895	6,583
Total Expenditure met from the pooled budget	5,895	6,583

Note 30 Pooled Budgets (continued)

Better Care Fund

This is an arrangement between Leicester City Council and the NHS Leicester City Clinical Commissioning Group (LCCCG) to meet the aims and benefits prescribed in the section 75 agreement by delivering a robust and more integrated service between health and social care.

The Better Care Fund (BCF) has been established by the Government to provide funds to local areas to support the integration of health and social care. The grant is to be used for the purposes of meeting adult social care needs; reducing pressures on the NHS including supporting more people to be discharged from hospital when they are ready; and ensuring that the local social care provider market is supported.

It is a requirement of the BCF that the LCCCG and the LCC establish a pooled fund/budget for this purpose. The LCCCG acts as the host partner.

Details of the income and expenditure in the pool are provided in the table on the righthand side.

	2020/21	2021/22
	£000	£000
Income		
Revenue		
CCG Minimum Fund	25,250	26,617
Improved Better Care Fund (iBCF)	17,040	17,040
Additional CCG Contribution	3,500	15,984
Total Revenue Income	45,790	59,641
Capital-Disabled Facilities Grant	2,714	2,714
Total Income	48,504	62,355
Expenditure		
Revenue		
Actual Spend incurred by LCC managed schemes incl IBCF	33,783	34,622
Actual spend incurred by LCCCG & LPT (Leicestershire Partnership Trust) managed schemes	12,007	25,019
Total Revenue Expenditure	45,790	59,641
Capital		
Disabled Facilities Grant	2,714	2,714
Total Capital Expenditure	2,714	2,714
Total Expenditure	48,504	62,355
Revenue - Net outturn over/(under) spend:	-	-

Note 31 Members' Allowances

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

	2020/21	2021/22
	£	£
Basic Allowance Payments	597,404	614,452
Special Responsibility Payments	397,006	423,424
General Expense Payments	82,937	72,415
Total	1,077,347	1,110,291

Note 32 Officers' Remuneration

This note comprises two parts. The first discloses the remuneration of the Council's most senior officers. The second part discloses the total number of 'higher paid' Council officers whose remuneration exceeded £50k during 2021/22, shown in bands and excluding those senior officers in the first part.

Part 1 - Senior Employees' Remuneration

The table shows the amounts paid to the holders of senior posts in 2021/22 with comparative data from 2020/21 where applicable.

Senior employees are defined as certain statutory chief officer posts (including the Head of Paid Service), those earning over £150k per annum and those earning less than this sum but reporting directly to the Head of Paid Service (Chief Operating Officer).

Remuneration in this table (as defined in statutory regulations) includes salary, fees/allowances, employer's pension contributions, taxable benefits and any compensation for loss of office.

Post	Financial Year	Salary, Fees and Allowances	Pension Contributions	Compensation for loss of office	Total
		£	£	£	£
Chief Operating Officer (Head of Paid Service) (Note 1)	2021/22	148,742	36,461	-	185,203
	2020/21	11,987	2,903	-	14,890
Director Delivery, Communications & Political Governance	2021/22	107,149	28,603	-	135,752
	2020/21	98,467	25,306	-	123,773
Deputy Director of Finance (Note 2)	2021/22	88,565	23,647		112,212
City Barrister & Head of Standards (Note 3)	2021/22	81,215	21,636		102,851
	2020/21	80,017	20,518		100,535
Strategic Director Social Care and Education	2021/22	141,108	37,676		178,784
	2020/21	132,441	34,037	-	166,478
Strategic Director - City Development & Neighbourhoods	2021/22	135,616	36,210		171,826
	2020/21	43,252	11,116	-	54,368
Director of Public Health	2021/22	99,944	13,215		113,159
	2020/21	98,467	14,160	-	112,627

Notes:

- 1) The new Chief Operating Officer took up the role on 1st March 2021
- 2) Interim Deputy Director of Finance is now reporting to the Head of Paid service in the 21/22 financial year
- 3) The City Barrister works on a part time basis

Note 32 Officers' Remuneration (continued)

Part 2 - Higher Paid Employees

The number of other Council employees receiving more than £50,000 remuneration for the year are shown in the table below. In line with the relevant regulations, the table excludes the senior officers listed in the previous table.

These figures include teaching, senior leadership and support staff within local authority schools. Employees in schools which become academies are only included if their remuneration during the period of the financial year prior to academy conversion (i.e. when the school was under the local authority) exceeded the £50k threshold. Further details of academies' higher paid employees are published by academies themselves or can be requested directly from academies under the Freedom of Information Act 2000.

It should be noted that the definition of remuneration in this table differs from that in the table above (in line with regulations) as it excludes employers' pension contributions.

The table includes compensation for loss of office, so employees who left in the year may appear in a higher band than the equivalent role would appear in based on a normal year's salary. Equally, some posts would not be included in the table based on a normal year's salary, but are included because of payments for compensation for loss of office.

The threshold for inclusion in this report is defined in regulations and remains static at £50k annually. Salaries paid to staff include annual pay increases as and when these are awarded, increasing the scope of the report over time.

Remuneration Band £	Number of Employees					
	Non-Schools		Schools		Total	
	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22
50,000-54,999	70	84	83	89	153	173
55,000-59,999	46	50	48	44	94	94
60,000-64,999	25	33	30	47	55	80
65,000-69,999	20	12	18	17	38	29
70,000-74,999	8	12	16	15	24	27
75,000-79,999	8	3	16	17	24	20
80,000-84,999	1	8	8	3	9	11
85,000-89,999	-	-	5	9	5	9
90,000-94,999	1	-	1	1	2	1
95,000-99,999	9	7	2	-	11	7
100,000-104,999	-	1	2	3	2	4
105,000-109,999	-	-	1	1	1	1
110,000-114,999	-	-	-	1	-	1
115,000-119,999	-	-	1	1	1	1
120,000-124,999	-	-	-	1	-	1
130,000-134,999	-	1	-	-	-	1
140,000-144,999	-	-	-	-	-	-
Total	188	211	231	249	419	460

Note 33 External Audit Costs

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

	2020/21	2021/22
	£000	£000
Fees payable with regard to external audit services carried out by the appointed auditor for the year	148	148
Fees payable for the certification of grant claims and returns for the year	54	54
Fees payable in respect of other services provided during the year	11	11
Total	213	213

Note 34 Dedicated Schools Grant

The Council's expenditure on schools is funded primarily by grant monies provided by the Education and Skills Funding Agency, the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools' Budget, as defined in the School Finance and Early Years (England) Regulations 2017. The Schools' Budget includes elements for a range of educational services provided on an authority-wide basis and for the Individual Schools' Budget (ISB), which is divided into a budget share for each maintained school.

Regulations for DSG deficits which affect the financial years between the 1st April 2020 to 31st March 2023 require where Local Authorities incur a deficit that it must be carried forward in the schools budget to be funded from future DSG income. Therefore, this deficit is included in the unusable reserve titled DSG Grant Adjustment Account in Note 26.

Details of the deployment of DSG receivable for 2021/22 are as follows:

2021/22	Central Expenditure	Individual Schools Budget	Total
	£000	£000	£000
Final DSG for 2021/22 before Academy recoupment	-	-	370,708
Academy figure recouped for 2021/22	-	-	(132,538)
Total DSG after Academy recoupment for 2021/22	-	-	238,170
Brought forward from 2020/21	-	-	1,433
Agreed initial budgeted distribution in 2021/22	86,837	152,766	239,603
In year adjustments	(638)	-	(638)
Final budgeted distribution for 2021/22	86,199	152,766	238,965
Actual central expenditure for the year	(89,842)	-	(89,842)
Actual ISB deployed to schools	-	(152,766)	(152,766)
Local Authority contribution for 2021/22	-	-	-
Carry forward to 2022/23	(3,643)	-	(3,643)

2020/21	Central Expenditure	Individual Schools Budget	Total
	£000	£000	£000
Final DSG for 2020/21 before Academy recoupment			346,578
Academy figure recouped for 2020/21			(120,035)
Total DSG after Academy recoupment for 2020/21			226,543
Brought forward from 2019/20			5,577
Agreed initial budgeted distribution in 2020/21	87,005	145,115	232,120
In year adjustments	(150)	-	(150)
Final budgeted distribution for 2020/21	86,855	145,115	231,970
Actual central expenditure for the year	(85,422)	-	(85,422)
Actual ISB deployed to schools	-	(145,115)	(145,115)
Carry forward to 2021/22	1,433	-	1,433

Note 35 Grant Income

Capital grants recognised in the year

The Council received the following capital grants in 2021/22.

These grants are analysed between those credited to the Comprehensive Income and Expenditure Statement and those held as receipts in advance, in line with the Council's accounting policies.

	2020/21	2021/22
	£000	£000
Credited to Services (All REFCUS related)		
Devolved Formula Capital Grant	1,134	2,020
Disabled Facilities Grant	992	1,028
ERDF Growth Hub	384	792
High Streets Heritage Action Zones	-	583
Business Rates Pool	-	490
Green Homes Grant	-	456
Phoenix Square Cladding	-	373
DFT Transforming Cities Fund	-	271
Affordable Warmth	-	262
DFT Cleaner Bus Technology Grant	242	195
DFE Basic Need Grant	8,579	-
Other	38	97
Total Credited to Services	11,369	6,567

Note 35 Grant Income (continued)

	2020/21	2021/22
	£000	£000
Credited to Taxation & Non-Specific Grant Income		
DFT ZEBRA Grant	-	18,997
DFT Transforming Cities Fund	4,112	12,402
Getting Building Fund	7,821	8,235
DFE Capital Maintenance Grant	3,697	6,812
Business Rates Pool	-	3,405
Homes England Grant	5,746	2,842
DFT Integrated Transport Grant	2,556	2,576
High Needs Provision Capital	-	2,014
DFT Maintenance Grant	2,540	1,812
Devolved Formula Capital Grant	-	1,633
S106 Contributions	3,142	1,234
Levelling Up Fund	-	924
Land Release Fund	-	850
Disabled Facilities Grant	869	833
ERDF Low Carbon Projects	200	653
Brownfield Land Release Fund	-	443
High Streets Heritage Action Zones	-	359
Green Recovery Fund	-	202
Phoenix Square Cladding	-	189
ERDF Growth Hub	-	168
THI Grant	-	160
Salix Grant	24,314	26
Local Growth Fund	5,986	-
DFE SEND Funding	2,148	-
DFE Basic Need Grant	1,279	-
Other DFT Grants	6,192	4,102
Other	236	346
Green Homes Grant*	4,390	(752)
Total Credited to Taxation & Non-Specific Grant Income	75,228	70,465

*This negative balance has arisen as a result of grant being returned to government.

Note 35 Grant Income (continued)

Capital grants received in advance

The Council has received a number of capital grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that have not yet been met. The balances at the year-end are as follows:

	2020/21	2021/22
	£000	£000
Capital Grants Receipts in Advance		
Social Housing Decarbonisation Grant	-	4,008
Devolved Formula Capital Grant	4,376	3,053
Green Homes Grant	-	2,877
DFT Transport Grants	435	738
DFT Breathe Grants	184	184
S106 Contributions	935	-
Land Release Fund	850	-
Total Capital Grants Receipts in Advance	6,780	10,860
Capital Receipts not Recognised (deposits)	40	48
Total Received in Advance	6,820	10,908

Note 35 Grant Income (continued)

Revenue grants recognised in the year

The Council received the following revenue grants in 2021/22.

These grants are analysed between those credited to the Comprehensive Income and Expenditure Statement and those held as receipts in advance, in line with the Council's accounting policies.

There are a number of grants marked as other Covid-19 grants, which were received as a consequence of the pandemic.

	2020/21	2021/22
	£000	£000
Credited to Taxation & Non-Specific Grant Income		
Revenue Support Grant	28,870	29,029
Social Services Support Grant	9,988	13,094
Section 31 Grants	11,243	12,264
Covid-19 LA Support Grant	22,703	11,455
Covid-19 Collection Fund Compensation Grants	25,720	10,301
New Homes Bonus Scheme	5,922	4,732
Other	-	4,173
Covid-19 Grants- Sales, Fees & Charges Compensation Scheme	11,781	3,556
Business Support Grants	20,000	3,013
Other Covid-19 Grants	1,129	1,145
Covid-19 Grants- Council Tax Hardship Fund	3,738	-
Total Credited to Taxation & Non-Specific Grant Income	141,094	92,762
Credited to Services		
Children's and Education Services		
Dedicated Schools Grant (see note 34)	226,543	238,170
Other Education	29,823	23,270
Pupil Premium	11,297	11,047
Other Covid-19 Grants	1,873	2,458
Adults and Housing		
Improved Better Care Fund	17,040	17,040
Other Covid-19 Grants	8,946	10,150
Other Adult Social Care	2,187	2,199
Public Health		
Public Health Grant	27,202	27,476
Other Public Health	134	1,102
City Development, Neighbourhoods & Housing		
Other City Development, Neighbourhoods & Housing	12,872	16,312
Waste PFI	2,074	2,074
Other Covid-19 Grants	1,026	1,288
Corporate and Resources		
Housing Benefit Subsidies	85,433	77,495
Other Covid-19 Grants	18,066	7,762
Other Corporate and Resources	2,663	6,896
Housing Benefit & Council Tax Benefit Admin Grant	1,399	1,152
Local Council Tax Support Admin Grant	466	553
Waste PFI	517	517
Elections	224	89
Total Credited to Services	449,785	447,050
Total Recognised in Year	590,879	539,812

Note 35 Grant Income (continued)

Revenue grants received in advance

The Council has received a number of revenue grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that have not yet been met. The balances at the year-end are as follows:

	2020/21	2021/22
	£000	£000
Adult Social Care		
Other Adult Social Care	338	500
City Development, Neighbourhoods & Housing		
City Development, Neighbourhoods & Housing	252	1,540
Total Receipts in Advance	590	2,040

Note 36 Related Parties

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions in Part 1 below 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.

The Council is also required to disclose interests it holds in companies and other entities.

Organisations or individuals which are related parties of the Council

Central Government

Central government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides substantial funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. Council Tax bills, housing benefits). Grant funding received from central government is shown within Note 35 to the accounts.

Members and Officers

Members and senior officers of the Council have direct control of the financial and operating policies of the Council. Members receive

allowances for their role and these are detailed in Note 31. Remuneration of senior officers is detailed in Note 32.

All wards in the city are allocated a ward budget of £18k per annum. These budgets are used to fund projects in wards and the allocations are determined by elected members.

Members and officers are also required to disclose any other arrangements giving rise to related party interests.

The Council itself, 17 Members of the Council and 5 senior officers sit (either in a personal capacity or as representatives of the Council) on the governing bodies of 25 different organisations. The Council made a total of £2.9m in payments to twenty of these organisations, primarily in the form of grants, works or services. All payments are made with proper consideration of declaration of interest. The relevant members did not take part in any discussion or decision relating to the payments. In addition a total of £1.3m was received from fourteen of the organisations, primarily relating to services provided by the Council and interest on an outstanding loan balance.

A senior officer from the Council sits on the board of directors at Leicestershire County Cricket Club, where there is a balance of £2.3m outstanding on a loan the Council made.

Details of members' interests are recorded in the Register of Members' Interest open to public inspection at the Town Hall during office hours.

Leicester & Leicestershire Enterprise Partnership (LLEP)

The Council is the accountable body for LLEP. A member of the Council is on the board of directors, along with representatives from Leicestershire County Council, Leicestershire district councils, the private sector, voluntary sector and education sector.

The Council made total payments of £0.2m to the LLEP, in the form of contributions and interest payments due on the balances that the Council holds on their behalf. In addition £12.2m was received, £12m from the LLEP relates to grants and £0.2m for the provision of services. These are not included in the related party transactions above.

At 31st March 2022 the council held a balance of £24.1m on behalf of the LLEP.

Note 37 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 and PFI/PPP contracts), together with the resources that have been used to finance it.

This note also illustrates the Council's Capital Financing Requirement (CFR). The CFR represents the total underlying borrowing required to finance the Council's assets. There are two key points to note about this borrowing:

- Most borrowing used to finance capital expenditure was incurred prior to 2010, when the standard model in local government entailed borrowing funded by central government over the life of the loan. Since 2010, government has provided grant funding upfront to support all government funded capital expenditure. Borrowing is now only undertaken to support schemes that deliver revenue savings sufficient to repay the debt
- New borrowing does not necessarily represent external loans taken out, but is generally financed by the Council's free cash flows. This minimises the cost of external borrowing to the Council

Where capital expenditure is not financed by grant or revenue, the expenditure results in an increase in the Capital Financing Requirement (CFR). Increases in the CFR result in higher levels of Minimum Revenue Provision (MRP) charged to the revenue budget in future years. The Council's policy for the calculation of MRP is set out in its annual budget setting report presented to Council.

	2020/21	2021/22
	£000	£000
Opening Capital Financing Requirement	575,632	592,872
Capital Investment		
Property, Plant and Equipment	122,950	138,540
Intangible Assets	1,806	370
Heritage Assets	381	45
Revenue Expenditure Funded from Capital Under Statute	13,907	15,081
De Minimis Capital Spend	8	19
Sub-total	139,052	154,055
Sources of Finance		
Capital Receipts	(14,691)	(30,942)
Government Grants & Other Contributions	(77,169)	(83,949)
Sums set aside from revenue:		
Direct Revenue Contributions	(16,237)	(18,752)
(MRP/Loans Fund Principal)	(13,035)	(13,814)
Voluntary provision of financing	(680)	(92)
Sub-total	(121,812)	(147,549)
Closing Capital Financing Requirement	592,872	599,378
Increase/(Decrease) in underlying need to borrow	13,864	5,067
HRA CFR adjustment	(138)	-
Assets acquired under Finance Leases	-	914
Assets acquired under PFI contracts	3,514	525
Increase/(Decrease) in Capital Financing Requirement	17,240	6,506

Note 38 Leases

Council as Lessee

Finance Leases

The Council has acquired a number of assets under finance leases, including various buildings and IT equipment. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

	31st March 2021 £000	31st March 2022 £000
Other Land and Buildings	9,031	2,388
Vehicles, Plant and Equipment	468	351
Total	9,499	2,739

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Council, and finance costs that will be payable by the Council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	31st March 2021 £000	31st March 2022 £000
Finance lease liabilities	8,816	7,930
Finance costs payable in future years	17,766	13,245
Total minimum lease payments	26,582	21,175

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

	Minimum Lease Payments		Finance Lease Liabilities	
	31st March 2021 £000	31st March 2022 £000	31st March 2021 £000	31st March 2022 £000
Within one year	655	644	233	217
Within 2 to 5 years	2,722	1,918	614	254
Later than 5 years	23,205	18,613	7,969	7,459
Total	26,582	21,175	8,816	7,930

Note 38 Leases (continued)

Operating Leases

The Council leases a number of buildings for operational use. The future minimum lease payments due under non-cancellable leases in future years are:

	31st March
	2022
	£000
Not later than one year	783
Later than one year and not later than 5 years	1,823
Later than 5 years	3,560
Total	6,166

Council as Lessor

Finance Leases

The council has leased out a number of properties on finance leases, two of which are on peppercorn annual payments. The following tables show the lease debtors and lease payments for the remainder:

	31st March
Finance Lease Debtor	2022
	£000
Current	30
Non-current	989
Unearned finance income	1,622
Gross Investment in the lease	2,641

The gross investment in the lease and the minimum lease payments will be received over the following periods:

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

	31st March
Minimum Lease Payments	2022
	£000
Within one year	96
Within 2 to 5 years	385
Later than 5 years	2,160
Total	2,641

Note 38 Leases (continued)

Operating Leases

The Council leases out a number of buildings for economic support purposes. The future minimum lease payments due under non-cancellable leases in future years are:

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

	31st March 2021	31st March 2022
	£000	£000
Not later than one year	4,406	6,288
Later than one year and not later than 5 years	13,259	18,964
Later than 5 years	75,221	87,758
Total	92,886	113,010

Note 39 Private Finance Initiatives and Service Concession Arrangements

Integrated Waste Management Service

In 2003, the Council entered into a 25 year contract valued in excess of £300m with Biffa Leicester Ltd under the PFI scheme. The arrangement, which became operational in 2004, covers the collection, treatment and disposal of city residents' waste. The contractor took on the obligation to provide assets required to deliver these services, including a recycling facility, purpose-built anaerobic digester for organic waste, and vehicles used in the waste collection and recycling services. At the end of the contract, the assets will be transferred to the Council for nil consideration.

2021/22 was the nineteenth year of the operation of the contract, costing £16m (£15m in 2020/21).

Property Plant and Equipment

The assets used to provide the waste management service are provided by the operator, but are recognised on the Council's Balance Sheet annually.

	Other Land & Buildings	Vehicles, Plant & Equipment	Total
	£000	£000	£000
Balance at 1st April 2021	8,852	5,242	14,094
Additions	-	525	525
Depreciation	(1,285)	(1,709)	(2,994)
Revaluation	16	-	16
Balance at 31st March 2022	7,583	4,058	11,641

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Payments

The Council makes an agreed payment each year which is increased by inflation (based on the RPI-X measure) and can be reduced if the contractor fails to meet performance standards. Payments remaining to be made under the PFI contract at 31st March 2022 (excluding future inflation) are as follows:

Although the payments made to the contractor are described as unitary payments, they have been calculated to compensate the contractor for the fair value of the services they provide, the capital expenditure incurred and interest payable whilst the capital expenditure remains to be reimbursed.

The liability outstanding to the contractor for capital expenditure incurred are shown in the table.

	Payment for Services	Reimbursement of Capital Expenditure	Interest	Lifecycle Capital Replacement costs	Total
	£000	£000	£000	£000	£000
Within 1 year	6,650	550	802	1,409	9,411
Within 2 to 5 years	33,487	2,786	2,074	7,134	45,481
Within 6 to 10 years	680	35	9	89	813
Total	40,817	3,371	2,885	8,632	55,705

	2020/21	2021/22
	£000	£000
Balance outstanding at 1st April	3,515	4,969
Payments during the year	(2,060)	(2,123)
Additions	3,514	525
Balance at 31st March	4,969	3,371

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Building Schools for the Future – Phase 1 - Rebuild of Judgemeadow and Soar Valley Community Colleges

In December 2007, the Council entered into a 25-year contract with Leicester BSF Company 1 Limited under a PFI scheme. The contractor was to design, build, finance and operate, on the existing sites, replacement buildings for two community colleges – Judgemeadow and Soar Valley – valued at £34.9m (on completion of the rebuild in 2009). At the end of the contract, as

things stand, all assets will revert to Council control. Under the Government's current policies the trend of more schools becoming academies is likely to continue. If any PFI schools convert, the Council will continue to make payments under this contract from a combination of PFI credits and contributions from schools. At conversion the assets would transfer to the

academy, subject to the on-going provisions of the PFI contract. The rebuild for phase 1 was completed in 2009 and 2021/22 was therefore the thirteenth year of the operation of the contract costing £6.7m.

Property Plant and Equipment

The assets used to provide the service are recognised on the Council's Balance Sheet. The value of fixed assets included within the contract, and an analysis of the movement in those values, are shown below:

	Other Land & Buildings
	£000
Balance at 1st April 2021	39,193
Additions	-
Revaluations	1,872
Depreciation	(1,005)
Balance at 31st March 2022	40,060

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Payments

The Council makes an agreed payment each year which is increased by inflation (based on the RPI-X measure) and can be reduced if the contractor fails to meet performance standards. Payments remaining to be made under the PFI contract at 31st March 2022 are as follows:

	Payment for Services	Reimbursement of Capital Expenditure	Interest	Lifecycle Capital Replacement Costs	Total
	£000	£000	£000	£000	£000
Within 1 year	2,457	1,333	2,262	725	6,777
Within 2 to 5 years	10,534	5,993	7,852	3,917	28,296
Within 6 to 10 years	14,970	10,567	6,395	5,986	37,918
Within 11 to 15 years	7,142	7,295	1,055	947	16,439
Total	35,103	25,188	17,564	11,575	89,430

Although the payments made to the contractor are described as unitary payments, they have been calculated to compensate the contractor for the fair value of the services they provide, the capital expenditure incurred and interest payable whilst the capital expenditure remains to be reimbursed. The liability outstanding to the contractor for capital expenditure incurred is shown:

	2020/21	2021/22
	£000	£000
Balance outstanding at 1st April	27,279	26,336
Payments during the year	(943)	(1,148)
Balance at 31st March	26,336	25,188

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Building Schools for the Future – Phase 2 - Rebuild of Crown Hills and City Of Leicester Community Colleges

On 31st March 2012 the City Council committed to a joint PFI project scheme for the re-building of Crown Hills and City of Leicester Community Colleges. The Council is contracted to Leicester BSF Company 2 Limited for 25 years. The new schools became operational at the end of October 2013 with construction costs of £44.6m. At the end of the contract, as things stand, all

assets will revert to City Council control. Under the Government's current policies the trend of more schools becoming academies is likely to continue. If any PFI schools convert, the Council will continue to make payments under this contract from a combination of PFI credits and contributions from schools. At conversion assets would transfer to the academy, subject to the on-

going provisions of the PFI contract. 2021/22 was the ninth year of the operation of the contract costing £6.8m.

Property Plant and Equipment

The assets used to provide the service are recognised on the Council's Balance Sheet. The value of fixed assets is as shown:

	Other Land & Buildings £000
Balance at 1st April 2021	70,736
Additions	-
Revaluations/(Impairment)	5,332
Depreciation	(1,703)
Balance at 31st March 2022	74,365

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Payments

The Council makes an agreed payment each year which is increased by inflation (based on the RPI-X measure) and can be reduced if the contractor fails to meet performance standards. Payments remaining to be made under the PFI contract at 31st March 2022 are as follows:

	Payment for Services	Reimbursement of Capital Expenditure	Interest	Lifecycle Capital Replacement	Total
	£000	£000	£000	£000	£000
Within 1 year	2,666	1,612	2,326	419	7,023
Within 2 to 5 years	11,432	5,090	8,413	4,902	29,837
Within 6 to 10 years	16,195	9,221	8,152	6,113	39,681
Within 11 to 15 years	18,614	13,407	4,482	5,977	42,480
Within 16 to 20 years	6,475	4,546	388	3,469	14,878
Total	55,382	33,876	23,761	20,880	133,899

The liability outstanding to the contractor for capital expenditure incurred is as follows:

	2020/21	2021/22
	£000	£000
Balance outstanding at 1st April	36,614	35,182
Payments during the year	(1,432)	(1,306)
Balance at 31st March	35,182	33,876

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

District Energy Heating & Combined Heat Power Scheme

On 14th January 2011 the Council signed an agreement with Leicester District Energy Company Ltd (LDEC Ltd) for the implementation and provision of a district heating and combined heat and power scheme in Leicester.

The scheme involves the replacement of existing heating boilers, the use of existing

heating networks and the construction of additional heating networks in the City Centre and some outer Council estates. Leicester University are part of the scheme and their heating and electricity networks are linked into the overall network scheme.

The initial capital investment made by LDEC Ltd for the whole scheme was £13.7m.

Property Plant and Equipment

The assets used to provide the service and directly attributable to the City Council are recognised on the Council's Balance Sheet. The value of fixed assets attributable to the Council and operational as at 31st March 2022 are shown in the table:

	Vehicles, Plant & Equipment £000
Balance at 1st April 2021	6,934
Depreciation	(408)
Balance at 31st March 2022	6,526

Payments

The Council will make payments each year which will be increased by inflation (based on a number of inflation measures) and can be reduced if the contractor fails to meet performance standards. Payments (substantially based on assumed levels of energy consumption) scheduled to be made under the contract at 31st March 2022 (excluding future inflation increases and the final phase which has yet to be completed) are as follows:

	Payment for Services £000	Reimbursement of Capital Expenditure £000	Interest £000	Lifecycle Capital Replacement £000	Total £000
Within 1 year	1,793	282	771	215	3,061
Within 2 to 5 years	7,172	1,186	3,025	860	12,243
Within 6 to 10 years	8,965	2,310	2,954	1,076	15,305
Within 11 to 15 years	8,965	3,764	1,500	1,076	15,305
Within 16 to 20 years	2,274	511	67	108	2,960
Within 21 to 25 years	357	9	1	-	367
Total	29,526	8,062	8,318	3,335	49,241

Note 39 Private Finance Initiatives and Service Concession Arrangements (continued)

Liability

The liability outstanding to the contractor for capital expenditure incurred up to 31st March 2022 is as per the following table:

Under the terms of the agreement, at the end of the scheme, or, if earlier, upon termination of the agreement, LDEC Ltd will sell the boiler plant and heating network (such parts that are required to heat all of the City Council's buildings) to the City Council or to a new service provider. The term is designed to ensure that the City Council has a working district heating system at the end of the contract period. At the end of the scheme the expectation is that the sale price would be minimal. Under the agreement the Council has granted to LDEC Ltd licence to exercise rights to use the heat network to supply heat to any third party consumer. Any such supply agreements will be co-terminus with or less than the scheme term.

	2020/21	2021/22
	£000	£000
Liability for capital expenditure incurred for operational phases	8,095	7,809
Payments during the year	(286)	(294)
Balance at 31st March	7,809	7,515

Note 40 Termination Benefits

The Council terminated the contracts of a number of employees in 2021/22 incurring liabilities of £0.6m (£0.3m in 2020/21). Of this £0.5m (£0.2m in 2020/21) was for redundancy and other departure costs, and £77k (£15k in 2020/21) was the cost arising from the early release of pension benefits as required by the regulations of the Local Government Pension Scheme (LGPS).

The number and cost of exit packages are set out in the table to the right. In 2021/22 the Council approved 27 compulsory redundancies (12 in 2020/21).

