

**Meeting of:** Audit & Accounts Committee

**Date:** 6<sup>th</sup> March 2024

**Time:** 6.30pm

**Venue:** Council Chamber, The Business Centre, Futures Park, Bacup, OL13 0BB

The meeting will also be live streamed at the following link:

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

**Supported by:** Glenda Ashton, Committee and Member Services Officer Tel: 01706 252423

Email: [glendaashton@rossendalebc.gov.uk](mailto:glendaashton@rossendalebc.gov.uk)

ITEM		Lead Member/Contact Officer
<b>A.</b>	<b>BUSINESS MATTERS</b>	
<b>A1.</b>	<b>Apologies for Absence</b>	
<b>A2.</b>	<b>Minutes of the last meeting</b> To approve and sign as a correct record the Minutes of the meeting held on 29 <sup>th</sup> November 2023	
<b>A3.</b>	<b>Urgent Items of Business</b> To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	
<b>A4.</b>	<b>Declarations of Interest</b> <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i>  Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.	Glenda Ashton, Committee and Member Services Officer Tel: 01706 252423 Email: <a href="mailto:glendaashton@rossendalebc.gov.uk">glendaashton@rossendalebc.gov.uk</a>
<b>B.</b>	<b>COMMUNITY ENGAGEMENT</b>	
<b>B1.</b>	<b>Public Question Time</b> Members of the public can register their question by contacting the Committee Officer. Groups with similar questions are advised to appoint and register a spokesperson.  This is an opportunity to ask a question about a matter which the Council may be able to assist	Glenda Ashton, Committee and Member Services Officer 01706 252423 <a href="mailto:glendaashton@rossendalebc.gov.uk">glendaashton@rossendalebc.gov.uk</a>

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rosendale Borough Council, Futures Park, Bacup, OL13 0BB

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ITEM		Lead Member/Contact Officer
	<p>with. A time limit of 3 minutes applies for each question and you are only able to address the meeting once.</p> <p>To register for public question time your question must be received no later than 12noon on the day of the meeting by emailing <a href="mailto:democracy@rossendalebc.gov.uk">democracy@rossendalebc.gov.uk</a> Please give your full name, telephone number and include a copy of your question.</p> <p>Please begin by giving your name and state whether you are speaking as an individual member of the public or as a representative of a group. (Question time normally lasts up to 30 minutes).</p>	<p>Please register an agenda related public question by emailing <a href="mailto:democracy@rossendalebc.gov.uk">democracy@rossendalebc.gov.uk</a> no later than 12noon on Wednesday 6<sup>th</sup> March 2024</p>
<b>C.</b>	<p><b>Chair's Update</b> To receive communications from the Chair</p>	Councillor M Smith
<b>D.</b>	<b>ORDINARY BUSINESS</b>	
<b>D1.</b>	Statement of Accounts 2022/23 (Unaudited)	Karen Spencer Chief Finance Officer, 01706 252465 <a href="mailto:karenspercer@rossendalebc.gov.uk">karenspercer@rossendalebc.gov.uk</a>
<b>D2.</b>	Corporate Risk Register Update Q3 2023/24	Karen Spencer Chief Finance Officer, 01706 252465 <a href="mailto:karenspercer@rossendalebc.gov.uk">karenspercer@rossendalebc.gov.uk</a>
<b>D3.</b>	Internal Audit Progress Report 2023/24	Mark Baskerville Lancashire County Council <a href="mailto:mark.baskerville@lancashire.gov.uk">mark.baskerville@lancashire.gov.uk</a>
<b>D4.</b>	Internal Audit Annual Plan 2024/25	Mark Baskerville Lancashire County Council <a href="mailto:mark.baskerville@lancashire.gov.uk">mark.baskerville@lancashire.gov.uk</a>
<b>D5.</b>	External Audit Progress Report	Alastair Newall Mazars Auditors <a href="mailto:alastairnewall@mazars.co.uk">alastairnewall@mazars.co.uk</a>
<b>E.</b>	<p><b>EXCLUSION OF PUBLIC AND PRESS</b> To consider passing the appropriate resolution under Section 100 (A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following item of business since it involves the likely disclosure of exempt information under Paragraphs 1 and 2 of Schedule 12A of the Act.</p>	
<b>E1.</b>	Standards Complaints update (verbal)	Councillor M Smith
<b>E2.</b>	Whistleblowing update (verbal)	Councillor M Smith



**Rob Huntington**  
Chief Executive

**Date Published:** 27<sup>th</sup> February 2024

**MINUTES OF: THE AUDIT AND ACCOUNTS COMMITTEE**

**DATE OF MEETING: 29<sup>TH</sup> NOVEMBER 2023**

**PRESENT: Councillor M Smith (Chair)  
Councillors D Ashworth, Hodgkiss, Procter, Walmsley and Woods  
Mr S McManus, Co-opted member**

**IN ATTENDANCE: Karen Spencer, Chief Finance Officer (S151 Officer), RBC  
Andy Dalecki, LCC Internal Auditors  
Mark Baskerville, LCC Internal Auditors  
Alastair Newall, Mazars External Auditors  
Glenda Ashton, Committee Officer, RBC**

**ALSO PRESENT: David Smurthwaite, Director of Economic Development  
Kimberly Haworth, Head of Financial Services  
1 member of the public**

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**1. APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Councillors MacNae, Neal and S Smith.

**2. MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> SEPTEMBER 2023**

**RESOLVED:**

The minutes of the meeting held on 27<sup>th</sup> September 2023 were agreed as a correct record.

**3. URGENT ITEMS OF BUSINESS**

3.1 There were no urgent items of business.

**4. DECLARATIONS OF INTEREST**

4.1 There were no declaration of interests.

**5. PUBLIC QUESTION TIME**

5.1 One written public question had been received to which a written response would be provided. The Chair agreed to take questions as each agenda item arose.

**6. CHAIR'S UPDATE**

6.1 Councillor Neal replaces Councillor Powell on the Committee.

6.2 One councillor is still to complete the Cyber Security training but is currently unwell.

**7. CORPORATE RISK REGISTER UPDATE Q2 2023/24**

7.1 The Chief Finance Officer presented the report, which asked members to note the risk consequence, mitigation action and level of risk as detailed in Appendix 1. It was noted that there were two red risks, the Stability of the Medium Term Financial Strategy and Financial Sustainability of Council Owned Leisure Assets.

7.2 The following comments were made and clarifications provided:  
Sustainability of the Medium Term Financial Strategy

- Maximising income from the Council's asset portfolio and increasing fees and charges were being considered. Regeneration opportunities were also possible but income would be beyond the current forecast.
- The Corporate Management team and middle managers were considering income opportunities but all ideas were welcomed.
- All managers and staff were aware of the freeze on non-essential expenditure and levels of approval were in place to authorise spend. The Finance team also monitored, scrutinised and questioned spend on a weekly basis.
- The Government Finance Settlement wasn't expected until the end of December which made budget setting difficult. The level of the business rate tariff payable to Government was based on deprivation, needs of the area, if rural and the Council's ability to raise Council Tax revenue.
- The Council were part of Lancashire Business Rates Pool which meant that 90% of rates growth collected were retained and 10% were paid to Lancashire County Council. This afforded the Council some protection but being in the pool meant the Council gave up its right to the Government safety net.
- Changes to the Business Rates system may change in the coming years.
- Government funding had reduced by £4m pa since 2010. During that time, the Council had worked hard to reduce costs and make savings, and staffing numbers were low compared to other similar size authorities. Any further savings would affect service delivery so the Council were considering increasing income instead.
- A balanced budget had been set at the start of 2022/23, however the increase in inflation, utilities and wages had created an overspend of £1m.

#### Risk 7 – Poor Communications and Public Relations

- Viva PR had been more proactive on the Council's use of social media. The increased use was noted and welcomed. The number of social media hits were monitored rather than positive responses.
- Over 1,000 responses had been received from the Residents' Survey and were under review.

#### Risk 9 – Financial Sustainability of Council Owned Leisure Assets

- The Cross Party Leisure Working Group had met three times since July, with another meeting planned for December. The Chief Executive of Rossendale Leisure Trust (RLT) attended and there was also regular contact between her and the Council's Chief Executive. Regular meetings also take place between the Chief Finance Officer and RLT's Finance Manager.
- The Group were working towards all the recommendations in the Grant Thornton report.

#### **RESOLVED:**

- The Audit and Accounts Committee noted the Corporate Risk Register as detailed in the report.
- Members noted the risk consequence, mitigation action and level of risk as detailed in Appendix 1.

### **8. INTERNAL AUDIT PROGRESS REPORT SEPTEMBER TO NOVEMBER 2023/24**

8.1 The Audit Manager, Lancashire County Council, outlined the report, which asked members to consider the Internal Audit Progress Report for September to November 2023/24.

8.2 The following comments were made and clarifications provided:

- The Chief Finance Officer agreed to speak to the Service Assurance Team and Capita to ensure the Debt Management Policy was reviewed and updated.

- The Payroll and Housing Benefits Teams were thanked for achieving Substantial Assurance.

**RESOLVED:**

- The Committee considered the Internal Audit progress report for September to November 2023/24.

**9. EXTERNAL AUDIT PROGRESS REPORT**

9.1 The Public & Social Sector Director, Mazars, outlined the report, which asked members to note the contents of the report.

9.2 The following comments were made and clarifications provided:

- It was noted that the 2022/23 Accounts had disappeared from the IT system and it had not been possible to recover them. Work had started to create the document again which would be ready by the end of December. The figures would be ready to populate and will provide reassurance.
- Procedures had been put in place to ensure this does not happen again.

**RESOLVED:**

- The Committee considered the External Audit progress report.

**10. EMPTY HOMES PROJECT PART 1**

10.1 The Chief Finance Officer outlined the report which asked the Committee to consider the update on the Empty Homes project and the actions to manage the project in the future. There had been significant movement in returning properties and 50 properties now remained on the scheme. Good progress was being made and the scheme was closely managed.

10.2 The following comments were made and clarifications provided:

- The work of the Chief Finance Officer, as project sponsor, and the Project Manager was also acknowledged. Good progress was now being made.
- The appointment of an experienced Project Manager had made a huge difference. It was noted that recruitment had been difficult in the past, as no suitable applicants had applied for the position.
- The amount of rent collected hadn't changed since 2014 so property owners would be able to collect more rent once their properties were returned.

**RESOLVED:**

- The Committee considered the update on the Empty Homes project and the actions to manage the project in the future

**11. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- That the public and press be excluded from the following items of business under Section 100(A)(4) of the Local Government Act 1972 since the items involved the likely disclosure of exempt information under Paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972.

**12. EMPTY HOMES PROJECT PART 2**

12.1 An update was provided in relation to the Empty Homes Project.

**RESOLVED:**

- That the update was noted.

**13. STANDARDS COMPLAINTS UPDATE (VERBAL)**

13.1 An update was provided in relation to Standards Complaints.

**RESOLVED:**

- That the update was noted.

**14. WHISTLEBLOWING UPDATE (VERBAL)**

14.1 An update was provided in relation to Whistleblowing.

**RESOLVED:**

- That the update was noted.

**The meeting concluded at 7.20pm**

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**Signed (Chair)**

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**Date**

<b>Subject:</b>	Unaudited Statement of Accounts for 2022/23	<b>Status:</b>	For Publication
<b>Report to:</b>	Audit & Accounts Committee	<b>Date:</b>	6 <sup>th</sup> March 2024
<b>Report of:</b>	Chief Finance Officer	<b>Lead Member:</b>	Resources
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	Yes/No	Attached: Yes/No
<b>Biodiversity Impact Assessment:</b>	Required:	Yes/No	Attached: Yes/No
<b>Contact Officer:</b>	Karen Spencer	<b>Telephone:</b>	01706 252409
<b>Email:</b>	karens pencer@rossendalebc.gov.uk		

## 1. RECOMMENDATION

- 1.1 Committee is asked to note the contents of the Unaudited Statement of Accounts for 2022/23 at Appendix A.

## 2. EXECUTIVE SUMMARY

- The purpose of this report is to provide Members with sight of the Unaudited Statement of Accounts for 2022/23 Summarise key points

## 3. BACKGROUND

- 3.1 The Chief Finance Officer (Section 151 Officer) is responsible for the preparation of the Council's Statement of Accounts and is required to certify they present a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March each year.

## 4. DETAILS

- 4.1 The Council prepares its statutory annual Statement of Accounts in accordance with applicable laws and regulations, such as the Accounts and Audit Regulations 2015 and its amendments, and in line with the Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice on Local Authority Accounting in United Kingdom 2022/23 (The Code).
- 4.2 The deadline for publishing the draft Statement of Accounts for 2022/23 was 31 May 2023, however due to the Council's previously reported staffing issues publication of the draft accounts was delayed.
- 4.3 As required by the Accounts and Audit Regulations, a notice advising of a delay in the publication of the draft accounts was published on the Council's website on 31 May 2023.
- 4.4 The Chief Finance Officer authorised publication of the draft Statement of Accounts on the 31<sup>st</sup> January 2024. The day following the signing of the Unaudited Statement of Accounts 2022/23, i.e. from 1 February 2024, a 30 day period of open public inspection begins where members of the public have the right to inspect the accounts and related documents. This is also advertised on the Council's website.
- 4.5 A training session on the Unaudited Statement of Accounts for members of Audit Committee will be scheduled before the next meeting. This training will provide members with the understanding of the accounts to enable them ask questions of the auditor, or direct the auditor in elements of their audit, and to ensure Members of the committee can fulfil their duty in terms of scrutiny of the accounts.

**5. RISK**

5.1 There are no specific risk issues for members to consider arising from this report.

**6. FINANCE**

6.1 There are no direct financial implications arising from this report.

**7. LEGAL**

7.1 The Statement of Accounts should be formally published within the statutory timescale. This report, together with the Annual Governance Statement forms part of the Council's assurance process.

**8. POLICY AND EQUALITIES IMPLICATIONS**

8.1 None

**9. REASON FOR DECISION**

9.1 Local authority financial statements have a key part to play in accountability to taxpayers and other stakeholders as to how public money is used.

No background papers





# **Unaudited**

## **Statement of Accounts 2022/23**

As at 31 January 2024

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## Introduction

2022/23 was another challenging year, as well as dealing with the legacy of the COVID-19 pandemic, the current 'cost of living crisis' has seen energy, fuel and food price rises far in excess of rises in wage levels. These inflationary pressures have affected both the Council and local residents.

Events of the last three years have had a significant impact on the Council itself, in terms of flexible working arrangements and the more customer focused approach which has been adopted. The pandemic changed the world we operate in and its impact will continue to influence our lives for many years to come.

For a number of years the Council has continued to reduce its net revenue expenditure in line with its own efficiency agenda and diminishing Government funding.

Alongside this, the Council has continued to pursue its ambitious agenda, of delivering the Futures Park Plot developments, progressing our Bacup Historic England project and the Haslingden 2040 National Lottery Heritage projects, along with other key areas of work such as progressing the Climate Change agenda.

Despite the difficult budget decisions Members have had to make in recent years, the Council is still delivering high-quality frontline services to Rossendale's residents. Ambitions remain high and we are proud to serve the borough, and of the services we, alongside partners, continue to deliver.

This Statement of Accounts for the year ended 31st March 2023 has been prepared and published in accordance with the Code of Practice on Local Authority Accounting 2022/23, issued by the Chartered Institute of Public Finance and Accountancy and the Accounts and Audit Regulations 2015.