Band	Total number of exit packages by cost band	Total Cost of Exit packages 2020/21	Total number of exit packages by cost band	Total Cost of Exit packages 2021/22
£	2020/21	£	2021/22	£
0 - 20,000	17	159,326	46	290,432
20,001 - 40,000	2	46,663	5	171,132
40,001 - 60,000	1	50,523	2	98,297
Total	20	256,512	53	559,861

Note 41 Pension Schemes Accounted for as Defined Contribution Schemes

Teachers' Pensions

Teachers employed by the Council are eligible to be members of the Teachers' Pension Scheme, administered by the Department for Education. The Scheme provides teachers with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The Scheme is a defined benefit scheme. However, the Scheme is unfunded, and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. For the purposes of the Statement of Accounts, it is accounted for on the same basis as a defined contribution scheme. Under this treatment, the council has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The Council's obligation is limited to the amount that it has agreed to contribute to the fund and in consequence, actuarial risk and investment risk fall on the employee.

In 2021/22, the Council paid £18.1m to Teachers' Pensions in respect of teachers' retirement benefits, representing 23.68% of pensionable pay. The figures for 2020/21 were £17.7m and 23.68%.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis and detailed in Note 42.

Public Health

Certain public health employees remain members of the NHS pension scheme. The scheme provides these staff with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is an unfunded defined benefit scheme. For the purposes of the Statement of Accounts, it is accounted for on the same basis as a defined contribution scheme. Under this treatment, the council has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The Council's obligation is limited to the amount that it has agreed to contribute to the fund and in consequence, actuarial risk and investment risk fall on the employee.

In 2021/22, the Council paid £0.1m to the NHS Pension Scheme in respect of former NHS staff retirement benefits representing 14.38% of pensionable pay.

Note 42 Defined Benefit Pension Schemes

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The accounts have been prepared on the basis of the actuary's updated IAS19 valuation report dated 13th September 2022.

The Council participates in three post-employment pension schemes:

- Teachers' Pensions Scheme – see Note 41 for further information
- NHS Pension Scheme – see Note 41 for further information
- The Local Government Pension Scheme, (LGPS) administered locally by the Leicestershire County Council – this is a funded defined benefit scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

Hymans Robertson, an independent firm of actuaries, has valued the Council's fund asset share and liabilities for the Local Government Pension Scheme.

Note 42 Defined Benefit Pension Schemes

Transactions relating to post-employment benefits (LGPS)

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by the employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make in the accounts is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year.

	2020/21	2021/22
	£000	£000
Comprehensive Income and Expenditure Statement		
Cost of Services		
Current service cost	60,771	93,713
Past service cost	1	725
Settlements and curtailments	-	(4,943)
Total Service Cost	60,772	89,495
Financing and Investment Income and Expenditure		
Expected return on scheme assets	(28,757)	(31,442)
Interest cost	42,684	49,204
Net Interest Cost	13,927	17,762
Total Post-employment Benefit charged to the (Surplus) or Deficit on the Provision of Services	74,699	107,257
Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement		
Return on plan assets excluding amounts included in net interest	(283,529)	(145,820)
Actuarial (gains)/losses arising from changes in demographic assumptions	29,840	(12,738)
Actuarial (gains)/losses arising from changes in financial assumptions	514,408	(172,019)
Other Experience adjustments	(15,404)	1,049
Total remeasurements recognised in the Comprehensive Income and Expenditure Statement	245,315	(329,528)
Total post-employment Benefit charged to the Comprehensive Income and Expenditure statement	320,014	(222,271)
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post-employment benefits	74,699	107,257
Actual amount charged against the General Fund Balance for pensions in the year (Employers contributions paid to the scheme)	(49,771)	(52,841)
Total Movement in Reserves	24,928	54,416

Note 42 Defined Benefit Pension Schemes (continued)

Assets and Liabilities in Relation to Post-employment Benefits

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

	2020/21	2021/22
	£000	£000
Balance at 1st April	1,845,164	2,440,752
Current service cost	60,771	93,713
Past service costs (including curtailments)	1	725
Effect of settlements	-	(11,637)
Interest cost	42,684	49,204
Contributions by scheme participants	11,575	11,779
Benefits paid	(48,287)	(50,928)
Remeasurements arising from changes in financial assumptions	514,408	(172,019)
Remeasurements arising from changes in other assumptions	(15,404)	1,049
Remeasurements arising from changes in demographic assumptions	29,840	(12,738)
Balance at 31st March	2,440,752	2,349,900

Reconciliation of fair value of the scheme (plan) assets:

	2020/21	2021/22
	£000	£000
Balance at 1st April	1,244,676	1,570,021
Interest income	28,757	31,442
Effect of settlements	-	(6,694)
Contributions by scheme participants	11,575	11,779
Employer contributions	49,771	52,841
Benefits paid	(48,287)	(50,928)
Return on plan assets excluding amounts included in net interest	283,529	145,820
Balance at 31st March	1,570,021	1,754,281

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

Note 42 Defined Benefit Pension Schemes (continued)

Scheme History

	2017/18	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000	£000
Present value of funded obligations	(1,857,800)	(2,108,019)	(1,799,983)	(2,390,572)	(2,306,075)
Present value of unfunded obligations	(51,855)	(52,381)	(45,181)	(50,180)	(43,825)
Fair value of assets in the scheme	1,275,624	1,348,774	1,244,676	1,570,021	1,754,281
Surplus/(deficit) in the scheme	(634,031)	(811,626)	(600,488)	(870,731)	(595,619)

Impact on future cash flows

The liabilities show the underlying commitments that the Council has in the long run to pay post-employment (retirement) benefits. The total liability of £2,350m has a substantial impact on the net worth of the Council as recorded in the balance sheet, resulting in a negative overall balance of £595.6m. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary. Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contributions expected to be made to the Local Government Pension Scheme by the council in the year to 31st March 2023 is £51.1m. The maturity profile is as follows:

	Liability Split	Weighted Average Duration
Active members	52.0%	26.0
Deferred members	20.0%	26.0
Pensioner members	28.0%	11.7
Total	100.0%	

Note 42 Defined Benefit Pension Schemes (continued)

Basis for Estimating Assets and Liabilities

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

The main assumptions used by the actuary have been:

Local Government Pension Scheme	2020/21	2021/22
Mortality assumptions:		
Longevity at 65 for current pensioners (years):		
Men	21.7	21.5
Women	24.2	24.0
Longevity at 65 for future pensioners (years):		
Men	22.6	22.4
Women	25.9	25.7
Benefit entitlement assumptions		
Rate of increase in salaries	3.4%	3.4%
Rate of increase in pensions	2.9%	2.9%
Rate for discounting scheme liabilities	2.0%	2.0%
Take-up of option to convert annual pension into retirement lump-sum – relating to service pre April 2008	50.0%	50.0%
Take-up of option to convert annual pension into retirement lump-sum – relating to service post April 2008	75.0%	75.0%

Note 42 Defined Benefit Pension Schemes (continued)

The Local Government Pension Scheme's assets consist of the categories in the table below, by proportion of the total assets held:

	2020/21				2021/22			
	Quoted Prices in Active Markets	Quoted Prices not in Active Markets	Total	Percentage of Total	Quoted Prices in Active Markets	Quoted Prices not in Active Markets	Total	Percentage of Total
	£000	£000	£000	Assets	£000	£000	£000	Assets
Equity								
Consumer	4,016		4,016	0%	2,041		2,041	0%
Manufacturing	1,176		1,176	0%	254		254	0%
Energy and Utilities	3,302		3,302	0%	2,525		2,525	0%
Financial Institutions	4,982		4,982	0%	3,545		3,545	0%
Health and Care	1,156		1,156	0%	1,423		1,423	0%
Information Technology	1,322		1,322	0%	731		731	0%
Other	11,384		11,384	1%	4,112		4,112	0%
Debt Securities								
UK Government	132,685	250	132,935	8%	87,859	207	88,066	5%
Other	20,333		20,333	1%	3,290		3,290	0%
Private Equity								
All		72,399	72,399	5%		117,319	117,319	7%
Real Estate								
UK Property		117,348	117,348	7%		134,971	134,971	8%
Investment Fund and Unit Trusts								
Equities *	362,873	267,702	630,575	40%	502,715	304,992	807,707	46%
Bonds	66,343		66,343	4%			-	0%
Hedge Funds	131		131	0%			-	0%
Commodities		55,529	55,529	4%		44,023	44,023	3%
Infrastructure		82,571	82,571	5%		91,720	91,720	5%
Other *	112,701	206,780	319,481	20%	149,151	211,181	360,332	21%
Derivatives								
Foreign Exchange	(1,995)		(1,995)	0%	3,640		3,640	0%
Cash and Cash Equivalents								
All	47,033		47,033	3%	88,582		88,582	5%
Total	767,442	802,579	1,570,021	100%	849,868	904,413	1,754,281	100%

Note 42 Defined Benefit Pension Schemes (continued)

Sensitivity Analysis

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below.

Changes in assumptions at 31st March 2022	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.1% decrease in Real Discount Rate	2.0%	47,015
0.1% increase in the Salary Increase Rate	0.2%	4,231
1 Year Increase in Life Expectancy	4.0%	93,996
0.1% increase in the Pension Increase Rate	1.8%	42,430

The sensitivity figures above can be used to estimate the impact of adopting different financial assumptions. In order to qualify the impact of a change in the financial assumptions used, the value of the scheme liabilities have been calculated at the accounting date on varying bases.

Note 43 Contingent Liabilities

The Council is aware that there is a pending claim lodged with HMCTS, the full details of which have not yet been disclosed, that was lodged by Biffa Leicester Limited. In the event the claim progresses the full details will be known by the end of June 2022.

Note 44 Contingent Assets

The council has no contingent assets to disclose in the 2021/22 accounts.

Note 45 Nature and Extent of Risks arising from Financial Instruments

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

- Credit Risk: The possibility that the counterparty to a financial asset will fail to meet its contractual obligations, causing a loss to the Council.
- Liquidity Risk: The possibility that the Council might not have the cash available to make contracted payments on time.
- Market Risk: The possibility that an unplanned financial loss will materialise because of changes in market variables such as interest rates or equity prices.

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk Management is carried out by the Treasury Management team under the policies approved by Council in the Treasury Management Strategy.

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

a) Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down by leading credit rating agencies. Investments are also made in unrated building societies considered to be of equivalent credit worthiness.

The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

The credit criteria in respect of loans to commercial entities as at the balance sheet date are as detailed opposite.

Investment Type	Maximum Investment Period	Minimum Credit Rating	Individual Lending Limit	Limit for Investment Type
Deposits – Credit Rated Banks and Building Societies	366 Days	A long term rating of A and a short term rating of F1	£10m	£100m
	6 months	A long term rating of A- and a short term rating of F2	£10m	
	100 days or less	A long term rating of BBB+ and a short term rating of F2	£10m Additional £5m overnight limit for Barclays Bank	
Covered Bonds	5 years	A long term rating of AA-	£20m	Included in above
Repurchase Agreements (REPO)	1 year	To be no less secure than a deposit	£20m	Included in above

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

The credit criteria applied to other investments are as detailed below:

Investment Type	Counterparty	Maximum Investment Period	Minimum Credit Rating	Individual Lending Limit	Limit for Investment Type
Deposits & Bonds	Local authority	3 Years	None required	£20m	£300m
Bonds	Local Government Bonds Agency	6 Years	A long term rating of A+	£20m	
Bonds, Bills and Deposits	UK Public Sector & Quasi-Public Sector	6 Years	A long term rating of A+	£20m	£40m
Deposits and Treasury Bills	UK Government / UK Government Guarantee	6 years	None required	Unlimited	Unlimited
Bonds	International Development Banks	6 Years	A long term rating of AA– plus backing of one or more G7 countries.	£10m	£40m
Money Market Funds, Money Market Plus Funds and Short-Dated Bond Funds	Various Fund Managers, including funds shaped by local authorities acting collectively	Up to 1 month Advice taken from Treasury Advisors	AAf	£25m—Money Market Funds £20m—Short dated bond funds & Money Market plus funds	£180m of which no more than £30m in property funds and no more than £50m in longer dated funds and funds investing in Asset Based Securities
Longer dated Bond Funds and funds investing in Asset Based Securities	Various Fund Managers	Up to 1 month Advice taken from Treasury Advisors	AAf	£10m	
Property Funds	Various Fund Managers	Investments can be sold in market.	Not Applicable	£10m	

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

The credit criteria are based on credit ratings issued by Fitch Ratings but investments are also permitted on the basis of equivalent ratings issued by Moody's Investors Services or Standard and Poor's.

The main commercial customers are lessees, and the financial standing of potential lessees is checked before leases are granted. There is no uniform practice in respect of other customers, but many of these are receiving a service linked to the social aims and objectives of the Council where it would not be practicable to assess the customer's financial standing as a precondition for the provision of that service.

The Council's maximum exposure to credit risk in relation to its investments in commercial institutions (banks and building societies) of £125m as at 31st March 2022 (£69m as at 31st March 2021) cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of non-recovery applies to all of the Council's deposits, but there was no evidence at 31st March 2022 or subsequently that this was likely to crystallise.

The Council's exposure to credit risk in relation to its investments in other local authorities is £188m (£198m as at 31st March 2021). Such investments are assessed to be virtually risk free.

As a result of loan repayments in 21/22 and having already made prudent provision in previous years, the Council has reversed credit impairments of £0.1m in 2021/22, based on historical experience and market conditions at 31st March 2022. There were credit impairments of £0.01m in 2020/21.

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

The value of the Council's receivables classified as financial instruments on the Balance Sheet as at 31st March 2022 was £19.9m (£17.9m as at 31st March 2021). The following matrix is used for both 2021/22 and 2020/21 to estimate the non-collectible proportion of these receivables.

Age of Receivable	Estimated Non-Collection Rate
Less than One Month	0%
One Month to Three Months	10%
Four Months to Six Months	25%
Seven Months to Nine Months	50%
Ten Months to One Year	75%
One Year to Two Years	80%
Over Two Years	100%

It is estimated that the uncollectable amount on commercial and personal debts outstanding as at 31st March 2022 will be £10.1m (£9.0m as at 31st March 2021) and that the impaired value of these debts are £9.8m (£8.9m as at 31st March 2021).

The following table shows current receivables analysed by age, and the impaired value after allowing for default, credit losses and non-collectability. The Council does not write off debt from its Balance Sheet until all options for debt collection have been exhausted, a process that often will take a number of years. Notwithstanding the carrying amount as reported on the balance sheet has been reduced to account for impairment in line with the code.

	31st March 2021		31st March 2022	
	Due	Impaired Value	Due	Impaired Value
	£000	£000	£000	£000
Less than 3 months	6,246	6,052	7,427	7,178
Three to six months	1,765	1,324	1,533	1,150
Six months to one year	2,477	1,105	2,214	840
More than one year	7,461	428	8,750	667
Total	17,949	8,909	19,924	9,835

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

b) Liquidity Risk

The Council has ready access to borrowing at favourable rates from the Public Works Loan Board and other local authorities, and at higher rates from banks and building societies. There is no perceived risk that the Council will be unable to raise finance to meet its commitments. It is however exposed to the risk that it will need to refinance a significant proportion of its borrowing at a time of unfavourably high interest rates. This risk is managed by maintaining a spread of fixed rate loans.

The maturity analysis of the principal sums borrowed is as follows:

Time to maturity (years)	31st March 2021	31st March 2022
	£000	£000
Not over 1	19,044	19,055
Over 1 but not over 2	5,608	4,268
Over 2 but not over 5	15,285	14,902
Over 5 but not over 10	25,879	26,068
Over 10 but not over 20	38,449	34,692
Over 20 but not over 30	30,576	75,400
Over 30	165,041	119,736
Total	299,882	294,121

The Council has £20m of “Lender’s option, borrower’s option” (LOBO) loans where the lender has the option to propose an increase in the rate payable. The Council will then have the option to accept the new rate or repay the loan without penalty. Due to current low interest rates, in the unlikely event that the lender exercises its option, the Council is likely to repay these loans. The maturity date is therefore uncertain.

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

c) Market Risks

Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- borrowings at variable rates – the interest expense will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited will rise
- investments at fixed rates – the fair value of the assets will fall.

Investments classed as “amortised cost” and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments classed as “Other” will be reflected in Comprehensive Income and Expenditure.

The accounting arrangements for “Lenders Option, Borrowers Option” (LOBO) loans is more complex. These are loans where the lender has a periodic option to propose an increase in the rate of interest payable on the loan and the borrower has the option to decline this increase and to repay. In the event that an increase was accepted the carrying amount of the loan is recalculated and the increase in the carrying amount of the loan will reflect the net present value of the increase in interest payments in future years. The increase in the carrying amount of the loan will be accounted for as an immediate charge to the Comprehensive Income and Expenditure. In simple terms, a relatively small increase in the annual interest payable will be accounted for as a far larger sum once the net present value of all future increases is calculated.

The Treasury Management Strategy aims to mitigate these risks by setting upper limits on its net exposures to fixed and variable interest rates.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£000
Increase in interest receivable on variable rate investments	1,250
Increase in interest receivable on short term investments	133
Increase in interest payable on variable rate loans	(125)
Impact on Surplus or Deficit on the Provision of Services	1,258
Decrease in fair value of available for sale financial assets	0
Impact on Comprehensive Income and Expenditure	0
Decrease in fair value of loans and receivables *	1,929
Decrease in fair value of fixed rate borrowings/liabilities *	46,799

*No impact on Comprehensive Income and Expenditure

The approximate impact of a 1% fall in interest rates would be as above but with the reverse movement.

Note 45 Nature and Extent of Risks arising from Financial Instruments (continued)

c) Market Risks

Price Risk

The market prices of the Council's fixed rate bond investments and its units in pooled bond funds are governed by prevailing interest rates and the market risk associated with these instruments is managed alongside interest rate risk.

The market price of the Council's property fund investments are determined by the market prices of the underlying property assets owned by the funds. The impact of the 5% fall in value of the property fund value would be a reduction in value of £432k. The Council's intention is to hold these investments over the medium term and not to crystallise these losses by selling.

Foreign Exchange Risk

The Council has no exposure to foreign exchange risk.

Supplementary Financial Statements & Explanatory Notes

Housing Revenue Account

Housing Revenue Account (HRA) Statements - Income and Expenditure

The Housing Revenue Account (HRA) is a ring-fenced account that represents the Council's social housing service. This service is required by law to be ring-fenced in order to ensure that there is a clear link between rents charged to tenants and expenditure on social housing.

2020/21			2021/22
£000		Note	£000
	Income		
(73,292)	Dwelling Rents	5	(74,564)
(354)	Non-dwelling Rents	6	(373)
(5,787)	Service Charges	6	(5,861)
(454)	Contributions & Miscellaneous income		(752)
(79,887)	Total Income		(81,550)
	Expenditure		
12,037	General Management		13,194
12,860	Special Management	3	13,456
27,985	Repairs & Maintenance		32,137
1,497	Rent, Rates, Taxes & Other Charges		1,428
222	Increase/ (Decrease) in Bad Debt Provision	4	13
25,540	Depreciation & Impairment of Fixed Assets	12	42,165
60	Debt Management Expenses		60
-	Other Expenditure		489
80,201	Total Expenditure		102,942
710	HRA share of Corporate & Democratic Core		710
1,024	"HRA Comprehensive Income and Expenditure Line"		22,102
1,024	Net Cost of HRA Services		22,102
2,448	(Gain) or Loss on Sale of HRA Assets		3,124
8,840	Loan Charges - Interest		8,737
(496)	Investment Interest		(306)
4,263	Pensions - Interest on Liabilities	14	5,318
(2,872)	Pensions - Expected Return on Assets	14	(3,398)
13,207	(Surplus) / Deficit for the Year		35,577

Housing Revenue Account (HRA) Statements - Movement in Reserve

2020/21		2021/22	
£000		Note	£000
13,207	(Surplus) / Deficit for the Year (from above)		35,577
<u>Additional items required by statute and non-statutory proper practices to be taken into account in determining the movement on the Housing Revenue Account balance</u>			
359	Amounts charged to the HRA for amortisation of Premia and Discounts for the year determined in accordance with statute		359
(2,743)	HRA share of contributions to/(from) the Pension Reserve	14	(6,595)
(2,448)	Gain or (Loss) on Sale of HRA Fixed Assets		(3,124)
(25,540)	Depreciation and capital expenditure not adding value for Fixed Assets	12	(42,165)
1,707	Capital Expenditure Financed from Revenue Account	10	5,946
666	HRA Set-Aside (MRP)		947
12,137	Transfers to/(from) the Major Repairs Reserve	13	12,680
(277)	Transfers to/(from) the Employee Benefits Reserve		89
-	Other Adjustments		(489)
(16,139)	Total value of items reversed as part of determining the statutory movement on the Housing Revenue Account Balance		(32,352)
(2,932)	Net (Surplus)/Deficit on the Housing Revenue Account in the year		3,225
(32,825)	Balance Brought Forward 1st April 2021		(35,757)
(35,757)	Balance Carried Forward 31st March 2022 - (Surplus)/Deficit		(32,532)

Housing Revenue Account (HRA) Explanatory Notes

1. Housing Revenue Account

The rules for the Housing Revenue Account (HRA) are specified within the Local Government and Housing Act 1989. Additionally a suite of self-financing determinations was issued by the Ministry of Housing, Communities and Local Government (MHCLG) in 2012, including the Item 8 Credit and Item 8 Debit determinations which set out the capital accounting and financing entries under the 1989 Act.

These determinations have been made by the Council and the appropriate entries have been made in respect of capital accounting and financing transactions.

2. Changes to Accounting Practice

There has been no change in accounting practice.

3. Special Management

These include group central heating and hot water schemes, caretaking services, security services to high rise flats, maintenance of shrubberies and grassed areas, communal services, tenancy sustainment for tenants and support for hostel residents.

4. Rent Arrears and Provision for Bad Debts

Rents and Service Charges

The bad debt provision for rents and service charges at 31st March 2022 was £1.0m (£1.0m at 31st March 2021). This is calculated on a rent and service charge arrears balance of £3m (£3.2m in 2020/21).

5. Net Rent Income from Dwellings

	2020/21	2021/22
	£000	£000
Total Rent income from Dwellings	73,292	74,564
Less Housing Benefit	(30,311)	(27,633)
Total	42,981	46,931

6. Non -Dwelling Rents and Service Charges

These include the charges made to tenants and leaseholders for district heating, garages, security and cleaning services to flats.

Housing Revenue Account (HRA) Explanatory Notes (continued)

7. Housing Stock

Changes to Housing Stock:

	2020/21	2021/22
Number of Dwellings at 1st April	20,142	20,066
Construction of new dwellings	29	-
Acquisitions	109	92
Right to Buy sales	(204)	(311)
Other Disposals	(10)	-
Number of Dwellings at 31st March	20,066	19,847

8. Value of HRA Assets

	31st March 2021	31st March 2022
	£000	£000
Dwellings	1,062,545	1,161,369
Other Land and Buildings	20,032	21,848
Vehicles, Plant, Furniture & Equipment	87	22
Surplus Assets	283	298
Intangible Assets	58	14
Total	1,083,005	1,183,551

Housing Revenue Account (HRA) Explanatory Notes (continued)

9. Vacant Possession Value of Council Dwellings

The vacant possession value of council dwellings at 31st March 2022 was £2.8bn. At the same date the balance sheet value of council dwellings was £1.2bn. The difference of £1.6bn reflects the fact that social housing rents generate a lower

income stream than could be obtained in the open market. The value placed on operational assets in a commercial environment will reflect the required economic rate of return in relation to the income streams that the assets might be

expected to generate throughout their economic life. To the extent that income streams are constrained to serve a wider social purpose, the value of capital assets employed for council housing will be reduced.

	31st March 2021	31st March 2022
	£000	£000
Vacant possession values	2,529,861	2,764,841

10. Capital Expenditure

HRA capital expenditure on land, houses and other property in 2021/22 totalled £50m, financed as follows:

	2020/21	2021/22
	£000	£000
Major Repairs Reserve	12,137	12,680
Use of borrowing	13,622	14,859
Usable capital receipts	14,178	16,865
Financing from revenue account	1,707	5,946
Total	41,644	50,350

11. Capital Disposals

HRA capital disposals in 2021/22 were as follows:

	2020/21	2021/22		
	Total Receipt	Usable/ Retained	Pooled/ Set aside	Total Receipt
	£000	£000	£000	£000
Right to Buy (RTB) sales	(10,556)	11,610	6,383	17,993
Total	(10,556)	11,610	6,383	17,993

Housing Revenue Account (HRA) Explanatory Notes (continued)

12. Depreciation and capital expenditure not adding value for Fixed Assets

A breakdown of the depreciation and capital expenditure not adding value charges are provided in the table below:

To be consistent with the format of the dwellings valuation supplied by the authority's external valuers, the dwellings depreciation charge has been calculated by dividing the buildings element of the valuation (on an 'Existing Use Value – Social Housing' basis) by the residual life of the properties.

	2020/21			2021/22			
	Depreciation	Capital expenditure not adding value	Total	Depreciation	Capital expenditure not adding value	Other Impairments	Total
	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22	2021/22
	£000	£000	£000	£000	£000	£000	£000
Dwellings*	10,884	12,455	23,339	11,459	20,138	8,828	40,425
Other Land and Buildings	541	410	951	736	132	-	868
Vehicles, Plant, Furniture & Equipment	466	-	466	437	-	-	437
Surplus Assets	4	(4)	-	4	(4)	-	-
Intangible Assets	242	542	784	44	391	-	435
Total	12,137	13,403	25,540	12,680	20,657	8,828	42,165

Housing Revenue Account (HRA) Explanatory Notes (continued)

13. Use of Major Repairs Reserve

	2020/21	2021/22
	£000	£000
Balance at 1st April	-	-
Depreciation credited	(12,137)	(12,680)
Capital expenditure on land, houses and other property	12,137	12,680
Balance at 31st March	-	-

14. HRA Contributions to the Pensions Reserve

This table identifies the total HRA share of contributions to and (from) the pensions reserve and breaks the figure down to show the type of contribution to or (from) the reserve. More detailed information on pensions is provided in note 42 to the core financial statements.

	2020/21	2021/22
	£000	£000
Pension costs incurred in Net Cost of Services:		
Current service cost	(1,352)	(4,676)
	(1,352)	(4,676)
Pension interest cost and expected return on assets:		
Interest on liabilities	(4,263)	(5,318)
Expected return on assets	2,872	3,398
	(1,391)	(1,920)
Total Transfer to Pension Reserve	(2,743)	(6,596)

Collection Fund Account

Collection Fund - Income and Expenditure Statement

The Collection Fund is a ring-fenced account that represents the Council's role in collecting Council Tax and Non-Domestic Rates for the City of Leicester. The Council records taxation income in the Collection Fund and then makes distributions to precepting authorities including the Leicestershire Fire and Police authorities as well as to the Council's own General Fund.

2020/21							2021/22		
Council	Business						Council	Business	
Tax	Rates	Total					Tax	Rates	Total
£000	£000	£000		Note			£000	£000	£000
Income									
(145,805)		(145,805)	Council Tax Collectable	2			(155,104)		(155,104)
	(62,373)	(62,373)	Income from Business Ratepayers					(89,458)	(89,458)
	(1,101)	(1,101)	Transitional Protection payments - Business Rates					(24)	(24)
		(209,279)	Total Income						(244,586)
Expenditure									
			Precepts and Demands:	3					
122,845		122,845	Leicester City Council			126,790			126,790
17,749		17,749	Police & Crime Commissioner for Leicestershire			18,569			18,569
5,172		5,172	Leicestershire & Rutland Combined Fire Authority			5,183			5,183
		145,766							150,542
			Business Rates:	4					
	56,957	56,957	Payments to Government					55,789	55,789
	1,139	1,139	Payments to Fire					1,116	1,116
	55,818	55,818	Payments to Leicester City Council					54,673	54,673
	483	483	Costs of Collection					478	478
		114,397							112,056
970	2,007	2,977	Contributions in respect of previous year's surplus / (deficit)	6		(1,933)	(49,474)		(51,407)
			Bad and Doubtful Debts:	7					
1,600	1,406	3,006	Write-offs			988	969		1,957
3,901	2,627	6,528	Increase / (Reduction) to provision			1,093	(1,780)		(687)
	3,550	3,550	Increase / (Reduction) to Provision for appeals				(1,116)		(1,116)
		276,224	Total Expenditure						211,345
6,432	60,513	66,945	Fund (Surplus) / Deficit for the Year			(4,414)	(28,827)		(33,241)
(744)	(1,760)	(2,504)	Fund (Surplus) / Deficit brought forward	5		5,688	58,752		64,440
5,688	58,753	64,441	FUND BALANCE AS AT 31st MARCH - (Surplus)/Deficit	1		1,274	29,925		31,199

Collection Fund Explanatory Notes

1. Statutory Requirements & Allocation of Balances

This statement fulfils the statutory requirement for the Council to maintain a separate Collection Fund.

The balance on the collection fund is split between the relevant bodies as shown in the table below:

	2020/21			2021/22		
	Council	Business	Total	Council	Business	Total
	Tax	Rates		Tax	Rates	
	£000	£000	£000	£000	£000	£000
Leicester City Council	4,793	28,850	33,643	1,073	14,663	15,736
Government	-	29,315	29,315	-	14,963	14,963
Leicestershire & Rutland Combined Fire Authority	202	588	790	46	299	345
Police & Crime Commissioner for Leicestershire	693	-	693	155	-	155
Fund Balance Allocations as at 31st March	5,688	58,753	64,441	1,274	29,925	31,199

Collection Fund Explanatory Notes (continued)

2. Council Tax Base

The Council's Tax Base i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of Band D dwellings, was calculated as follows:

The total collectable Council Tax during 2021/22 was £155.1m including arrears from prior years.