The accounting policies adopted by the Council comply with the relevant recommended accounting practices and the latest revisions to these from 1 April 2022. There have been no major changes in the Council's statutory functions during the year.



## Audit Report

This Statement of Accounts 2022/23 will now be submitted for public inspection and external audit. The resulting audit report will appear on these pages when the final accounts are presented to the Audit & Accounts Committee.

Unaudited

# Audit Report



# Audit Report



Unaudited

# Audit Report





# Narrative Report

## Introduction by the Head of Finance

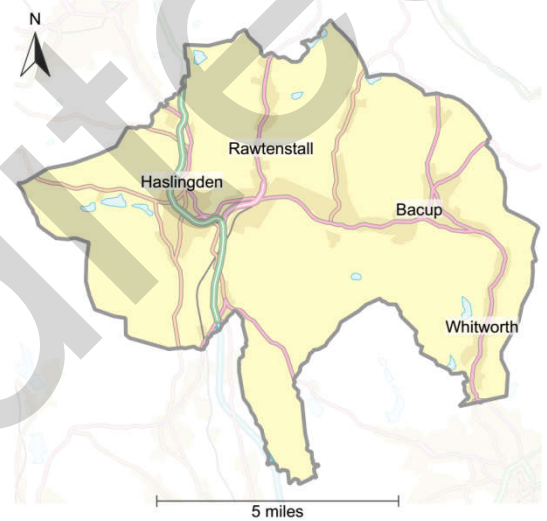
This Statement of Accounts gives an overview of the Council’s finances for 2022/23 with the Narrative Report outlining some of the key initiatives that took place and how these influenced the financial position of the Council. 2022/23 presented new challenges for the Council. As well as dealing with the legacy of the COVID-19 pandemic, there was a downward turn in the national economic position and inflationary pressures affecting both the Council and local residents. The significant increase in inflation, lead to increased general prices for goods, materials and energy costs for the Council. This had a much higher impact than anticipated when setting the 2022/23 budget, and resulted in an overspend at outturn. Although the outturn reflected an overspend position, I am pleased to report that as presented in the Statement of Accounts, the Council still holds adequate reserves

## Rosendale – geography, economy and our priorities for 2022/23

Rosendale is an authority in East Lancashire that covers 138 square kilometres and has 14 electoral wards.

Rosendale is a proud valley area with a rich industrial heritage, filled with friendly and welcoming communities in a number of vibrant market towns and villages. Rosendale is a distinctive part of East Lancashire with its dramatic scenery, rich heritage and characterful features.

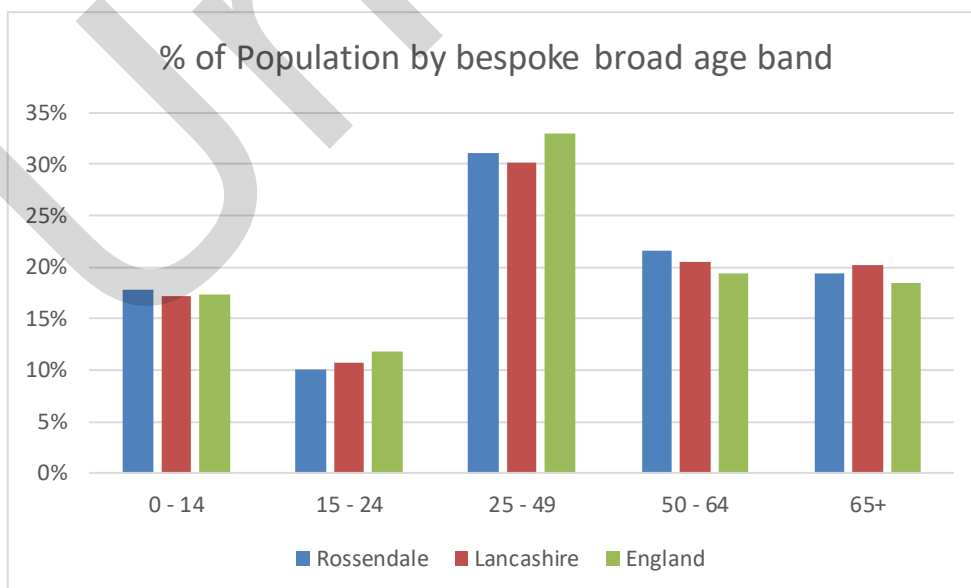
Sitting on the western slopes of the Pennines Rosendale is well connected to Lancashire, Greater Manchester and West Yorkshire.



## Our Vision: Rosendale, a place where people want to live, visit, work and invest

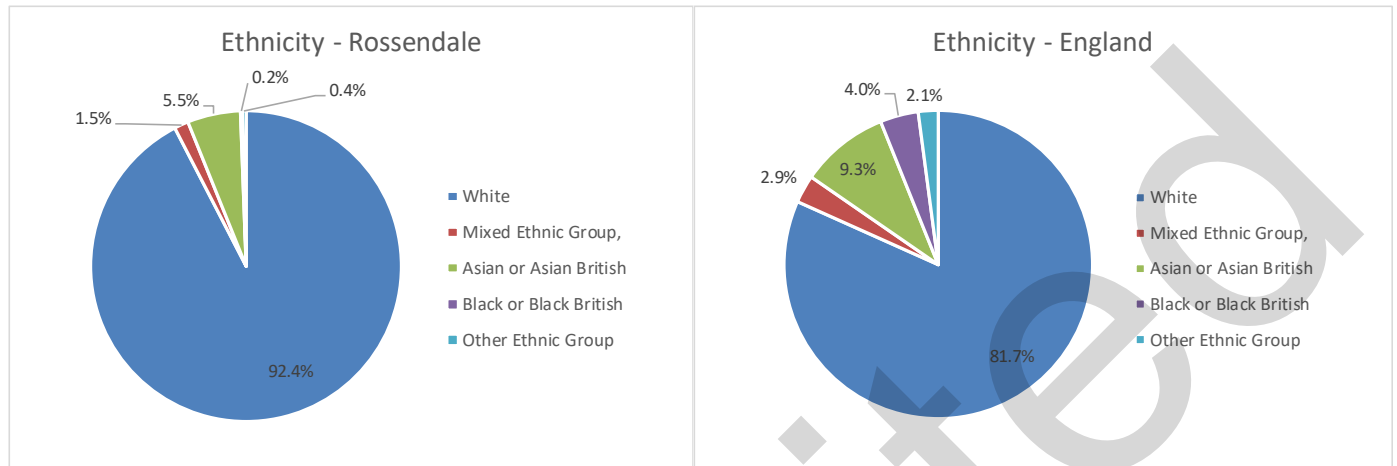
### Our people:

The latest population estimate for the Rosendale area is c71,000. The age demographic make-up of the population compared with Lancashire and England (2021 census) is shown in the table below:-



# Narrative Report

The population of Rossendale is growing and it is estimated that between 2018 and 2043 the population will increase by 12.6%, being the fourth highest increase in the Lancashire area. The ethnic makeup based on the 2021 census is shown in the comparative graphs below.



## Housing:

There are c32,200 dwellings in the borough, 85% of which were owner occupied or private rented. In common with other East Lancashire authorities, Rossendale has a high proportion of its housing stock in the lowest category 'A' council tax band, almost 51% and in 2021 around 3.3% of dwellings were vacant.

A total of 14.6% of Rossendale households were in fuel poverty in 2020 compared to the England average of 13.2%. The main factors that determine this are the energy efficiency status of the property, the cost of energy, and household income. The 2019 national indices of deprivation revealed that Rossendale was the 91<sup>st</sup> most deprived area out of the 317 districts and unitary authorities in England.

## Our businesses:

As in most places, the manufacturing sector has shed jobs over the years whilst the service sector has grown to become a far greater source of employee jobs. However there still continues to be a bias towards a larger proportion of employees in the manufacturing sector in Lancashire and Rossendale, than is the national norm and a lower proportion of jobs in the service sector. Rossendale does, however, maintain a relatively high percentage of private-sector jobs. In 2022 there were 2,650 active enterprises in Rossendale, slightly fewer than in 2021, the reason for this is unrecorded. The most recent local companies to win a Queen's Award for Enterprise, namely Slingco Ltd in Rawtenstall and Orthoplastics Ltd in Bacup.

## Our area:

Though Rossendale is not served by the main railway network it does have excellent road links with the M66 heading south to Greater Manchester and the M62 corridor over the Pennines and the M65 heading west to link up with the M6. The 2011 census figures on commuter flows revealed that only 40.3% of Rossendale residents work within the borough and over 10% of working residents commute between 20 and 30 kilometres, the highest percentage in Lancashire and well above regional and national averages.

Lancashire has over 8,000 hectares of common land (1.5% of the nation's total) and Rossendale is one of the three boroughs which account for a significant proportion of this total. Rossendale has 22.6% of its land designated as green belt, safeguarding our countryside and preserving the

# Narrative Report

character of our historic towns. This also contributes to maintaining our air quality, which is better than the county and national averages.

## Priority A: Thriving Local Economy

The nature of the local economy continues to change and we will be playing an active role in creating the right conditions for local businesses to thrive. We will

continue to grow the local economy, attracting businesses to our employment sites

### Key Outcomes:

- To support Bacup, Haslingden and Rawtenstall town centres as better places to provide their own unique offers and a destination for local shoppers and visitors
- To have secured new inward investment in the borough creating a sustainable economy, matching local skills provision with future job and career opportunities
- Having a thriving visitor economy which is more widely known with enhanced attractions and a much improved accommodation offer

The Bacup HAZ project completed the refurbishment of 8 properties

Continuing to progress the Haslingden 2040 NLHF project.

Submitted business case to Dept of Transport for City Valley Rail Link

## Priority B: High Quality Environment

The high quality of our natural environment is something local people love and take pride in. The council recognises the value of our physical and built environment and the particular importance of our Pennine uplands and villages.

### Key Outcomes:

- A high quality 'clean and green' local environment where people feel proud to live
- Reduce our carbon footprint
- Improve the waste recycling rate across the borough

c12,000 trees planted as part of 'Rossendale Forest' project

Stubbylee Park maintained green flag status

Operation Trident continued cracking down on fly tipping and other environmental crime

32 Parks, 38 Play Areas, 8 MUGAS, 3 Skate Parks & 4 Pump Tracks Maintained

## Priority C: Healthy and Proud Communities

Having access to a good quality home to either rent or buy plays a fundamental part in our residents' quality of life. We want people to live long lives and take pride in their communities.

### Key Outcomes:

- To have delivered more new homes and a good mix of housing tenures

75 new homes completed in 2022/23

65 disabled facilities grants given out during the year

## Narrative Report

- Improved the health of residents through access to better leisure facilities and health services
- A more joined up approach to physical and mental well-being which is more rapidly reducing health inequalities
- Residents share a sense of pride in their immediate community and the wider borough

Successfully delivered the first year of the Health Strategy

Created a vision for future leisure facilities in the Borough

### Priority D: Effective and Efficient Council

It is important that we are an effective and efficient council - one with ambition, clear direction, which delivers good quality services and which provides good value for money to our residents.

#### Key Outcomes:

- Provide good quality and responsive services embracing new technology
- Be a financially sustainable council with a commercial outlook whilst always considering social value
- Provide sound governance to enable key decisions and major projects to be progressed, in an efficient and professional way
- Have a skilled and happy workforce, where we are able to retain and attract good staff

Over 100 assets reviewed

Levelling up and UK Shared Prosperity funding secured.

74 Planning Applications approved.

c2.5m refuse/recycling household bins emptied

# Narrative Report

## Rosendale folk - the people behind the borough

### Our councillors

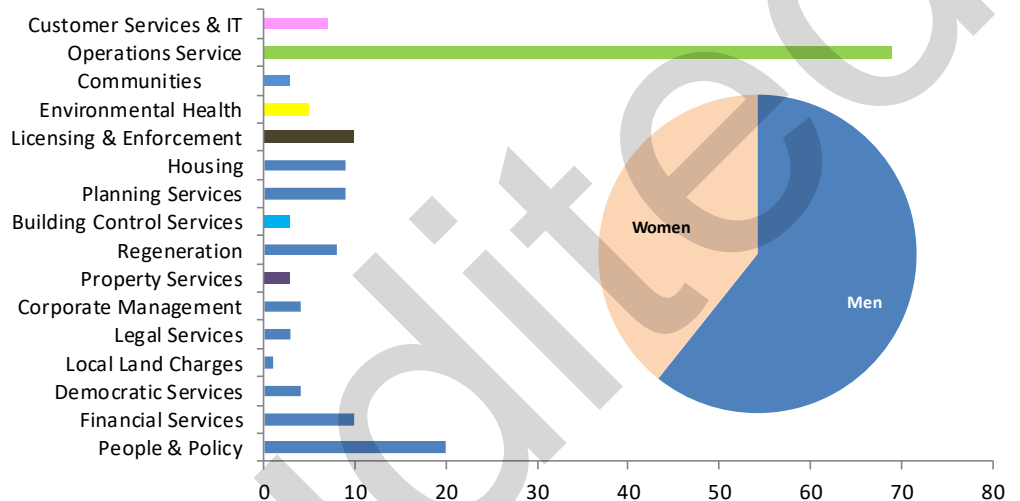
We have 36 councillors in Rosendale serving 14 wards across the borough. Following the elections in May 2022 the political balance was:

- 19 Labour
- 11 Conservative
- 2 Community First
- 3 Independent
- 1 Green

### Our staff

During 2022/23 the Council employed 168 people across its services, 42% of whom provide front-line services within the Operations Team collecting refuse, maintaining our parks and cemeteries and keeping the roads around the borough clean. Of our 168 employees 39% are women and 43% are over 50.

### Staff employed across services in 2022/23



### The Senior Management Team during 2022/23



**Neil Shaw**  
Chief Executive

Since 2022/23 there have been several changes to the senior Management Team. Neil Shaw and Mandy Lewis left the Council in December 2022. David Smurthwaite joined in February 2023 as Director of Economic Development, Rob Huntington joined in April 2023 as Chief Executive and Adam Allen left the Council in May 2023



**Adam Allen**  
Director of  
Communities



**Mandy Lewis**  
Director of  
Economic  
Development



**Karen Spencer**  
Chief Finance  
Officer



**Clare Birtwistle**  
Legal Services  
Manager



**Clare Law**  
HR Manager

# Narrative Report

Our partners, community groups and the volunteers that we work with

**CAPITA** Capita provide our revenues, benefits and customer services.

**Civic Pride** groups support the borough by providing a gardening and litter clearance service, building upon the work done by the Council's workforce.



Voluntary Community Sector organisations work with us on a range of initiatives, a comprehensive list can be found on the **REAL Directory**.



**Calico Homes** now manage the East Lancashire Empty Homes project.

**Together Housing** manage social housing across the borough



**RTB Partnership Ltd** is an equal partnership development vehicle set up in February 2013 to facilitate a number of development projects across the borough.



**Rosendale Leisure Trust** provides the sports facilities provision in the Borough.

The NHS and **East Lancashire Clinical Commissioning Group** are the health providers for Rosendale.

Main hospital services are provided by **East Lancashire Hospitals NHS Trust**. Some other facilities are run by the **Lancashire Care NHS Foundation Trust**.



**Lancashire Constabulary** is the local police force.

**Lancashire Fire and Rescue** provide our fire service.

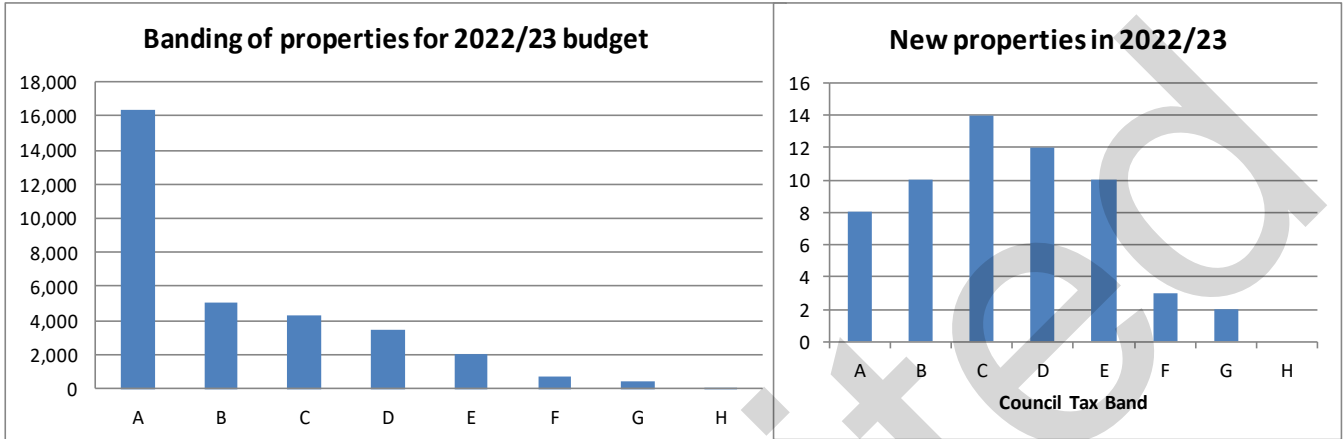
**Lancashire County Council** upper tier responsibilities



# Narrative Report

## Council Tax in Rossendale

Almost 51% of all the domestic properties in Rossendale fall into Band A, the lowest band for Council Tax purposes. Though the Band D is taken nationally as the average for the purposes of collecting Council Tax, only 10.6% of properties in Rossendale fall into this band. The total number of properties when the 2022/23 Council Tax was set was 32,292, up by 59 from 2021/22.

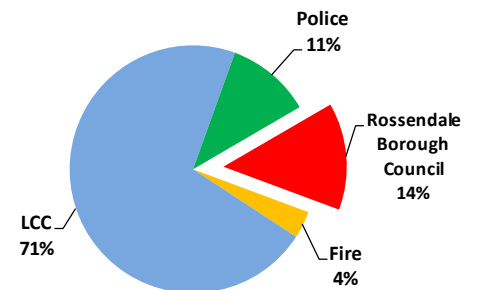


Rosendale Borough Council collects Council Tax on behalf of each of the major preceptors, Lancashire County Council, Lancashire Combined Fire Authority and Lancashire Constabulary. In 2022/23, we also collected a precept for Whitworth Town Council from 3,644 properties.

In 2022/23 Rosendale Borough Council increased its element of the Council Tax by 1.99% which made the 2022/23 charge for a band D property £290.80. The Council retained £5.985m in Council Tax in 2022/23.

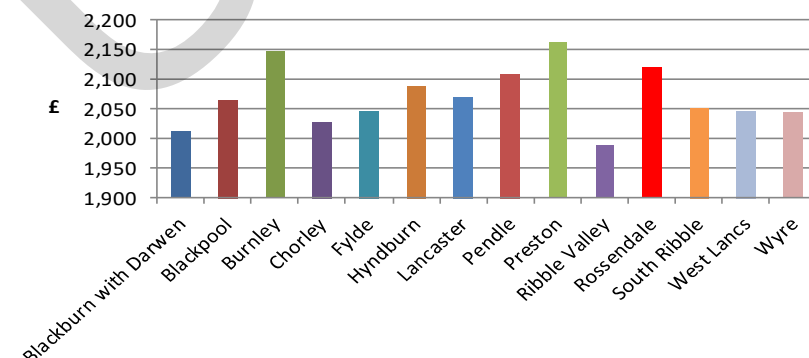
Precepting Body	% Increase	2021/22	2022/23	% Share
		Band D £	Band D £	
<b>Rosendale BC</b>	1.99%	<b>285.13</b>	<b>290.80</b>	13.7%
Lancashire County Council *	1.99%	<b>1,305.55</b>	<b>1,334.53</b>	63.0%
LCC Adult Social Care *	2.00%	<b>150.64</b>	<b>179.76</b>	8.5%
Combined Fire Authority	6.92%	<b>72.27</b>	<b>77.27</b>	3.6%
Police & Crime Commissioner	4.42%	<b>226.45</b>	<b>236.45</b>	11.2%
<b>Total (Excl' Whitworth)</b>	<b>3.86%</b>	2,040.04	<b>2,118.81</b>	100.0%
Whitworth Parish Council	4.11%	25.81	<b>26.87</b>	
<b>Total Whitworth Parish</b>	<b>3.86%</b>	2,065.85	<b>2,145.68</b>	

Each £1 of Council Tax was split



\* percentage increase is based on the total combined tax level

### Council Tax Band D across Lancashire



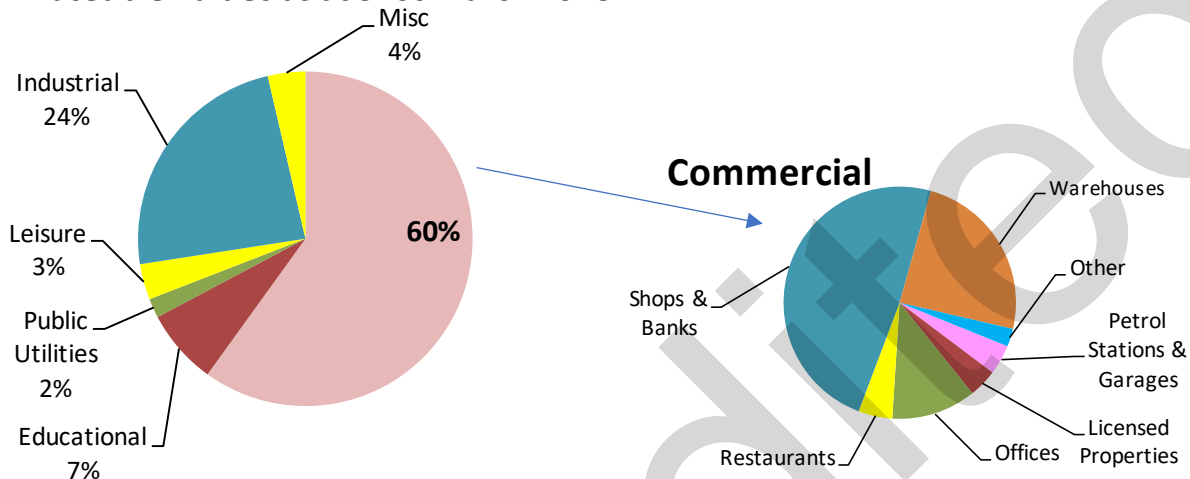
In comparison with our neighbouring authorities across Lancashire, Rossendale has the third highest total Band D charge.

# Narrative Report

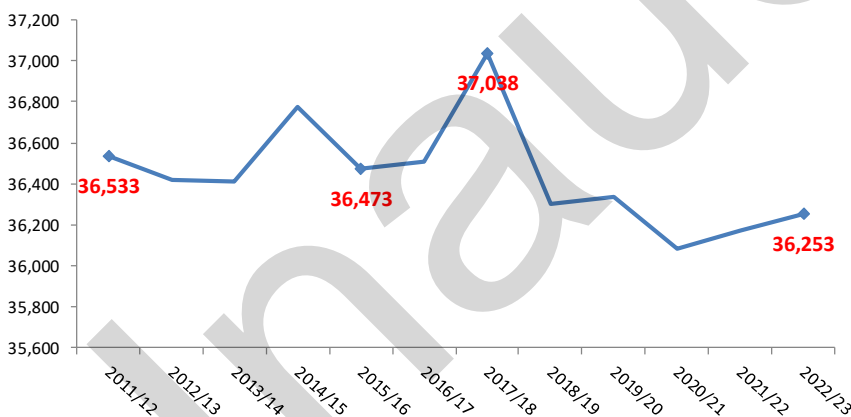
## Business Rates in Rossendale

Business Rates are payable based upon a rateable value set by the national Valuation Office. The total rateable value of business premises in Rossendale at the 31<sup>st</sup> March 2023 was £36,253k, up slightly from £36,175k in March 2022. Covid continued to have an impact on the level of business rates collected in 2022/23, this was mainly due to the level of extended rate relief awarded to help businesses survive the pandemic. The Council has received s31 grants from Central Government to cover this loss of income. Full details can be found in the Collection Fund statements.

### Rateable Values as at 31st March 2023



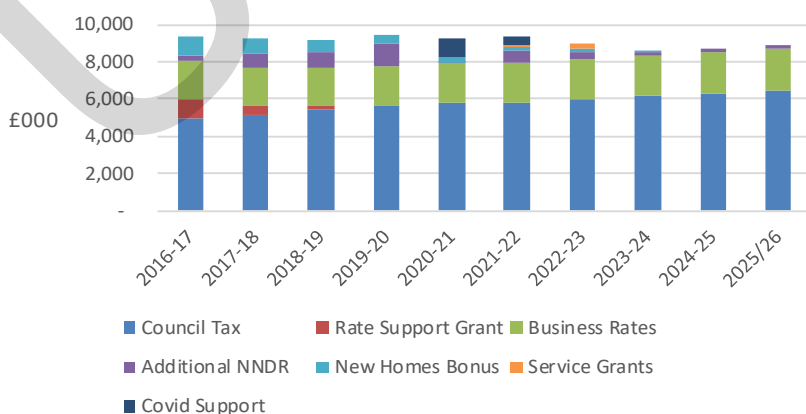
### Rateable Values in recent years



Rateable values underwent a national revaluation exercise in 2010/11, with a revision during 2015/16 and a further revaluation in 2017/18.

Since 2010/11 the Council has seen significant reductions in core Government funding and an increase in reliance on Council Tax income to fund services. The sources of funding available for Council Services can be seen in the table opposite, along with future predictions over the Medium Term Financial Strategy. In 2020/21 and 2021/22 the Council received various Covid grants to support the Council's Covid related activities.

### Funding Sources





# Narrative Report

## Revenue Outturn

At the time of setting the original budget in February 2022, the medium term financial strategy (MTFS) indicated a balanced budget of £8,991m for 2022/23. The Council reviews its MTFS at regular intervals, and in November 2022, as a result of the economic crisis, reported to Council that the anticipated 2022/23 outturn was likely to be £10.376m. The Council finances its net budget through Council Tax, General Government Grants and Retained Business Rates income.

With the continued drop in external funding, local taxation has to contribute towards the MTFS challenge and in the 2022/23 budget, members again made the difficult decision to increase the Council Tax by the maximum allowed, 1.99%, resulting in estimated Council Tax income of £5,985k. The retained business rates baseline funding was £2,180k and the Council received £132k in New Homes Bonus. In addition the Council also received one off grants of:-

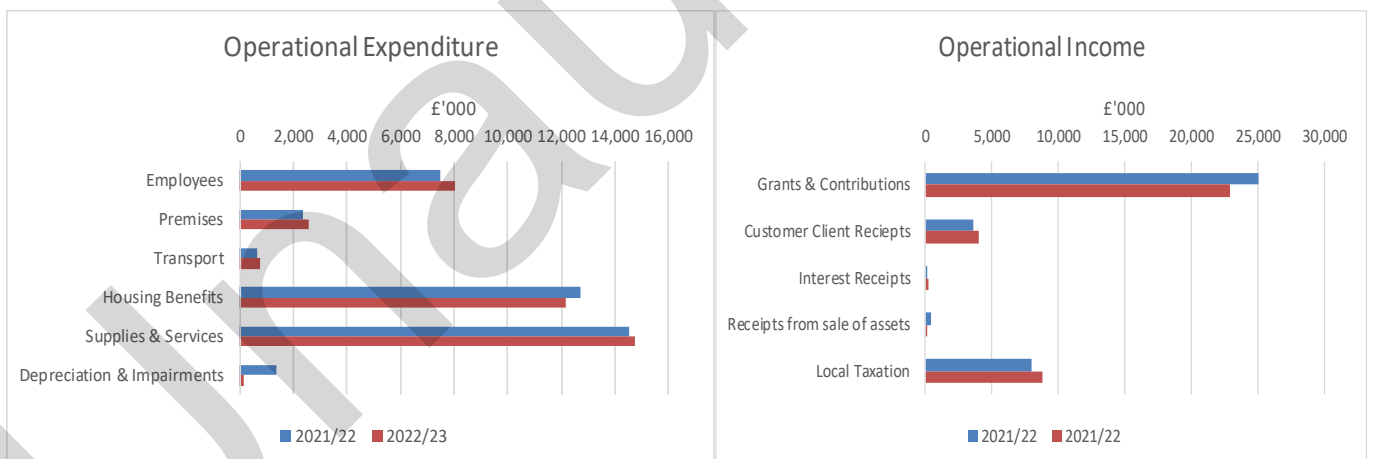
- lower tier services grant of £98k.
- Services grant of £150k.

It was also anticipated that the Council would make a pooling gain/NNDR growth of c£360k.

Members also approved the use of £56k from the Transitional Reserve to fund the estimated budget gap.

The Council manages and presents in-year financial information in the format of Directorate Budgets. The Directorate outturn position was reported within the Outturn Report to Cabinet in July 2023. Full details of expenditure, income and budget variances are set out within the report which is available on the Council's website.

The following table and charts show the General Fund figures before the technical accounting adjustments required by the Code in the CIES. These follow the operational basis shown in the financial monitoring reports presented to members at Cabinet meetings on a quarterly basis.



# Narrative Report

GENERAL FUND SERVICES	2022/23		Variance (adv)/ fav £000s
	Adjusted Budget £000s	Operational Out-turn £000s	
Communities Directorate			
Customer Services & E Government	1,334	1,306	28
Operations	1,901	2,124	(223)
Parks & Cemeteries	663	675	(12)
Public Protection Unit	184	180	4
Environmental Health	178	233	(55)
Licensing & Enforcement	73	101	(28)
Communities Team	133	96	37
Economic Directorate			
Planning	310	292	18
Building Control	31	19	12
Regeneration	214	254	(40)
Property Services	306	420	(114)
Housing	160	392	(232)
Corporate Management			
Corporate Management	413	376	37
Legal Services	180	182	(2)
Local Land Charges	(18)	1	(19)
Democratic Services	558	553	5
Financial Services	585	688	(103)
Empty Homes	300	900	(600)
People and Policy	686	690	(4)
Non-distributed Costs	132	68	64
Capital Financing & Interest	668	472	196
<b>Total cost of General Fund Services</b>	<b>8,991</b>	<b>10,022</b>	<b>(1,031)</b>
Contrib to/(from) Earmarked Reserves	(56)	(825)	769
<b>Amount to be met from government grants &amp; local tax payers</b>	<b>8,935</b>	<b>9,197</b>	<b>(262)</b>
Precept on the Council Tax Collection Fund	5,985	5,985	-
National Non-Domestic Rates (NNDR)	2,180	2,180	-
NNDR Pooling gain	390	652	(262)
New Homes Bonus	132	132	-
Service Grants	248	248	-
<b>Amounts received from government grants &amp; local tax payers</b>	<b>8,935</b>	<b>9,197</b>	<b>(262)</b>

## Other financial factors

This Council signed up to the Lancashire Business Rates Pool which came into effect on the 1<sup>st</sup> April 2016. Under these arrangements Rosendale retains more of its local business rates. The Council retains 40% of the business rates it collects, less the Governments tariff.