The collectable Council Tax specifically for 2021/22 was £181.8m (including sums paid under the Local Council Tax Reduction Scheme). After taking into account the total amount of this reduction (£25m), the average number of Band D dwellings equates to 77,072. This is an increase from the 74,806 dwellings existing when the 2021/22 budget was prepared.

Band	Estimated No. of Taxable Properties After Effect of Discount	Ratio	Band D Equivalent Dwellings	Less Band D Equivalent - LCTR Scheme Dwellings	Net Band D Equivalent Dwellings
A-	251	5/9	139	54	85
A	69,798	6/9	46,532	10,294	36,238
B	23,893	7/9	18,583	2,107	16,476
C	13,958	8/9	12,407	997	11,410
D	5,880	9/9	5,880	302	5,578
E	3,249	11/9	3,971	119	3,852
F	1,470	13/9	2,123	48	2,075
G	565	15/9	942	9	933
H	37	18/9	74	0	74
	119,101		90,651	13,930	76,721
Less adjustments for collection rates and other adjustments.					(1,915)
Council Tax Base					74,806

Collection Fund Explanatory Notes (continued)

3. Precepts and Demands

The following sums were paid from the collection fund.

	2020/21 £000	2021/22 £000
Leicester City Council	122,845	126,790
Police & Crime Commissioner for Leicestershire	17,749	18,569
Leicestershire & Rutland Combined Fire Authority	5,172	5,183
Total	145,766	150,542

4. Income from Business Rates

Under the arrangements for business rates, the Council collects rates payable in the City, which are based on the rateable values multiplied by a uniform rate.

	31st March 2021 £	31st March 2022 £
Non Domestic Rateable Value	304,089,891	303,993,706
	2020/21	2021/22
Non Domestic Rating Multiplier	51.2p	51.2p
Non Domestic Rating Multiplier- Small Business	49.9p	49.9p

Collection Fund Explanatory Notes (continued)

5. Collection Fund Surpluses & Deficits

The Collection Fund account shows a cumulative deficit of £31.2m at 31st March 2022 (£64.4m deficit at 31st March 2021) for Council Tax and Business Rates.

The deficit arising from business rates is £29.9m (£58.8m deficit at 31st March 2021). In 2020/21 and 2021/22 the Council granted additional business rates reliefs above what was budgeted and as a result the deficit is significantly higher than usual. In addition, there was a requirement for the 2020/21 deficit to be realised over three years. However, it should be noted that the Council was compensated through government grants and these are recognised in the main financial statements.

The deficit arising on the Council Tax is £1.3m (£5.7m deficit 31st March 2021). In 2020/21 as a result of the pandemic the Council incurred a significant deficit that was required to be spread the over 3 years. The second year of this spreading is 2022/23. This will continue to be distributed between Leicester City Council, the Police & Crime Commissioner for Leicestershire and the Leicester, Leicestershire & Rutland Combined Fire Authority in proportion to the respective precepts and demands.

Collection Fund Explanatory Notes (continued)

6. Contributions to Collection Fund Surpluses & Deficits

Share of Surpluses/Deficits

Council Tax

Every January, the Authority has to estimate the surplus/deficit for the collection fund at the end of the financial year.

For the Council Tax, this has to be notified to the police commissioner and the fire authority, which are entitled to receive a share of any surplus (or contribute a share towards a deficit) made in respect of Council Tax. This is detailed in the table below.

	City	Police	Fire	Total
	£000	£000	£000	£000
Estimated Deficit – Jan 2021	1,629	235	69	1,933

Business Rates

For Business Rates, this is notified to central government and the fire authority, which are entitled to receive a share of any surplus (or contribute a share towards a deficit) made in respect of Business Rates. This is detailed in the table below.

	City	Central Government	Fire	Total
	£000	£000	£000	£000
Estimated Deficit – Jan 2021	24,304	24,676	495	49,475

Collection Fund Explanatory Notes (continued)

7. Bad and Doubtful Debts

This table provides more detail on the bad debt write-offs and the increase in the provision for bad and doubtful debts.

Provisions	Bad Debt Provision			
	Balance at	Bad Debt Write-	Increase/	Balance at
	1st April 2021	offs In year	(Decrease) to	31st March 2022
	£000	£000	£000	£000
Council Tax	11,922	(988)	2,080	13,014
NNDR	7,386	(969)	(810)	5,607
Total	19,308	(1,957)	1,270	18,621

Annual Governance Statement

Leicester City Council Annual Governance Statement 2021-22

1. Introduction

The Council is committed to good corporate governance and complies with the CIPFA/SOLACE “Delivering Good Governance Framework” (2016). The Framework requires local authorities to be responsible for ensuring that:

- their business is conducted in accordance with all relevant laws and regulations
- public money is safeguarded and properly accounted for
- resources are used economically, efficiently and effectively to achieve agreed priorities which benefit local people

This statement is produced in fulfilment of the requirements under the Accounts and Audit Regulations, 2015, to prepare an annual governance statement.

2. The Arrangements

The Council works within the governance arrangements summarised in Appendix 1, and has an approved Local Code of Corporate Governance. The following describes how the Council meets the requirements of good governance through the core principles, systems, policies and procedures it has in place. Appendix 2 demonstrates how this has been assessed to inform the Annual Governance Statement.

We have the following codes and rules:

- Constitution
- Financial Procedure Rules
- Code of Conduct for Members
- Code of Conduct for Employees
- Anti-fraud, Bribery and Corruption Policy
- Whistleblowing Policy
- Information Governance & Risk Policy

The City Mayor has set out a strategic vision containing a number of key pledges which relate to:

- A Fair City
- Homes for All
- Connecting Leicester
- Sustainable Leicester
- Health & Care
- Lifelong Learning
- A City to Enjoy
- A Safe and Inclusive Leicester

The key pledges are supported by the following key plans:

- Economic Recovery
- Budget Strategy
- COVID-19 Reopening Plan for the City
- COVID-19 Transport Recovery Plan
- Leicester Street Design Guide
- Joint Health & Wellbeing Strategy
- Knife Crime and Serious Violence Strategy
- Local Transport Plan
- Tourism Action Plan
- Economic Action Plan
- St George’s Cultural Quarter Action Plan

We demonstrate good practice and ensure accountability through:

- External Audit
- Internal Audit
- Annual Financial Statements
- Annual Governance Statement
- Open Council & committee meetings with published minutes
- Compliance with CIPFA codes of Practices (including the new Financial Management Code)
- Scrutiny Committees

Leicester City Council Annual Governance Statement 2021-22 (continued)

2. The Arrangements (continued)

We show openness and engagement through the following:

- Open Council & committee meetings with published minutes
- Published Executive decisions
- Scrutiny of Executive projects through committees
- Call in periods for Executive decisions
- Public engagement through consultation, representations and petitions
- Use of social media and engagement with the press and media
- Publication of Freedom of Information Act responses and transparency data

We are supported by:

- Democratic Services including Member and Civic Support Services, who also support member development
- An Organisational Development Team, who facilitate effective development of employees
- A Communications function which includes PR, Media and Digital Media Teams
- A staff intranet and established internal communication channels, which provide

guidance to staff

- Partnership working on key priorities
- An Information Assurance Team to support our data policies
- Specialist teams offering professional advice, for example Legal, Procurement, IT and Finance

We review processes and delivery throughout the year supported by:

- Internal Audit
- External Audit
- Information Governance
- Audit and Risk Committee
- Regular reporting of capital and revenue spending during a year
- Annual review of the Local Code of Corporate Governance
- Annual review of the Assurance Framework
- By reviewing lessons learnt by other organisations

Additional information on many of the areas detailed above can be found on the Council's website;

www.leicester.gov.uk

3. Review of Effectiveness

The Council's review of processes enables the identification of any areas of the Council's activities where there are significant weaknesses in financial controls, governance arrangements or the management of risk. Overall, from this year's work, it can be concluded that controls are operationally sound and that the Council's financial management arrangements conform to the governance requirements of the CIPFA 'Statement on the Role of the Chief Financial Officer in Local Government'. This has been supported by the internal audit opinion which stated:

“Whilst Covid-19 and other staff absences and unplanned vacancies (along with a corresponding difficulty to recruit) caused some disruption to resources, there was a return to more assurance than consulting work, however the requirement to certify grants remained a burden. Nevertheless the HoIAS considers there was just sufficient internal audit coverage across the control environment to be able to give an opinion.

Leicester City Council Annual Governance Statement 2021-22 (continued)

3. Review of Effectiveness (continued)

Whilst a number of audits returned partial assurance ratings, management accepted and responded to recommendations. Nothing else of significance has been brought to his attention so the HoIAS considers that during 2021-22, reasonable assurance can be given that the Council's control environment remained overall adequate and effective."

***Head of Internal Audit Services**

Risk management and internal control are a significant part of the governance framework and are designed to manage risk to a reasonable level. We cannot eliminate all risk of failure to achieve policies, aims and objectives however the above controls provide reasonable but not absolute assurance of effectiveness.

Leicester City Council Annual Governance Statement 2021-22 (continued)

Areas of significant risk or priorities for action have been identified and are detailed in the tables, together with an update of the issues identified last year.

Issues Identified in 2021/22

The areas of significant risk or priorities for action that have been identified are listed in the table:

Issue Identified	Action taken to Date
Medium Term Financial Strategy – Like all local authorities, the Council's financial viability is a key concern. We do not have any Government spending plans beyond 2021/22, do not fully understand the legacy of the pandemic, and there is no national solution yet to the social care funding crisis. We have identified potential ongoing pressures on the Council's finances and included this as part of the budget for 2021/22.	The finances were monitored throughout the year and we have remained within our resources (including covid grants) in 2021/22. We have set a balanced budget for 2022/23.
Covid-19 Pandemic – like all local authorities, the Council has been affected by the pandemic in various ways, including: Providing additional services to support the city during the pandemic. In year and future financial impacts. Maintaining good governance and effective scrutiny nonetheless remains essential.	The Council continued to comply with the restrictions and requirements of the pandemic during 2021/22 and to support the City.

Leicester City Council Annual Governance Statement 2021-22 (continued)

Areas of significant risk or priorities for action have been identified and are detailed in the tables, along with an update of the issues identified last year.

Issues Identified in 2021/22

The areas of significant risk or priorities for action that have been identified are listed in the table:

Issue Identified	Planned Action:
<p>Construction cost inflation pressures – It is nationally documented that construction cost inflation is increasing the cost of capital projects. There are several issues effecting construction prices such as:</p> <ul style="list-style-type: none"> • Covid 19, • Brexit effect on imported materials, • Ukraine war and Russia's economic sanctions. <p>All of the above are contributing to some extent to altering the construction cost landscape of materials.</p>	<p>The Council will continue to monitor cost inflation pressure to consider the short & long term impacts to key capital schemes. Provision has been made as part of the budgets for the impact of inflation and will be monitored closely. In addition, during the executive decision making process increased inflation projections will be built in to reflect the current uncertainty in the market.</p>

Leicester City Council Annual Governance Statement 2021-22 (continued)

Issue Identified	Planned Action:
<p>Medium Term Financial Strategy - We have set a balanced budget for 2022/23. We only have the government finance settlement for 2022/23, but national spending plans suggest we face major problems in paying for the rising cost of adult social care without adequate government funding.</p>	<p>The Council will continue to monitor its finances closely during 2022/23 including the effects of Covid 19. A major exercise is taking place to identify savings of £40m (annualised) by 2023/24.</p>
<p>Inflation & Supply Chain issues – in addition, to the cost pressures being seen in relation to construction contracts, the Council continues to see similar pressures impacting the revenue budgets. In particular, in relation to both gas and vehicle fuel prices. This in turn is also having an impact on the City residents who are being impacted by cost of living increases, putting additional demands on the Councils services.</p>	<p>The Council will monitor these cost pressures closely during 2022/23 and identify ways to mitigate going forward. In addition, will identify any pressures that need to be considered as part of the 2023/24 budget.</p>
<p>Covid-19 Pandemic – like all authorities the Council has continued to be impacted by the pandemic in various ways including ongoing direct incident response including provision of contact tracing and administration of support such as self-isolation payments to residents and grants to businesses. The pandemic has continued to have a financial impact on spending and revenue, and in changing the nature of some service provision. Close political and managerial oversight of the Covid-19 response has been maintained with regular engagement and reporting of the Executive and Scrutiny and via the City Incident Management Group and across Leicester, Leicestershire and Rutland via the Local Resilience Forum.</p>	<p>Many of the restrictions and requirements relating to the pandemic have now been lifted. However, we will continue to monitor the situation closely and be prepared to take early action should the situation change. We will also continue engagement via the Local Resilience Forum.</p>

Leicester City Council Annual Governance Statement 2021-22 (continued)

Issue Identified	Planned Action:
<p>Cyber Risk – loss or compromise of IT systems and/or associated data through a cyber security attack. This is a national issue with an increasing prevalence and sophistication in terms of malware attacks used by cyber attackers to circumvent ICT defences and attack core systems.</p>	<p>The Council will continue to invest in appropriate enhanced measures to guard against malware and will be implementing next generation cyber security tools and advanced monitoring via an external Security Operations Centre. Maintain ongoing staff awareness raising and training to seek to mitigate and continue with a focus on this risk as part of business continuity planning and major incident response. Monitor and respond to guidance issued by the National Cyber Security Council and other industry leading organisations to determine any further measures needed.</p>
<p>Safeguarding processes - weak management oversight of safeguarding processes in place leading to the Council inadequately safeguarding vulnerable groups.</p>	<p>The Council will continue to work with both statutory safeguarding partners as well as other system partners, both within the city and across the Leicester, Leicestershire & Rutland footprint, to monitor and review safeguarding processes and ensure that resources and policies are aligned with need, addressing and emerging issues.</p>
<p>Care Skills Shortages – services are unable to meet demand due to a shortage of health visitors, occupational therapists, social workers, and other care professionals. This is a national issue, with an increase noted of staff leaving the workforce, both through early retirement and moving to other sectors. In addition, staff shortages are encouraging some staff to leave permanent employment in order to work on an agency basis, reducing service stability and increasing costs.</p>	<p>The Council will continue to review role design, in order to ensure that only tasks that must be done by a registered professionals are included and maximise the scope for developing staff into these roles. The Council will also review its overall reward package and its recruitment approaches, to ensure that it remains an employer of choice.</p>
<p>Safeguarding Skill Shortage – a national shortage of Public Health Nurses (Both Health Visitors and School Nurses) meaning vacant posts are impossible to recruit to.</p>	<p>The Council are working with the provider via contract meetings to assess and respond to the situation. The provider is currently using a skill mix, risk-based proportion approach to managing concerns. The Council will continue to work with the provider to assess and monitor staffing capacity and demand.</p>

Leicester City Council Annual Governance Statement 2021-22 (continued)

4. Conclusion

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

Signed:

City Mayor

Chief Operating Officer

The Council had the following governance arrangements in place during 2021/22.

SUMMARY OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS

Mayor, Executive and Council

- Provide leadership, develop and set policy
- Key risks are considered by the Executive quarterly

Decision making

- Decisions are recorded on the Council's website
- There is a period of grace in which decisions are open to review

Risk management

- Risk registers identify both operational and strategic risks
- Key risks are considered by Corporate Management Team quarterly

Scrutiny and review

- Scrutiny committees review Council policy and can challenge decisions
- Audit and Risk Committee approves the annual accounts and reviews policies & procedures that ensure good governance of the Council. It also approves the Internal Audit Annual Report and opinion

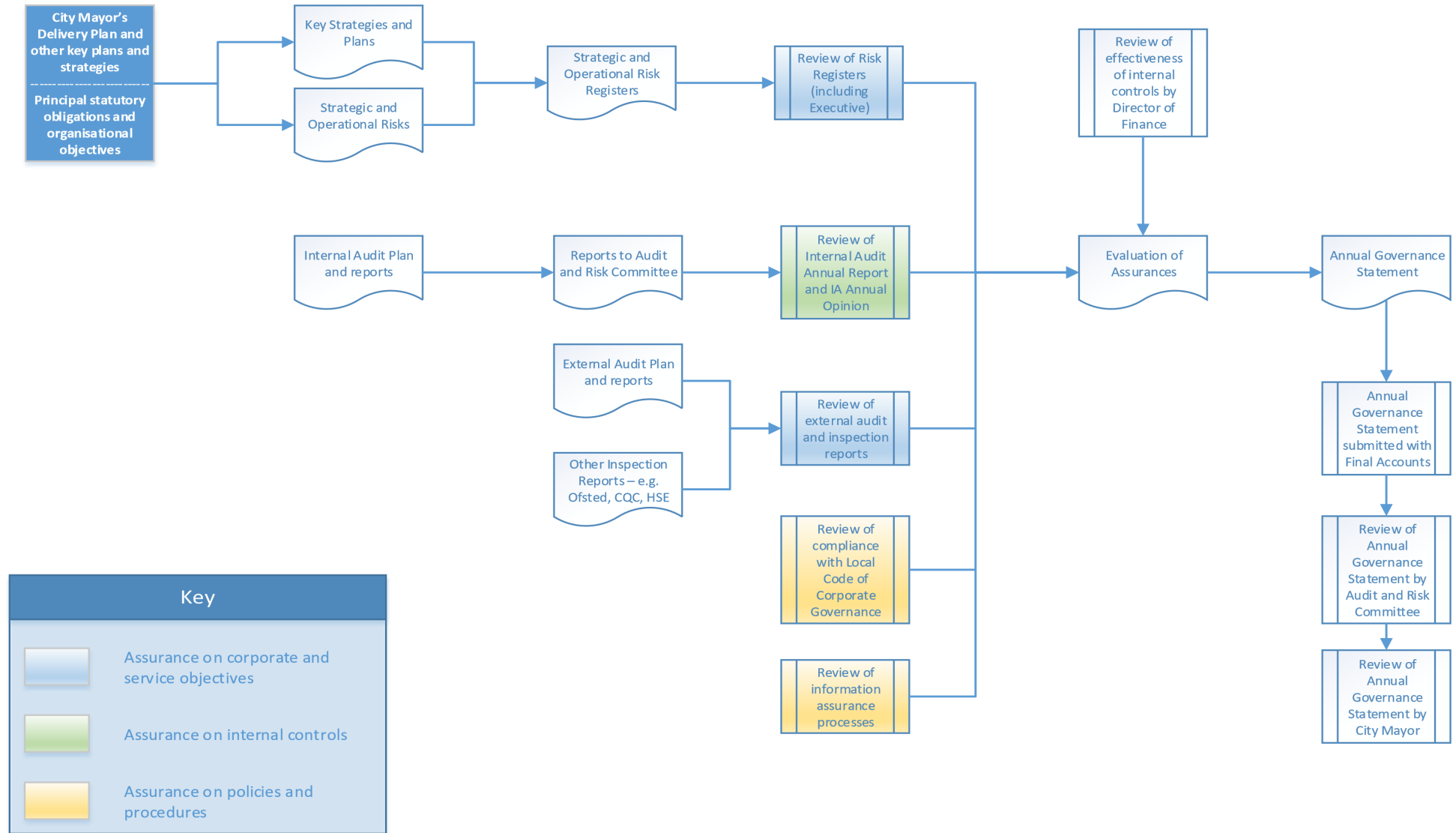
Corporate Management Team (CMT)

- Provides service level management and interface with the political leadership
- Head of Paid Service is the Chief Operating Officer, who is responsible for all Council staff and for leading an effective CMT
- Chief Operating Officer is the s.151 Officer and is responsible for safeguarding the Council's financial position and ensuring value for money
- Monitoring Officer is the City Barrister & Head of Standards who is responsible for ensuring legality and promoting high standards of public conduct
- CMT includes all strategic and divisional directors

Leicester City Council Annual Governance Statement 2021-22 (continued)

Appendix 2

The following diagram, shows how the Council has assessed its governance arrangements to inform the Annual Governance Statement



Glossary

Glossary

This Glossary explains terms that may be encountered in discussion of Local Government finance. Definitions are intended to assist a general audience, rather than reflecting exactly the technical sense in which the terms are used.

Academies

Publicly funded schools, independent of Local Authority control, held accountable directly to the Government.

Accountable Body

An accountable body is an organisation which takes financial responsibility for the management of funds which comprise of contributions from multiple organisations; the fund itself is not a legal entity.

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 the financial statements through recognising, selecting measurement bases for, and presenting assets, liabilities, gains, losses and changes in reserves. Accounting policies do not include estimation techniques.

Accruals

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

Actuarial Basis

The estimation technique applied when estimating the liabilities to be recognised for defined benefit pension schemes in the financial statements of an organisation.

Agent

Is where the authority is acting as an intermediary.

Amortisation

The reduction in an amount carried on the Balance Sheet by the regular debiting or crediting to an Income and Expenditure Account.

Appropriation

The process of transferring balances from revenue to reserves and vice versa.

Asset

A resource controlled by the authority, as a result of past events and from which future economic benefits are expected to flow to the authority.

Assets Held for Sale

These are assets which are very likely to be sold within 12 months of the balance sheet date. They are therefore classified as Current Assets.

Balance Sheet

The Balance Sheet shows the assets and liabilities of the Authority.

Bonds

Investment in certificates of debts issued by a Government or company. These certificates represent loans which are repayable at a future date with interest.

Budget

The financial plan reflecting the Council's policies and priorities over a period of time.

Capital Expenditure

Expenditure on the purchase, construction or enhancement of major items which have a lasting value to the authority.

Capital Financing

The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, direct revenue financing, usable capital receipts, capital grants, capital contributions and revenue reserves.

Glossary (continued)

Capital Financing Requirement

Reflects the authority's level of debt relating to capital expenditure.

Capital Programme

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

Capital Receipts

Money the Council receives from selling assets (buildings, land etc.). Capital receipts from the sale of housing assets cannot be used entirely to fund new capital expenditure; a proportion must be paid to government.

CIPFA (Chartered Institute of Public Finance and Accountancy)

The principal accountancy body dealing with local government finance.

Code of Practice on Local Authority Accounting (The Code)

A publication produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) that provides comprehensive guidance on the content of a Council's Statement of Accounts.

Collection Fund

A separate fund recording the expenditure and income relating to Council Tax and NNDR.

Community Assets

Assets that the Council intends to hold in perpetuity, that have no determinable useful lives and that may have restrictions on their disposal. Examples of community assets are parks and historic buildings.

Community Schools

Schools which the Council run, employ the staff and normally owns and maintains the land and buildings (with the exception of PFI schools).

Comprehensive Income and Expenditure Statement

This Statement reports the net cost of all services and functions for which the authority is responsible.

Contingent Liabilities

Liabilities which may or may not occur in the future. They often depend on future events for which the outcome cannot be predicted. Due to their uncertainty they do not appear in the balance sheet.

Council

The Council comprises the City Mayor and all elected Councillors who represent the various electoral divisions.

Council Tax

This is a tax, which is levied on the broad capital

value of domestic properties, and charged to the resident or owner of the property.

Council Tax Base

This is a figure that expresses the total band D equivalent properties. The amount to be funded by Council Tax is divided by this, and charges for all other bands of property are based on this charge.

Council Tax Precept

The amount of income due to Leicestershire Police Authority and Leicester, Leicestershire and Rutland Combined Fire Authority from the Council, who are responsible for billing Council Tax.

Creditors

Amounts owed by the Council for work done, goods received or services rendered but for which payment has not been made by the end of the financial year.

Debits and Credits

A debit represents expenditure against an account and a credit represents income to an account.

Glossary (continued)

Debtors

Amounts due to the Council but unpaid at the end of the financial year.

Dedicated Schools Grant

A ring-fenced grant from the government that has to be used to fund the delegated budget of each school, together with certain items of related central expenditure.

Deficit

Arises when expenditure exceeds income or when expenditure exceeds available budget.

Depreciation

The term used to describe the charge made for the cost of using tangible fixed assets. The charge for the year will represent the amount of economic benefits consumed (i.e. wear and tear).

Direct Revenue Financing

The cost of capital projects that is charged against revenue budgets.

Equities

Ordinary shares in UK and overseas companies traded on a stock exchange. Shareholders have an interest in the profits of the company and are entitled to vote at shareholder's meetings.

Expenditure and Funding Analysis

This statement shows how annual expenditure is used and funded from resources by the Council in comparison to those resources consumed or earned by authorities in accordance with generally accepted accounting practices.

External audit

An audit is an examination by an independent expert of the authority's financial affairs to check that the relevant legal obligations and codes of practice have been followed.

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.

Finance Lease

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

Financial Instruments

Financial instruments are formally defined in the Code as contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial Reporting Standards (FRSs)

Statements prepared by the Financial Reporting

Council. Many of the Financial Reporting Standards (FRSs) and the earlier Statements of Standard Accounting Practice (SSAPs) apply to local authorities and any departure from these must be disclosed in the published accounts.

General Fund

The Council's main revenue account, covering the net cost of all services other than Council housing.

Going Concern

The going concern accounting concept assumes that the organisation will not significantly curtail the scale of its operation in the foreseeable future.

Government Grants

Payment by Government towards the cost of local authority services. These are either for particular purposes or services (specific grants) or in aid of local services generally (formula grant).

Housing Benefits

A system of financial assistance to individuals towards certain housing costs administered by local authorities and subsidised by central government.

Glossary (continued)

Housing Revenue Account (HRA)

A separate account to the General Fund which includes the expenditure and income arising with the provision of housing accommodation by the Council. The HRA is ring-fenced: no cross subsidy is allowed between the HRA and the General Fund in either direction.

Impairment Loss

A material reduction in the value of fixed assets outside the normal periodic revaluations.

Internal Audit

An independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation.

International Financial Reporting Standards (IFRSs)

These are guidelines for the production of financial statements. Many of these now apply to local authorities and departure from these must be disclosed in the published accounts.

International Financial Reporting Interpretations Committee (IFRIC)

Aims to provide guidance on newly identified financial reporting issues not specifically dealt with in IFRSs.

Inventories

Comprises; goods or other assets purchased for resale; consumable stores; raw materials and components purchased for incorporation into products for sale; products and services in intermediate stages of completion, long term contract balances and finished goods.

Investments

An asset which is purchased with a view to making money by providing income, capital appreciation or both.

Joint Venture

An organisation for which the Council has partial control and ownership, but decisions require the consent of all participants.

Leasing

A method of financing the acquisition of assets, notably equipment, vehicles and plant. This is normally for an agreed period of time, up to several years.

Liabilities

An obligation to transfer economic benefits. Current liabilities are payable within one year.

LOBO Loans

Lender Option, Borrower Option loans. This is a loan in which the lender can, at a predetermined

time, request to change the interest rate at which the loan is being charged. If the borrower does not agree to the rate change, the borrower then has the option to repay the loan.

Local Council Tax Reduction Scheme

System of granting means-tested Council Tax discounts and exemptions depending on personal taxpayer circumstances.

Long Term Borrowing

Loans raised to finance capital spending which have to be repaid over a period in excess of one year from the date of the accounts.

Materiality

Materiality is an expression of the relative significance or importance of a particular matter in the context of the financial statements as a whole.

Minimum Revenue Provision (MRP)

A minimum amount, set by law, which the Council must charge to the income and expenditure account, for debt redemption or for the discharge of other credit liabilities (e.g. finance lease).

Glossary (continued)

Movement In Reserves Statement

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

National Non-Domestic Rate (NNDR)

Represents the rate of taxation on business properties. Central Government have the responsibility for setting the rate and Local Authorities are responsible for the billing and collection of the tax. Income is shared between Central Government, the Council and Leicestershire Fire authority.

Net Book Value

The amount at which non-current assets are included in the balance sheet. It represents historical cost or current value less the cumulative amounts provided for Depreciation or Impairment.

Net Expenditure / Net Cost of Service

The actual cost of a service to an organisation after taking account of all income charged for services provided.

Non-Current Assets

Assets that yield benefits to the Council for a period of more than one year, examples include land, buildings and vehicles.

Operating Lease

A lease where an asset is used only for a small proportion of its economic life.

Operational Assets

Fixed assets held and occupied in the pursuit of strategic or service objectives.

Outflow

This represents cash going out of the Council.

Precept

An amount charged by another authority to the Council's Collection Fund. There are two preceptors on Leicester's collection fund: the Police and Crime Commissioner and the Leicestershire & Rutland Combined Fire Authority.

Prior Period Adjustments

These are material adjustments relating to prior year accounts that are reported in subsequent years and arise from changes in accounting policies or from the correction of fundamental errors.

Principal

Is where the authority is acting on its own behalf.

Private Finance Initiative (PFI)

An initiative for utilising private sector funding to provide public sector assets.

Provision

An amount of money set aside in the budget to meet liabilities that are likely or certain to arise in the future, but which cannot be quantified with certainty.

Public Works Loan Board (PWLb)

A government agency providing long and short-term loans to local authorities. Interest rates are generally lower than the private sector, and slightly higher than the rates at which the Government may borrow.

Remuneration

All sums paid to or receivable by an employee and sums due by way of expenses allowances and the monetary value of any other benefits received other than in cash. Pension contributions payable by either employer or employee are excluded.

Revaluation Reserve

This reserve contains revaluation gains on assets recognised since 1 April 2007 only, the date of its formal implementation.

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Appendix B – Estimates Key Assumptions

Estimate	Key Assumptions Involved
Property Plant & Equipment (PPE)	<p>This is completed by a RICS qualified valuer.</p> <ul style="list-style-type: none"> • Useful lives i.e. how long asset likely to remain in service • Levels of repairs and maintenance • Market prices i.e. based on comparable prices or expected returns • Appropriate buildings cost indices (BCIS)
Fair Value of Loans	<ul style="list-style-type: none"> • Quoted prices in active markets for identical liabilities • Interest rates or yields for similar instruments e.g. AA corporate bond yields • Estimated creditworthiness
Pension Liability	<p>This is completed by an actuary.</p> <p>Financial Assumptions</p> <ul style="list-style-type: none"> • Using appropriate discount rates to account for the time value of money • Inflation forecasts • Salary increases <p>Demographic Assumptions</p> <ul style="list-style-type: none"> • Mortality assumptions i.e. life expectancies • Ill health retirements • Withdrawals e.g. how many people take lump sum

Leicester City Council audit plan

Year ended 31 March 2022



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The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit planning process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Council or all weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Key matters

Factors

Recovery from Covid 19 pandemic

The Council has received central funding and has been administering support grants in 2021/22. The majority of funding is not ringfenced and can be recognised as income when received. Additionally, the Council has responded well to remote working and has been agile in delivering services, diverting office staff to frontline services where required. Internal controls have not changed significantly in relation to the business processes that feed into the financial statements. Management continue to factor in Covid income and expenditure into budgets and cash flow forecasts, and the Council make applications for additional funding when available and relevant.

It continues to have a grip on costs arising, as well as income received, that is both directly and indirectly related to Covid, which will be key in any determining any future budget strategies and service delivery decisions, as society learns to live with the ongoing impacts of the pandemic. Additional costs of Covid as well as associated loss of income is reported regularly.

Financial position

In addition to ongoing impact of Covid-19, the local government sector as a whole faces pressure owing to cuts, funding pressures and service demands, especially in areas such as Adult Social Care and Leicester is no exception to this; reports note that the biggest risk to future sustainability appears to be unfunded social care pressures which are said to "present a severe threat to the financial sustainability of the Council".

The Revenue Budget Monitoring Outturn report for 2021/22, considered by OSC at its 30 June meeting, reported a total underspend of £409k, with key variances within this being an overspend of approximately £6.6m against budget with City Development & Neighbourhoods (due to a shortfall in income arising from COVID-19, including car parking, bus lane enforcement and planning fees) offset by an underspend of £8.0m in Social Care & Education as a result of lower numbers of people in care, and covid continuing to have an impact on the average cost of care provided.

Dedicated Schools Grant

We note from the Revenue Budget Monitoring Outturn report that the Dedicated Schools Grant (DSG) has moved into a deficit of £3.6m. SI2020/1212 (Nov 2020) amended the Local Authorities (Capital Finance and Accounting (England) Regulations 2003 to require that where a local authority had a schools' budget deficit at 1 April 2020 or where a deficit now arises, the deficit must not be charged to a revenue account and must be recorded in an account dedicated to recording the deficit. We note that this deficit is reported in the DSG note of the draft financial statements with a relevant adjustment to the general fund and dedicated schools grant adjustment accounts in the Movement in Reserves Statement to match the in year deficit in the DSG note.

Our response

- As a firm, we are absolutely committed to audit quality and financial reporting in the local government sector. Our proposed work, as set further in our Audit Plan, has been agreed with the s151 Officer.
- We will consider your arrangements for managing and reporting your financial resources as part of our work in completing our Value for Money work.
- We will continue to provide you with sector updates via our Audit and Risk Committee updates.

Introduction and headlines

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Purpose

This document provides an overview of the planned scope and timing of the statutory audit of Leicester City Council ('the Council') for those charged with governance.

Respective responsibilities

The National Audit Office ('the NAO') has issued a document entitled Code of Audit Practice ('the Code'). This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. Our respective responsibilities are also set out in the Terms of Appointment and Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA), the body responsible for appointing us as auditor of Leicester City Council. We draw your attention to both of these documents.

Scope of our audit

The scope of our audit is set in accordance with the Code and International Standards on Auditing (ISAs) (UK). We are responsible for forming and expressing an opinion on the Council and group's financial statements that have been prepared by management with the oversight of those charged with governance (the Audit and Risk Committee); and we consider whether there are sufficient arrangements in place at the Council and group for securing economy, efficiency and effectiveness in your use of resources. Value for money relates to ensuring that resources are used efficiently to maximise the outcomes that can be achieved.

The audit of the financial statements does not relieve management or the Audit and Risk Committee of your responsibilities. It is the responsibility of the Council to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Council is fulfilling these responsibilities.

Our audit approach is based on a thorough understanding of the Council's business and is risk based.

Significant risks

Those risks requiring special audit consideration and procedures to address the likelihood of a material financial statement error have been identified as:

- Management override of controls
- Valuation of land and buildings, and council dwellings
- Valuation of pension fund net liability

We will communicate significant findings on these areas as well as any other significant matters arising from the audit to you in our Audit Findings (ISA 260) Report.

Materiality

We have determined planning materiality to be £15m (PY £15.25m) for the Council, which equates to approximately 1.47% of the prior year gross expenditure for the year. We are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. Clearly trivial has been set at £0.75m (PY £0.762m).

Value for Money arrangements

At March's Audit and Risk Committee, we presented and discussed the Annual Auditor's Report. This set out improvement recommendations for the Council to consider across three thematic areas of our review. For ease of reference these were:

Improving economy, efficiency and effectiveness

- In its refresh of the Economic Recovery Plan, the Council should consider adding quantifiable indicators to its aims and objectives along with an analysis setting out its starting position, from which improvement can be measured.

Governance

- In considering its compliance with CIPFA's Financial Management Code, the Council should prepare a self-assessment for consideration by the Audit and Risk Committee, so any improvement opportunities can be readily identified, and progress monitored and reported.
- We recommended that the Council undertake a skills and knowledge assessment of the Audit and Risk Committee and consider if the appointment of an independent member would add value.

Introduction and headlines cont.

Value for Money arrangements

Financial sustainability

- Consideration should be given to more formal, explicit monitoring, at a Member level, of the extent to which proposed savings are realised.

We will formally follow up on the Council's progress in addressing these recommendations as part of our 2021/22 work though note that a number of these have already been addressed through papers brought to the previous Audit and Risk Committee by management.

Our risk assessment regarding your arrangements to secure value for money has identified the following risks of significant weakness:

- Financial sustainability

To add value to the reader of our next Annual Auditor's Report, we also propose to select some sample decisions to review and present our findings as case studies to support our conclusions on the steps taken by the Council as part of its decision-making process under its Constitution.

Audit logistics

Our planning work has taken place during February to April and our final visit will take place over summer, commencing towards the end of June. Our key deliverables are this Audit Plan, our Audit Findings Report and Auditor's Annual Report.

Our proposed fee for the audit will be £173,447 (PY: £173,734) for the Council, subject to the Council delivering a good set of financial statements and working papers. See page 17 for a breakdown.

We have complied with the Financial Reporting Council's Ethical Standard (revised 2019) and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements.



Significant risks identified

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Presumed risk of fraud in revenue recognition ISA (UK) 240	<p>Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.</p> <p>Having considered the risk factors set out in ISA 240, and the nature of the revenue streams of Leicester City Council, we have determined that the presumed risk of material misstatement due to the improper recognition of revenue can be rebutted, because:</p> <ul style="list-style-type: none"> • There is little incentive to manipulate revenue recognition • Opportunities to manipulate revenue recognition are very limited; and • The culture and ethical frameworks of public sector bodies, including Leicester City Council, mean that all forms of fraud are seen as unacceptable. <p>Therefore we do not consider this to be a significant risk for the Council.</p>	<p>Notwithstanding that we have rebutted this risk, we will still undertake a significant level of work on the Council and Group's revenue streams, as they are material. We will:</p> <p><u>Accounting policies and systems</u></p> <ul style="list-style-type: none"> • evaluate the Council's accounting policies for recognition of income and expenditure for its various income streams and compliance with the CIPFA Code • update our understanding of the Council's business processes associated with accounting for income <p><u>Fees, charges and other service income</u></p> <ul style="list-style-type: none"> • Agree, on a sample basis, income and year end receivables from other income to invoices and cash payment or other supporting evidence. <p><u>Taxation and non-specific grant income</u></p> <ul style="list-style-type: none"> • Income for national non-domestic rates and council tax is predicable and therefore we will conduct substantive analytical procedures • For other grants we will sample test items back to supporting information and subsequent receipt, considering accounting treatment where appropriate. <p>We will also design tests to address the risk that income has been understated, by not being recognised in the current financial year.</p>
Risk of fraud related to expenditure recognition Public Audit Forum (PAF) Practice Note 10	<p>In line with the Public Audit Forum Practice Note 10, in the public sector, auditors must also consider the risk that material misstatements due to fraudulent financial reporting may arise from the manipulation of expenditure recognition (for instance by deferring expenditure to a later period). As most public bodies are net spending bodies, then the risk of material misstatement due to fraud related to expenditure recognition may in some cases be greater than the risk of material misstatements due to fraud related to revenue recognition.</p> <p>Having considered the nature of the expenditure streams of Leicester City Council, and on the same basis as that set out above for revenue, we have determined that there is no significant risk of material misstatement arising from improper expenditure recognition.</p>	<p>Notwithstanding that we have rebutted this risk, we will still undertake a significant level of work on the Council's expenditure streams, as they are material. We will:</p> <p><u>Expenditure</u></p> <ul style="list-style-type: none"> • update our understanding of the Council's business processes associated with accounting for expenditure • agree, on a sample basis, expenditure and year end creditors to invoices and cash payment or other supporting evidence <p>We will also design tests to address the risk that expenditure has been overstated, by not being recognised in the current financial year. Further detail in this respect is set out on page 12.</p>

Significant risks identified (continued)

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Management override of controls	<p>Under ISA (UK) 240 there is a non-rebuttable presumption that the risk of management override of controls is present in all entities.</p> <p>The Council faces external scrutiny of their spending and this could potentially place management under undue pressure in terms of how they report performance. We therefore identified management override of control, and in particular journals, management estimates, and transactions outside the course of business as a significant risk, which was one of the most significant assessed risks of material misstatement.</p>	<p>We will:</p> <ul style="list-style-type: none"> • evaluate the design effectiveness of management controls over journals • analyse the journals listing and determine the criteria for selecting high risk unusual journals • test unusual journals recorded during the year and after the draft accounts stage for appropriateness and corroboration • gain an understanding of the accounting estimates and critical judgement applied and made by management and consider their reasonableness with regard to both corroborative and any contradictory evidence that may exist • evaluate the rationale for any changes in accounting policies, estimates or significant unusual transactions. <p>We noted as part of our planning work that there continues to be a lack of an established approval process for journals which places heavy reliance on the expectation for the Council's day-to-day activities to identify and correct any improper postings. The Council is aware of this and officers perform retrospective review of a sample of journals posted. Nevertheless this represents a control deficiency which we will take consideration of in our approach.</p>

Significant risks identified (continued)

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Valuation of the pension fund net liability	<p>The pension fund net liability, as reflected in the balance sheet as the net defined benefit liability, represents a significant estimate in the financial statements.</p> <p>The pension fund net liability is considered a significant estate due to the size of the numbers involved and the sensitivity of the estimate to changes in key assumptions.</p> <p>The methods applied in the calculation of the IAS 19 estimates are routine and commonly applied by all actuarial firms in line with the requirements set out in the Code of practice for local government accounting (the applicable financial reporting framework). We have therefore concluded that there is not a significant risk of material misstatement in the IAS 19 estimate due to the methods and models used in their calculation.</p> <p>The source data used by the actuaries to produce the IAS 19 estimates is provided by administering authorities and employers. We do not consider this to be a significant risk as this is easily verifiable.</p> <p>The actuarial assumptions used are the responsibility of the entity but should be set on the advice given by the actuary. A small change in the key assumptions (discount rate, inflation rate, salary increase and life expectancy) can have a significant impact on the estimated IAS 19 liability.</p> <p>We therefore identified valuation of the pension fund net liability as a significant risk, which was one of the most significant assessed risks of material misstatement, and a key audit matter.</p>	<p>We will:</p> <ul style="list-style-type: none"> • update our understanding of the processes and controls put in place by management to ensure that the pension fund net liability is not materially misstated and evaluate the design of the associated controls • evaluate the instructions issued by management to their management experts (the actuary) for this estimate and the scope of the actuary's work • assess the competence, capabilities and objectivity of the actuary who carried out the pension fund valuation • assess the accuracy and completeness of the information provided by the group to the actuary to estimate the liabilities • test the consistency of the pension fund asset and liability and disclosures in the notes to the core financial statements with the actuarial reports from the actuary • undertake procedures to confirm the reasonableness of the actuarial assumptions made by reviewing the report of the consulting actuary (as auditor's expert) and performing any additional procedures suggested within the report • obtain assurances from the auditor of the Leicestershire County Council Pension Fund as to the controls surrounding the validity and accuracy of membership data, contributions data and benefits data sent to the actuary by the pension fund and the fund assets valuation in the pension fund's financial statements.

Significant risks identified (continued)

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Valuation of land and buildings	<p>The Council revalues its land and buildings on an annual basis (subject to a de minimis of £10k for asset values).</p> <p>This valuation represents a significant estimate by management in the financial statements due to the size of the numbers involved and the sensitivity of this estimate to changes in key assumptions.</p> <p>Management will need to ensure that the carrying value in the Council's financial statements is not materially different from the current value or the fair value (for surplus assets) at the financial statements date.</p> <p><u>Land and Buildings</u></p> <p>Within the valuation of the Council's Other Land and Buildings, the valuer's estimation of the value has several key inputs, which the valuation is sensitive to. These include the build cost of relevant assets carried at depreciated historic cost and any judgements that have impacted this assessment and the condition of the current assets.</p> <p>For assets valued at existing use value and fair value, the key inputs into the valuation are the yields used in the valuation, including estimated future income from the asset.</p> <p>We therefore have identified that the accuracy of the key inputs driving the valuation of land and buildings as a significant risk, which was one of the most significant assessed risks of material misstatement.</p> <p><u>Council Dwellings</u></p> <p>The Council contracts an expert to provide annual valuations of council dwellings based on guidance issued by the Ministry of Housing, Communities and Local Government (now Department for Levelling Up, Housing and Communities). They are valued using a beacon approach, based on existing use value discounted by the relevant social housing factor for Leicester. Dwellings are divided into asset groups (a collection of property with common characteristics) and further divided into archetype groups based on uniting characteristics material to their valuation, such as numbers of bedrooms. A sample property, the "beacon" is selected which is considered to be representative of the archetype group and a detailed inspection carried out. The valuation of this asset is then applies to all assets within its archetype.</p> <p>The key inputs into the valuation are the social housing factor, consideration of market movements and the determination of the beacons.</p> <p>We therefore have identified that the accuracy of the key inputs driving the valuation of land and buildings as a significant risk, which was one of the most significant assessed risks of material misstatement.</p>	<p>We will:</p> <ul style="list-style-type: none"> • evaluate management's processes and assumptions for the calculation of the estimate, the instructions issued to valuation experts, and the scope of their work • evaluate the competence, capabilities and objectivity of the valuation expert • write to the valuer to confirm the basis on which the valuation was carried out to ensure that the requirements of the Code are met • challenge the information and assumptions used by the valuer to assess the completeness and consistency with our understanding • engage our own valuer to assess the instructions issued by the Council to their valuer, the scope of the Council's valuers' work, the Council's valuers' reports and the assumptions that underpin the valuations • test revaluations made during the year to see if they had been input correctly into the Council's asset register • evaluate the assumptions made by management for those assets not revalued during the year and how management has satisfied themselves that these are not materially different from current value at year end.

Other risks identified

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Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Infrastructure assets	<p>The CIPFA Code of Practice on Local Authority Accounting prescribes the accounting treatment and disclosure requirements for infrastructure assets. The Code requires infrastructure to be reported in the Balance Sheet at depreciated historical cost, that is historic cost less accumulated depreciation and impairment. The Code requires a reconciliation of gross carrying amounts and accumulated depreciation and impairment from the beginning to the end of the reporting period. These requirements of the Code derive from IAS 16 Property, Plant and Equipment.</p> <p>The Council has material infrastructure assets and there could therefore be a potential risk of material misstatement related to this balance.</p>	<p>Infrastructure assets includes roads, highways, streetlighting and coastal assets. In accordance with the LG Code, Infrastructure assets are measured using the historical cost basis, and carried at depreciated historical cost. With respect to the financial statements, there are two risks which we plan to address:</p> <ol style="list-style-type: none"> 1. The risk that the value of infrastructure assets is materially misstated as a result of applying an inappropriate Useful Economic Life (UEL) to components of infrastructure assets. 2. The risk that the presentation of the PP&E note is materially misstated insofar as the gross cost and accumulated depreciation of Infrastructure assets is overstated. It will be overstated if management do not derecognise components of Infrastructure when they are replaced. <p>For the avoidance of any doubt, these two risks have not been assessed as a significant risk at this stage, but we have assessed that there is some risk of material misstatement that requires an audit response. We are also aware that CIPFA are consulting on adaptations to the LG Code which we will factor into our response once the outcome is known.</p> <p>In order to be able to conclude whether there is a risk of material misstatement our response at this time is that we will:</p> <ul style="list-style-type: none"> • assess risks of material misstatement related to infrastructure assets • update our understanding of the process to explain the Council's current approach to capitalisation, derecognition and depreciation of infrastructure assets and how it complies with the Council's fixed asset register to confirm that the processes are being applied in practice • for a sample of assets or additions to infrastructure, we will enquire as to the basis of the asset life and conclude on whether this is reasonable and correctly factored into depreciation calculations
Operating expenditure	<p>Non-pay expenses on other goods and services also represents a significant percentage of the Council's operating expenses.</p> <p>Management uses judgement to estimate accruals of un-invoiced costs. We therefore identified completeness of non-pay expenses as a risk requiring particular audit attention.</p>	<p>We will</p> <ul style="list-style-type: none"> • evaluate the Council's accounting policies for recognition of non-pay expenditure streams for appropriateness • gain an understanding of the Council's system for accounting for non-pay expenditure • test a sample of balances included within trade and other payables • test a sample of payments immediately prior to and after the year end to ensure that appropriate cut-off has been applied, and therefore that the expenditure has been recognised in the correct period. • test a sample of expenditure to ensure it has been recorded accurately and is recognised in the appropriate financial accounting period.

Other risks identified

Risk	Reason for risk identification	Key aspects of our proposed response to the risk
Completeness, existence and accuracy of cash and cash equivalents	<p>The receipt and payment of cash represents a significant class of transactions occurring throughout the year, culminating in the year end balance for cash and cash equivalents reported on the statement of financial position.</p> <p>Due to the significance of cash transactions to the Council, we identified the completeness, existence and accuracy of cash and cash equivalents as a risk requiring special audit consideration.</p>	<p>We will</p> <ul style="list-style-type: none"> • agree all period end bank balances to the general ledger and cash book; • agree cash and cash equivalents to the the bank reconciliation; • agree all material reconciling items and a sample of other items to sufficient and appropriate corroborative audit evidence; • obtain the bank reconciliation for the following month end and review the reconciling items against those included on the period end bank reconciliation; • write to the bank and obtain a bank balance confirmation; • agree the aggregate cash balance to the relevant financial statement disclosures.

Accounting estimates and related disclosures

The Financial Reporting Council issued an updated ISA (UK) 540 (revised): *Auditing Accounting Estimates and Related Disclosures* which includes significant enhancements in respect of the audit risk assessment process for accounting estimates.

Introduction

Under ISA (UK) 540 (Revised December 2018) auditors are required to understand and assess an entity's internal controls over accounting estimates, including:

- The nature and extent of oversight and governance over management's financial reporting process relevant to accounting estimates;
- How management identifies the need for and applies specialised skills or knowledge related to accounting estimates;
- How the entity's risk management process identifies and addresses risks relating to accounting estimates;
- The entity's information system as it relates to accounting estimates;
- The entity's control activities in relation to accounting estimates; and
- How management reviews the outcomes of previous accounting estimates.

As part of this process auditors also need to obtain an understanding of the role of those charged with governance, which is particularly important where the estimates have high estimation uncertainty, or require significant judgement.

Specifically do Audit and Risk Committee members:

- Understand the characteristics of the methods and models used to make the accounting estimates and the risks related to them;
- Oversee management's process for making accounting estimates, including the use of models, and the monitoring activities undertaken by management; and
- Evaluate how management made the accounting estimates?



Accounting estimates and related disclosures

Additional information that will be required

To ensure our compliance with this revised auditing standard, we will be requesting further information from management and those charged with governance during our audit for the year ended 31 March 2022.

Based on our knowledge of the Council we have identified the following material accounting estimates for which this is likely to apply:

- Valuations of land and buildings and council dwellings
- Depreciation
- Valuation of defined benefit net pension fund liabilities
- PFI liabilities
- Provisions and accruals
- Fair value estimates

The Council's Information systems

In respect of the Council's information systems we are required to consider how management identifies the methods, assumptions and source data used for each material accounting estimate and the need for any changes to these. This includes how management selects, or designs, the methods, assumptions and data to be used and applies the methods used in the valuations.

When the models used include increased complexity or subjectivity, as is the case for many valuation models, auditors need to understand and assess the controls in place over the models and the data included therein. Where adequate controls are not in place we may need to report this as a significant control deficiency and this could affect the amount of detailed substantive testing required during the audit.

If management has changed the method for making an accounting estimate we will need to fully understand management's rationale for this change. Any unexpected changes are likely to raise the audit risk profile of this accounting estimate and may result in the need for additional audit procedures.

We are aware that the Council uses management experts in deriving some of its more complex estimates, e.g. asset valuations and pensions liabilities. However, it is important to note that the use of management experts does not diminish the responsibilities of management and those charged with governance to ensure that:

- All accounting estimates and related disclosures included in the financial statements have been prepared in accordance with the requirements of the financial reporting framework, and are materially accurate;
- There are adequate controls in place at the Council (and where applicable its service provider or management expert) over the models, assumptions and source data used in the preparation of accounting estimates.



Estimation uncertainty

Under ISA (UK) 540 we are required to consider the following:

- 210
- How management understands the degree of estimation uncertainty related to each accounting estimate; and
 - How management address this estimation uncertainty when selecting their point estimate.

For example, how management identified and considered alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the point estimate used.

The revised standard includes increased emphasis on the importance of the financial statement disclosures. Under ISA (UK) 540 (Revised December 2018), auditors are required to assess whether both the accounting estimates themselves and the related disclosures are reasonable.

Where there is a material uncertainty, that is where there is a significant risk of a material change to the estimated carrying value of an asset or liability within the next year, there needs to be additional disclosures. Note that not all material estimates will have a material uncertainty and it is also possible that an estimate that is not material could have a risk of material uncertainty.

Where there is material estimation uncertainty, we would expect the financial statement disclosures to detail:

- What the assumptions and uncertainties are;
- How sensitive the assets and liabilities are to those assumptions, and why;
- The expected resolution of the uncertainty and the range of reasonably possible outcomes for the next financial year; and
- An explanation of any changes made to past assumptions if the uncertainty is unresolved.

Planning enquiries

As part of our planning risk assessment procedures, we routinely make a number of enquiries of management and those charged with governance, which include general enquiries, fraud risk assessment questions, going concern considerations etc.

Responses to these enquiries are completed by management and confirmed by those charged with governance at an Audit and Risk Committee meeting. For our 2021/22 audit we have made additional enquiries on your accounting estimates in a similar way and reported the response to you in March's Audit and Risk Committee.

Further information

Further details on the requirements of ISA (UK) 540 (Revised December 2018) can be found in the auditing standard on the Financial Reporting Council's website:

[https://www.frc.org.uk/getattachment/0fa69c03-49ec-49ae-a8c9-cc7a2b65382a/ISA-\(UK\)-540_Revised-December-2018_final.pdf](https://www.frc.org.uk/getattachment/0fa69c03-49ec-49ae-a8c9-cc7a2b65382a/ISA-(UK)-540_Revised-December-2018_final.pdf)

Other matters

Other work

In addition to our responsibilities under the Code of Practice, we have a number of other audit responsibilities, as follows:

- We read your Narrative Report and Annual Governance Statement to check that they are consistent with the financial statements on which we give an opinion and our knowledge of the Council.
- We carry out work to satisfy ourselves that disclosures made in your Annual Governance Statement are in line with requirements set by CIPFA.
- We carry out work on your consolidation schedules for the Whole of Government Accounts process in accordance with NAO group audit instructions.
- We consider our other duties under legislation and the Code, as and when required, including:
 - giving electors the opportunity to raise questions about your 2021/22 financial statements, consider and decide upon any objections received in relation to the 2021/22 financial statements;
 - issuing a report in the public interest or written recommendations to the Council under section 24 of the Local Audit and Accountability Act 2014 (the Act).
 - application to the court for a declaration that an item of account is contrary to law under section 28 or a judicial review under section 31 of the Act
 - issuing an advisory notice under section 29 of the Act
- We certify completion of our audit.

Other material balances and transactions

Under International Standards on Auditing, "irrespective of the assessed risks of material misstatement, the auditor shall design and perform substantive procedures for each material class of transactions, account balance and disclosure". All other material balances and transaction streams will therefore be audited. However, the procedures will not be as extensive as the procedures adopted for the risks identified in this report.

IFRS 16 (Leases)

IFRS 16 removes the previous lease classifications of operating and finance leases for lessees and it requires that a right-of-use asset be recognised for all leases (there are exemptions for short-term and low value leases) with a corresponding lease liability representing the lessee's obligation to make lease payments for the asset.

Following its emergency consultation in March 2022 on exploratory proposals for changing the Code of Practice on Local Authority Accounting in the United Kingdom, CIPFA LASAAC has confirmed its decision to defer the implementation of IFRS 16 until 1 April 2024 (and therefore in the 2024/25 Code). However, both the 2022/23 and the 2023/24 Codes will allow for early adoption as of 1 April 2022 or 2023. Our current understanding is that the Council is not seeking to adopt the revised standard early.

Going Concern

As auditors, we are required to obtain sufficient appropriate audit evidence regarding, and conclude on:

- whether a material uncertainty related to going concern exists; and
- the appropriateness of management's use of the going concern basis of accounting in the preparation of the financial statements.

The Public Audit Forum has been designated by the Financial Reporting Council as a "SORP-making body" for the purposes of maintaining and updating Practice Note 10: Audit of financial statements and regularity of public sector bodies in the United Kingdom (PN 10). It is intended that auditors of public sector bodies read PN 10 in conjunction with (ISAs) (UK).

PN 10 was updated to take account of revisions to ISAs (UK), including ISA (UK) 570 on going concern. The revisions to PN 10 in respect of going concern are important and mark a significant departure from how this concept has been audited in the public sector in the past. In particular, PN 10 allows auditors to apply a 'continued provision of service approach' to auditing going concern, where appropriate. Applying such an approach should enable us to increase our focus on wider financial resilience (as part of our VfM work) and ensure that our work on going concern is proportionate for public sector bodies. We will review the Authority's arrangements for securing financial sustainability as part of our Value for Money work and provide a commentary on this in our Auditor's Annual Report.

Materiality

The concept of materiality

Materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Materiality for planning purposes

We have determined financial statement materiality based on a proportion of the gross expenditure of the group and Council for the financial year. In the prior year we used the same benchmark. Materiality at the planning stage of our audit is £15.0m (PY £15.25m) for the Council, which equates to approximately 1.47% of your forecast gross expenditure for the year.

We design our procedures to detect errors in specific accounts at a lower level of precision. In particular, errors noted in disclosures relating to senior officers' remuneration and related party transactions will be considered on a case by case basis.

We reconsider planning materiality if, during the course of our audit engagement, we become aware of facts and circumstances that would have caused us to make a different determination of planning materiality.

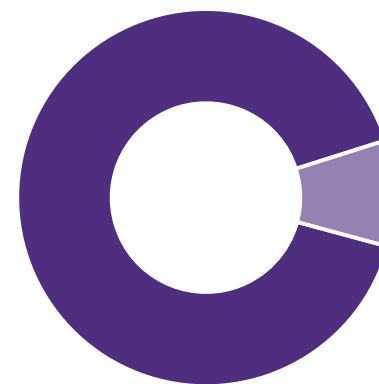
Matters we will report to the Audit and Risk Committee

Whilst our audit procedures are designed to identify misstatements which are material to our opinion on the financial statements as a whole, we nevertheless report to the Audit and Risk Committee any unadjusted misstatements of lesser amounts to the extent that these are identified by our audit work. Under ISA 260 (UK) 'Communication with those charged with governance', we are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. ISA 260 (UK) defines 'clearly trivial' as matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria. In the context of the group and Council, we propose that an individual difference could normally be considered to be clearly trivial if it is less than £0.75m (PY £0.762m).

If management have corrected material misstatements identified during the course of the audit, we will consider whether those corrections should be communicated to the Audit and Risk Committee to assist it in fulfilling its governance responsibilities.

Prior year gross operating costs

£1,026.3m Council



■ Prior year gross operating costs

Materiality

£15.0m

Council financial statements materiality
(PY: £15.25m)

£0.75m

Misstatements reported to the Audit and Risk Committee
(PY: £0.762m)

IT audit strategy

In accordance with ISA (UK) 315, we are required to obtain an understanding of the information systems relevant to financial reporting to identify and assess the risks of material misstatement. As part of this we obtain an understanding of the controls operating over relevant Information Technology (IT) systems i.e., IT general controls (ITGCs). Our audit will include completing an assessment of the design of ITGCs related to security management; technology acquisition, development and maintenance; and technology infrastructure. Based on the level of assurance required for each IT system the assessment may focus on evaluating key risk areas ('streamlined assessment') or be more in depth ('detailed assessment').