The Council continues to be the accountable body for the East Lancs Empty Homes Scheme, which has brought back into use almost 200 long-term empty domestic properties across East Lancashire, funded through a combination of Homes and Communities Grant, owner contributions, local housing associations and contributions from the other neighbouring local councils. The properties are managed by management agents with the majority of the properties being managed by Calico homes Ltd, under a self-financing contract. The scheme cost the Council c£900k revenue and £865k capital in the 2022/23 financial year.

There are 33 properties remaining on the scheme at the date of publication of these accounts. These properties will continue to be let for the remainder of their leases.

# Narrative Report

## Capital Strategy and the Capital Programme 2022/23 to 2025/26

In February 2022 the Council set an affordable capital budget for 2022/23 of £5,082k including new projects of £861k, funded from £2,190k of grants, £2,585k of prudential borrowing, £107k from revenue resources and £200k from capital receipts. The programme included £977k for new vehicles, £100k on maintaining the Council's operational assets and £1,000k on Disabled Facilities Grants (DFGs) for domestic properties across the borough.

This was added to capital works slippage at the end of 2021/22 of £3,939k. Giving a revised opening capital programme of £9,021k.

Capital projects added during 2022/23 included £99k Stubbylee Skate Park funded from a combination of internal borrowing and external funding, and £160k additional DFG's funded by external grant. This brought the final capital programme for 2022/23 to £9,441k.

More information on the capital costs and funding sources can be found in Note 18.

At the end of 2022/23 slippage of £5,759k was carried forward into 2023/24. The majority of this was disabled facility grants of £2,567k, £1,255k for Haslingden National Lottery Heritage Funded scheme, £525k Futures Park infrastructure works and £382k carbon reduction fund.

## The Collection Fund

Billing authorities in England, such as Rossendale, are required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and Non-Domestic Rates (Business Rates). The key features relevant to accounting for council tax and business rates in the Core Financial Statements are:

- In its capacity as a billing authority the Council acts as agent; it collects and distributes council tax income on behalf of the major preceptors and itself; under the scheme of Business Rates Retention introduced from 2013/14, business rates are also collected on behalf of Central Government and the major preceptors;
- While the council tax and business rate income credited to the Collection Fund is the accrued income for the year, regulations determine when it should be released from the Collection Fund and transferred to the General Fund of the billing authority or paid out of the Collection Fund to major preceptors.

The council tax and business rate income included in the Comprehensive Income and Expenditure Statement for the year is the accrued income for the year. The difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the Collection Fund has been taken to the Collection Fund Adjustment Account and is included as a reconciling item in the Movement in Reserves Statement.

Since the collection of council tax and business rates income is in substance an agency arrangement, cash collected by the billing authority from council tax and business rates debtors belongs proportionately to the billing authority and the major preceptors. There is therefore a debtor/creditor position between the billing authority and each major preceptor which is recognised since the net cash paid to each major preceptor in the year will not be its share of the cash collected from taxpayers.

The surplus on the Collection Fund for Council tax as at 31<sup>st</sup> March 2023 was £12k and will be shared between the Council (billing authority), the County Council, the Police Authority and the Fire

## Narrative Report

Authority in following years. The actual rate of in year collection of Council Tax for 2022/23 was 95.95% (95.59% for 2021/22).

In the year ended 31<sup>st</sup> March 2023 the collection fund position for NNDR was a deficit of £654k which will be carried forward and recovered in subsequent years' budgets. Rossendale Borough Council's share of this is £305k with the balance due to the Government and major preceptors.

It must be noted that most of the NNDR Collection Fund deficit is again due to the Governments Covid related rate reliefs. To help businesses through the pandemic the Government expanded the retail, leisure, hospitality and nursery business rate reliefs. Instead of collecting Business Rates, the Council received compensating Government grant, with the impact on the collection fund being spread over three years, 2022/23 being the final year.

In 2022/23 the council was a member of the Lancashire Business Rates Pool on a 50% business rates retention basis and this has continued in to 2023/24. In 2022/2 the Council made a pooling gain of £652k.

Further details in relation to the Collection Fund can be found in the Supplementary Statements.

### Treasury Management

Treasury Management is conducted in-house with advice provided by an external organisation, Link Asset Services. Investment performance has struggled to meet the budget target as interest rates on the Council's bank accounts continued to be below bank base rates during the year. There were multiple interest rate increases during the year and by the end of the year the council was earning 3.35% on balances, this was significantly higher the 0.07% earned in 2021/22. During 2022/23 the level of balances held returned to pre covid levels, but the interest rate increases meant that the £195k interest income earned exceeded budget.

Treasury management during the year was conducted within the borrowing limits and investment criteria approved in the Treasury Management Strategy and Treasury Management Practices approved at Full Council in February 2022.

The Council is able to borrow money from PWLB (an agency of HM Treasury), banks and building societies, or from other public bodies. The Council's borrowing need as at 31 March 2023 was met by a combination of long term actual debt of £3.858m and internal cash balances. The use of internal cash balances in lieu of borrowing has continued to be the most cost effective means of funding capital expenditure. These amounts are analysed in the notes to the Balance Sheet. The interest payable in relation to the Council's borrowing totalled £127k in 2022/23. As the value of useable reserves drops over the life of the Council's MTFs, greater consideration will need to be made of the need for additional PWLB borrowing to fund future capital investments.

The **Capital Financing Requirement (CFR)**, a key Prudential Indicator, determines the amount that the Council needs to borrow for a capital purpose and is the total of the Council's capital assets less all of the Council's capital reserves. The CFR for the year ending 31 March 2023 was £14.3m.

The **Authorised Limit for External Debt** is a key Prudential Indicator that controls the overall level of borrowing and is a statutory limit set by the Council that must not be breached. The Council's Authorised Limit for external debt for 2022/23 was £20.4m. The Council's actual total long term debt of £3.858m is well below the Authorised Limit.

### Pensions Fund Liabilities

Rosendale BC participates, as an employing authority, in the Lancashire County Pension Fund administered by Lancashire County Council. The scheme is a defined benefit scheme i.e. retirement

## Narrative Report

benefits are determined independent of the scheme investments. A pensions reserve and pensions liability are incorporated within the Council's accounts reflecting the amount by which the Rossendale element of the Lancashire Fund is underfunded/overfunded compared with the assessed payment liability to pensioners.

There are also entries in the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement to show the pensions benefits earned in the year. All of these pensions costs entries do not however affect the amount calculated as being due from taxpayers through Council Tax.

The latest triennial valuation was carried out as at 31/03/22 (to take effect 01/04/23) resulting in the overall pensions deficit changing to a surplus. The overall pensions surplus of the Council as at 31 March 2023 was £11.2m (£20.5m deficit as at 31 March 2022). More information on the assumptions used by the actuaries can be found at Note 31.

### Principal Risk & Uncertainties

The Council has a risk management strategy in place to identify and evaluate risks. All risks are identified, potential impacts are highlighted and controls and mitigations are set in place. The Corporate Management Team (CMT) identified a number of key corporate risks which the Council monitors and reports to Cabinet Members and Audit & Accounts Committee during the year, a selection of the risks have been highlighted below:

Corporate Risks
Sustainability of the Medium Term Financial Strategy
Major disaster affecting the delivery of Council services
Incident resulting in death or serious injury or HSE investigation
Sustainable Workforce
Insufficient data and cyber security
Response and Recovery to Covid Pandemic
Financial sustainability of the Council owned leisure assets

Key Future Financial Risks – Along with the corporate risk there are a number of key financial risks identified within the Medium Term Financial Strategy which potentially could have a significant impact on the financial forecast, these are:

Key Financial Risks
Impact on the economy – Cost of living crisis – Inflation and rising interest rates
Resources – Inc future Government funding, any change to the Business Rate retention scheme and level of reserves
Bridging the funding gap
Council Tax – Housing Levels not in line with forecast projections
Pay inflation
The Empty Homes Scheme
Rosendale Leisure Trust

# Narrative Report

## The Economic Climate and Financial Outlook for the Future

The latest MTFS reported to Budget Council in February 2023 sets out the Council's spending plans and available capital and revenue resources for the period 2023/24 to 2026/27. The MTFS set out the funds required to deliver the Council's essential services and the objectives in our priority areas. It also highlighted the key areas/issues facing the Council in the current year and future years. For 2023/24 onwards a major concern is the cost of living crisis and future levels of Government funding.

As a result of the Covid Pandemic the Government has further delayed the implementation of the outcome of the Fair Funding Review and the Business Rate reforms. Until this announcement is made and the local government finance settlement figures are published we have no indication of the level of funding the Council will receive from 2022/23 onwards.

In light of the current risks and uncertainties the Council will aim to continue to maintain a healthy and robust level of reserves. The Council's strategic budget plan has been to use reserves to fund the gap between income and expenditure over the life of the forecast, whilst looking to identify savings and income generating opportunities.

# Narrative Report

## Explanation of the Statement of Accounts

The Statement of Accounts for the year ended 31st March 2023 has been prepared and published in accordance with the Code of Practice on Local Authority Accounting 2022/23 (the Code), issued by the Chartered Institute of Public Finance and Accountancy and the Service Reporting Code of Practice 2022/23 (SeRCOP).

The layout and purpose of each statement is as follows:-

### Introductory Statements

- Narrative Report - provides information about Rosendale, including key issues affecting the Council and its accounts. It also provides a summary of the financial position as at 31 March 2023. It should be fair, balanced and understandable for the users of the financial statements, containing a commentary on the major influences affecting the authority's income and expenditure and cash flow, as well as information on the financial needs and resources of the authority.
- Annual Governance Statement – explains the way the Council ensures responsible stewardship of its assets.
- Statement of Responsibilities - explains the responsibilities of the Council and its Chief Financial Officer in relation to the Council's financial affairs and the Statement of Accounts.

### Core Statements

- Comprehensive Income and Expenditure Statement (CIES) - a summary of the resources generated and consumed by the authority in the year in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. The Cost of Services section is now presented in the same format as the authority's operational reports. Note 1 presents a reconciliation between the General Fund Summary in the Narrative Report and the CIES figures produced here under statutory accounting practices.
- Movement in Reserves Statement – this statement shows the movement in year on the reserves held by the Council, analysed into 'useable reserves' (ie those that can be applied to fund expenditure or reduce local taxation) and other reserves. It reverses the statutory accounting adjustments in the CIES to get back to the General Fund Balance Sheet Reserve.
- Balance Sheet - this shows the value of the assets and liabilities. The net assets of the Council (assets less liabilities) are matched by the value of reserves held, split between Useable and Unusable reserves.
- Cash Flow Statement - summarises changes in cash and cash equivalents during the year, and how the Council generates and uses cash through operating, investing and financing activities.

### Notes to the core financial statements

All the notes to the core statements above are now collected in one place. Notes on the policies used in the preparation of the figures in these accounts, including judgements and assumptions, have been moved to the end of the notes area.

### Other Statements

- The Collection Fund – this agency statement reflects the Council's statutory obligation to maintain a separate Collection Fund for its transactions as a billing authority in relation to council tax and non-domestic rates.

**Glossary** - an explanation of some of the key technical terms used in these accounts.

# Annual Governance Statement

## Annual Governance Statement: Year Ended 31<sup>st</sup> March 2023

### 1) Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council has put in place arrangements for the governance of its affairs, facilitating the effective exercise of its functions and which includes arrangements for the management of risk.

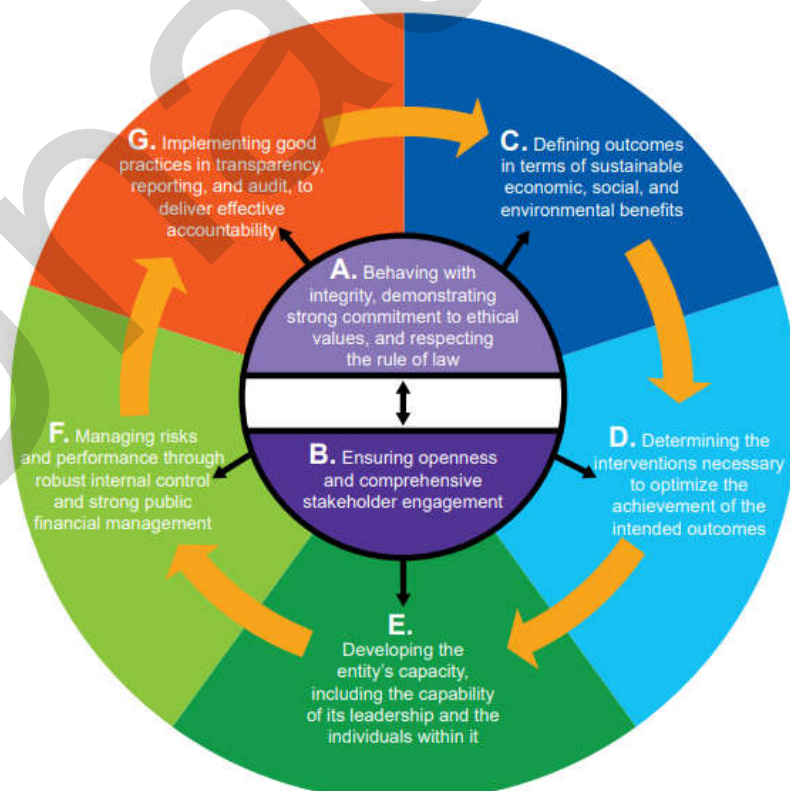
This Annual Governance Statement provides an overview of the Council's key governance systems and explains how they are tested and the assurance that can be relied upon to show that those systems are working effectively. The statement comprises an overview of the key elements of its governance framework and what evidence has been received in order to determine the effectiveness of the Council's governance arrangements. In addition the statement contains an update on areas for improvement which were identified last year together with proposed areas for improvement for the coming year.

#### *What is Corporate Governance?*

Corporate governance refers to the processes by which organisations are directed, controlled, led and held to account.

Rosendale Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. This statement explains how Rosendale Borough Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6(1), which requires all relevant bodies to prepare an annual governance statement.

CIPFA's framework for Good Governance in the Public Sector defines the principles against which the Annual Governance Statement reports:





# Annual Governance Statement

## 2) The purpose of the governance framework

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

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

The governance framework has been in place at Rosendale Borough Council for the year ended 31 March 2023 and up to the date of approval of the annual report and statement of accounts.

During this period the Council has continued to deal with the recovery from the COVID-19 pandemic. The pandemic continued to impact both operationally and strategically and the Council sought to meet the challenges presented by the pandemic whilst continuing to implement Government policy changes.

## 3) The Governance Framework

Key elements of the systems and processes that comprise the authority's governance include arrangements for:

**Principle A:** *Behave with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law*

The Council has a formal Constitution which is reviewed annually, amended as required and made publicly available on our website at [www.Rosendale.gov.uk](http://www.Rosendale.gov.uk). The Constitution sets out how we operate, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for us to choose.

The Constitution includes the following documents which provide guidance for officers and Councillors on the standards of behaviour expected to ensure integrity:

- Code of Conduct for Members (Councillors)
- Code of Conduct for Employees
- Roles & Functions of all Councillors

The Council's Monitoring Officer maintains the Codes of Conduct up to date and investigates any suspected breaches. Alleged breaches of the Members Code of Conduct are conducted in accordance with an agreed protocol. Councillors sign a formal declaration agreeing to abide by the Code of Conduct. For staff, the Employee Handbook sets out the requirements and standards expected and this forms part of the staff induction process.