The following IT systems have been judged to be in scope for our audit and based on the planned financial statement audit approach we will perform the indicated level of assessment:

IT system	Audit area	Planned level IT audit assessment
Business World/Unit 4	Financial reporting	Streamlined assessment plus follow up on progress in implementing the recommendation raised in our 2020-21 Audit Findings Report. We recommended that:
iTrent	Payroll	<ol style="list-style-type: none"> 1. Management should consider reviewing access rights assigned to all system users to identify and remove conflicting access rights. 2. Management should adopt a risk-based approach to create and reassess the segregation of duty matrices on a periodic basis. This should consider whether the matrices continue to be appropriate or required updating to reflect changes within the business. 3. If incompatible business functions are granted to users due to organisational size constraints, management should ensure that there are review procedures in place to monitor activities [e.g. reviewing system reports of detailed transactions; selecting transactions for review of supporting documents; etc].
Civica	Council Tax, Business Rates, Benefits	<ul style="list-style-type: none"> • Streamlined assessment plus privileged access testing for application and database
Active Directory		<ul style="list-style-type: none"> • Streamlined assessment plus privileged access testing for application and database

Value for Money arrangements

Approach to Value for Money work for 2021/22

The National Audit Office (NAO) issued updated guidance for auditors in April 2020. The Code requires auditors to consider whether the body has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. When reporting on these arrangements, the Code requires auditors to structure their commentary on arrangements under three specified reporting criteria. These are as set out below:



Improving economy, efficiency and effectiveness

Arrangements for improving the way the body delivers its services. This includes arrangements for understanding costs and delivering efficiencies and improving outcomes for service users.



Financial Sustainability

Arrangements for ensuring the body can continue to deliver services. This includes planning resources to ensure adequate finances and maintain sustainable levels of spending over the medium term (3-5 years)



Governance

Arrangements for ensuring that the body makes appropriate decisions in the right way. This includes arrangements for budget setting and management, risk management, and ensuring the body makes decisions based on appropriate information



Risks of significant VFM weaknesses

As part of our planning work, we considered whether there were any risks of significant weakness in the body's arrangements for securing economy, efficiency and effectiveness in its use of resources that we needed to perform further procedures on. The risks we have identified are detailed in the first table below, along with the further procedures we will perform. We may need to make recommendations following the completion of our work. The potential different types of recommendations we could make are set out in the second column below.

Risks of significant weakness

Those risks requiring audit consideration and procedures to address the likelihood that proper arrangements are not in place at the body to deliver value for money.

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Financial sustainability

With regards to COVID-19, the Council has received central funding and has been administering support grants in 2021/22. The majority of funding is not ringfenced and can be recognised as income when received. Additionally the Council has responded well to remote working and has been agile in delivering services, diverting office staff to frontline services where required.

Internal controls have not changed significantly in relation to the business processes that feed into the financial statements. Management continue to factor in Covid income and expenditure into budgets and cash flow forecasts, and the Council make applications for additional funding when available and relevant. It continues to monitor costs arising, as well as income received, that is both directly and indirectly related to COVID, which will be key in any determining any future budget strategies and service delivery decisions, as society learns to live with the ongoing impacts of the pandemic. Additional costs of COVID as well as associated loss of income is reported regularly.

However, in addition to ongoing impacts of Covid-19, the local government sector as a whole faces pressure owing to cuts, funding pressures and service demands, especially in areas such as Adult Social Care and Leicester is no exception to this; Council reports note that the biggest risk to future sustainability appears to be unfunded social care pressures which are said to "present a severe threat to the financial sustainability of the Council".

The Council has adequate reserves for the short to medium term but in the absence of a medium term settlement from government and pressures on demand led services, managing the risk is a key area for the Council. We will review the Council's Medium Term Financial Statement and financial monitoring reports and assess the assumptions being used and savings being achieved, as well as follow up on all improvement recommendations made in our 2020/21 Annual Auditor's Report.

Potential types of recommendations

A range of different recommendations could be made following the completion of work on risks of significant weakness, as follows:



Statutory recommendation

Written recommendations to the body under Section 24 (Schedule 7) of the Local Audit and Accountability Act 2014. A recommendation under schedule 7 requires the body to discuss and respond publicly to the report.



Key recommendation

The Code of Audit Practice requires that where auditors identify significant weaknesses in arrangements to secure value for money they should make recommendations setting out the actions that should be taken by the body. We have defined these recommendations as 'key recommendations'.



Improvement recommendation

These recommendations, if implemented should improve the arrangements in place at the body, but are not made as a result of identifying significant weaknesses in the body's arrangements

Audit logistics and team

Audit Committee
March

Progress report

Planning and risk assessment

Audit Committee
June

Audit Plan

Year end audit
July - November 2022

Audit Committee
TBC

Audit Findings Report/Draft Auditor's Annual Report

Audit opinion

Audit Committee
TBC

Auditor's Annual Report

Grant Patterson, Director and Engagement Lead

Grant will be the main point of contact for officers and committee members. He will share his wealth of knowledge and experience across the sector providing challenge and sharing good practice, ensuring that our audit is tailored specifically to the Council. Grant is responsible for the overall quality of our audit work, and will sign your audit opinion.

Nic Coombe, Senior Manager

Nic will work with senior members of the finance team, ensuring that any issues that arise are addressed on a timely basis. She will attend Audit and Risk Committee and liaison meetings with Grant, undertake reviews of the team's work and ensure that our reports are clear, concise and understandable.

Lisa Morrey, Assistant Manager

Lisa will work directly with the finance team and manage the day-to-day work of the more junior members of our audit team. She will complete work on the more complex areas of the audit, and will provide support to Nic as necessary.

Audited body responsibilities

Where audited bodies do not deliver to the timetable agreed, we need to ensure that this does not impact on audit quality or absorb a disproportionate amount of time, thereby disadvantaging other audits. Where the elapsed time to complete an audit exceeds that agreed due to a client not meeting its obligations we will not be able to maintain a team on site. Similarly, where additional resources are needed to complete the audit due to a client not meeting their obligations we are not able to guarantee the delivery of the audit to the agreed timescales. In addition, delayed audits will incur additional audit fees.

Our requirements

To minimise the risk of a delayed audit, you need to ensure that you:

- produce draft financial statements of good quality by the agreed timetable you have agreed with us, including all notes, the Narrative Report and the Annual Governance Statement
- ensure that good quality working papers are available at the start of the audit, in accordance with the working paper requirements schedule that we have shared with you
- ensure that the agreed data reports are available to us at the start of the audit and are reconciled to the values in the accounts, in order to facilitate our selection of items for testing
- ensure that all appropriate staff are available on site throughout (or as otherwise agreed) the planned period of the audit
- respond promptly and adequately to audit queries.

Audit fees

In 2017, PSAA awarded a contract of audit for Leicester City Council to begin with effect from 2018/19. The fee agreed in the contract was £112,884. Since that time, there have been a number of developments, particularly in relation to the revised Code and ISA's which are relevant for the 2021/22 audit.

The 2020/21 Code introduced a revised approach to our VFM work. This requires auditors to produce a commentary on arrangements across all of the key criteria, rather than the current 'reporting by exception' approach. Auditors now have to make far more sophisticated judgements on performance, as well as issue key recommendations if any significant weaknesses in arrangements are identified during the audit.

Our 2020/21 audit plan set out the level of additional fees required to deliver this work; this expanded approach to the VFM assessment continues for 2021/22.

217 Additionally, across all sectors and firms, the FRC has set out its expectation of improved financial reporting from organisations and the need for auditors to demonstrate increased scepticism and challenge and to undertake additional and more robust testing, as noted in the number of revised ISA's issued by the FRC that are applicable to audits of 2021/22 financial statements, as detailed in Appendix 2. For 2021/22 we have increased fees by £4,000 to cover additional requirements of Auditing Standards.

As a firm, we are absolutely committed to meeting the expectations of the FRC with regard to audit quality and public sector financial reporting. Our proposed work and fee for 2021/22, as set out below.

	Actual fee 2020/21 £	Proposed fee 2021/22 £
PSAA Scale fee	112,884	118,884
- Increased regulatory factors/new standards	5,000	7,750
- Enhanced PPE audit procedures	4,350	5,438
- PPE: appointment of auditor's expert	5,000	5,000
- Pensions valuation	3,500	4,375
- VFM	26,000*	20,000
- Increased audit requirement of revised ISAs	17,000	7,000**
- Infrastructure	-	5,000
Total statutory audit fees (excluding VAT)	173,734	173,447
Non-audit services (pages 23 and 24) (excluding VAT)	64,575***	88,000
Total audit fees (excluding VAT)	238,022	261,447

Assumptions

In setting these fees, we have assumed that the Council will:

- prepare a good quality set of accounts, supported by comprehensive and well presented working papers which are ready at the start of the audit
- provide appropriate analysis, support and evidence to support all critical judgements and significant judgements made during the course of preparing the financial statements
- provide early notice of proposed complex or unusual transactions which could have a material impact on the financial statements.
- * in our 2020/21 Audit Plan we indicated a fee of £26,000 for the new VFM work subject to discussions with PSAA. It is now proposed that £20,000 be the baseline fee subject to local risk variations, though this is yet to be confirmed.
- ** some of these fees now reflected within revised scale fees
- *** no CFO Insights in 2020/21
- currently our fee anticipates being able to deliver the audit either on site or in a hybrid manner involving some on-site work. If we have to deliver the audit fully remotely our experience is that this takes longer. We would be proposing a further fee variation of £7,500 in these circumstances.

Relevant professional standards

In preparing our fee estimate, we have had regard to all relevant professional standards, including paragraphs 4.1 and 4.2 of the FRC's [Ethical Standard \[revised 2019\]](#) which stipulate that the Engagement Lead (Key Audit Partner) must set a fee sufficient to enable the resourcing of the audit with partners and staff with appropriate time and skill to deliver an audit to the required professional and Ethical standards.

Independence and non-audit services

Auditor independence

Ethical Standards and ISA (UK) 260 require us to give you timely disclosure of all significant facts and matters that may bear upon the integrity, objectivity and independence of the firm or covered persons, relating to our independence. We encourage you to contact us to discuss these or any other independence issues with us. We will also discuss with you if we make additional significant judgements surrounding independence matters.

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Financial Reporting Council's Ethical Standard (Revised 2019) and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements. Further, we have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 issued in May 2020 which sets out supplementary guidance on ethical requirements for auditors of local public bodies.

We confirm that we have implemented policies and procedures to meet the requirements of the Ethical Standard. For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams and component audit firms providing services to the Council.

Other services

Other services provided by Grant Thornton were identified as set out on the next page.

The amounts detailed are fees agreed to-date for audit related and non-audit services to be undertaken by Grant Thornton UK LLP in the current financial year. These services are consistent with the Council's policy on the allotment of non-audit work to your auditors.

Any changes and full details of all fees charged for audit related and non-audit related services by Grant Thornton UK LLP and by Grant Thornton International Limited network member Firms will be included in our Audit Findings report at the conclusion of the audit.

None of the services provided are subject to contingent fees.

Independence and non-audit services

Auditor independence

Ethical Standards and ISA (UK) 260 require us to give you timely disclosure of all significant facts and matters that may bear upon the integrity, objectivity and independence of the firm or covered persons, relating to our independence. We encourage you to contact us to discuss these or any other independence issues with us. We will also discuss with you if we make additional significant judgements surrounding independence matters.

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We confirm that we have implemented policies and procedures to meet the requirements of the Ethical Standard. For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Council.

Other services

The following other service provided by Grant Thornton was identified, as detailed in the table.

The amounts detailed are fees agreed to-date for audit related and non-audit services to be undertaken by Grant Thornton UK LLP in the current financial year. These services are consistent with the Council's policy on the allotment of non-audit work to your auditors. Any changes and full details of all fees charged for audit related and non-audit related services by Grant Thornton UK LLP and by Grant Thornton International Limited network member Firms will be included in our Audit Findings report at the conclusion of the audit.

None of the services provided are subject to contingent fees.

Service	Fees £	Threats	Safeguards
Audit related			
Certification of Housing Benefits	62,000*	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £62,000 in comparison to the total fee for the audit and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
Certification of Teachers Pension Return	7,500*	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work in comparison to the total fee for the audit and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
Certification of Housing Capital receipts grant	6,000*	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work in comparison to the total fee for the audit and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
Non-audit related			
None	N/A	N/A	N/A

* Note that these fees are those anticipated to be charged in respect of 2021-22.

Independence and non-audit services

CFO insights

CFO Insights is an online software service offering from Grant Thornton UK LLP that enables users to rapidly analyse, segment and visualise all the key data relating to the financial performance of a local authority. The financial data, revenue outturn and budget data for the current year and the previous year (and in time up to 10 years), is provided by CIPFA and the socio-economic data is drawn from Place Analytics. The data is contextualised using a range of socio-economic indicators enabling a local authority to understand its relative performance.

It is reported to you here, as the Council has taken out a subscription to this service for three years at £12,500 annually.

We have set out our consideration of the threats to our independence as auditors, in providing this non-audit service, and the safeguards that have been applied to mitigate these threats.

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Audit-related service	Fees £	Threats identified	Safeguards
CFO insights	12,500 (per annum for 3 years)	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is anticipated to be £12,500 in comparison to the total fee for the audit and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
		Self-review (because GT provides audit services)	To mitigate against the self review threat , the work is undertaken by a team independent of the audit team. The audit will consider the accounting treatment of the payments made and this is not part of CFOi service. There is not considered to be a significant self-review threat.

Appendix 1:

Significant improvements from the Financial Reporting Council's (FRC) quality inspection

On 29 October, the FRC published its annual report setting out the findings of its review of the work of local auditors. The report summarises the results of the FRC's inspections of twenty audit files for the last financial year. A link to the report is here: [FRC AQR Major Local Audits October 2021](#)

Grant Thornton are one of seven firms which currently delivers local audit work. Of our 330 local government and NHS audits, 87 are currently defined as 'major audits' which fall within the scope of the AQR. This year, the FRC looked at nine of our audits.

Our file review results

The FRC reviewed nine of our audits this year. It graded six files (67%) as 'Good' and requiring no more than limited improvements. No files were graded as requiring significant improvement, representing an impressive year-on-year improvement. The FRC described the improvement in our audit quality as an 'encouraging response by the firm to the quality findings reported in the prior year.' Our Value for Money work continues to be delivered to a high standard, with all of the files reviewed requiring no more than limited improvement. We welcome the FRC findings and conclusions which demonstrate the impressive improvement we have made in audit quality over the past year.

The FRC also identified a number of good practices including effective challenge of management's valuer, use of an auditor's expert to assist with the audit of a highly specialised property valuation, and the extent and timing of involvement by the audit partner on the VFM conclusion.

Our results over the past three years are shown in the table below:

Grade	Number 2018/19	Number 2019/20	Number 2020/21
Good with limited improvements (Grade 1 or 2)	1	1	6
Improvements required (Grade 3)	2	5	3
Significant improvements required (Grade 4)	1	0	0
Total	4	6	9

Our continued commitment to Audit quality and continuous improvement

Our work over the past year has been undertaken during the backdrop of COVID, when the public sector has faced the huge challenge of providing essential services and helping safeguard the public during the pandemic. Our NHS bodies in particular have been at the forefront of the public health crisis. As auditors we have had to show compassion to NHS staff deeply affected by the crisis, whilst staying focused on the principles of good governance and financial management, things which are more important than ever. We are very proud of the way we have worked effectively with audited bodies, demonstrating empathy in our work whilst still upholding the highest audit quality.

Significant improvements from the Financial Reporting Council's (FRC) quality inspection (continued)

Over the coming year we will make further investments in audit quality including strengthening our quality and technical support functions, and increasing the level of training, support and guidance for our audit teams. We will address the specific improvement recommendations raised by the FRC, including:

- Enhanced training for local auditors on key assumptions within property valuations, and how to demonstrate an increased level of challenge
- Formalising our arrangements for the consideration of complex technical issues by Partner Panels.

222 As part of our enhanced Value for Money programme, we will focus on identifying the scope for better use of public money, as well as highlighting weaknesses in governance or financial stewardship where we see them.

Conclusion

Local audit plays a critical role in the way public sector audits an society interact, and it depends on the trust and confidence of all those who rely on it. As a firm we're proud to be doing our part to promote good governance, effective stewardship and appropriate use of public funds.





Leicester City Council Audit & Risk Committee
20 July 2022

Report of Leicestershire County Council's Head of Internal Audit & Assurance Service

Progress against Internal Audit Plans and the Internal Audit Annual Report 2021-22

Purpose of Report

1. The purpose of this report is to provide:
 - a. **Part 1** - a summary of progress against the 2021-22 & 2022-23 Internal Audit Plans including: -
 - i. information on resources used to progress the plans
 - ii. commentary on the progress and resources used
 - iii. summary information on high importance recommendations and progress with implementing them
 - b. **Part 2** - An annual report on internal audit work conducted during 2021-22 containing information on the internal audit function's conformance to professional standards, which provides an insight into its effectiveness

Recommendation

2. That the contents of the routine update report be noted.

Background

3. Within its Constitution, Leicester City Council (the Council) has delegated the function to provide an internal audit service to the Director of Finance. In January 2017, the City Mayor agreed to delegate the Council's internal audit function to Leicestershire County Council. The delegation was formally completed on 23 November 2017 and the management arrangements were transferred.

4. Within its Terms of Reference (revised March 2021) the Audit & Risk Committee (the Committee) has a duty to receive regular reports on progress against the internal audit plan, containing activity undertaken, summaries of key findings, issues of concern and action in hand.
5. Most planned audits undertaken are 'assurance' type, which requires undertaking an objective examination of evidence to reach an independent opinion on whether risk is being mitigated. For these audits an assurance level is given as to whether material risks are being managed. There are four levels: full; substantial; partial; and little. 'Partial' ratings are normally given when the auditor has reported at least one high importance recommendation, which would be reported to this Committee and a follow up audit would ensue to confirm action had been implemented. Occasionally, the auditor might report several recommendations that individually are not graded high importance but collectively would require a targeted follow up to ensure improvements have been made.
6. Other planned audits are 'consulting' type, which are primarily advisory and guidance to management. These add value, for example, by commenting on the effectiveness of controls designed before implementing a new system.
7. Grants and other returns are audited, but because these are specific or focused reviews of certain aspects of a process in these cases it is not appropriate to give an assurance level. When they are completed, 'certified' is recorded.
8. Follow up audits relating to testing whether recommendations have been implemented from previous years' audits are undertaken. With this type, assurance levels aren't given because not all of the system is being tested. However, the Head of Internal Audit Service (HoIAS) forms a view on whether the situation has improved since the original audit and that is listed.
9. The Public Sector Internal Audit Standards (PSIAS) require the Head of Internal Audit Service (HoIAS) to provide an annual report to 'the Board' timed to support the annual governance statement. The Council's Internal Audit Charter defines the Audit & Risk Committee as the Board and recognises that it has a duty on behalf of the Council, to approve the HoIAS' annual report and opinion on the Council's control environment and decide on any appropriate actions.

Part 1

Summary of progress at 31st May 2022

10. **Appendix 1** reports on the position at 31st May 2022. Updates (i.e. closures, movements in status, new starts and postponements) are shown in **bold font**. The summary position (with comparison to the previous position at 31st January 2022) is:

	2021-22 @31/01/22	2021-22 @31/05/22	2022/23 @31/05/22
Outcomes			
High(er) Assurance levels	2	12	0
Low(er) Assurance levels	1	4	0
Advisory	2	2	0
Grants/other certifications	21	22	3
HI follow ups – completed	0	2	0
Audits finalised	26	42	3
HI follow ups – in progress	1	5	0
In progress	30	14	23
Not yet started	10	0	32¹
Postponed/Rescheduled/ Cancelled	16	31	0

Summary of resources used in 2022-23 (as at 31 May 2022)

11. To close off 2021-22 audits, progress 2022-23 audits (reported in Appendix 1), and provide additional work relating to requirements such as planning, reporting to Committees etc, at 31 May 2022, Leicester City Council had received 158 days of internal audit input delivered (see below table).

	@31/05/22	@ 31/05/2022
By type	Days	%
Relating to prior years audits (*)	61	39
Relating to audits started 2022-23	80	50
Sub-total audits	141	89
Client management	17	11
Total	158	100
By position		
HolAS	4	3
Audit Manager	31	20
Audit Senior (incl. ICT)	37	23
Auditor	86	54
Total	158	100

¹ A number of audits included in this figure has a block allocation, which means multiple audits are included in that block e.g. Contract Audit, Major Financial Systems Audit

(*) These days were utilised either concluding previous years audits or following up on the progress made with implementing audit recommendations where low assurance levels had been reported.

Commentary on progress and resources used

12. Leicestershire County Council Internal Audit Service's (LCCIAS) staffing situation has improved again since last reported in March with the appointment of a further experienced Senior Auditor. Exploration of using guest auditors for data analytics audits is continuing.

Progress with implementing high importance recommendations

13. The Committee is also tasked with monitoring the implementation of high importance (HI) recommendations which primarily lead to low assurance levels. **Appendix 2** provides a short summary of the issues and the associated recommendations. The relevant manager's agreement (or otherwise) to implementing the recommendation(s) and the implementation timescale is also shown. Recommendations that have not been reported to the Committee before or where some update has occurred to a previously reported recommendation are shown in **bold font**. Entries remain on the list until the HoIAS has confirmed (by gaining evidence or even specific re-testing by an auditor) that action has been implemented.

14. As part of the process of determining his annual opinion, the HoIAS takes account of how management responds to implementing high importance recommendations. Responses are generally positive and there is recognition (especially with covid disruptions) that some recommendations do require more time to fully implement.

15. To summarise movements within Appendix 2 as at 17th June 2022

- a. New
 - i. Contract Audit - Contract arrangements during the COVID 19 period
 - ii. Smoking Cessation
 - iii. LLEP- Careers Hub
- b. Ongoing/extended (date initially reported & number of extensions granted)
 - i. Social Value within Procurement (March 2021 – 4)
 - ii. Financial Management & School Governance - LA Scheme for the Financing of Schools (June 2020 – 6)
 - iii. GDPR #2 (June 2020 – 6)
- c. Closed
 - i. LLEP- Careers Hub
 - ii. Eyres Monsell Primary School
 - iii. GDPR #1

Part 2

Internal Audit Annual Report 2021-22

16. The HoIAS' annual report must include:
- a) an annual internal audit opinion on the overall adequacy and effectiveness of the Council's control environment
 - b) a summary of the audit work from which the opinion is derived
 - c) a comparison of the work actually undertaken with the work that was planned to include a summary of the performance of the internal audit function
 - d) a statement on conformance with the PSIAS and the results of the internal audit Quality Assurance and Improvement Programme (QAIP)
 - e) any issues the HoIAS judges particularly relevant to the preparation of the annual governance statement
17. The annual report for 2021-22 is provided in **Appendix 3**. The report includes the HoIAS opinion. For 2021-22, the HoIAS reviewed actions taken to promote good governance, mitigate risk and retain control during the continuing coronavirus.

HoIAS opinion: Whilst Covid-19 and other staff absences and unplanned vacancies (along with a corresponding difficulty to recruit) caused some disruption to resources, there was a return to more assurance than consulting work, however the requirement to certify grants remained a burden. Nevertheless the HoIAS considers there was just sufficient internal audit coverage across the control environment to be able to give an opinion.

Whilst a number of audits returned partial assurance ratings, management accepted and responded to recommendations. Nothing else of significance has been brought to his attention so the HoIAS considers that during 2021-22, reasonable assurance can be given that the Council's control environment remained overall adequate and effective.

The HoIAS opinion is also contained in the Council's draft AGS.

18. **Annex 1** provides detail on how the annual internal audit opinion was formed, defines the types of audits, the components of the control environment and what it is designed to achieve, and provides a caveat on any opinion reached.
19. **Annex 2** lists the audits undertaken during the year. For assurance audits the individual audit opinion is given.
20. **Annex 3 (see link at end of report)** - is the position after the June 2022 self-assessment conducted by the HoIAS of the Service's general conformance to the PSIAS. Supporting notes are reported.
21. **Annex 4 (see link at end of report)** - is the position after the HoIAS review of the Quality Assurance and Improvement Programme (QAIP). The last page shows some actions are overdue. The 'footer' date is incorrect.

22. Headlines from the report are: -

- a. Despite the impact of vacancies and absences, the HoIAS overall opinion on the adequacy and effectiveness of the control environment remained positive.
- b. A majority of assurance audits conducted returned substantial assurance ratings. Those where less assurance was given will continue to be subject to further internal audit scrutiny.
- c. Audits of grants remains a drain on resource
- d. There's a relatively small carry over of work
- e. Days provided were similar to the previous year. Some compensation will be agreed.
- f. Customer satisfaction remained positive
- g. Additional assistance beyond the Internal Audit Plan was provided.
- h. Development and training continued. The Service generally conforms to PSIAS. The QAIP has been updated with some action due dates moved forward

Financial Implications:

23. None

Legal Implications:

24. None.

Equal Opportunities Implications

25. There are no discernible equal opportunities implications resulting from the audits listed.

Climate Emergency Implications:

26. None

Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

27. No.

Is this a "key decision"? If so, why?

28. No.

Background Papers

The Constitution of Leicester City Council
Accounts and Audit Regulations (Amendment) 2015
The Public Sector Internal Audit Standards (revised from April 2017)
The Internal Audit Plans 2020-21 and 2021-22

Officer to Contact

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Leicestershire County Council
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Appendices

- Appendix 1 - Summary of Internal Audit Service work undertaken between 31st January 2022 – 31st May 2022.
- Appendix 2 - High Importance Recommendations as at 17th June 2022.
- Appendix 3 - Head of Internal Audit Service Annual Report 2021-22
- Annex 1 - HoIAS Annual Opinion 2021-22.
- Annex 2 - Summary of IA work supporting the HoIAS opinion 2021-22.
- Annex 3 - LCCIAS Summary Self-Assessment Conformance to PSIAS (June 2022)

<https://politics.leics.gov.uk/documents/s169966/Annex%203%20-%20Summary%20-%20Self-assessment%20of%20conformance%20with%20PSIAS%20-%20June%202022%20final.pdf>

- Annex 4 - LCCIAS Quality Assurance Improvement Programme (June 2022)

<https://politics.leics.gov.uk/documents/s169993/Annex%204%20-%20LCCIAS%20QAIP%20with%20action%20plan%20-%20June%202022.pdf>

Appendix 1 : Summary of IA work as at 31st May 2022

Finalised as at 31st May 22

Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Audit Title	Assurance Level
2020-21	Planned	Leicester City Council	Systems	Disabled Facilities System Review	Substantial Assurance
2021-22	Planned	Leicester City Council	Governance	Contract Audit - Contract arrangements during the COVID 19 period	Partial Assurance
2021-22	Planned	Leicester City Council	Governance	LLEP - Careers Hub Project	Partial Assurance
2021-22	Planned	Leicester City Council	Governance	Smoking Cessation	Partial Assurance
2021-22	Planned	Leicester City Council	Systems & Governance	Finance Roles & Responsibility	Substantial Assurance
2021-22	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems (MFS) Audit - Payroll	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Schools' Websites - Publishing Requirements	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Single Central Record	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Business Continuity	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Safe & Effective Recruitment	Substantial Assurance
2021-22	Planned	Leicester City Council	Systems & Governance	Health & Safety including Working from Home	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	St Mary's Field Primary School - Financial Audit	Substantial Assurance
2021-22	Planned	Leicester City Council	Contract & Governance	Taxi Contract	Substantial Assurance
2021-22	Planned	Leicester City Council	Grant Certifications	Supporting Families (Previously referred to as Troubled Families) Claim 4	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	LLEP - BEIS Growth Hub - Core	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	LLEP - BEIS Growth Hub - Peer Networking	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	Protect & Vaccinate Grant	Certified

Status as at 31st May 2022

Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Audit Title	Current Milestone
2020-21	Planned	Leicester City Council	Contract & Procurement	Contract Audit - Housing	Draft issued
2020-21	Planned	Leicester City Council	Governance & risk management	Climate change and carbon emissions	Draft awaiting to be issued
2020-21	Planned	Leicester City Council	IT & Information Assurances	IT Audits - Key ICT controls	Draft issued
2021-22	Planned	Leicester City Council	Systems	B&B Emergency Planning (Phase 2)	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Governance	Contract Audit - Supply chain management	Work In Progress
2021-22	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems(MFS) Audit - Council Tax/NNDR	Draft issued
2021-22	Planned	Leicester City Council	Systems & Governance	Residential Financial Assessment	Draft awaiting to be issued
2021-22	Added to Plan	Leicester City Council	Grant Certifications	Procurement: Publishing Obligations Under the Local Government	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	IT & Information Assurances	Tracking database	Work In Progress
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Headteachers' Pay	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Minibuses	Draft issued
2021-22	Planned	Leicester City Council	Systems & Governance	Direct Payments	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Systems & Governance	Tax Digital	Draft issued
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Safeguarding	Work in Progress
2022-23	Planned	Leicester City Council	Contract & Governance	PH Contract Monitoring	Work in Progress
2022-23	Planned	Leicester City Council	Systems & Governance	Construction (Design & Management) Regulation	Work in Progress
2022-23	Planned	Leicester City Council	Systems & Governance	Childrens Placements	Planning
2022-23	Planned	Leicester City Council	Systems & Governance	House Acquisitions	Work in Progress
2022-23	Planned	Leicester City Council	Risk Management	Counter fraud	Planning
2022-23	Planned	Leicester City Council	Contract & Governance	Council assets transferred	Planning
2022-23	Planned	Leicester City Council	Risk Management	Fire risk in owned and occupied buildings	Planning
2022-23	Planned	Leicester City Council	Governance	Social Care Reforms (including integration with Health)	Planning
2022-23	Planned	Leicester City Council	IT & Information Assurances	IT Audits	Work in Progress
			Governance		
2022-23	Planned	Leicester City Council	Schools	School Audits	Work in Progress
2022-23	Planned	Leicester City Council	Systems	Section 106 Agreements	Planning
2022-23	Planned	Leicester City Council	Systems	Emergency Repairs	Work in Progress
2022-23	Planned	Leicester City Council	Governance	Ward Funding	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	Bus Recovery Grant	Planning
2022-23	Planned	Leicester City Council	Grants Certifications	Transforming Cities Grant (TCF1)	Planning
2022-23	Planned	Leicester City Council	Grants Certifications	Bus Services Operators Grant	Planning
2022-23	Planned	Leicester City Council	Grants Certifications	Supporting Families - 4 claims	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	Leaseholder Accounts	Planning
2022-23	Planned	Leicester City Council	Grants Certifications	Contain Outbreak Management Fund - 2 claims	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	Prevention & Promotion for Better Mental Health	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	BEIS Public Sector Decarbonisation Scheme	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	Adriatic Land 7 Limited Service Charges	Work in Progress
2022-23	Planned	Leicester City Council	Grants Certifications	Green Homes Grant - 3 Phases	Work in Progress

Leicester City Council : Audit follow ups as at 17.06.2022

Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Title	Current Milestone
2019-20	Planned	Leicester City Council	IT & Information Assurances	GDPR	In progress
2019-20	Planned	Leicester City Council	Governance	Financial Management & School Governance - LA Scheme for the Financing of Schools	In progress
2019-20	Planned	Leicester City Council	Contracts	Social Value in Procurement	In progress
2021-22	Planned	Leicester City Council	Systems & Governance	Smoking Cessation	In progress
2021-22	Planned	Leicester City Council	Contract	Contract Audit - Contract arrangements during the COVID 19 period	In Progress
2021-22	Planned	Leicester City Council	Systems & Governance	LLEP - Careers Hub	Completed
2021-22	Planned	Leicester City Council	Schools	Eyres Monsell Primary School	Completed

Leicester City Council 2021-22 Audit Plan - Postponed or cancelled as at 31st May 2022

Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Title	Current Milestone
2020-21	Planned	Leicester City Council	IT & Information Assurances	Data analytics	Cancelled by IA - timing issues
2021-22	Planned	Leicester City Council	Systems & Governance	Digital projects	Cancelled
2021-22	Planned	Leicester City Council	IT & Information Assurances	NHS Health Check	Cancelled
2020-21	Planned	Leicester City Council	IT & Governance	Digital Transformation	Cancelled
2021-22	Added to Plan	Leicester City Council	IT & Information Assurances	IT Audits: Systems Admin	Cancelled
2020-21	Planned	Leicester City Council	Contract & Governance	Construction contracts	Postponed to 2022/23
2021-22	Planned	Leicester City Council	IT & Information Assurances	Data analytics	Cancelled by IA - timing issues
2021-22	Planned	Leicester City Council	Governance	Governance changes	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Systems	Section 106 Agreements	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Risk Management	Fire risk in owned and occupied buildings	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Governance	Critical Incidence	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Systems	Climate change and carbon emissions - Phase 2	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Grant Certifications	Basic Needs Grant	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Systems & Governance	Non Residential Financial Assessment	Postponed to 2022/23
2021-22	Planned	Leicester City Council	Grant Certifications	Green Homes Grant - Phase 1b	Postponed to 2022/23

High Importance Recommendations – Position at 17th June 2022

<u>Audit Title (Owner)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of)</u>	<u>Confirmed Implemented</u>
Reported July 2022				
Contract Audit - Contract arrangements during the COVID 19 period (Head of Procurement)	The audit identified a number of weaknesses leading to a Partial Assurance rating, but no individual high importance recommendation was made. Recommendations related to fast tracked procedures, designed for the pandemic, are closely monitored and only used in exceptional cases; moving to position where these procedures are no longer relied on. Also ensuring the resourcing is sufficient to support the timely procurement process which is in full compliance with the Procurement Rules.	Process changes have been made that see a greater role at weekly procurement panel meetings regarding the approval of any proposed exceptions to contract rules. The panel plays an important role in challenging this and in effect approving the rationale for any exceptions, which is an important defence to any potential procurement challenge. The pandemic is no longer considered by the Authority to be an acceptable reason for ‘relaxed’ procurement activities. Work will commence in the Summer, led by the new Head of Procurement, to map the capacity of resource to manage the current workload, and imminent changes to the Procurement Contract Regulations will see increases to the workload of the procurement teams.	Sept 22	

Smoking Cessation (Public Health Consultant)	<p>One high importance recommendation relating to performance reporting for smoking cessation was made. The audit identified weaknesses in the quarterly reporting of smoking cessation, missing data of actual performance was identified, consequently it was difficult to assess the progress against expected targets. Management reported issues with data extraction, from the bespoke IT system, has been a major factor in some of the missing data identified in quarterly reporting.</p> <p>Recommendation was made to ensure training is promptly facilitated by the IT Providers to help with the extraction of data to ensure reports provide a complete and accurate position for smoking cessation in the quarterly reports.</p>	Management have reported that implementation of this recommendation will now not take place until the end of July due to other commitments and developments that they are working on that needs to take priority.	<p>June 2022</p> <p>Extend to July 2022</p>	
LLEP – Careers Hub Project (Head of Delivery & Governance)	<p>One High importance recommendation was made in the report to improve the preparation and timely submission of grant claims. The recommendation included the need for clear lines of responsibilities, time frames and deadlines to ensure grant claims are prepared appropriately, with supporting evidence and submitted on time.</p>	Follow-up audit testing has confirmed that new procedures and checklists have been introduced, including clear time frames to help ensure claims are prepared on time and with appropriate supporting information, which will enable claims to be reviewed and signed off promptly and submitted on time.	June 2022	Yes

Reported March 2022				
Eyres Monsell Primary School (School Headteacher)	A significant number of recommendations were made in this audit report, including 4 high importance (HI), which led to a partial assurance being given. Findings and recommendations in the report related to: Governance, Financial Reporting, Purchasing, Income, Banking, Asset Security, Managing Significant unexpected incidents; the 4 Hi Importance recommendations related to Payroll and Information Governance.	A follow-up audit was undertaken to determine the progress made in the implementation of the recommendations made in the report. The audit confirmed that good progress has been made with the majority of the recommendations made in the report have now been implemented including the 4 Hi importance recommendations.	Jun 2022	<u>Yes</u>
Reported March 2021				
Social Value within Procurement (Head of Procurement)	<p>One High Importance recommendation was made in this audit report.</p> <p>Finding:</p> <p>Sample testing identified:</p> <ul style="list-style-type: none"> Monitoring arrangement for Social Value (SV) Key Performance Indicators (KPIs) was not specified in the sample contracts there was no evidence to confirm that contract managers were monitoring the suppliers to ensure they had delivered their commitments and fulfilled their contractual obligations with regards to SV. <p>Recommendation:</p> <p>The monitoring arrangements of SV - KPI's should be determined and included in the contract; these should be actively monitored by contract managers and periodically reported.</p>	<p>Management have reported that they are currently at the early stages of the onboarding phase of the Social Value Portal.</p> <p>The inaugural meeting was on 18/5/2022, and over the next three months there will be various workshops at dates yet to be confirmed.</p> <p>The anticipated go-live date is late August.</p>	<p>July 21</p> <p>Dec 21</p> <p>Jun 22</p> <p>Extend to Sept 2022</p>	

Reported June 2020				
Schools' Governance – LA Scheme for Financing Schools (Head of Finance, Education and Children's Services)	<p>The Audit highlighted one High Importance recommendation:</p> <p>Finding: The Scheme for Financing has not been amended to reflect the mandatory revisions as notified in the DfE directed revisions dated 19/08/2015 or 22/03/2018.</p> <p>Recommendation: The Scheme for Financing Schools should be updated to reflect any directed revisions as notified by the DfE.</p>	<p>Finalising the Scheme for Financing Schools document is taking longer than anticipated as major updates need to be done. The extension to December 2021 was not adequate. Competing priorities, particularly the completion of the school and other DSG block budgets for the end of January 2022 have taken precedence.</p> <p>A further extension to September 22 has been requested.</p>	<p>June 20</p> <p>Dec 20</p> <p>June 21</p> <p>Aug 21</p> <p>Oct 21</p> <p>Dec 21</p> <p>Feb 22</p> <p>Extend to Sept 22</p>	
GDPR (Data Protection Officer - DPO)	<p>Within the earlier audit (Nov 18) it was confirmed that although Information Asset Registers (IAR) had been completed by relevant sections, gaps had yet to be identified – this could potentially lead to Data/Information breaches as gaps in compliance are not identified.</p> <p>Two High Importance recommendations were made:</p> <p>1. The Data Protection Officer should put forward a proposal to Senior Management if it is considered there is a need for additional resources to be allocated to undertake meetings with the Information Asset Owners in order to complete the IAR's and associated action plans.</p> <p>2. Meetings with Information Asset Owners should be undertaken as a matter of urgency to</p>	<p>1. An Information Governance assistant is now in post</p> <p>2. An Enterprise Data Architect has now been appointed. This officer will have two main responsibilities – one to act as the custodian for the Open Data Portal and secondly to establish and implement an enterprise wide data model for the council which looks at best use of data. The Enterprise Data Architect will be looking to work with Information Asset Owners on management of data in this new role. The Data Protection Officer will be working with the Enterprise Data Architect on the data protection side.</p>	<p>Jan 21</p> <p>June 21</p> <p>Sept 21</p> <p>Dec 21</p> <p>Jan 22</p> <p>Extend to Nov 22</p>	<p>1. Yes</p> <p>2. No</p>

	identify possible gaps in meeting Data Protection Act requirements. These gaps should then form sectional action plans which the relevant section should be monitored against.			
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Audit/A&RC/220316/Appendix 2 HI Progress Report
Last Revised 17th June 2022

Leicester City Council
Head of Internal Audit Service
Annual Report 2021-22

**Neil Jones CPFA,
Head of Internal Audit & Assurance Service, Leicestershire
County Council**

22nd June 2022

Leicester City Council
Head of Internal Audit Service
Annual Report 2021-22

Background

1. A common set of Public Sector Internal Audit Standards (PSIAS) was adopted in April 2013 and revised from April 2017. The PSIAS encompass the mandatory elements of the Global Institute of Internal Auditors (IIA Global) International Professional Practices Framework (IPPF) as follows: -
 - i. The Mission of Internal Audit
 - ii. Definition of Internal Auditing
 - iii. Core Principles for the Professional Practice of Internal Auditing
 - iv. Code of Ethics
 - v. International Standards for the Professional Practice of Internal Auditing
2. Additional requirements and interpretations for the local government sector have been inserted into the PSIAS and all principal local authorities must make provision for internal audit in accordance with the PSIAS.
3. The objectives of the PSIAS are to: -
 - a. define the nature of internal auditing within the UK public sector
 - b. set principles for carrying out internal audit in the UK public sector
 - c. establish a framework for providing internal audit services, which add value to the organisation, leading to improved organisational processes and operations
 - d. establish the basis for the evaluation of internal audit performance and to drive improvement planning
4. The PSIAS require the Head of Internal Audit Service (HoIAS) to provide an annual report to 'the Board' (Audit & Risk Committee) timed to support the annual governance statement.
5. The PSIAS state that the annual report must include:
 - a. an annual internal audit opinion on the overall adequacy and effectiveness of the Council's control environment (i.e. its framework of governance, risk management and internal control) and disclosure of any qualifications to the opinion, together with the reasons for the qualification
 - b. a summary of the audit work from which the opinion is derived (including reliance placed on work by other assurance bodies) and disclosure of any impairments or restriction in scope
 - c. a comparison of the work actually undertaken with the work that was planned including a summary of the performance of the internal audit function against its performance measures and targets
 - d. a statement on conformance with the PSIAS and the results of the internal audit Quality Assurance and Improvement Programme (QAIP) and progress against any improvement plans resulting from a QAIP external assessment.
 - e. any issues the HoIAS judges particularly relevant to the preparation of the annual governance statement

The Annual Internal Audit Opinion on the Adequacy and Effectiveness of Leicester City Council's Control Environment

6. **Annex 1** provides detail on how the annual internal audit opinion was formed, explains the types of audits undertaken, the components of the control environment and what it is designed to achieve, and provides a caveat on any opinions reached.
7. The opinion is based on an objective assessment of the results of individual audits undertaken, actions by management thereafter and the professional judgement of the HoIAS in evaluating other related activities including the Council's plans and responses received. For 2021-22, the HoIAS reviewed actions taken to promote good governance, mitigate risk and retain control throughout the continuing coronavirus. The following opinion has been reached:

HolIAS opinion: Whilst Covid-19 and other staff absences and unplanned vacancies (along with a corresponding difficulty to recruit) caused some disruption to resources, there was a return to more assurance than consulting work, however the requirement to certify grants remained a burden. Nevertheless the HoIAS considers there was just sufficient internal audit coverage across the control environment to be able to give an opinion.

Whilst a number of audits returned partial assurance ratings, management accepted and responded to recommendations. Nothing else of significance has been brought to his attention so the HoIAS considers that during 2021-22, reasonable assurance can be given that the Council's control environment remained overall adequate and effective.

8. At the 30th April 2022, the outcomes of 13 audits (three from 2020-21) hadn't been concluded with management. Whilst some recommendations will be made, their outcomes will not affect the overall opinion given.

A summary of the audit work from which the opinion is derived

9. **Annex 2** lists the audits and other work undertaken by LCCIAS during the year and where appropriate contains the individual audit opinion.
10. Nineteen prior year audits were concluded showing the combined effect of covid on both organisations. Progressing the agreed 2021-22 plan continued to be affected by the impacts of covid and as such a number of assurance audits were postponed. Grants certifications used up a lot of resource which was common across all local authorities.
11. Overall, for work completed at 30th April, 20 audits returned a 'substantial' assurance' rating, meaning the controls in place to reduce exposure to risks to achieving the system's objectives were well designed and were being operated effectively.
12. 6 audits resulted in partial assurance ratings. This was because either specific high importance (HI) recommendations (or a combination of several

important recommendations) were identified denoting there was either an absence of, or a weakness in control and achievement of the service's objectives was open to material risk exposure. HI recommendations/partial assurance ratings are reported in summary to the Audit & Risk Committee (the Committee) and they stay in the Committee's domain until the HoIAS has confirmed (by obtaining evidence or even specific re-testing) that action has been implemented. The HoIAS remains on the whole satisfied that senior management and Members pay attention to the implementation of HI recommendations/partial assurance ratings. However, he will actively monitor and report slippage in implementation which might indicate increasing pressures and strains on the control environment.

13. Each of the three 'major financial systems' audits (debtors, treasury management and payroll) returned positive assurance ratings as did an audit of finance roles & responsibilities.
14. Conclusion of the regular key ICT controls work was delayed and remains in draft with a partial assurance rating.
15. As they re-opened, two maintained school were able to be audited. Four themed audits of school governance arrangements took place.
16. Advice was given on MOT Booking Systems and Stock Order Process.
17. 32 grants and other claims and returns were reviewed and certified as accurate. This was a further increase by 9 on the previous year.
18. 2 follow up audits were conducted. This is invariably where high importance (HI) recommendations or other partial assurance ratings have previously been made. Progress against implementing HI recommendations/partial ratings is monitored and reported to Committee each meeting. 5 follow ups remained in progress at 30th April 2022.
19. The PSIAS require that the HoIAS should disclose where reliance is placed on work by other assurance bodies. No reliance has been placed in 2020-21.

A comparison of work undertaken with work planned including a summary of the performance of the internal audit function

20. The tables below show performance both in terms of number of audits and days allocated.

Table 1: Overall performance against 2021-22 internal audit plan

Position as at 30 April 2022	<u>Total</u>	<u>Complete</u>	<u>Draft issued</u>	<u>In progress</u>	<u>Postpone or Cancel</u>
Assurance audits	39	26	5	8	11
Consulting audits	2	2	-	-	-
Grants/other	32	32	-	-	5
Follow ups	7	2	-	5	-
Total	80	62	5	13	16

21. The 2021-22 plan contained several potential areas for audit that for a variety of reasons didn't come to fruition. Some have been included in the 2021-22 plan.
22. For the period 1st April 2021 to 31st March 2022, 641 days were recorded which was just sufficient coverage to be able to form an opinion. Whilst there were some delays in progressing audits with City staff, there was also a short period when LCCIAS suffered vacancies some sickness absences, which affected progressing audits. A reduction in payment will be agreed with the Deputy Director of Finance.

Results were: -

<u>Function</u>	<u>2020-21</u>	<u>2021-22</u>
Audits (assurance, consulting, investigations)	515	542
Client management – includes committees	119	99
Total	634	641

23. Over half of the time was provided by senior/experienced staff as follows: -

<u>Position</u>	<u>Days</u>	<u>%</u>
HolAS & Audit Managers	158	25
Senior Auditors & ICT Auditor	166	26
Other	317	49
Total	641	100

24. Synergy was achieved i.e. where the same audit has been undertaken at the City and County Councils (especially grants).
25. LCCIAS regularly liaise with the Council's risk, counter fraud, procurement and information governance leads, shares consultation responses and governance and risk research and publications and feeds back information gathered from other local authorities to enable comparisons. Examples are shown at the end of annex 2.
26. Only seven customer satisfaction questionnaires were returned but all were satisfied with the audit process.

A statement on conformance with the PSIAS and the results of the internal audit Quality Assurance and Improvement Programme (QAIP)

27. The HoIAS undertook a self-assessment of LCCIAS's conformance to the PSIAS **Annex 3** and confirmed that the County Council's internal audit activity generally conforms with the International Standards for the Professional Practice of Internal Auditing. Some actions in the Quality Assurance and Improvement Programme (QAIP) **Annex 4** are overdue
28. There were no significant deviations from the PSIAS.

Any issues the HoIAS judges particularly relevant to the preparation of the Annual Governance Statement (AGS)

29. The HoIAS provided some commentary on the draft AGS but nothing significant has come to his attention that would require reporting.

Neil Jones CPFA
Head of Internal Audit & Assurance Service
LCCIAS

22nd June 2022.

**The Head of Internal Audit Service's Annual Opinion
on the overall adequacy and effectiveness
of Leicester City Council's control environment
2021-22**

**Neil Jones CPFA, Head of Internal Audit & Assurance Service,
Leicestershire County Council**

18th May 2022

Background

The Head of Internal Audit and Assurance Service, Leicestershire County Council undertakes the role and responsibilities of Leicester City Council's (the Council's) Head of Internal Audit Service (HoIAS). The HoIAS manages Leicestershire County Council's Internal Audit Service (LCCIAS). In April 2018, LCCIAS was independently externally assessed as generally conforming (the top rating) to the Public Sector Internal Audit Standards (the PSIAS). The PSIAS require the HoIAS to give an annual opinion on the overall adequacy and effectiveness of the Council's control environment (its framework of governance, risk management and control). The PSIAS definition of the control environment is found at the end of this document, along with further explanation from the Institute of Internal Auditors about what an effective system of internal control facilitates.

The HoIAS annual opinion is **macro**-assurance over a defined period (financial year 2021-22) and is based upon a combination of:

- An objective assessment based on the results of individual audits undertaken and actions taken by management thereafter. Individual internal audit opinions on what level of assurance can be given as to whether risk is being identified and adequately managed are formed by applying systematic grading to remove any elements of subjectivity. **Annex 2** lists the audits and other work undertaken during the year and, where appropriate, the individual audit opinion. Individual audit engagements provide targeted **micro**-assurance.
- The HoIAS' role in preparing for, attending and reporting to the Audit & Risk Committee and his observations of other reports and engagement in specific training provided.
- The professional judgement of the HoIAS based on his knowledge, experience and evaluation of other related activities. This provides a holistic, strategic insight into the City Council's control environment.
- For 2021-22, the HoIAS' views on the Council's continuing responses to the coronavirus throughout the financial year

The results of the above, when combined, form the basis for the HoIAS opinion on the overall adequacy of the Council's control environment (see definitions). However, the caveat at the end of the document explains what internal control cannot do, i.e. no system of internal control can provide absolute assurance against material misstatement or loss, nor can LCCIAS give absolute assurance, especially given its limited resource. The work of LCCIAS is intended only to provide reasonable assurance on the adequacy of the control environment based on the work undertaken and known facts.

Governance related internal audit work

Governance arrangements were reviewed in several audits including contract arrangements during the COVID 19 period, Smoking Cessation and LA involvement with Private Companies. Overall, recommendations were to improve governance i.e. not to have to establish it. The HoIAS provided a brief review and commentary on the Council's approach to complying with the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management Code

The HoIAS attends the Audit & Risk Committee (the Committee) to present plans and reports on the internal audit activity, which enables him to gauge Member level governance at first hand and observe the training delivered by officers to support their knowledge and role.

The HoIAS continued to report on developments in local (external) audit including the Redmond Review and the revised Code of Audit Practice and explained how these might affect governance at the Council. He also informed the Committee about: -

- the upcoming need to make decisions about external audit arrangements for the period commencing from the financial year 2023/24.
- projects that CIPFA was undertaking that related to public sector internal audit and audit committees

The HoIAS took assurance from an overall positive Auditor's Annual Report for 2020-21, including in the external auditor's work on VfM arrangements for 'Governance' specific reference to, *'Internal Audit has demonstrated itself to be a dynamic service capable of reacting and responding to changing circumstances'*.

In order to gauge effective scrutiny, the HoIAS reviewed a number of Overview Select Committee webinars and associated certain reports including the Scrutiny Annual Report and presentation on the new ways of working programme.

The HoIAS had regular discussions with the Director of Delivery, Communications and Political Governance Deputy, the City Barrister & Head of Standards, and the Director of Finance on governance related aspects, for example: -

- Centre for Governance & Scrutiny – opportunities for collaboration between Scrutiny and Audit Committees
- CIPFA - Advisory Note on Governance
- Audit & Risk Committee Independent Members – the HoIAS provided evidence and information collated from research on IMs with his peer HoIAS and CIPFA

The HoIAS attended Management Teams to discuss the contents of internal audit plans.

Risk management related internal audit work

A range of audits planned and conducted were 'risk based' i.e. ensuring that the Council's management identifies, evaluates and manages risk to achieving its objectives i.e. ensuring controls are in place to reduce risk exposure. Specific audits of the Council's risk management arrangements and Business Continuity planning within maintained schools were undertaken. The HoIAS took assurance from the Auditor's Annual Report for 2020-21 VfM arrangements for 'Governance' where an overall positive view was taken of risk management.

Financial (and ICT) Controls related internal audit work

Several audits were undertaken on areas of key financial systems – council tax and NNDR and payroll and an audit of revised finance roles and responsibilities was positive. A significant amount of internal audit time was focussed on certifying grant claims. All grants (and other returns) audited met their conditions to be certified.

Covid-19 specific

The HoIAS continued to monitor the Council's governance responses during the coronavirus stages. He reviewed webinars and the minutes of the updates to members of the Overview Select Committee. The HoIAS has confirmed that the draft Annual Governance Statement briefly reflects governance arrangements through covid during 2021-22 but has taken additional assurance from the Auditor's Annual Report for 2020-21 which didn't identify any significant weaknesses in the VFM arrangements for responding to the covid pandemic.

HoIAS opinion: Whilst Covid-19 and other staff absences and unplanned vacancies (along with a corresponding difficulty to recruit) caused some disruption to resources, there was a return to more assurance than consulting work, however the requirement to certify grants remained a burden. Nevertheless the HoIAS considers there was just sufficient internal audit coverage across the control environment to be able to give an opinion.

Whilst a number of audits returned partial assurance ratings, management accepted and responded to recommendations. Nothing else of significance has been brought to his attention so the HoIAS considers that during 2021-22, reasonable assurance can be given that the Council's control environment remained overall adequate and effective.

Definitions

The revised 2017 Public Sector Internal Audit Standards (the PSIAS) define the following: -

Assurance audit

An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management and control processes for the organisation. Examples may include financial, performance, compliance, system security and due diligence engagements.

Consulting audit

Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organisation's governance, risk management and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training.

Governance

The combination of processes and structures implemented by the board to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.

Risk Management

A process to identify, assess, manage and control potential events or situations to provide reasonable assurance regarding the achievement of the organisation's objectives.

Control

Actions taken by management, the board and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management plans, organises and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.

Control Environment

The attitude and actions of the board and management regarding the importance of control within the organisation. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control. It includes the following:

- Integrity and ethical values
- Management's philosophy and operating style
- Organisational structure.
- Assignment of authority and responsibility.
- Human resource policies and practices.
- Competence of personnel.

The IIA defines the control environment as the foundation on which an effective system of internal control is built and operated in an organisation that strives to achieve its strategic objectives, provide reliable financial reporting to internal and external stakeholders, operate its business efficiently and effectively, comply with all applicable laws and regulations, and safeguard its assets

Caveat

The Financial Reporting Council in an Auditing Practices Board briefing paper, 'Providing Assurance on the Effectiveness of Internal Control' explains what internal control cannot do, namely: -

'A sound system of internal control reduces, but cannot eliminate, the possibility of poor judgement in decision making, human error, control processes being deliberately circumvented by employees or others, management overriding controls and the occurrence of unforeseen circumstances. A sound system of internal control therefore provides reasonable, but not absolute assurance that an organisation will not be hindered in achieving its objectives, or in the orderly and legitimate conduct of its business, by circumstances which may reasonably be foreseen. A system of internal control cannot, however, provide protection with certainty against an organisation failing to meet its objectives, or all material errors, losses, fraud or breaches of laws and regulations'.