The Council also has established a set of core values which are intended to underpin all that we do. These are published as part of our Corporate Plan and include the following ethical values:-

- Pride - We take pride in the way we help our residents and are proud to work for the council
- Passion - We are ambitious for Rosendale, enthusiastic and want to improve resident's lives
- People - We work together, treat everyone with respect and take ownership of problems

# Annual Governance Statement

Underpinning everything we do is our commitment to equality, diversity, transparency, inclusion, sustainability and value for money.

Staff and Councillors are made aware of other policies relevant to this principle of the framework including the Council's Anti-Fraud and Corruption, Bribery and Whistleblowing Policies. These arrangements are reviewed and reported on via the Council's Audit and Accounts Committee, being the Committee charged with oversight of the governance arrangements at the Council. At the heart of these policies is the requirement for all relevant parties to act with integrity.

There have been no standard complaints in year that have raised any serious concerns in respect of Member behaviour.

All Councillors have to register and declare certain pecuniary interests such as employment, land holdings and contracts with the Council. The register of interests is available on our website at [www.rossendale.gov.uk](http://www.rossendale.gov.uk). Councillors must declare such interests at meetings which they attend. There are also procedures laid down for staff and Councillors relating to the receipt of gifts and hospitality.

All Council decisions have to consider legal implications. These are set out in reports to Councillors which are published on the Council's website. The Council's Constitution sets out the responsibility for decision-making. Certain decisions are reserved to full Council with others delegated to the Cabinet or other Committees each acting in accordance with parameters set out in the Constitution.

A number of areas are delegated to officers for the purposes of decision-making; however, limits on the exercise of delegation are laid down in an approved Scheme of Delegation to Officers within the Constitution. The Council's legal team will advise on the legal implications of proposed decisions and where necessary will engage external legal advisors. The Council's Monitoring Officer and Section 151 Officer have specific responsibility for ensuring legality, for investigating any suspected instances of failure to comply with legal requirements, and for reporting any such instances to Councillors.

## **Principle B: *Ensure openness and comprehensive stakeholder engagement***

Our Corporate Plan identifies and reiterates our commitment to working with partners, volunteers, and our residents. Performance management against key actions, performance measures and risks represent an essential part of our assurance and accountability process to our residents and our partners.

All decisions of the Council are made in accordance with principles laid down in the Constitution and include the following:-

- a presumption in favour of openness
- explanation of the options considered and the reasons for decisions.

All meetings of the Council, Cabinet and other Committees are open to the public.

Agenda papers and reports together with the Minutes of all meetings are publicly available on the Council's website unless they are exempt from publication.

The Council's guidance on, the role of a Councillor, contains the following which reinforces the importance of openness requiring Councillors to:

- Contribute to the governance of the area and actively encourage community participation and citizen involvement in decision making

The Code of Conduct for Councillors also outlines the following requirements:-

Councillors must:

- Impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest

# Annual Governance Statement

- exercise reasonable care and diligence
- ensure that public resources are used prudently in accordance with the Councils requirements and in the public interest.

The Council undertakes consultation on specific topics. The Council also makes use of social media via Facebook, Instagram and Twitter.

The Council is committed to publishing information freely and to develop further our culture of openness and transparency and publishes information in accordance with the Local Government Transparency Code. The Council's Freedom of Information Publication Scheme provides a general guide for the public in terms of what information should routinely be available to them by either accessing our website or upon request.

Partnership working is important and the Council has in place a wide range of arrangements ranging from small scale local groups (e.g. Civic Pride groups) to larger and more formal partnerships (e.g. public/private partnership with Rosendale Leisure Trust and Capita).

## **Principles C & D – Defining outcomes in terms of sustainable benefits (economic, social and environmental) and determining the interventions necessary to achieve them.**

The Council's strategic vision for the Borough is set out in our Corporate Plan. Our vision is *To have a thriving economy, built around our changing town centres, creating a quality environment for all and improving the life chances of all those living and working in our borough*. We aim to achieve this by working on our four priority areas:

- Thriving Local Economy
- High Quality Environment
- Healthy and Proud Communities
- Effective and Efficient Council

Underpinning our Corporate Plan are robust business plans for each of our service areas. These detail how we will deliver the strategy, our vision and priorities. They also detail how we will continue to deliver services to our residents and meet our financial challenges.

In December 2021 the Council adopted its Local Plan, this was a major milestone in setting out the spatial policy for the Borough. By adopting the Local Plan the Council is able to bring forward its strategic aims, ensure it has greater control over the development that takes place in the Borough and that it is accompanied by appropriate infrastructure improvements as well as other local facilities and is of a design suitable for Rosendale. It will also assist in addressing the Council's climate change priorities as well as meeting the needs of the Borough's residents. Linked to this the Council has gone on to develop and publish a series of development management policies against which to measure planning applications.

Service areas are required to set, monitor and manage agreed targets for performance. Performance against and achievement of expected outcomes is monitored regularly via the Council's corporate performance management system and reported quarterly to Councillors and the Management Team. Where expected performance is not being achieved intervention measures are considered and implemented where appropriate.

In relation to the buying of goods and services, staff must comply with the Council's Contract Procedure Rules. These set out relevant considerations when reaching decisions on award of contracts and include relevant environmental and sustainability aspects including the achievement of 'social value' in addition to cost.

Decisions on the overall level of resources allocated are taken by the Council following recommendations from the Cabinet. Resources and spending plans are critically reviewed to optimise their use and level of fit with the Council's objectives. Financial planning arrangements are

# Annual Governance Statement

well established and underpinned by a four year forward projection as part of the Council's medium term financial planning arrangements. This includes both capital and revenue budgets.

## *Principle E - Develop the entity's capacity, including the capability of its leadership and the individuals within it*

At the heart of this principle is the Council's commitment to *'Have a skilled and happy workforce, where we are able to retain and attract good staff'*. The aim is to ensure that, as an organisation, we are suitably placed to deliver the priorities identified for Rossendale and its residents. To do this we will employ the right people with the right skills in the right job. We will maintain robust financial processes, standards and systems optimising the technology and resources we have available to us, making us more efficient and effective in our service delivery and becoming digital by default.

In recent years the Council has invested in training programmes to enhance organisational development, develop leadership skills and promote a coaching culture with staff at all levels encouraged to be innovative and challenge the normal way of doing things. All staff take part in annual personal development reviews which include consideration of their individual training and development needs. A range of training methods and resources are applied and feedback is actively encouraged to assess the benefit of investment in training. The Council has developed a Training and Development plan, organisational development strategy and a wellbeing strategy. Training is available for Councillors including induction and topic specific matters in addition to what is available from organisations such as the Local Government Association.

Capacity is enhanced via a range of partnerships and collaborative arrangements, as well as our commissioning and procurement processes through which the Council operates a mixed economy approach to delivering services in the most effective and efficient way. Service delivery models include, in-house, external outsourced (CAPITA Revenues & Benefits Partnership), transfers to external partners (Rossendale Leisure Trust). On a regional and sub-regional basis the Council works closely with the Lancashire Enterprise Partnership and Pennine Lancashire bodies notably in areas such as economic development, regeneration and skills/training. It also works closely with local colleges on training provision.

Leadership roles are well defined at the Council for staff and Councillors, distinguishing for example the role of Council Leader and the officer being the Head of Paid Service (i.e. the Chief Executive). A protocol is included in the Council's Constitution which reflects the principles underlying the respective Codes of Conduct which apply to Members and Employees. The shared object of these codes is to enhance and maintain the integrity of local government and therefore, demands high standards of personal conduct.

The Council is committed to a culture of continuous improvement and has a focus on service delivery and effective performance management. Peer learning is encouraged and in November 2021 the Council undertook a Peer Challenge review led by the Local Government Association to provide an assessment and feedback on,

- Corporate and placed-based prioritisation
- Climate Change
- Governance/Commercialisation.

The Organisational Development Strategy acknowledges the essential role staff play in the Council's ability to deliver effective services; thus wanting to ensure that every employee fulfils their potential and takes advantage of the development opportunities available to them.

Sustaining organisational resilience is increasingly challenging at a time when headcount is reducing in response to ongoing resource constraints. Set against this, the importance of supporting staff health and well-being is acknowledged and a suite of policies and procedures are in place to help staff maintain their own physical and mental well-being. Examples include the family friendly policy and the operation of flexible working for most staff. In addition the Council has

# Annual Governance Statement

invested in an Employee Assistance Programme to provide staff with access to a variety of support and guidance to aid their wellbeing.

## *Principle F - Managing risks and performance through robust internal control and strong public financial management*

The maintenance of systems and processes to identify and manage the key strategic and operational risks is integral to the achievement of the Council's objectives. The Council's **risk management framework** continues to evolve and presently includes the following arrangements:-

- Risk Management Strategy
- arrangements for the Strategic Risk Register comprising corporate risks assigned to designated officers, with appropriate counter-measures and an action plan established for each key risk
- Frequent review of risks in-year with reports to the Council's Management Team, Cabinet and the Audit and Accounts Committee
- the use by Internal Audit of a risk based approach in the preparation and delivery of the internal audit plan
- the requirement for Officers of the Council to consider risk management issues when submitting reports to Committee for consideration by Councillors
- a suite of policies and procedures in relation to Whistleblowing, Anti-Fraud and Corruption, and Anti-Money Laundering
- a suite of Business Continuity Plans are in place, i.e. Rossendale Emergency Plan, Service Area Business Plans and a Business Recovery Plan for critical services
- Councillors and officers have previously been trained in risk management and the Leader of the Council is briefed on the strategic risks faced by the Council. Managers have the responsibility for the effective control of risk, and all service plans have a section on risk management.
- Corporate Governance including risk management, incorporating the key strategic risks for the Council, are the subject of quarterly reports to Cabinet and the Audit and Accounts Committee.
- The Corporate Management Team review the Corporate Risk Register to ensure that risks are being actively monitored and managed and risk scores are included for all identified strategic risks as a means of providing much greater focus on those areas where risk management can be effective. Details of changes are reported to the Audit and Accounts Committee.
- The Chief Executive, as the Council's Head of Paid Service, is responsible for the corporate management of the Council, taking an active role in the corporate governance arrangements, including the organisation of the Council's staff and ensuring that appropriate internal control mechanisms are in place to achieve the Council's objectives in the most economical, efficient and effective way.
- The Head of Legal is appointed the Council's Monitoring Officer. The appointment of a Monitoring Officer is required in accordance with Section 5 of the Local Government and Housing Act 1989. It is the function of the Monitoring Officer to report to Members upon any contravention of any enactment or rule of law or any maladministration by the Authority. The Monitoring Officer also has responsibilities under the Council's Ethical Framework relating to the Members' Code of Conduct and the Standards Regime.
- The Chief Financial Officer is designated as the officer with statutory responsibility for the proper administration of the Council's financial affairs, in accordance with Section 151 of the Local Government Act 1972.
- The three statutory officers referred to above have unfettered access to information and to Councillors on the Council so that they can discharge their responsibilities effectively. The functions of these Officers and their roles are clearly set out in the Council's Constitution. In

# Annual Governance Statement

particular, the role of the Chief Financial Officer at the Council accords with the principles set out in CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

An established **financial management framework** comprising the following:-

- Financial and Contract Procedure Rules as part of the Constitution
- Medium term financial planning using a four-year cycle, updated annually, to align resources to corporate priorities
- Service and financial planning integrated within the corporate performance management cycle
- Annual budget process involving scrutiny, challenge and consultation
- Annual review of the adequacy of the level of financial reserves
- Regular monitoring by management of revenue and capital budgets with reports to Management Team and Cabinet
- Annual reports to Councillors on both the final revenue and capital out-turns compared to the approved budget
- Continuous challenge of the scope for securing efficiencies and service improvements
- Production of an annual Statement of Accounts compliant with the requirements of local authority accounting practice
- Compliance with the requirements established by CIPFA, the public sector accountancy body
- A regular review of the Council's Financial Management arrangements.

During 2022/23 the financial context of the Council worsened considerably due to inflation for utilities, supplies and services and the pay award. In addition, an increased demand for services in response to the cost-of-living crisis has led to considerable in-year and future year pressures.

A **performance management framework** which provides an explicit link between the corporate priorities and personal objectives of staff and their training and development needs. Performance is reported to Councillors and the Management Team on a systematic basis with areas of poor performance investigated proactively. Key features of the Performance Management Framework include:-

- An annual review of the Corporate Plan to ensure that priorities are reviewed, remain relevant and reflect the aims of the Council
- Service Plans produced with explicit goals and associated performance targets in order to ensure that achievement of performance is measurable
- The Council's staff appraisal system – Annual Personal Development Reviews link personal objectives directly to Service Plans
- Regular reports on the performance of key indicators which are presented to Councillors and Officers

Significant projects are controlled by project management techniques and overseen by a Programme Board. The Board meets quarterly and receives updates on project performance and delivery.

An **Information Governance Framework** which sets out the way we handle and process information, in particular, the personal and sensitive data relating to residents, suppliers and employees. Key features of the information governance framework include:-

- A suite of policies and procedures on the Council's Information Security which are available on the Intranet for all staff to review
- Arrangements for document management and retention
- A Data Protection Policy and Procedure with nominated staff responsible for providing advice and guidance on Data Protection matters

## Annual Governance Statement

- Compliance with the Local Government Transparency Code and provision of Open Data on Council website
- A system for dealing with requests for information submitted to the Council under the Freedom of Information Act 2000 (including a regular review of the Council's Publication Scheme)
- Regular reviews of the Council's Information Governance and Security arrangements by Internal Audit and external assessors.

The Internal Audit function operates in accordance with the statements, standards and guidelines published by the Auditing Practices Board, CIPFA (particularly the Public Sector Internal Audit Standards) and the Institute of Internal Auditors. The Internal Audit function examines and evaluates the adequacy of the Council's system of internal control.

The Council has partnered with Lancashire County Council (LCC) for the delivery of the Internal Audit function. LCC provide an independent and objective appraisal function for reviewing the system of internal control. This is in compliance with Regulation 5 of the Accounts and Audit Regulations 2015 that specifically requires a local authority to undertake an adequate and effective system of internal audit. This work is delivered by way of a Strategic Audit Plan developed using a risk-based approach. The Internal Audit plan is agreed and monitored by the Audit and Accounts Committee. The Audit Manager is required to give an opinion on the adequacy of the Council's system of internal control each year and report to the Audit and Accounts Committee. This Committee can make recommendations or highlight any matters requiring attention to the Cabinet and Council.

Lastly, each member of Management Team is required to sign an Assurance Statement in relation to a range of key controls operating in their area of work. This specifically seeks assurance from Senior Managers that, other than those identified during the course of their normal work or by Internal Audit, they are not aware of any weaknesses in the Council's systems of internal control.

### **Principle G - *Implement good practices in transparency, reporting, and audit to deliver effective accountability***

Reports to meetings of Council, Cabinet and other committees are publicly available on our website with the Minutes also published showing what decisions have been taken and the reason(s) why. Other forms of public accountability reporting include the annual Statement of Accounts, the Council's Annual Report and in year financial and performance monitoring reports. Reports from external audit are also published online including their annual report setting out the findings resulting from their audit of the accounts.

The Council reports performance against targets and financial targets on a regular basis. The Internal Audit service complies with the requirements of the Public Sector Internal Audit Standards and has direct access to Councillors and all staff in order to discharge its responsibilities.

The Council publishes information in accordance with the Local Government Transparency Code. The Council's website includes a section on Access to Information, which is about being transparent, sharing our information with the wider community, and giving them the opportunity to use that data to build useful applications.

The Council welcomes peer challenge reviews and inspections from regulatory bodies and will act on any recommendations arising as appropriate.

# Annual Governance Statement

## 4) How the Council Gains Assurance/Review of Effectiveness

The Council has a responsibility for conducting, at least annually, a review of the effectiveness of its Governance Framework including the system of internal control. This review of effectiveness is informed by the work of the Council's Management Team who have a responsibility for the development and maintenance of the governance environment, the Audit Manager's Annual Report on Internal Audit also reports from the external auditor and any other review agencies and inspectorates.

The purpose of a review is to identify and evaluate the key controls in place to manage principal risks. It also requires an evaluation of the assurances received, identifies gaps in controls and assurances and should result in an action plan to address significant internal control issues.

During 2022/23 work undertaken to maintain and review the effectiveness of the Council's Governance Framework included the following:-

- The Council's Monitoring Officer and the Council in general oversee the operation of the Constitution to ensure its aims and principles are given full effect. The Constitution was most recently reviewed by full Council in June 2022.
- The Council's decision making arrangements operated according to the Constitution, either through the Council, Committees or the Scheme of Delegation. Decisions arising from these arrangements have been published on the Council's website as required. Where decisions were taken under the Exercise of Urgent Business Protocol these were documented as appropriate.
- The arrangements for scrutiny operate via the Overview and Scrutiny Committee as required, allowing for the review of key policy areas and providing opportunities for public involvement in specific matters of business. This committee receives reports from the Task & Finish group. During 2022/23 the committee didn't receive any reports from the Task & Finish group.
- Further scrutiny of Cabinet decisions is also provided by the Council's Call-In procedures. However where possible Overview and Scrutiny Committee are given the opportunity to input into policies and procedures prior to presentation to Cabinet.
- The Council has operated a Standards regime consistent with the requirements of the Localism Act 2011 during the year.
- The Audit and Accounts Committee met throughout the year and received various reports on the progress by External and Internal Audit against their respective work plans. The Internal Audit annual report was presented to the Committee in July 2023, in which the Council received **Moderate** Assurance overall on the adequacy of design and effectiveness in the operation of the council's framework of governance, risk management and control. The equivalent report was submitted to the Accounts and Audit Committee in July 2022, also receiving **Moderate** Assurance.
- There have been no formal reports during the year from either the Council's Monitoring Officer or Section 151 Officer on matters of legality or financial related concerns. There were also no objections from local electors in respect of the financial statements and supporting information for the previous financial year.



# Annual Governance Statement

## 5) Dealing with Last Year's Key Improvement Areas

Last year's Annual Governance Statement highlighted the following areas for improvement. The narrative below sets out the action has been taken to address these issues in the current year:

Area of Concern	Progress Update
<p>A review of the Councils Contract Procedure Rules, this will be led by the Chief Finance Officer and is due for completion at the end of January 2022.</p>	<p>The review was delayed and is now due to be completed in summer 2023. This will include a revised governance process around above threshold contracts and waivers.</p>
<p>The Council continues to recognise the current and future financial challenges in its strategic risk register and MTFS. The 2021 Autumn Spending Review set out three year Department Expenditure Limits for Government Departments but the Local Government Settlement covered just 1 year (2022/23). The situation is further complicated by the unknown outcome of the Government's Comprehensive Spending Review and the delayed Fair Funding Review, therefore there remains a high degree of funding uncertainty within the MTFS. The ongoing Empty Homes scheme also continues to place additional pressure on the MTFS. There is a need to prioritise resources effectively and identify further efficiency options for the Council to consider as part of the next MTFS to achieve a balanced budget over the medium term. The Council will continue to meet these challenges as it has done in the past, taking steps to manage this by considering modernisation and rationalisation.</p>	<p>In February 2022 the Council agreed a balanced budget for 2022/23, which included a combination of savings and growth items. However the economic crisis and increased inflation, over which the Council has no control, has had a significant adverse impact on the Council's financial position. There also remains uncertainty of the forward estimates of core funding within the MTFS beyond 2022/23 pending the outcome of the Government's Comprehensive Spending Review and the delayed Fair Funding Review. In 2021/22 the Council implemented a 4 year efficiency plan in an attempt to address the funding gap in future years, however further savings will be required in order to achieve a balanced budget. The Empty Homes Scheme also continues to add to the Council's financial pressures. The progress of the savings plan and the Empty Homes scheme are tightly monitored as part of the Council's embedded financial monitoring process and reported to Cabinet quarterly. The further savings requirements will be reviewed as part of the development of the Council's next MTFS.</p>
<p>The Council is working on a digital strategy with the aim of digitally transforming our services and our approach to Customer Excellence. The strategy will underpin the delivery of our Corporate Plan, being an integral part of transforming the way in which the council delivers its services and how the Council is perceived by residents. This strategy will provide an ambitious vision and work programme which will help</p>	<p>The strategy was adopted in July 2021. During 2022/23 digitalisation of the Council continued to be delivered through the implementation of Citizen Access for Housing, Benefits and Revenues, along with an updated corporate telephony and contact centre application with streamlined customer messaging. Development of the new council website is also progressing as per plan.</p>

## Annual Governance Statement

transform our approach to delivering services to the residents of Rossendale.	
During 2022/23 the Council will develop and approve a new Housing Strategy to provide a clear focus on both private sector, rented homes and increasing opportunities to work with registered providers meeting specialist housing needs.	Due to staff turnover within the housing team the strategy was delayed and was adopted by Council in July 2023.
Development work will be undertaken with Overview and Scrutiny members to enable clearer focus on strategic issues to support strategy development. All new strategies will be considered by the Overview and Scrutiny Committee at an early stage to enable identification of strategic priorities for the strategy to be developed appropriately.	External training was carried out for all Overview and Scrutiny members in June 2023. All new strategies are considered by Overview and Scrutiny.
Due to staff turnover there have been delays in producing the annual statement of accounts for 2020/21 and 2021/22. A plan to publish the outstanding accounts will be produced.	A plan has been implemented with the aim of publishing all outstanding draft accounts by the end of September 2023.
The Council has a significant backlog of unaudited accounts. The Council will work with Mazars to agree a plan to bring the audits up to date.	The CFO is working with the Auditors to devise a plan to bring the audit of accounts in line with statutory requirements.

### 6) Key Areas for Further Improvement

Building on the improvements in 2022/23 the Council has reviewed the governance arrangements and identified the following areas where it wishes to see improvements in 2023/24:

- Financial Resilience - there are significant financial challenges facing the Council in 2023/24, with very little financial flexibility. Additional potential budget options were presented to full Council in June 2023, however beyond that there is little scope for achieving additional in-year savings.

Monitoring of the 2023/24 budget will be undertaken and reported to CMT on a regular basis to determine the corrective action required to balance the budget and protect the level of general reserves.

- Procurement Compliance – review of the procurement support required will be completed by summer and the revised Contract Procedure Rules will be adopted, this will be followed by procurement training for officers.
- Statement of Accounts Publication - due to staff turnover there have been delays in producing the annual statement of accounts. A plan is in place to ensure publication of all outstanding draft accounts by the end of September 2023.

## Annual Governance Statement

- Accounts Audit - the Council has a significant backlog of unaudited accounts. The Council will work with Mazars to agree a plan to bring the audits up to date.
- Performance Management including Programme Board will be refreshed – there will be more focus on performance management rather than just performance reporting, to ensure that appropriate action is taken within year to address underperformance.
- Risk Management – the strategy and the Corporate Risks will be reviewed, with a cross party working group to be set up including members of the Audit & Accounts Committee and senior officers.
- Policy Framework refresh – ensure all policies are reviewed and updated where necessary.

### 7) Conclusion

Some of the governance improvements proposed for 2022/23 were delayed as a result of staff turnover, however a number of these are set to be fully implemented and reported to Members imminently. Details of progress are reported above.

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 2023/24 improvements identified and will monitor their progress, implementation and operation as part of our next annual review.

#### Signed:

On behalf of Rosendale Borough Council

Alyson Barnes

Leader of Council

Rob Huntington

Chief Executive

## Statement of Responsibilities

The following responsibilities are placed upon the authority and the Chief Finance Officer in relation to the Council's financial affairs.

### The Authority's Responsibilities

The Authority is required to:-

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

### The Chief Finance Officer's Responsibilities

As Chief Finance Officer, I am responsible for the preparation of the authority's Statement of Accounts in accordance with the proper practices as set out in the CIPFA/LASAAC 2022/23 Code of Practice on Local Authority Accounting in Great Britain (referred to as "the Code").

In preparing this Statement of Accounts, I have:-

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code;
- kept proper accounting records which were up-to-date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

### Certificate of Chief Finance Officer

I certify that this Statement of Accounts gives a true and fair view of the financial position of Rosendale Borough Council at 31st March 2023, and its income and expenditure for the year ended 31st March 2023, including any known post balance sheet events as at XX<sup>th</sup> January 2024.

Signed : **Karen Spencer**  
Chief Finance Officer

Dated 31<sup>st</sup> January 2024

### Approval of Accounts

These unaudited Statement of Accounts for 2022/23 were submitted for public inspection and external audit on the 31<sup>st</sup> January 2024.

Signed : **Councillor M Smith**  
Chair of the Audit and Accounts Committee

Dated \_\_\_\_\_ 2024

# Core Financial Statements

## Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement (CIES) shows the cost of providing services in the year in accordance International Financial Reporting Standards, rather than the amount to be funded from Council Tax and other Government grants. The amount funded from Council Tax and Government grants differ from this by a series of adjustments made in accordance with regulations, these adjustments are reversed in the Movement in Reserves Statement.

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	2021/22			2022/23			Note
	Gross Expend £000s	Income £000s	Net Expend £000s	Gross Expend £000s	Income £000s	Net Expend £000s	
<b>Communities Directorate</b>	19,665	(16,750)	2,915	25,094	(19,509)	5,585	
<b>Economic Development Directorate</b>	5,775	(3,507)	2,268	9,055	(5,092)	3,963	
<b>Corporate Management</b>	10,569	(8,090)	2,479	3,591	(147)	3,444	
<b>Cost of Services</b>	<b>36,009</b>	<b>(28,347)</b>	<b>7,662</b>	<b>37,740</b>	<b>(24,748)</b>	<b>12,992</b>	
<b>Other Operating Expenditure</b>							
Whitworth Town Council Precept			56			58	
(Gain)/Loss on disposal of fixed assets			(323)			(54)	
Other Income			(1,822)			(453)	
<b>Finance and Investment Income and Expenditure</b>			1,268			445	3
<b>Taxation and Non-Specific Grants</b>			(8,545)			(10,583)	4
<b>(Surplus)/Deficit on Provision of Services</b>			<b>(1,704)</b>			<b>2,405</b>	
<b>(Surplus)/deficit on revaluation of non-current assets</b>			(4,664)			(329)	
<b>Remeasurement of the net defined pension liability</b>			(9,971)			(22,794)	32f
<b>Other Comprehensive (Income)/Expenditure</b>			(14,635)			(23,123)	
<b>Total Comprehensive (Income)/Expenditure</b>			<b>(16,339)</b>			<b>(20,718)</b>	

# Core Financial Statements

## Movement in Reserves Statement

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

The Movement in Reserves Statement shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to Council Tax for the year. The Net Increase/Decrease line shows the statutory General Fund Balance in the year following those adjustments.

<b>MOVEMENT IN RESERVES STATEMENT</b>	<b>General Fund Balance</b>	<b>Earmarked Reserves</b>	<b>Capital Receipts Reserve</b>	<b>Govt Grants Unapplied</b>	<b>Total Useable Reserves</b>	<b>Unusable Reserves</b>	<b>Total Authority Reserves</b>	<b>Note</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	
Balance at 31 March 2021	1,000	9,196	3,088	1,920	15,204	(11,161)	4,043	
<b>Movement in Reserves in 2021/22</b>								
<b>Total Comprehensive Income/(Expenditure)</b>	<b>1,704</b>	-	-	-	<b>1,704</b>	<b>14,635</b>	<b>16,339</b>	
Adjustments between accounting basis & funding basis under regulations	(1,334)	-	(637)	302	(1,669)	1,669	-	13
<b>Net increase/(decrease) before transfers to Earmarked Reserves</b>	<b>370</b>	-	<b>(637)</b>	<b>302</b>	<b>35</b>	<b>16,304</b>	<b>16,339</b>	
Transfers to/from Earmarked Reserves	(370)	370	-	-	-	-	-	
<b>Increase/(decrease) in Year</b>	<b>-</b>	<b>370</b>	<b>(637)</b>	<b>302</b>	<b>35</b>	<b>16,304</b>	<b>16,339</b>	
Balance at 31 March 2022	1,000	9,566	2,451	2,222	15,239	5,143	20,382	
<b>Movement in Reserves in 2022/23</b>								
<b>Total Comprehensive Income/(Expenditure)</b>	<b>(2,405)</b>	-	-	-	<b>(2,405)</b>	<b>(5,201)</b>	<b>(7,606)</b>	
Adjustments between accounting basis & funding basis under regulations	323	-	(515)	356	164	(164)	-	13
<b>Net increase/(decrease) before transfers to Earmarked Reserves</b>	<b>(2,082)</b>	-	<b>(515)</b>	<b>356</b>	<b>(2,241)</b>	<b>(5,365)</b>	<b>(7,606)</b>	
Transfers to/from Earmarked Reserves	2,082	(2,082)	-	-	-	-	-	
<b>Increase/(decrease) in Year</b>	<b>-</b>	<b>(2,082)</b>	<b>(515)</b>	<b>356</b>	<b>(2,241)</b>	<b>(5,365)</b>	<b>(7,606)</b>	
Balance at 31 March 2023	1,000	7,484	1,936	2,578	12,998	(222)	12,776	

# Core Financial Statements

## Balance Sheet

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

<b>BALANCE SHEET</b>	<b>31st March 2022</b>	<b>31st March 2023</b>	<b>Note</b>
	<b>£000s</b>	<b>£000s</b>	
Property, Plant & Equipment	34,083	35,118	14
Heritage Assets	2,401	2,399	15
Investment Property	525	525	16
Intangible Assets	-	59	17
Long-term Investments	2	2	
Long-term Debtors	272	242	20
<b>Long-term Assets</b>	<b>37,283</b>	<b>38,345</b>	
Short-term Investments	5,820	-	24
Inventories	55	115	
Short Term Debtors	5,719	7,498	23
Cash and cash equivalents	11,235	6,212	24
Assets held for sale within one year	584	570	25
<b>Current Assets</b>	<b>23,413</b>	<b>14,395</b>	
Short-term Borrowing	(234)	(234)	27
Short-term Creditors	(13,248)	(6,293)	26
Grants Received in Advance (Revenue)	(41)	(153)	29
<b>Current Liabilities</b>	<b>(13,523)</b>	<b>(6,680)</b>	
Long Term Borrowing	(3,908)	(3,624)	27
Provisions	(2,348)	(1,321)	28
Grants Received in Advance (Capital)	-	(16)	
Pensions Liability	(20,537)	-	32
<b>Long- term Liabilities</b>	<b>(26,793)</b>	<b>(4,961)</b>	
<b>Net Assets</b>	<b>20,380</b>	<b>41,099</b>	
<b>Represented by:</b>			
General Fund	1,000	1,000	
Earmarked Reserves	9,566	7,484	30a
Capital Receipts Reserve	2,449	1,933	30b
Capital Grants Unapplied	2,222	2,578	30c
<b>Usable Reserves</b>	<b>15,237</b>	<b>12,995</b>	
Revaluation Reserve	14,592	14,665	31a
Pension Reserve	(21,437)	-	32a
Capital Adjustment Account	12,271	12,184	31b
Deferred Capital Receipts	1,265	1,265	31c
Collection Fund Adjustment Account	(1,548)	(10)	31d
<b>Unusable Reserves</b>	<b>5,143</b>	<b>28,104</b>	
<b>Total Reserves</b>	<b>20,380</b>	<b>41,099</b>	

Karen Spencer, Chief Finance Officer

31<sup>st</sup> January 2024

# Core Financial Statements

## Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting periods. 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 by the recipients of services provided by the authority.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority's future service delivery. The cash outflows here relate to capital spend on assets held by the Council, such as buildings, vehicles and equipment, which will be used to provide services in the future. Cash inflows relate to the sale of assets no longer required by the Council to provide its services, or capital grants and contributions received by the Council.