Annex 2: Summary of IA work supporting the HoIAS opinion 2021-22					
Finalised : Status as at 30.04.22					
Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Audit Title	Assurance Level
2019-20	Added to plan	Leicester City Council	Systems	Procurement Card	Partial Assurance
2020-21	Planned	Leicester City Council	IT & Information Assurances	GDPR	Partial Assurance
2021-22	Planned	Leicester City Council	Governance	Contract Audit - Contract arrangements during the COVID 19 period	Partial Assurance
2021-22	Planned	Leicester City Council	Governance	LLEP - Careers Hub Project	Partial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools Financial Audits - Eyres Monsell	Partial Assurance
2021-22	Planned	Leicester City Council	Governance	Smoking Cessation	Partial Assurance
2019-20	Planned	Leicester City Council	Compliance Audit	Planning Enforcement	Substantial Assurance
2020-21	Planned	Leicester City Council	Contract & Procurement	Contract Audit - Highways Contract	Substantial Assurance
2020-21	Added to plan	Leicester City Council	Grant Certification	COVID 19: Winter Grant	Substantial Assurance
2020-21	Planned	Leicester City Council	Systems	Disabled Facilities System Review	Substantial Assurance
2020-21	Planned	Leicester City Council	Systems	Domiciliary Care	Substantial Assurance
2020-21	Planned	Leicester City Council	Systems	Early Years	Substantial Assurance
2020-21	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems(MFS) Audit - Debtors	Substantial Assurance
2020-21	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems(MFS) Audit - Treasury Management	Substantial Assurance
2020-21	Added to Plan	Leicester City Council	Grant Certifications	COVID 19 : Self Isolation Payment Scheme - Phase 2	Substantial Assurance
2021-22	Planned	Leicester City Council	Systems & Governance	Finance Roles & Responsibility	Substantial Assurance
2021-22	Planned	Leicester City Council	Systems & Governance	Health & Safety including Working from Home	Substantial Assurance
2021-22	Planned	Leicester City Council	Governance	LA involvement with Private Companies	Substantial Assurance
2021-22	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems (MFS) Audit - Payroll	Substantial Assurance
2021-22	Planned	Leicester City Council	Governance	Risk Management	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Business Continuity	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Safe & Effective Recruitment	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Schools' Websites - Publishing Requirements	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Single Central Record	Substantial Assurance
2021-22	Planned	Leicester City Council	Schools	St Mary's Field Primary School - Financial Audit	Substantial Assurance
2021-22	Planned	Leicester City Council	Contract & Governance	Taxi Contract	Substantial Assurance
2019-20	Planned	Leicester City Council	Grant Certification	Regional Growth Fund - RGF 3	Certified
2020-21	Added to Plan	Leicester City Council	Grant Certifications	Additional Dedicated Home to School & College Transport (Tranche 1)	Certified
2020-21	Added to Plan	Leicester City Council	Grant Certifications	COVID 19 Local Authority Enforcement and Compliance Grant	Certified
2020-21	Added to Plan	Leicester City Council	Grant Certifications	COVID 19: Additional Dedicated Home to School & College Transport - Tranche 2	Certified
2020-21	Added to Plan	Leicester City Council	Grant Certifications	COVID 19: Emergency Active Travel Fund	Certified
2020-21	Planned	Leicester City Council	Grant Certifications	SET-UP - Claim 2	Certified
2020-21	Planned	Leicester City Council	Grant Certifications	Troubled Families Claims 4	Certified
2020-21 &	Added to Plan	Leicester City Council	Grant Certifications	Additional Dedicated Home to School & College Transport (Tranche 3/4/5/6/7)	Certified
2020-21 &	Added to Plan	Leicester City Council	Grant Certifications	COVID 19: CBSSG (Restart - Tranche2/3/4/5)	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Adriatic Land 7 Limited Service Charges	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Bus Services Operators Grant (BSOG)	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	COVID 19 - Grants - Business Restart Grant	Certified
2021-22	Added to Plan	Leicester City Council	Grant Certifications	COVID 19: CBSSG (Restart - Tranche 6/7/8)	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	DfT Block Funding Capital Grant	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	DfT Block Funding Capital Grant	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Disabled Facilities Capital Grant	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Leaseholder Accounts	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	LLEP - Peer Network Funding	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	National Productivity and Investment Fund	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	School Centred Initial Teacher Training (SCITT)	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Supporting Families (Previously referred to as Troubled Families) - Claim 1	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Supporting Families (Previously referred to as Troubled Families) - Claim 2	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	Supporting Families (Previously referred to as Troubled Families) - Claim 3	Certified
In progress : Status as at 30.04.22					
Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Audit Title	Current Milestone

2021-22	Planned	Leicester City Council	Grant Certifications	Supporting Families (Previously referred to as Troubled Families) Claim 4	Certified
2021-22	Added to plan	Leicester City Council	Grant Certifications	Spinney Hill - Tailored Support Programme	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	Protect & Vaccinate Grant	Certified
2022-24	Planned	Leicester City Council	Grants Certifications	Green Homes Grant	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	LLEP - BEIS Growth Hub - Core	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	LLEP - BEIS- EU transition funding	Certified
2021-22	Planned	Leicester City Council	Grant Certifications	LLEP - BEIS Growth Hub – supplementary	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	LLEP - BEIS Growth Hub - Core	Certified
2022-23	Planned	Leicester City Council	Grants Certifications	LLEP - BEIS Growth Hub - Peer Networking	Certified
2021-22	Added to plan	Leicester City Council	IT & Systems	MOT Booking Systems (Advisory)	Completed
2021-22	Added to plan	Leicester City Council	Systems & Governance	Stock Order Process (Advisory)	Completed
2020-21	Planned	Leicester City Council	Contract & Procurement	Contract Audit - Housing	Draft issued
2020-21	Planned	Leicester City Council	Governance & risk management	Climate change and carbon emissions	Draft awaiting to be issued
2020-21	Planned	Leicester City Council	IT & Information Assurances	IT Audits - Key ICT controls	Draft issued
2021-22	Planned	Leicester City Council	Systems	B&B Emergency Planning (Phase 2)	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Governance	Contract Audit - Supply chain management	Work In Progress
2021-22	Planned	Leicester City Council	Significant Financial Systems	Major Financial Systems(MFS) Audit - Council Tax/NNDR	Draft issued - 23/6
2021-22	Planned	Leicester City Council	Systems & Governance	Residential Financial Assessment	Draft awaiting to be issued
2021-22	Added to Plan	Leicester City Council	Grant Certifications	Procurement: Publishing Obligations Under the Local Government Transparency Code 2015	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	IT & Information Assurances	Tracking database	Work In Progress
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Headteachers' Pay	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Schools	Schools' Governance - Minibuses	Draft issued
2021-22	Planned	Leicester City Council	Systems & Governance	Direct Payments	Draft awaiting to be issued
2021-22	Planned	Leicester City Council	Systems & Governance	Tax Digital	Draft issued 23/6
Audit follow ups as: Status as at 30.04.22					
Audit Plan Yr	Plan State	Client Title	Audit Plan Area Names	Title	Current Milestone
2019-20	Planned	Leicester City Council	IT & Information Assurances	GDPR	In progress
2019-20	Planned	Leicester City Council	Governance	Financial Management & School Governance - LA Scheme for the Financing of Schools	In progress
2019-20	Planned	Leicester City Council	Contracts	Social Value in Procurement	In progress
2021-22	Planned	Leicester City Council	Systems & Governance	Smoking Cessation	In progress
2021-22	Planned	Leicester City Council	Contract	Contract Audit - Contract arrangements during the COVID 19 period	In Progress
2021-22	Planned	Leicester City Council	Systems & Governance	LLEP - Careers Hub	Completed
2021-22	Planned	Leicester City Council	Schools	Eyres Monsell Primary School	Completed
Information Shared 2021-22					
Redcar & Cleveland cyber attack lessons learned					
Centre for Governance & Scrutiny - Audit & Scrutiny - opportunities for collaboration					
Centre for Governance & Scrutiny - Scrutiny survey 2020-21					
Public Accounts Committee - Gov't fraud & error report					
Audit Scotland - fraud risks & case studies					
Public Accunts Committee - articles on scathing LG audit report					
Zero trust - cyber security					
National Audot Office - Guidance Managing the commercial lifecycle					
MHCLG - consultation on local audit proposals					
Artificial Intelligence - risks of liability claims					
Introductory guide to risk appetite					
Lessons learned: Delivering programmes at speed					
Potential fraud re GDPR compliance					
National Audit Office The government's preparedness for the COVID-19 pandemic lessons for government on risk management					
Risk Management Partners - Procurement risk management guide					
HoIAS commentary on Complan to CIPFA Financial Management Code					
HoIAS discussion with Scrutiny and Democratic Services					
ALARM - webinars on covid public inquiry					
CIPFA - Advisory Note on Governance					



Leicester City Council Audit & Risk Committee
20 July 2022

Report of Leicestershire County Council's Head of Internal
Audit & Assurance Service

Internal Audit Annual Plan 2022-23

Purpose

1. To provide the Audit & Risk Committee (the Committee) with an indication of internal audit work planned to be conducted during 2022-23.
2. To provide the Committee with information about a recently issued report 'Internal Audit: Untapped Potential', following extensive research by CIPFA.

Recommendations

3. The Audit & Risk Committee is recommended to: -
 - a. Receive the plan, note its contents, and seek clarification on any areas as they wish and then approve the plan.
 - b. Make any recommendations or comments it sees fit either to the Head of Internal Audit Service (HoIAS) or Deputy Director of Finance
 - c. Note the CIPFA report and support the HoIAS and Deputy Director of Finance working together to make improvements to the service and arrangements.

Background

4. Under the Accounts and Audit Regulations (2015), Leicester City Council (the Council) is required to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes.
5. In January 2017, the Council's internal audit function was delegated to Leicestershire County Council.

6. Leicestershire County Council Internal Audit Service (LCCIAS) conforms to all relevant standards and legislation, particularly the Public Sector Internal Audit Standards (PSIAS).
7. PSIAS require the Head of Internal Audit Service (HoIAS) to form an annual opinion on the overall adequacy and effectiveness of the Council's control environment (its framework of governance, risk management and control).

To form an opinion, the scope of internal audit work needs to be wide. The HoIAS prepares a risk based internal audit plan to determine the priorities of the internal audit activity, consistent with the Council's goals. There needs to be sufficient internal audit work to gain assurance during 2022-23. The opinion is in turn one of the sources of assurance that the Council relies on for its annual governance statement.

8. Within its Terms of Reference (revised in March 2021), the Committee has a duty to review and approve the risk-based internal audit plan, including resource requirements.
9. The Committee is designated as 'the Board' in the Council's Internal Audit Charter (revised March 2020). One of the Board's responsibilities is to make appropriate enquiries of management and the HoIAS to determine whether there are inappropriate scope or resource limitations.

Planning methodology

10. The provision of a risk based internal audit plan (the Plan) consistent with the Council's goals is an essential part of ensuring probity and soundness of the Council's governance framework, risk exposure and internal controls. To develop the scope of audit coverage, the HoIAS has researched and evaluated where risk might occur to the Council using methods including: -
 - a. Consulting on emerging risks, planned changes and potential issues with the statutory and other senior officers.
 - b. Evaluation of wider governance arrangements e.g. the most up to date risk registers, plans and committee reports
 - c. 'Horizon scanning' new and emerging risks from professional and industry sources
 - d. Comparisons against similar councils' audit plans
 - e. Discussions with the External Auditor especially around its planned approach to the revised value for money opinion and where it can work better with internal audit.
 - f. Identifying alternative sources of assurance that the HoIAS can place reliance on when forming his opinion.

11. The Plan has been devised to ensure that it delivers against the PSIAS i.e. that the internal audit activity must: -
- a. assess and make appropriate recommendations to improve the Council's governance processes (including ethical and information technology governance)
 - b. evaluate the effectiveness and contribute to the improvement of risk management processes; and,
 - c. assist the Council in maintaining effective internal controls by evaluating their effectiveness and efficiency and by promoting continuous improvement
12. Governance is defined in PSIAS as, *'The combination of processes and structures implemented to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives'*.
13. Amongst a wide range of governance themed audits the HoIAS plans to undertake, some examples are the preparations for the implementation of social care reforms, whether there's risks that the Council might suffer financial or governance failings as has been seen at a number of Councils (i.e. 'Could it happen here?'), a review of what key assurances are received and how effective they are and other governance changes.
14. Risk management is defined in PSIAS as, *'A process to identify, assess, manage, and control potential events or situations to provide reasonable assurance regarding the achievement of the organisation's objectives'*.
15. The PSIAS advise that when constructing the Plan, the HoIAS should consider the risk management framework, including using risk appetite levels set by management for the different activities or parts of the organisation. The Council's Corporate Management Team has responsibility for identifying and managing risk and, the design, implementation, and operation of robust internal control systems. The HoIAS plans to undertake risk management themed audits of counter fraud arrangements, fire safety risk, third party management of City data and the business continuity framework.
16. Internal Control is defined in PSIAS as, *'The policies, procedures (both manual and automated), and activities that are part of a control framework, designed and operated to ensure that risks are contained within the level that an organisation is willing to accept'*.
17. A wide range of audits is included after consulting Directors on where they require assurance that risks are being mitigated. Part of the Plan requires annual audits on key elements of the significant financial and IT systems. A significant part of the Plan is still required for grant certifications but approaches are under review, since it would be better utilised on higher risks.

18. A contingency is retained for audits as yet not identified and any unplanned audit work e.g. special projects and investigations to be undertaken during the course of the year. Finally, an allocation is reserved for the HoIAS' client management and professional responsibilities (attendance at committees, form opinions and reports etc).
19. The outcomes of audits, and the performance and relationship with the Committee are often used by the Council's External Auditors to assist their risk appraisal before auditing the financial statements and assessing the Council's value for money arrangements. In its 2020-21 Annual Audit Report published in December 2021, the external auditor was complimentary of the Internal Audit Service reporting, *'Internal Audit has demonstrated itself to be a dynamic service capable of reacting and responding to changing circumstances'*.

The Internal Audit Plan 2022-23

20. The attached Plan for 2022-23 (Appendix 1) contains a wide scope of audits that should allow the HoIAS to form an opinion on the overall adequacy and effectiveness of the Council's control environment. It is sorted in order of the three control environment categories (governance, risk management and internal control) but often there is overlap of the categories and is mostly based on assurances required by Leicester City Council Directors and their management teams. It is comparable to the risks affecting other local authorities and contains risks highlighted by internal audit and risk management professionals. The HoIAS intends to provide a minimum of 800 days internal audit service.
21. Most of the planned audits are an 'assurance' type, which requires undertaking an objective examination of evidence to reach an independent opinion on what assurance can be given that risk is being sufficiently mitigated. There are usually four levels of assurance: full; substantial; partial; and little. 'Partial' ratings are normally given when the auditor has reported at least one high importance recommendation. These recommendations are reported in summary to this Committee and will stay within its domain until the HoIAS is satisfied that action has been implemented (usually after a follow up audit has been conducted). Occasionally, the auditor might report several recommendations that individually are not graded high importance but collectively would require a targeted follow up to ensure improvements have been made.
22. When it receives updates on completed audits, the Committee has a duty to review and challenge management's responsiveness to the internal audit findings and recommendations, seeking assurance that appropriate action has been taken where necessary and agreed recommendations have been implemented within a reasonable

timescale. The Committee is authorised to seek any information it requires from any officer.

23. LCCIAS also undertakes 'consulting' (advisory type audits). Examples include commentary on the effectiveness of management's intended control design and framework and potential implications of changes to/implementations of new systems, processes, and policies.
24. Some resources will be required for audits started in 2021-22 that will be finalised in 2022-23.
25. The plan aims to give the optimum audit coverage within the resources available. Though it is compiled and presented as a plan of work, it must be recognised that it is only a statement of intent, and there is a need for flexibility to review and adjust it as necessary in response to changes in business, risks, and operations.
26. Whilst COVID-19 restrictions have been eased, and a form of 'new normal' is being established, the plan will need to remain fluid pending any further outbreaks that may result in restrictions being re-established. Also the Council is still developing its ways of working which may affect or re-direct the internal audit provision.
27. The HoIAS will discuss and agree any material changes with the Director of Finance and if required members of the Corporate Management Team and these would be reported to the Committee.
28. Detailed Terms of Engagement covering each audit's scope and any areas for exclusion are agreed with the relevant risk owners in advance of each audit.

Progressing the Audit Plan

29. Responsibility for the evaluation and management of risk and the design and consistent operation of internal controls rests with the Council's management. LCCIAS' role and responsibility is to carry out independent and objective audits and give an opinion on the extent to which risk is being managed and (where appropriate) make recommendations to improve controls.
30. On completion of each audit, findings will be discussed with the appropriate risk owner before issuing a draft report for comment. Final reports will be sent to Directors.
31. The HoIAS & Audit Manager will meet regularly with the relevant officers to discuss progress and any issues arising. A progress report containing audits completed and summaries of any 'high importance' recommendations will be brought periodically to the Committee.

CIPFA research and report, 'Internal Audit: Untapped Potential'

32. At its meeting on 24th November 2021, the Committee was informed that CIPFA was undertaking a major research project looking at internal audit in the public services. It was keen to understand how internal audit is contributing most to their organisations and its future potential. The research was part of CIPFA's commitment to supporting the internal audit profession, good governance, and strong public financial management.
33. CIPFA conducted UK-wide research, sending an open survey to those in the public services, including those in the internal audit profession, management clients and audit committee members. The survey received a strong response with 831 submissions. The HoIAS, the Deputy Director of Finance and the Chair of the Audit & Risk Committee each responded to the survey. The Deputy Director also joined a 'focus group' session.
34. Following the research, on 23 May CIPFA released its report, 'Internal Audit: Untapped Potential' <https://www.cipfa.org/-/media/Files/CIPFA-Thinks/Insight/Internal-audit-untapped-potential.pdf>. The outcome of the research concluded that where internal audit is operating effectively, it is already providing support to organisations in a unique way by providing independent assurance, but there are pockets where internal audit is unable to do this. CIPFA's report has been promoted by several other UK accounting and internal auditing bodies. The full report spans 58 pages and is split into three main themes: -
- a. How internal audit is making an impact
 - b. The potential for internal audit
 - c. What is holding internal audit back?
35. A summary report is attached as Appendix 2, and at Appendix 3 is a recent Public Finance article written by CIPFA's governance advisor and report author titled 'We need to talk about internal audit', which provides some suggestions on what exactly discussions should be about.
36. There is much to reflect on in the report especially around expectations (of clients, Audit Committees, and internal auditors), perceptions and understanding and promoting the breadth of the service. Over the summer, the HoIAS plans to go through the main report with the Deputy Director of Finance (and perhaps the other statutory officers) and the Chair of the Committee to discuss the findings and assess what improvement actions can be developed for the internal audit arrangements with Leicester City Council. An update will be reported to a future committee.

Resource Implications

37. The Council pays for LCCIAS to provide its internal audit activity. Provision in the last two years was affected by covid interruptions but also some vacancies and staff absences. Refunds were agreed with the Deputy Director of Finance. With an improved staffing resource the intention is to deliver at least 800 days if not more in 2022-23.

Equal Opportunities Implications

38. There are **no specific** equal opportunities implications contained within the annual summary of work undertaken.

Legal Implications

39. There are no direct additional legal implications arising from this report. These implications will rest within (and be reported by) the business areas that have day-to-day responsibility for managing their risk.

Background Papers

The Constitution of Leicester City Council
Accounts and Audit Regulations (Amendment) 2015
The Public Sector Internal Audit Standards (revised from April 2017)
Leicester City Council Internal Audit Charter (March 2020)

Circulation under Sensitive Issues Procedure

None

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Appendices

Appendix 1	Internal Audit Annual Plan 2022-23
Appendix 2	Summary report - Internal audit untapped potential May22
Appendix 3	Public Finance article - We need to talk about internal audit

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Appendix 1- Internal Audit Plan 2022-23

Key to columns

Timing	Indicative quarter for the audit. These may change in discussion with management. Completion of 2021-22 work is already underway and, in some cases completed.
CE	Indicates which component of the control environment (governance, risk management or internal control) the audit primarily matches. There is quite often overlap.
Plan Category	To enable some analysis of the wide scope of the plan
Audit Name	Self-explanatory
Director	Lead Director/risk owner
RR	Indicates where the HoIAS has tried to map audits against entries in the Council's risk registers either strategic (SRR) or operational (ORR)
Scope	An indicative scope of the audit. This will be firmed up with management before the audit engagement
Rationale	Professional internal audit or risk management guidance', comes from a combination of the HoIAS monitoring emerging audit/risk advice and from his contacts with other HoIAS in Midlands and National networks.

Timing	Control Environ't - G,RM,IC	Audit Plan Category	Audit Name	Director	Department/Division	Scope	Rationale for inclusion
Q1		Various	Work undertaken to close off 2021-22 Audits	N/A		Completion of previous years audits	
Q2/Q3	G	Governance	Emergency Planning	Miranda Cannon	Delivery, Communication and Political Governance	Management assurances required that documentation of decisions and information management routines are robust for any cases of emergency, should an enquiry arise.	Director Assurances
Q1	G	Governance	PH Contract Monitoring	Ivan Browne	Public Health	Assurances required that contracts are being managed appropriately, in the absence of key staff and reduced teams.	Directors Assurances Nationwide issue and Professional internal audit or risk management guidance
Q1	G	Governance	Ward Funding	Colin Sharpe	Corporate Resources	Review of procedures for allocating and monitoring funding, also ensuring procedures are being followed should a Councillor have an interest in the organisation receiving the funding .	Director Assurances

Q1/Q2	G	Governance	Council assets transferred	Matthew Wallace	City Development & Neighbourhoods/Estates & Building Services	Review of management controls and processes designed to ensure that Council assets transferred are being maintained in line with the lease agreement. e.g. Academies, community asset transfers and investment properties will be potential areas for audit. This audit was in the 2020-21 plan, but due to work pressures management had requested a postponement of this audit.	Director Assurances
Q1/Q2	G	Governance	Social Care Reforms (including integration with Health)	Ruth Lake/Ivan Browne	Adult Social Care & Safeguarding/Public Health	Review the Council's plans for preparing for the implications of Social Care legislation e.g. People at the Heart of Care (including proposals for the CQC to independently review and assess LA performance in delivering their adult social care duties); Market Sustainability and Fair Cost of Care; Integrated Care Systems.	Directors Assurances Nationwide issue and Professional internal audit or risk management guidance
Q1-Q4	G	Governance	Housing Stores	Chris Burgin	City Development & Neighbourhoods/Housing	A procurement exercise is being undertaken for an external provider to take over the existing Stores operation as a Managed Service. Management would welcome an audit to ensure arrangements between the new stores provider and the Council are robust. This follows on from some Advisory work that was undertaken in 2021-22.	Director Assurances
Q1-Q4	G	Governance	Contract Audit	Kamal Adatia	Corporate Resources / City Barrister and Head of Standards	Audits covering the Council's corporate procurement and contracts processes. These will seek to identify whether due processes have been followed and value for money has been sought. A new Head of Procurement is awaiting to be appointed and further discussion will be held to confirm the exact areas of coverage and scope, but it could include : - General review and implementation of the new Contract Procedure Rules. - Consultancy Contracts - further discussions required with HoF	Director Assurances Professional internal audit or risk management guidance

Q1-Q4	G	Governance	IT Audits	Miranda Cannon	Corporate Resources and Support/Delivery, Communication and Political Governance	A range of IT audits will covered the areas and scope has yet to be finalised , but could include: - Key ICT controls - which is an annual audit - Unit 4 - Phase 2, possible areas could include, major development programme - Cyber security - Digitisation projects e.g. replacement of Firmstep CRM	Director Assurances Professional internal audit or risk management guidance
Q2	G	Governance	Childrens Placements	Caroline Tote	Social Care & Education/Children's Social Care & Early Help	Audit included following management concerns over the rising cost of placements of children. Eg Quality assurance of Foster Care and external SEND placements. This will include a review of the robustness of the decision making process over the placements. The audit could be utilised by the External Auditor in its VFM assessment.	Directors Assurances Nationwide issue and Professional internal audit or risk management guidance
Q2	G	Governance	Risk of governance failings	Colin Sharpe / Martin Samuels	Corporate Resources / Social Care & Education	Recent years has seen a number of Council financial and governance failings. Management would welcome an independent assessment of the Council's Governance arrangements. This audit would review the Council's decision making processes are resilient and would also focus on any lessons learnt from Public Interest Reports. Utilise the Centre for Governance & Scrutiny Governance Resilience framework and peer IA templates.	Director Assurances
Q2	G	Governance	CCTV	Sean Atterbury	City Development & Neighbourhoods/Neighbourhood & Environmental Services	Assurances that Policies and Procedures for managing CCTV systems are sufficiently robust.	Director Assurances
Q2/3	G	Governance	Constitutional changes	Kamal Adatia	City Barrister and Head of Standards	Review that key constitutional changes revised in the Summer of 2021 are embedded.	Director Assurances
Q2/Q3	G	Governance	Spend controls	Colin Sharpe	Corporate Resources and Support/Finance	Review work underway to design a new gateway process to review and challenge procurement	Director assurances
Q2/Q3	G	Governance	Climate change and carbon emissions (phase 2)	Matthew Wallace	City Development & Neighbourhoods/Estates & Building Services	Following on from reviewing the stewardship, risk management and assurance arrangements this audit will drill down into the data collation, verification and reporting. This work was postponed from 2021-22.	Nationwide issue and Professional internal audit or risk management guidance

Q3	G	Governance	Assurance framework	All directors	All departments	Work with Directors to establish a full understanding of (map out) key assurances received and consider the reliability/scope of them. This could help to determine IA future capacity.	Director Assurances
Q2/Q3	G	Governance	School Governance - Tracie Rees SEND		Adult Social Care & Commissioning	The SEND audit was one element of the School Governance Audit in 2021-22, which was postponed as management were in the process of reviewing the funding approach for SEND pupils at the time. The exact scope has yet to be agreed, but it could include correct calculation of SEND funding by the LA, monitoring and oversight by LA regarding the LA funding.	Director Assurances Nationwide issue and Professional internal audit or risk management guidance
Q2/Q3	G	Governance	Critical Incidence	Ivan Browne	Public Health	Review of the processes and procedures for handling Critical Incidences. A number of organisations are involved in the handling of Sex/Drug /Alcohol critical incidence; assurances required to ensure that these incidences are dealt with in line with the agreed procedures, which includes handling the cases in a timely manner from the beginning to final closure of the case. Some initial work in 2021-22 has indicated the Patient Safety Incident Response Framework , is being developed and an audit later in 2022-23 would be more beneficial.	Director Assurance
Q2/Q3	G	Governance	Health & Safety phase 2	Miranda Cannon	Corporate Resources and Support/Delivery, Communication and Political Governance	This is a follow up of Phase 1 audit undertaken in 2021-22. Phase 2 audit objective will be to provide assurance to management that the improved arrangements for addressing Health & Safety risk within the Council have been introduced, as expected, and are operating effectively.	Director Assurances
Q3/Q4	G	Governance	LLEP	Sue Tilley	LLEP	Provision for LLEP coverage . Scope of this to be confirmed .	Director Assurances
Q4	G	Governance	Haymarket	Colin Sharpe	Corporate Resources and Support	A review of the financial arrangements for the Haymarket Shopping Centre, the final scope to be confirmed but it could include the collection and accounting for rent and service charges, arrangements for the maintenance and operating spending.	Director Assurances

Q1	RM	Risk Management	Construction (Design & Management) Regulation	Matthew Wallace	City Development & Neighbourhoods/Estates & Building Services	A review to ensure client responsibilities on major Construction Contracts are consistently applied by Project Officers. Review will look at the adherence to Construction Design & Management Regulations. This will be continuation of some work that started in 2021-22, but delayed due to a combination of changes in management, other work pressure facing management and some IA resourcing issues at the time of audit.	Director Assurances
Q1/Q2	RM	Risk Management	Counter fraud	Colin Sharpe	Corporate Resources and Support	Review of the counter fraud strategy	Professional internal audit or risk management guidance
Q1/Q2	RM	Risk Management	Fire risk in owned and occupied buildings	Richard Sword/Martin Samuels	City Development & Neighbourhoods /Housing /Environmental Services	To give assurances that fire safety measures across all relevant LCC building scenarios are being thoroughly evaluated.	Nationwide issue and Professional internal audit or risk management guidance
Q2/Q3	RM	Risk Management	Information Governance	Kamal Adatia	Corporate Resources / City Barrister and Head of Standards	Review to check how Third Parties manage City data	Director Assurances
Q3/Q4	RM	Risk Management	Business Continuity	Miranda Cannon	Corporate Resources and Support/Delivery, Communication and Political Governance	The objective of the audit is to provide assurance that business continuity policies and procedures are being consistently applied; this is to assist the HoIAS in forming opinion at the year end. Light touch using NAO guidance. The exact scope to be confirmed.	Director Assurances plus PSIAS requirement and Professional internal audit or risk management guidance
Q1/Q2	IC	Internal Control	House Acquisitions	Chris Burgin	City Development & Neighbourhoods/Housing	Assurances required that current policies and procedures are adequate and being complied with, in the acquisition of houses e.g. is the Council paying fair market price due diligence has been undertaken etc The exact scope to be decided.	Director Assurances
Q1/Q2	IC	Internal Control	Recruitment System	Miranda Cannon	Corporate Resources and Support/Delivery, Communication and Political Governance	The New Recruitment system has been in place from Oct 2021. The audit was postponed from 2021-22 to allow time for the new processes to bed in. It was agreed with management that Spring 2022 would be a suitable time to undertake this audit. The exact scope to be agreed.	Director Assurances

Q1/Q2	IC	Internal Control	Domiciliary Care	Tracie Rees	Adult Social Care & Commissioning	Assurances required that quality of service and payments made under the Domiciliary care arrangements are robust, particular concerns during the COVID period.	Directors Assurances Nationwide issue and Professional internal audit or risk management guidance
Q1-Q4	IC	Internal Control	School Audits	Sue Welford	Social Care & Education	This includes a programme of schools audit. It will include a combination of primary, secondary and special schools . Mostly internal control but some governance areas	Director Assurances
Q1-Q4	IC	Internal Control	Grants	Various	Various	Grant certifications in line with the grant terms & condition and deadline for the following grants: <ul style="list-style-type: none"> • Bus Recovery Grant • Transforming Cities Grant (TCF1) • BSOG • Local Transport Capital Block Funding • National Productivity and Investment Fund • Ultra Low Emissions Vehicle (ULEV) Taxi Infrastructure Grant • Transforming Cities Grant (TCF2) • Supporting Families • Protect & Vaccinate • Social Housing Decarbonisation funding • Leaseholder Accounts • Contain Outbreak Management Fund • Adult Weight Management Grant • Prevention & Promotion for Better Mental Health • School's condition funding (capital maintenance works) SCA & DFC <ul style="list-style-type: none"> • High Needs Provision Capital Allocations • BEIS Public Sector Decarbonisation Scheme • Adriatic Land 7 Limited Service Charges • Green Homes Grant - 3 Phases • Basic Needs Grant • Disabled Facilities Capital Grant • LLEP - BEIS Growth Hub - Core 	Certification Requirement
Q1-Q4	IC	Internal Control	Establishment Audits	Colin Sharpe	Corporate Resources and Support/Finance	A number of establishment audits to be determined by the type of programme	Director Assurances

Q1-Q4	IC	Internal Control	Bus Lane Penalty Enforcements (BLPE)	Andrew L Smith	City Development & Neighbourhoods/Planning, Development & Transportation	<p>A business case to bring the back office functionality to Leicester City from Nottingham City Council has been approved by the City Mayor. The Parking section is also in the process of procuring a new back office system once BLPE is in house.</p> <p>The audit will look to provide any Advisory support during this transition, including work relating to the new system, where appropriate. This will be followed by some transactional testing once the function has been established at Leicester City Council - this is likely to be Q4 work or even the following year.</p> <p>This audit was postponed from 2021-22.</p>	Director Assurance New Significant System
Q2	IC	Internal Control	Section 106 Agreements	Andrew L Smith	City Development & Neighbourhoods/Planning, Development & Transportation	<p>This audit is to provide assurance to management that s106 agreements are considered for all planning applications and that, where appropriate, developer contributions are agreed and promptly received; the audit will also provide assurance that received contributions are spent in accordance with s106 agreements and properly accounted for. At the request of senior management this audit was postponed, due to the work pressures during the time of audit, the audit was originally in the 2020-21 Audit plan. Agreed with management to schedule audit around Aug/Sept 22.</p>	Professional internal audit or risk management guidance
Q2	IC	Internal Control	Emergency Repairs	Chris Burgin	City Development & Neighbourhoods/Housing	<p>Management concerns over increasing demands for emergency repairs. Audit will review policies and procedures to ensure these are adequate and appropriately applied.</p>	Director Assurances
Q2/Q3	IC	Internal Control	Non Residential Financial Assessment	Colin Sharpe	Corporate Resources and Support/Finance	<p>An audit of the procedure for assessing individual's contributions and the maximisation of income (people's own income and ours from charging). This audit was postponed from 2021-22 at the request of management.</p>	Director Assurance

Q2/Q3	IC	internal Control	Major Financial Systems(MFS)	Colin Sharpe	Corporate Resources and Support/Finance	<p>Major Financial Systems Audits - possible areas for inclusion :</p> <ul style="list-style-type: none"> - Payroll - Review of processes for making supplier bank account amendments (fraud risk) - Bank and key control account reconciliations eg Income Control Account - Faster Payments (general, Excludes Treasury Management/Investments) – process for authorisation and processing of faster payments, e.g. urgent payments - Council Tax Rebates (assurance only in conjunction with Counter Fraud) - Treasury Management - Income streams - accounting and reconciliation <p>Note: Data analytics will be utilised where appropriate in these audits</p>	Director Assurances Nationwide issue and Professional internal audit or risk management guidance
Q2/Q3	IC	Internal Control	Asset Valuations	Matthew Wallace	City Development & Neighbourhoods/Estates & Building Services	<p>Review of management controls and processes around valuing Council assets including maintenance of the asset database & ensuring data completeness and accuracy. May include some comparisons elsewhere to consider best practice.</p>	Director Assurances
Q2/Q3	IC	Internal Control	Taxi Contract	Tracie Rees	Adult Social Care & Commissioning	<p>The taxi contract is the process of being retendered and nearing completion. Phase 1 of this audit included advisory work relating to the retendering process in 2021-22. Phase 2 will be undertaken in 2022-23, which includes contract management and transactional testing to ensure that payments to providers are being correctly calculated, made on a timely basis, and in line with contractual terms.</p>	Director Assurances
Q1-Q4			Follow up	N/A	N/A	<p>Routine follow-up of audit recommendations, particular emphasis on the High Priority Recommendations and where an overall Partial Assurance is given.</p>	Director Assurances
			Contingency			<p>A provision is made for audit as yet unidentified and unplanned audit work to be undertaken during the course of the year .</p>	

Client
Responsibilities

Research risk; provision of advice (including on national reports on changes in governance requirements); liaison with External Auditor; HoIAS professional responsibilities; preparation for and attendance at A&R Committee and any other meetings as required.