Cash flows arising from financing activities show the net movements in investments and borrowing during the period in accordance with the Council's treasury management strategy. These can be useful in predicting claims on future cash flows by providers of capital (ie borrowing) to the Council.

<b>CASH FLOW STATEMENT</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	
<b>Operating Activities</b>			
Net surplus/(deficit) on the provision of services	1,704	(2,405)	
Adjustment for noncash movements	5,002	(8,213)	
Adjustment for items that are investing and financing activities	1,775	1,500	
<b>Net cash flows from Operating Activities</b>	<b>8,481</b>	<b>(9,118)</b>	
<b>Investing Activities</b>			
Additions to property, plant and equipment & intangible assets	(6,281)	(2,018)	
Proceeds from the sale of property, plant and equipment	401	85	
(Increase)/decrease in Deferred Capital Receipts	59	-	
Increase/(decrease) in long-term debtors	(50)	(30)	
Other income	1,822	453	
Cash inflows - Short-term investments	5,000	18,520	
Cash outflows - Short-term investments	(5,750)	(13,000)	
<b>Net Cash Flows from Investing Activities</b>	<b>(4,799)</b>	<b>4,010</b>	
<b>Financing</b>			
Cash Inflows/(Outflows) - agency operations	-	-	
National non-domestic rates	(981)	615	
Council Tax	868	(246)	
Cash Inflows - New Borrowing	-	-	
Cash Outflows - Repayments of amounts borrowed	(284)	(284)	
Cash Inflows/(Outflows) - New long-term loans	-	-	
Cash Inflows/(Outflows) - New short-term loans	-	-	
<b>Net Cash Flows from Financing Activities</b>	<b>(397)</b>	<b>85</b>	
<b>Net increase/(decrease) in Cash and Cash Equivalents</b>	<b>3,285</b>	<b>(5,023)</b>	
Cash and Cash Equivalents at the beginning of the year	7,950	11,235	
<b>Cash and Cash Equivalents at the end of the year</b>	<b>11,235</b>	<b>6,212</b>	34b



# Core Financial Statements

## Note 1 Accounting Policies

### 1. Accounting Concepts & Principles

This Statement of Accounts summarises the Council's transactions for the 2022/23 financial year and its position at the end of the year of 31 March 2023. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015 which required the Accounts to be prepared in accordance with the proper accounting practices. These practices are primarily comprised of the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code) supported by International Financial Reporting Standards (IFRS).

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

These accounts have been prepared on a going concern basis, under the assumption that the Council will continue in existence for the foreseeable future.

### 2. Revenue Recognition

Revenue is defined as income arising as a result of the Council's normal operating activities and where income arises from contracts with service recipients it is recognised when or as the Council has satisfied a performance obligation by transferring goods or a service to the service recipient. Revenue is measured as the amount of the transaction price which is allocated to that performance obligation. Where the Council is acting as an agent of another organisation the amounts collected for that organisation are excluded from revenue.

### 3. Accruals of Income & Expenditure

The financial statements have been prepared on an accruals basis for all transactions and balances. Activity is accounted for in the year that it takes place, not simply when cash payments are made or received.

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

### 4. Employee Benefits

The code has interpreted IAS 19 *Employee Benefits* and confirmed that local authorities should account for:

- benefits payable during employment,
- termination benefits
- post-employment benefits
- pension fund accounts

**Benefits Payable During Employment Short-term** - employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave, paid sick leave, flexi and time off in lieu (TOIL) as well as bonuses and non-monetary benefits (e.g. mobile phones) for current employees and are recognised as an expense for services in the year in which employees render service to the Council.

**Employee Accumulated Absence Accrual** - An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the current accounting year. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday entitlement occurs.

## Core Financial Statements

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

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

**Post-Employment Benefits** - Employees of the Council are eligible to join the Local Government Pension Scheme, administered by Lancashire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council. Retirement benefits are determined independently of scheme investments and the Council must contribute to any deficit where assets are insufficient to meet retirement benefits.

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

- the liabilities of the scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method, i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of earnings for current employees. Liabilities are discounted to their value at current prices, using a real discount rate of 4.8% (2.8% 2021/22) determined by reference to market yields at the balance sheet date based on high quality corporate bonds
- the assets of the pension fund attributable to the Council are included in the Balance Sheet at their fair value.

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

- current service cost – the increase in liabilities as a result of years of service earned this year allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
- net interest on the net defined benefit liability, i.e. net interest expense for the Council. This is the change during the period in the net defined benefit liability that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement
- re-measurements comprising:
  - the return on plan assets (excluding amounts included in net interest on the net defined benefit liability) charged to the Pensions Reserve as Other Comprehensive Income and Expenditure; and,
  - actuarial gains and losses. Due to changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions. This is charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- contributions paid to the pension fund. This is cash paid to the pension fund in settlement of liabilities.

Statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund, not the amount calculated according to the relevant accounting standards. This means that there are transfers in the Movement in Reserves Statement to remove the

## Core Financial Statements

notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any amounts payable, but unpaid at the year end.

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

### 5. Interest

Interest paid on external borrowings is accrued in the accounts of the period to which it relates and interest earned on the external investment of surplus funds is credited to the General Fund using the effective interest method as set out in the Code.

### 6. Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from His Majesty's Revenue and Customs (HMRC). VAT receivable is excluded from income.

### 7. Principal and Agent transactions

Where an authority is acting as a principal, transactions shall be included in the authority's financial statements. However, where authorities act as agents transactions shall not be reflected in an authority's financial statements, with the exception in respect of cash collected or expenditure incurred by the agent on behalf of the principal, in which case there is a debtor or creditor position and the net cash position is included in financing activities in the Cash flow Statement. This Council acts as an agent for the collection of council tax and non-domestic rating income.

### 8. Tax Income (National Non-Domestic Rates (NNDR) and Council Tax)

NNDR and Council Tax income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income and will be recognised in the Comprehensive Income and Expenditure Statement within the Taxation and Non-Specific Grant Income line.

As a Billing Authority, the difference between the NNDR and Council Tax 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 reported in the Movement in Reserves Statement.

NNDR and Council Tax income is recognised when it is probable that the economic benefits or service potential associated with the transaction will flow to the Council, and the amount of revenue can be measured reliably.

Revenue relating to NNDR and Council Tax is measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.

### 9. Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as property, plant and equipment. These assets are further classified as follows:

- Operational land and buildings,
- Operational plant, furniture, equipment, and motor vehicles.
- Infrastructural assets which are the fixed utility systems, and
- Community assets.
- Surplus assets – held for future regeneration opportunities

# Core Financial Statements

## Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the Council will receive future economic benefits or service potential associated with the item. This excludes expenditure on routine repairs and maintenance of property, plant or equipment which is charged direct to service revenue accounts.

Capital expenditure is initially added to the value of an asset but if that is not considered to be the case it is classed as impairment.

## Measurement

Non-current assets are valued on the basis recommended by the Chartered Institute of Public Finance & Accountancy (CIPFA) and in accordance with the Valuation Standards 6th Edition issued by The Royal Institute of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the Code of Practice on Local Authority Accounting.

Assets are initially measured at cost, comprising:

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

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

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

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

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

## Revaluation

Revaluations of fixed assets are undertaken by professionally qualified valuers on a five year rolling basis. Any unrealised gains on revaluation are shown in the Comprehensive Income & Expenditure Statement then removed in the Movement in Reserves Statement to the Revaluation Reserve on the Balance Sheet.

Revaluation gains are depreciated in line with the asset to which they relate. Future revaluation losses are matched against any balance in the Revaluation Reserve in the first instance on a strict per-asset basis, with the remaining balance being transferred to the Capital Adjustment Account.

## Impairment

An impairment review is undertaken at the end of each accounting period and material changes to asset valuations are adjusted as they occur. Impairment loss on a re-valued asset is recognised in the Revaluation Reserve to the extent that the impairment does not exceed the balance in the Revaluation Reserve for that asset and thereafter as a cost to the provision of services in the Comprehensive Income & Expenditure Statement.

However, the Code stipulates that impairments do not impact on the council tax, therefore the charge is reversed out through the Movement in Reserves Statement to the Capital Adjustment Account.

## Core Financial Statements

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

### Depreciation

Depreciation is provided for on all property, plant and equipment with a finite useful life. Useful life is estimated at the time of acquisition or revaluation. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain community assets) and assets that are not yet available for use (i.e. assets under construction).

Infrastructure, community assets and surplus non-operational assets are not depreciated each year but measured at historical cost.

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life of the asset
- Infrastructure – straight-line allocation as advised by a suitable qualified officer

Newly acquired assets are depreciated the year following acquisition, although assets in the course of construction are not depreciated until they are brought into use, thereafter an equal charge to revenue is made over the useful life of the assets.

### Component Accounting

Where the asset comprises two or more major components with substantially different useful economic lives, each component should be accounted for separately for depreciation purposes and depreciated over its individual useful life. Componentisation elements are considered as assets are professionally revalued within the 5-year rolling programme.

## 10. Heritage Assets

Heritage Assets are:

- Tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities which are held and maintained principally for their contribution to knowledge and culture.
- Intangible heritage assets with cultural, environmental or historical significance, such as recordings of significant historical events

For Rosendale Borough Council Heritage Assets include the Panopticon in Haslingden and the war memorials across the borough as well as civic regalia and exhibits at Whittaker Park Museum.

Where heritage assets are purchased or costs capitalised, these assets are now valued on a historic cost basis. This has occurred in examples such as the creation of the Panopticon. However, for historic assets where it is not possible to obtain a cost value commensurate with the benefit to users of the financial statements, the Council is entitled to use any method it deems appropriate and relevant. For the exhibits at Whittaker Park Museum the latest insurance values have been used as an approximation for the asset value.

Depreciation or amortization is not required on heritage assets which have indefinite lives. However, the carrying amount of such assets is reviewed regularly to ensure that they have not suffered any physical deterioration, which would be treated as an impairment.

## 11. Investment Properties

Investment properties are those that are used solely to earn rentals or for capital appreciation, or both. This Council has one piece of land which meets the definition of an Investment Property.

## Core Financial Statements

Investment properties are initially measured at cost. After initial recognition they are measured at fair value. The fair value reflects market conditions at the Balance Sheet date. A gain or loss arising from a change in the fair value of investment property is recognised in the Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Statement.

Investment properties are not depreciated, but are re-valued annually according to market conditions.

An investment property is derecognised on disposal. Gains or losses arising from the disposal are recognised in the Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Statement.

Revaluation and disposal gains and losses are reversed out of the General Fund balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

Rentals received in relation to investment properties are credited to the Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Statement.

### 12. Intangible Assets

Intangible Assets are assets that do not have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis (e.g. software licences). They are controlled by the Council as a result of past events and future economic or service benefits flow to the Council from intangible assets. These assets are capitalised at cost and amortised (depreciated) to the relevant revenue service over their economic lives. This amortisation is then reversed out in the Movement in Reserves Statement and a transfer is made to the Capital Adjustment Account. An intangible asset is derecognised on disposal. The gains or losses arising from the disposal are recognised in the Surplus / Deficit on the Provision of Services.

### 13. Surplus Assets and Assets Held for Sale

When it becomes evident that the carrying amount of an asset will be recovered principally through a sale rather than its continued use, it can be reclassified as an asset held for sale. An asset can only be classed as held for sale if it is available for immediate sale in its present condition, the sale must be highly probable, it is being actively marketed and the sale should be expected to be completed within one year of its original classification. When events or circumstances extend the period beyond one year and there is sufficient evidence that the Council remains committed to the sale of the assets they are classified as long term assets held for sale.

Assets held for sale are held at the lower of the carrying amount and the fair value less cost to sell. If this results in a loss in value the loss is posted to Other Operating Expenditure in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous loss recognised in the Surplus/Deficit on the Provision of Services. Depreciation is not charged on assets held for sale.

If these assets no longer meet the classification of assets held for sale they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale.

### 14. Leases

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

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

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

## Core Financial Statements

the use of specific assets. There are no finance leases within the Council where the Council acts as either Lessee or Lessor.

### **Operating Leases**

*Lessee* - Rental income paid under operating leases is treated as a revenue transaction and is charged to the relevant service expenditure in the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment.

*Lessor* - Rental Income from operating leases is recognised on a straight line basis over the lease period and is shown in the Other Operating Expenditure in the Comprehensive Income and Expenditure Statement. Assets held for use as operating leases are recorded on the Council's Balance Sheet.

### **15. Revenue Expenditure funded from Capital under Statute**

Revenue Expenditure Funded from Capital under Statute (REFCUS) is expenditure of a capital nature that does not result in the creation of a non-current asset on the Balance Sheet. These are generally grants and expenditure on assets not owned by the Council.

Expenditure is charged to the Surplus/Deficit on the Provision of Services as the expenditure is incurred. This is reversed out through the Movement in Reserves Statement and a transfer made to the Capital Adjustment Account.

Grants receivable in relation to REFCUS are accounted for as revenue grants in the Comprehensive Income and Expenditure Statement, even if described as capital grants by the giver of the grant. Grant income is posted to the service(s) that the qualifying expenditure is charged to.

### **16. Government Grants and Other Contributions**

Government grants and third party contributions and donations are recognised as due to the Council when there is reasonable assurance that the Council will comply with the conditions attached to the payments, and the grants or contributions will be received.

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

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

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

### **17. Capital Receipts**

Amounts to be treated as capital receipts are defined by statute and usually arise from disposal of an interest in a fixed asset. Any difference between the receipt value and the carrying value of the asset in the balance sheet at the time of disposal is shown in the Comprehensive Income & Expenditure Statement as a gain or loss on disposal.

## Core Financial Statements

However, some statutorily defined capital receipts do not arise from the disposal of an interest in a fixed asset and as such are treated separately in the Comprehensive Income and Expenditure Statement as 'Other Income'.

Capital receipts are not attributable to the General Fund Balance and are therefore transferred to the Useable Capital Receipts Reserve in the Movement in Reserves Statement.

### 18. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits available on demand. Cash equivalents are short-term (three months or less) highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

### 19. Short-term Investments

Short-term investments are those with a life of between 3 months and 1 year at the Balance Sheet date and are shown in the Balance Sheet at amortised cost.

### 20. Long-term Investments

Long-term investments are those with a remaining life of more than 1 year at the Balance Sheet date and are shown in the Balance Sheet at fair value.