SUMMARY REPORT

Internal audit:
untapped potential

Introduction

CIPFA has produced its *Internal audit: untapped potential* report because we need to talk about internal audit – talk about it more and talk about it in the right way. Better internal audit means better public services.

The extended report examines how internal audit is currently making an impact, identifies where it can do more and what is holding it back. The summary findings and recommendations are outlined in the abbreviated summary below.

CIPFA's UK-wide research consisted of an open survey to those in the public services, including those in the internal audit profession, management clients and audit committee members. The survey received a strong response with 831 submissions and was supported by focus groups and a literature review.

The outcome of the research concludes that where internal audit is operating effectively, it is already providing this support, but there are pockets where internal audit is unable to do this.



Current context

As with all organisations, the public services must respond and adapt to global trends and areas of risks. The COVID-19 pandemic put the public services on the front line of the UK's response, requiring them to be agile and redirect resources accordingly to meet new challenges. Advances in technology present new opportunities for service redesign but also challenges around complexity and security. Many parts of the public services are people focused, and rising needs and demographic changes result in challenges across health and social care. The impact of climate change on services and carbon reduction initiatives are core parts of the public sector agenda.

At the same time, the public services have experienced a sustained period of financial pressure, resulting in reductions to core functions, loss of expertise and difficulties maintaining demand-led services within allocated budgets. Long-term financial planning is challenging, and many public bodies have explored new structures to deliver services or generate income.

Demonstrating stewardship of public funds, building and maintaining public trust and confidence in decision making and delivering a sustainable future for taxpayers and service users are fundamental expectations of all those working within the public services.

Where does this leave internal audit? What contribution can internal audit make to this complex web of expectations, obligations, ambitions and challenges?

When internal audit provides support, it does so in a unique way. It provides independent assurance. Achieving this requires a resource base of trained internal auditors supported by modern approaches and professional standards. It needs both capacity and capability. Internal audit also needs to work in conjunction with an organisation's governance, risk, control and assurance frameworks.

A professional team of internal auditors will not have the desired impact in an organisation that doesn't understand its assurance requirements or have good governance arrangements. Assurance requirements are constantly evolving, and internal audit must keep up with the pace of change to stay relevant. Concerns that organisations face such as climate change and increased cybersecurity and financial risks are areas where internal audit can have a great impact.

Currently, the role of internal audit varies greatly between organisations. There is a need for consistency, quality and adherence to professional practice to ensure that an organisation has access to the assurance requirements it needs as opposed to just those that are available.

Key findings:



In our 2008 survey, only 60% of clients believed that internal audit supports the management of the organisation. In our 2021 survey, this has increased to 87%.



Just over 66% of managers believe their organisation has identified adequate assurance frameworks, but only 32% of heads of internal audit agree.



Ninety-one percent of heads of internal audit believe they provide advice on new systems or processes to organisations, but only 62% of management agree.



Seventy-three percent of heads of internal audit believe that they act as an independent critical friend on committees or steering groups, with just 43% of management agreeing with this.



Eighty percent of survey respondents believe that internal audit's contribution to the organisation comes from its independent assurance, but only 14% consider that internal audit's sharing of good practice contributes.



Forty-nine percent of heads of internal audit and 63% of management clients agree that internal audit has the capacity the organisation needs. This leaves a significant number for whom capacity is in question.

Conclusions:

- Successful organisations need to have robust and effective management and governance, including an understanding of assurance. Improving this understanding will enable the most effective use of internal audit.
- Internal audit is often not allowed to unleash its full potential. The importance of its contribution must be fully understood and appreciated by clients – management and audit committees. Internal audit managers must become greater advocates in promoting the function within organisations.
- Internal audit must be kept independent to achieve its maximum impact in an organisation. Auditors frequently take on additional roles, which may compromise their independence. They must have a sole focus and a direct reporting line to the leadership team as required by the Public Sector Internal Audit Standards (PSIAS).
- Discussions on public sector policy issues, be they social care, financial resilience or technological change, should acknowledge the importance of assurance and highlight internal audit's contribution. This would help raise the expectations of internal audit's clients.



Recommendations:

- Organisations should ensure that the responsibilities of internal auditors are recognised – for example, the need to engage at a senior level and have access to commercial and sensitive information.
- Part of the role of the head of internal audit should be to advocate for and explain the role of internal audit. This could usefully include explaining the nature of internal audit consultancy or advisory work and draw out the benefits of internal audit interventions. Engagement and communication with senior stakeholders are core skills for effective heads of internal audit.
- Internal audit should provide the audit committee with an overview of all work it undertakes to ensure that there is visibility of any advisory activity. This does not necessitate a detailed report to the committee on all advisory work.
- To build sustainable career paths for internal auditors, heads of internal audit, senior management and audit committees should recognise opportunities for models such as secondments, guest auditors and rotational programmes to support internal audit's skills needs.
- Internal audit functions should develop not only a plan of the audit work they will undertake, but also a strategy for their function's development and how it will flex to meet the future needs of the organisation. This should be agreed with top management and the audit committee with progress reports.
- Where an individual manages the internal audit team and delivers the responsibilities of the chief audit executive as set out in PSIAS, the responsibility of the head of internal audit should be recognised in terms of job title, ability to present to senior management committees and meetings, and access to the most senior personnel.
- As a minimum, the head of internal audit should report to a member of the executive team for administration purposes and also have a reporting line to the chair of the audit committee.
- There should be regular private meetings between the audit committee and the head of internal audit with no management present.
- Leadership teams and audit committees should strengthen their risk management arrangements. Internal audit's annual opinion on risk management should provide clarity over aspects for improvement and identify opportunities for support.



Recommendations (continued):

- Internal audit plans should set out what other assurances are available and any work internal audit has undertaken to consider the reliability/scope of those assurances. If internal audit has not undertaken any such assessment, this should also be noted.
- CIPFA will be publishing guidance on assurance frameworks in autumn 2022. While internal audit has an important part to play and significant insight to bring to the framework, the framework itself should be owned by the organisation, typically with sponsorship and oversight from the audit committee.
- Organisations should use CIPFA's guidance to review and improve their assurance arrangements.
- Internal audit plans should provide information on any areas not included within the plan and where the head of internal audit believes that assurance may be required. This should include an explanation of the rationale for non-inclusion.
- For local government with education responsibilities, consider an annual internal audit report that splits out schools' audit work from the main opinion.
- Organisations should minimise or avoid passing on additional roles to the head of internal audit. Where heads do have roles beyond internal auditing, there must be adequate safeguards in place to preserve independence in accordance with the standards. For example, a budget should be provided to fund the commissioning of internal audit assurance in those areas that come under the responsibility of the head.

The full report, *Internal audit: untapped potential*, is available on the CIPFA website: www.cipfa.org/cipfa-thinks/insight/reporting-on-internal-audit.

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We need to talk about internal audit

By:

Diana Melville

15 Jun 22

Organisations need to take decisive action to improve the scope and role of internal audit, to avoid weakening risk-management and oversight, says Diana Melville.

CIPFA's recent report, *Internal Audit: Untapped Potential*, lifts the lid on internal audit in public services. For some chief financial officers and chief executives, it will confirm the value and contribution of internal audit teams. The report found 87% of clients recognised the contribution internal audit makes, which is good news. However, for some leadership teams it might come as a surprise that internal audit can do more than provide a basic service at minimal cost.

Whatever the scope of your organisation, internal audit deserves attention. But, getting the most out of the function requires honest conversations and long-term planning. If the risks are not addressed, high quality internal audit in public services may become a thing of the past. Chief financial officers, chief executives, audit committee members and heads of internal audit need to talk about internal audit more. But what exactly should those discussions be about?

Culture and governance

The work of internal audit does not exist in a vacuum. If the audit committee is ineffective, then internal audit's delivery and output will have a low profile. Where risk management is weak, internal audit can end up trying to fill the gap. Similarly, if managers are not interested in internal audit recommendations, then it will be unable to make much impact.

Capacity

Public services are under immense pressure, especially when it comes to resources. Low capacity in areas such as finance, internal audit or legal affairs can lead to a lack of 'corporate grip'. This could result in errors and prevent problems being fixed at an early stage. Around two-thirds (62%) of management clients and only 49% of internal audit leaders stated their organisation has the required internal audit capacity. This raises doubts over the capacity of many public sector bodies.

During our focus groups several issues were raised, including the difficulty of recruiting and retaining experienced auditors while working with low budgets.

Additionally, limited career choices can make internal audit in public services an unattractive option. Across all sectors, it's becoming more challenging to recruit and retain internal auditors, so employers need to make themselves an attractive option for the best candidates.

Expectations

To maximise the impact of internal audit, a clear and aligned approach is most effective. The intentions of all stakeholders should be agreed upon at the outset, and professional standards should be prioritised. If a client's expectations of internal audit do not line up with those of the team or provider, then the outcome will be unsatisfactory. Similarly, if professional standards are not adhered to, the organisation will miss out on a high-quality internal audit and will become an unattractive employer for professional auditors.

Future plans

There are many challenges facing public services, such as climate change, technological developments and ongoing financial and service pressures. Internal audit needs to adapt to this changing landscape, while providing 'business as usual' assurance. Making greater use of data analysis is an effective way to improve professional development of internal auditors, but there is more to be done. Internal audit teams need long-term strategies to ensure they are ready to deliver, come what may. Leadership teams should step up and present a clear and consistent view of what their assurance needs will be.

A comprehensive report

Internal Audit: Untapped Potential is a comprehensive report. Not every topic covered will be an immediate concern for all audit teams or clients, but if these issues are not considered, they could become problematic in the future. We need to talk more about internal audit, and organisations need to take decisive action. Whether that's improving risk management, investing in audit training or developing an internal secondment programme – action is needed now. After all, better internal audit means better public services.

Only then can we be confident that public services will have a high-quality internal audit provision in the future.

- **Diana Melville**

governance adviser at CIPFA



WARDS AFFECTED: ALL

Audit and Risk Committee

20th July 2022

**Regulation of Investigatory Powers Act 2000
Bi-Annual Performance Report January 2022 - June 2022**

Report of the City Barrister and Head of Standards

1. Purpose of the Report

The report advises on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications from 1st January 2022 to 30th June 2022.

2. Summary

- 2.1 The Council applied for 0 Directed Surveillance Authorisation and 0 Communications Data Authorisations in the period above.
- 2.2 The Council submitted its annual data to the Investigatory Powers Commissioner's Office in January 2022 on time.
- 2.3 The Council was inspected by the Investigatory Powers Commissioner's Office in February 2022.

2 Recommendations

The Committee is recommended to:

- 3.1 Receive the Report and note its contents.
- 3.2 Make any recommendations or comments it sees fit either to the Executive or to the City Barrister and Head of Standards.

4 Report

- 4.1 The Council has applied for 0 Directed Surveillance Authorisation and 0 Communications Data Authorisations in the first half of 2021.
- 4.2 The Council submitted its annual data to the Investigatory Powers Commissioner's Office in January 2022 on time.
- 4.3 The Council was inspected by the Investigatory Powers Commissioner's Office (IPCO) in February 2022. The resulting inspection report is attached at Appendix

A. The inspection found that the Council has been found to be in a good place with the RIPA Monitoring Officer fully aware of her responsibilities.

5. Financial, Legal Implications

5.1 Financial Implications

There are no financial implications arising directly from this report, although the Council could incur legal costs should procedures not be correctly followed – Colin Sharpe (Deputy Director of Finance) ext. 37 4081.

5.2 Legal Implications

There are no legal implications arising directly from this report, although the Council could incur legal costs should procedures not be correctly followed – Kamal Adatia (City Barrister and Head of Standards) ext. 37 1402.

6. Other Implications

OTHER IMPLICATIONS	YES/NO	Paragraph References Within Supporting Information
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Climate Change	No	
Crime and Disorder	No	
Human Rights Act	Yes	HRA Article 8 must be considered for all applications
Elderly/People on Low Income	No	
Risk Management	No	

7. Report Author / Officer to contact:

Lynn Wyeth, Head of Information Governance & Risk, Legal Services
- Ext 37 1291

5th July 2022



Investigatory Powers
Commissioner's Office

PO Box 29105, London
SW1V 1ZU

Ms. Alison Greenhill
Chief Operating Officer
Leicester City Council
City Hall
115 Charles Street
Leicester
LE1 1FZ

February 2022

Dear Ms. Greenhill

Inspection of Leicester City Council

Please be aware that IPCO is not a “public authority” for the purpose of the Freedom of Information Act (FOIA) and therefore falls outside the reach of the FOIA. It is appreciated that local authorities are subject to the FOIA and that they may receive requests for disclosure of our reports. In the first instance the SRO should bring the matter to the attention of the IPCO Data Protection Officer (at: [@ipco.org.uk](mailto:info@ipco.org.uk)), before making any disclosure. This is also the case if you wish to make the content of this letter publicly available.

Your Council was recently the subject of a video and desktop-based inspection by one of my Inspectors, Mr. [REDACTED]. This has been facilitated through your Senior Responsible Officer (SRO) and Head of Information Governance & Risk and Data Protection Officer, Ms. Lynn Wyeth who responded promptly to my Inspectors request and provided the supporting information required. Ms. Wyeth confirmed that there has been no use of the available covert powers since the last inspection.

The information provided has demonstrated a level of compliance which removes, for the present, the requirement for a physical inspection.

The last inspection was undertaken by Ms. [REDACTED] in April 2019. On this occasion several areas requiring remedial action were noted, as follows:

1. Refresher training organised for key staff in relation to CHIS Management.
2. The Non - RIPA procedures currently in place are extended to capture any ‘status drift’.
3. The use of Social Media profiles and access to the internet is regulated and auditable.
4. Liaison with the Magistrates’ Court to ensure that approval for authorisations are promptly sought.

I am pleased to find that all matters have been attended to.



Training has been undertaken using an external trainer and your SRO has also ensured personally, that their competency to perform the role has been bolstered through continuous professional development (CPD) sessions. Further training has been scheduled to develop the skills of two new authorising officers, who will be appointed soon.

A full audit of the use of social media by your staff has been undertaken with a report produced for the benefit of the audit committee. The report, viewed by my inspector, clearly identifies the type of use made of this important investigative tool, when pseudonyms have been used and which departments are likely to utilise investigative techniques which may require the consideration of RIPA authorisations. The report's conclusions further identified a lack of awareness amongst some staff, which has been dealt with using corporate communications and through delivery of refresher training. Additionally, service area managers now have responsibility to audit the social media activity of their staff. My inspector was impressed with the way in which this important area of compliance has been reviewed and managed, by your SRO.

Your RIPA policy, as was found previously, is well formed and minor amendments to remove references to our precursor body, the Office of the Surveillance Commissioners (OSC) have been undertaken as requested by Ms. .

A specific focus for the inspection was the retention, review, and destruction (RRD) of data gathered utilising the covert powers available. Whilst your policy has sections allocated to advise on the management of records, my Inspector has advised that your policy should carry clear instructions on the need to undertake RRD of covertly gathered material and to comply with the safeguarding chapters within each code of practice. I hope the advice of my Inspector was helpful in identifying the minimum requirements in this regard.

Whilst my Inspector is satisfied that this matter will be promptly attended to, this area of compliance will continue to be focused upon in future inspections. Highlighting RRD responsibilities to new staff and weaving this into your refresher training inputs will ensure those persons likely to engage the covert powers are fully au fait with the safeguarding requirements.

The oversight provided by your SRO is of a high standard and is undertaken through regular interaction with representatives from departments more likely to engage the covert powers available. When SRO oversight meetings are held, to assess the use of RIPA or to identify training needs, it would be helpful if a record of these meetings is formed and retained for inspection purposes.

Your authority has been found to be in a good place with your SRO fully aware of her responsibilities.

I hope your authority has found this inspection to be of benefit. My Office is available to you should you have any further queries following this inspection, or at any point in the future. Contact details are provided at the foot of this letter.

I shall be grateful if you would acknowledge receipt of this letter within two months.

Yours sincerely,

The Rt. Hon. Sir Brian Leveson
The Investigatory Powers Commissioner

Report of the Audit and Risk Committee to Council Covering 2021/22

Decision to be taken by: N/A

Date of Audit & Risk Committee meeting: 20th July 2022

Date of Council meeting: TBC

Lead director: Colin Sharpe, Deputy Director of Finance

Useful information

- Ward(s) affected: All
- Report author: Amy Oliver
- Author contact details: amy.oliver@leicester.gov.uk
- Report version number: 1.0

1. Purpose of Report

- 1.1 To present to the Council the report of the Audit and Risk Committee setting out the Committee's achievements over the municipal year 2021/22.
- 1.2 This report was presented to Committee for approval at its meeting on 20th July 2022.

2. Recommendations

- 2.1. Audit & Risk Committee is recommended to approve this report for submission to the Council.
- 2.2. Council is recommended to receive this report.

3. Summary

- 3.1. The Committee's terms of reference approved by Council require the submission of an annual report on its activities, conduct, business and effectiveness. Moreover, the CIPFA* guidance on Audit Committees states that the audit committee should be held to account on a regular basis by Council, and that the preparation of an annual report can be helpful in this regard. (* CIPFA – the Chartered Institute of Public Finance and Accountancy).
- 3.2. Following the Committee's approval, this report will proceed to Council.
- 3.3. The Audit and Risk Committee considered a wide range of business in fulfilment of its central role as part of the Council's system of corporate governance, risk management, fraud and internal control. It conducted its business in an appropriate manner through a programme of meetings and fulfilled the expectations placed upon it.

4. Report

- 4.1 The Committee's terms of reference are regularly reviewed. They formally confer upon it the role of 'the board' for the purposes of the *Public Sector Internal Audit Standards*, (the mandatory elements of the Institute of Internal Auditors' International Professional Practices Framework, interpreted and adopted for local government by CIPFA) as the recognised professional standards for local authority internal audit. Updated terms of reference were implemented for the 2021/22 municipal year.

- 4.2 During the municipal year 2021/22, the Committee met on four occasions. All meetings were properly constituted and quorate. The Committee's terms of reference required it to meet at least four times during the year. The Deputy Director of Finance and Leicestershire County Council's Head of Internal Audit and Assurance Service attended meetings of the Committee. In addition, and in the interests of providing the full range of legal, constitutional and financial advice and expertise, the Committee was supported by the Chief Operating Officer (S151) and the City Barrister & Head of Standards or their representatives.
- 4.3 CIPFA has a publication *Audit Committees – Practical Guidance for Local Authorities*, providing guidance on function and operation of audit committees. The position statement within the guidance, notes "*audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high-level resource to support good governance and strong public financial management.*"
- 4.4 Further to this it notes the purpose of the governance committee is to provide those charged with governance independent assurance of the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes.
- 4.5 It is considered that Audit and Risk Committee met the requirements for an effective Audit Committee. In summary the reasons for this are:
- The Committee meets regularly, and its chair and membership are sufficiently independent of other functions in the Council. Meetings are conducted constructively and are free and open and are not subject to political influences;
 - The Committee's terms of reference provide a sufficient spread of responsibilities covering internal and external audit, risk management and governance;
 - The Committee plays a sufficient role in the management of Internal Audit, including approval of the audit plan, review of Internal Audit's performance and the outcomes of audit work and management's response to that; and
 - The Committee received reports from Grant Thornton as the Council's external auditor and maintains an overview of the external audit process including the fees charged.
 - The Committee was updated on changes in governance, local authority finances during the year.
- 4.6 However, it is acknowledged that Committee members need suitable training. Arrangements continue to be made to provide training on a relevant topics to the Committee. The Committee is subject, of course, to some turnover of membership each municipal year, an inevitable consequence of the political environment in a local authority. Should this happen, training for new members is offered.

4.7 The Committee has continued to make an important contribution to the effectiveness of the City Council's internal control and corporate governance frameworks. It is a central component of the Council's system of internal control. The key outcomes from the Committee's work included:

4.8.1. Internal Audit

- The Committee considered the Internal Audit annual plans and monitored delivery and outcomes during the year. The Committee also received the Internal Audit annual reports and opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control.
- The Committee reserves the right to summon relevant officers to attend its meetings to discuss in more depth specific issues raised by Internal Audit reports. This has helped to maintain the profile of the Committee and its role in promoting adherence to procedures and improved internal control.

4.8.2 Counter-Fraud

- The Committee maintained an effective overview of the Council's measures to combat fraud and financial irregularity. Specifically, the Committee:
 - Considered counter-fraud reports, which brought together the various strands of counter-fraud work with data on the various types of work carried out by the teams involved.
 - Reviewed and supported the Council's participation in the National Fraud Initiative.

4.8.3 External Audit

- The Committee considered the external auditor's plans and progress and the outcomes of this work, with particular reference to the annual audit of the Council's statutory financial statements and value for money arrangements.
- The Committee supported the recommendation to Council to opt into the national scheme for appointing our External Auditors from 2023/24 to 2027/28.

4.8.4 Risk Management

- The Committee maintained a regular overview of the risk management arrangements. This included the Council's strategic and operational risk registers, identifying potential emerging risks to the Council and its services, together with the Risk Management Strategy and Policy and Corporate Business Continuity Management Strategy.

4.8.5 Corporate Governance

- The Committee fulfilled the responsibilities of 'the board' for the purposes of the City Council's conformance to the *Public Sector Internal Audit Standards* in terms of overseeing the Council's arrangements for audit, the management of risk and the corporate governance assurance framework.

- The Committee maintained its oversight of the Council's corporate governance arrangements. The Council's updated assurance framework, which maps out the process for collating the various sources of assurance and preparing the Council's statutory Annual Governance Statement, was reviewed and approved by the Committee.
- The Committee approved the Annual Governance Statement for 2020/21.
- This annual report to Council is part of the governance arrangements, through giving a summary of the Committee's work and contribution to the good governance of the City Council and demonstrating the associated accountability.

4.8.6 Financial reporting

- The Committee received and approved the Council's statutory Statement of Accounts for 2020/21 and associated external audit reports. It approved the Council's letters of representation, by means of which the City Council gives assurance to the external auditor; there were no significant items that were not reflected in the Council's accounting statements.
- The external auditor's Annual Governance Reports were issued to the Committee as 'those charged with governance' and considered accordingly. In these reports, the auditor confirmed that his audit opinion on the Council's financial statements would be 'unqualified'.

4.8.7 Other Work

- During the year the Committee also received updates and reports on the following areas:
 - Insurance
 - Corporate complaints
 - Procurement
 - Developments in local government finance, audit & Governance
- In addition to the above the Committee supported the change to the constitution for the appointment of an independent member to the Committee. This change has since been approved by Full Council.

5. Conclusions

- 5.1 The Committee fulfilled all of the requirements of its terms of reference and the good practice guidance issued by CIPFA.
- 5.2 It is the view of the Chief Operating Officer (the s151 officer) that the Audit & Risk Committee made a significant contribution to the good governance of the City Council. Through its work, it has reinforced the Council's systems of internal control and internal audit and has given valuable support to the arrangements for corporate governance, legal compliance and the management of risk.

6. Financial, legal, equalities, climate emergency and other implications

6.1 Financial implications

An adequate and effective Audit & Risk Committee is a central component in the governance and assurance processes intended to help ensure that the Council operates efficiently, cost effectively and with integrity. Its support for the processes of audit and internal control will help the Council as it continues to face the financially challenging times.

Colin Sharpe, Deputy Director of Finance

6.2 Legal implications

The Audit & Risk Committee aids the fulfilment by the Council of its statutory responsibilities under the Accounts and Audit Regulations 2015 by considering the findings of a review of the effectiveness of the Council's system of internal control. It is an important part of the way in which the duties of the responsible financial officer under s151 of the Local Government Act 1972 are met.

Kamal Adatia, City Barrister & Head of Standards, x37 1401

6.3 Equalities implications

6.4 Climate Emergency implications

6.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

N/A

7. Other Implications

<u>OTHER IMPLICATIONS</u>	<u>YES/NO</u>	<u>PARAGRAPH REFERRED</u>
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights / People on low incomes	No	
Corporate Parenting	No	
Health Inequalities Impact	No	

8. Background papers:

Agendas and Minutes of the Audit & Risk Committee meetings

9. Summary of Appendices:

N/A

10. Consultations

11. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

12. Is this a “key decision”? If so, why? No

DRAFT Audit & Risk Committee Workplan 2022/23

Workplan Item	Author	Frequency	Purpose
20th July 2022			
Training Session - Statement of Accounts			
Schedule of Meetings	Deputy Director of Finance	Annual	Committee to Note
Statement of Accounts and External Audit Plan 2022-23	Grant Thornton, External Auditor / Chief Operat	Annual	Committee to note
Internal Audit Plan 2022/23	Head of Internal Audit	Annual	Committee to note
Internal Audit 2021/22 Q4 update and Annual Report	Head of Internal Audit	Periodic	Committee to note
Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance Report January 2022 – June 2022	Head of Information Governance and Risk	Bi-Annual	Committee to Note
Draft of the Committee's Annual Report to Council 2021/22 (ensure on Council agenda)	Deputy Director of Finance	Annual	Approval
28th September 2022			
Training Session - ??????			
Social Care Item - Lessons from DHRs/SARs/SCRs	Strategic Director, Social Care & Education	Adhoc	Committee to note
Revised CIPFA Guidance on Audit Committees and Independent Member recruitment	Head of Finance	Periodic	Committee to Note
Annual Insurance Report	Head of Finance	Annual	Committee to note
Update on Third Party Relationships and Governance at LCC	Head of Finance	Periodic	Committee to note
National Fraud Initiative Update	Corporate Investigations Manager	Mid Year	Committee to Note
Anti-Fraud, Corruption and Bribery Policy - 3-year report	Head of Revenues and Customer Support	Every 3 Years	Approval
Internal Audit update report	Head of Internal Audit	Periodic	Committee to note
22nd November 2022			
Training Session - ??????			
	Chief Operating Officer (\$151)/ Head of Finance		
Statement of Accounts, Annual Governance Statement & ISA260 2021/22		Annual	Approval
Annual Audit Letter & Annual Audit Report 2021/22	Grant Thornton	Annual	Committee to note
Whistle Blowing	Monitoring Officers	Periodic	Committee to note
Procurement of External Auditor for 2023/24 to 2027/28 (DRAFT DATE)	Deputy Director of Finance		Committee to note
Risk Management Update report	Manager, Risk Management	Bi-Annual	Committee to note
Counter Fraud Annual Report 2021/22 & Mid Year Update	Corporate Investigations Manager	Annual	Committee to Note
Internal Audit update report	Head of Internal Audit	Periodic	Committee to note
18th January 2023			
Training Session - ??????			
Financial Update Report	Chief Accountant	Periodic	Committee to note
Cyber Security Risk	City Information Officer	Adhoc	Committee to note
Local Government & Social Care Ombudsman and Housing Ombudsman Complaints 2021/22	Head of Revenues and Customer Support	Annual	Committee to note
Corporate Complaints (Non Statutory) 2021/22	Head of Revenues and Customer Support	Annual	Committee to note
The Assurance Framework on which we will base the Annual Governance Statement, including annual review of			
Local Code of Corporate Governance and the annual review of the Committee's Terms of Reference	Head of Finance	Annual	Approval
Internal Audit Charter	Head of Internal Audit	Periodic	Approval
Internal Audit Update Report	Head of Internal Audit	Periodic	Committee to note
15th March 2023			
Training Session - ??????			
External Audit - Certification of claims and returns (grants)	Grant Thornton, External Auditor	Annual	Committee to note
External Audit Plan 2022-23 & Informing the Audit Risk Assessment	Grant Thornton, External Auditor	Annual	Committee to note
Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance	Head of Information Governance and Risk	Bi-Annual	Committee to note
National Fraud Initiative Update	Corporate Investigations Manager	Mid Year	Committee to Note
Risk Management Update report	Manager, Risk Management	Bi-Annual	Committee to note
Risk Management & Business Continuity Strategy and Policies 2023	Manager, Risk Management	Annual	Committee to note
Internal Audit Update report	Head of Internal Audit	Periodic	Committee to note
Internal Audit Service - Annual Plan 2023-24	Head of Internal Audit	Annual	Approval