### 21. Inventories and Long-Term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the First in First out (FIFO) or Average (AVCO) (for vehicle fuel) costing formulas. Long term contracts are accounted for on the basis of charging the Surplus/ Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

### 22. Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, for which a reliable estimate can be made of the amount of the obligation. Provisions are a charge to the Net Cost of Services in the Comprehensive Income and Expenditure Statement.

### 23. Contingent Liabilities

A contingent liability is either:

- (a) a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control, or
- (b) a present obligation that arises from past events but is not recognised because:(i) it is not probable that a transfer of economic benefits will be required to settle the obligation, or (ii) the amount of the obligation cannot be measured with sufficient reliability.

A material contingent liability is not recognised within the accounts as an item of expenditure. It is, however, it is disclosed in a note to the accounts.

### 24. Contingent Assets

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



## Core Financial Statements

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

### 25. Reserves

Reserves are classified as either 'usable' (identified and maintained for specific future purposes and contingencies and include General Fund reserve, Earmarked reserve and Usable Capital Receipts reserve) or 'unusable' (kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Council) – these reserves are explained in the relevant policies.

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

### 26. Minimum Revenue Provision (MRP)

In accordance with the requirements of the Local Government and Housing Act 1989, the authority is required to set aside a minimum revenue provision for repayment of debt. Minimum Revenue Provision is a charge to the cost of services in the Comprehensive Income & Expenditure Statement. The Council calculates MRP to match the life of the asset.

### 27. Financial Instruments

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.

#### *Financial Liabilities*

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council.

The majority of the Council's financial liabilities held during the year are measured at amortised cost and comprise:

- long-term loans from the Public Works Loan Board;
- trade payables for goods and services received.

#### *Financial Assets*

A financial asset is a right to future economic benefits controlled by the Council that is represented by cash, equity instruments or a contractual right to receive cash or another financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Council. The financial assets held by the Council during the year are accounted for under the following classifications:

(i) Amortised cost (where cash flows are solely payments of principal and interest and the Council's business model is to collect those cash flows) comprising:

- cash in hand
- bank current and deposit accounts
- fixed term deposits with banks and building societies
- loans to other local authorities
- treasury bills and gilts issued by the UK government

## Core Financial Statements

- debtors for goods and services provided

(ii) Fair value through profit and loss (all other financial assets) comprising:

- money market funds
- pooled bond funds

Financial assets measured at amortised cost are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Financial assets held at amortised cost are shown net of a loss allowance reflecting the statistical likelihood that the borrower or debtor will be unable to meet their contractual commitments to the Council.

Financial assets that are measured at Fair Value through Profit or Loss are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services. Any changes in the fair value of instruments held at fair value through profit or loss will be recognised in the net cost of services in the CIES and will have a General Fund impact.

(iii) Expected Credit Loss Model

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

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations.

### 28. Fair Value

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

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

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

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

The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

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

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

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## 29. Prior Period Adjustments

Prior period adjustments are material adjustments applicable to prior years arising from changes in accounting policies or estimates or from the correction of fundamental errors. The Code requires that the financial statements should disclose, where practicable the nature of the change in policy and the impact of any adjustment on the preceding accounting period where practicable. Where this is not practicable, the fact this is so and the reasons for it should be disclosed.

## 30. Events after the Balance Sheet date

Local authorities are required to account for events, both favourable and unfavourable, which occur between the end of the reporting period and the date when the financial statements are authorised for issue in accordance with IAS 10 *Events after the Reporting Period* and IPSAS 14 *Events after the Reporting Date*. Two types of events can be identified:

- Adjusting Events - where events arising after the balance sheet date provide additional evidence of conditions that existed at the balance sheet date and are of a material nature the amounts should be reflected in the Core Statements.
- Non-adjusting Events – events which arise after the balance sheet date and concern conditions which did not exist at that time should be detailed in Notes to the Core Statements if they are of such materiality that their disclosure is required for the fair presentation of the financial statements, rather than reflected in the Core Statements.

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

## Note 2 Expenditure Funding Analysis

2021/22				2022/23				
Net Expenditure Chargeable to the General Fund	transfers (to)/from Earmarked Reserves	Adjustments between the Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement	Service Segments	Net Expenditure Chargeable to the General Fund	transfers (to)/from Earmarked Reserves	Adjustments between the Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement
£000s	£000s	£000s	£000s		£000s	£000s	£000s	£000s
2,475	32	408	2,915	Communities Directorate	4,633	149	803	5,585
1,157	43	667	2,200	Economic Development Directorate	3,393	(99)	669	3,963
2,840	(582)	221	2,453	Corporate Management	4,543	(1,335)	236	3,444
<b>6,472</b>	<b>(507)</b>	<b>1,296</b>	<b>7,568</b>	<b>Net Cost of Services</b>	<b>12,569</b>	<b>(1,285)</b>	<b>1,708</b>	<b>12,992</b>
(7,023)	319	(2,662)	(9,272)	Other Income & Expenditure	(12,572)	3,367	(1,382)	(10,587)
<b>(551)</b>	<b>(188)</b>	<b>(1,366)</b>	<b>(1,704)</b>	<b>(Surplus)/Deficit on Provision of Services</b>	<b>(3)</b>	<b>2,082</b>	<b>326</b>	<b>2,405</b>
1,000	5,845			Opening General Fund/Earmarked Reserve Balance	1,000	9,566		
0	(3,721)			(Surplus)/Deficit on General Fund/Earmarked Reserve Balance as at 31 March	0	2,082		
<b>1,000</b>	<b>9,566</b>			Closing General Fund/Earmarked Reserve Balance in Year	<b>1,000</b>	<b>7,484</b>		

# Core Financial Statements

## Notes to the Expenditure Funding Analysis

### 2a Adjustments between Funding and Accounting Basis

Adjustments between Funding and Accounting basis						2022/23
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for capital purposes	Net change for pensions adjustments	Other statutory differences	Total Statutory adjustments	Other (non-statutory) adjustments	Total adjustments
	£000s	£000s	£000s	£000s	£000s	£000s
Communities Directorate	401	402	-	803	-	803
Economic Development Directorate	501	168	-	669	-	669
Corporate Management	-	236	-	236	-	236
<b>Net cost of services</b>	<b>902</b>	<b>806</b>	<b>-</b>	<b>1,708</b>	<b>-</b>	<b>1,708</b>
Other income and expenditure from expenditure funding analysis	(396)	551	(1,537)	(1,382)	-	(1,382)
<b>Difference between General Fund/reserves surplus or deficit and Comprehensive Income and Expenditure</b>	<b>506</b>	<b>1,357</b>	<b>(1,537)</b>	<b>326</b>	<b>-</b>	<b>326</b>

Comparator information for 2021/22 is shown below:-

Adjustments between Funding and Accounting basis						2021/22
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for capital purposes	Net change for pensions adjustments	Other statutory differences	Total Statutory adjustments	Other (non-statutory) adjustments	Total adjustments
	£000s	£000s	£000s	£000s	£000s	£000s
Communities Directorate	16	392	-	408	-	408
Economic Development Directorate	550	149	-	699	-	699
Corporate Management	-	221	-	221	-	221
<b>Net cost of services</b>	<b>566</b>	<b>762</b>	<b>-</b>	<b>1,328</b>	<b>-</b>	<b>1,328</b>
Other income and expenditure from expenditure funding analysis	(1,867)	498	(1,366)	(2,735)	-	(2,735)
<b>Difference between General Fund/reserves surplus or deficit and Comprehensive Income and Expenditure</b>	<b>(1,301)</b>	<b>1,260</b>	<b>(1,366)</b>	<b>(1,407)</b>	<b>-</b>	<b>(1,407)</b>

**1) Adjustments for capital purposes** – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

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

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

## Core Financial Statements

- For services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.
- For financing and investment income and expenditure – the net interest on the defined benefit liability is charged to the CIES.

**3) Other statutory adjustments** between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute:

- For financing and investment income and expenditure the other statutory adjustments column recognises adjustments to the General Fund for the timing differences for premiums and discounts.
- The charge under taxation and non-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for council tax and NNDR that was projected to be received at the start of the year and the income recognized under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future surpluses or deficits on the collection fund.

### 2b Expenditure and Income Analysed by Nature

Expenditure & Income Analysed by Nature	2021/22	2022/23
<b>Expenditure</b>		
Employee benefits expenses	8,091	11,109
Other service expenses	27,103	25,892
Depreciation, amortisation, impairment	1,360	1,347
Interest payments	137	120
Prescripts and levies	56	58
(Gain)/loss on disposal of assets	(318)	(54)
<b>Total Expenditure</b>	<b>36,429</b>	<b>38,472</b>
<b>Income</b>		
Fees, charges and other service income	(30,079)	(25,297)
Interest and investment income	491	(277)
Income from council tax, non-domestic rates, district rate income	(7,369)	(8,450)
Government grants and contributions	(1,176)	(2,043)
<b>Total Income</b>	<b>(38,133)</b>	<b>(36,067)</b>
<b>(Surplus) or deficit on provision of services</b>	<b>(1,704)</b>	<b>2,405</b>

### Note 3 Finance and Investment Income and Expenditure

Financing and Investment Income and Expenditure	2021/22 £000s	2022/23 £000s
Interest Payable on Debt	138	120
Interest and Investment Income	(8)	(197)
Pensions - Interest Cost	2,239	2,987
Pensions - Past Service Cost	-	-
Pensions - Admin Expenses	26	28
Pensions - Interest on Assets	(1,626)	(2,413)
Trading Undertakings	499	(80)
	<b>1,268</b>	<b>445</b>

# Core Financial Statements

## Note 4 Taxation and Non-Specific Grant Income

Financing and Investment Income and Expenditure	2021/22 £000s	2022/23 £000s
Collection Fund		
Council Tax	(5,867)	(6,043)
Retained Business Rates	(2,243)	(1,803)
Collection Fund (surplus)/deficit		
Council Tax	(24)	(81)
Retained Business Rates	765	(613)
Non service related Government Grants	(1,176)	(2,043)
	<b>(8,545)</b>	<b>(10,583)</b>

## Note 5 Trading Operations

The Council operates 3 markets in Haslingden, Bacup and Rawtenstall, which between them ensure that there is at least one market open within the borough every day of the week from Tuesday to Saturday.

The Council has 37 industrial/Retail trading units, promoting economic regeneration across the borough.

Business Offices include a small number of high-tech managed office spaces as well as conference and meeting facilities at the Business Centre, Futures Park, Bacup.

Trading Operations	Net Expend/ (Income) 2021/22 £000s	Gross Expend 2022/23 £000s	Income 2022/23 £000s	Net Expend/ (Income) 2022/23 £000s
Markets	80	123	(29)	94
Industrial Units	(68)	40	(149)	(109)
Business Office Facilities	830	363	(75)	288
Futures Park Units	(343)	21	(373)	(353)
<b>Total Trading Accounts</b>	<b>499</b>	<b>547</b>	<b>(627)</b>	<b>(80)</b>

## Note 6 Retained Business Rates

In April 2013 Local Government funding changed with the introduction of a system of locally retained business rates. Rossendale Council now has a direct stake in the business rates collected within the borough and at Full Council in February the Council sets a precept based on 40% of the business rates forecast to be collected within the Borough, from which it pays a tariff to Central Government.

The Lancashire Business Rates Pool, of which Rossendale Borough Council is a member, came into effect on 1<sup>st</sup> April 2016. Under the Pool arrangements, the first 50% of business rates continue to go to Central Government, 9% goes to Lancashire County Council and 1% goes to Lancashire Fire Authority, with Rossendale Borough Council taking the remaining 40%. From that 40% Rossendale continues to pay a Tariff to the Pool. As a result, Rossendale Borough Council retains 90% of any and all surplus or deficit arising from increases in the overall business rates. Added to this, Rossendale Borough Council benefits from 100% of the business rates from renewable energy installations.

# Core Financial Statements

Business Rates Income & Expenditure	2021/22	2022/23
	£000s	£000s
Rosendale Borough Council Share of Business Rates Income	(4,808)	(4,517)
Less Tariff Payable to Central Government	2,713	2,714
(Surplus)/Deficit Payment in Year (declared January prior to start of year)	2,048	906
Movement on Collection Fund (Surplus)/Deficit at Year End	(140)	(1,092)
Business Rates Retained on Renewable Energy Schemes	(175)	(178)
10% Retained Levy Payable to Lancashire County Council under pooling	58	72
<b>Overall Net Retained Business Rates Related Income</b>	<b>(304)</b>	<b>(2,095)</b>

## Note 7 Grant Income

The Council recognised the following significant grants, contributions and donations during 2022/23:

Grants and contributions received	2021/22	2022/23
	£000s	£000s
Credited to Cost of Services		
<i>Grants received for Revenue Purposes</i>		
DWP - Housing Benefits - paid to claimants	12,326	11,510
DWP - Housing Benefits - re Council Tenants	184	417
DWP - Discretionary Housing Payments	99	71
DWP - Housing Benefits - administration grant	274	184
DWP - Resource Management - Service Assurance Team	56	3
DWP - Grants for Youth Works and Kickstart	150	61
LCC - Household Support Fund (HSF)	260	640
DLUHC - Flexible Homeslessness and Prevention Grant	174	160
DLUHC - Rough Sleeping Initiative	10	119
DLUHC - New Burdens Grants	-	151
DLUHC - Business Rates Collection Grant	96	96
DLUHC - Localising Council Tax administration subsidy	136	-
DLUHC - Flood Relief & Flood Resilience	47	12
DLUHC - Domestic Abuse New Burdens	31	36
DLUHC - Energy Schemes	-	4,427
DLUHC - Lower Tier Grant	-	100
DLUHC - Service Grants	-	150
Home Office Asylum Dispersal Funds	-	175
Business Energy Industrial Strategy (BEIS)	-	111
Covid related grants	7,961	2
LCC - Domestic Abuse Grant	34	81
LCC - Ukraine Funding	-	279
LCC - Afgan Resettlement Programme (ARP)	-	53
LCC - Other Grants	-	147
LCC - Affordable Warmth Grant	-	32
UK Shared Prosperity Funding UKSPF - Revenue	-	296
Historic England - Heritage Action Zone	45	46
National Lottery Heritage Fund	164	162
Climate Change Funding (Lancaster Council)	101	5
Other minor grants and contributions	144	376
	22,292	19,903
<i>Grants received for Capital Purposes</i>		
LCC Better Care Fund - Disabled Adaptations Grant	1,160	1,160
Lancashire County Council	150	73
Lancashire Environmental Fund	22	47
UK Shared Prosperity Funding UKSPF - Capital	-	45
Historic England - Heritage Action Zone	525	366
Lancashire Enterprise Partnership	466	21
National Lottery Heritage Fund	588	46
S106 Capital Contributions	-	72
Misc Contributions	463	167
	3,374	1,997
<b>Total in the CIES Cost of Services</b>	<b>25,666</b>	<b>21,900</b>
Credited to Taxation and Non-Specific Grant Income		
Services Grant	-	150
Lower Tier Services Grant	-	100
MHCLG - New Homes Bonus	213	132
MHCLG - Business Rates Reliefs	963	1,661
<b>Non-Specific Grants in the CIES</b>	<b>1,176</b>	<b>2,043</b>

# Core Financial Statements

## Note 8 Members Allowances

An Independent Remuneration Panel meet at a minimum of every 4 years to review Member's Allowances. This group last met in December 2021, the panel proposed an increase of 4.04% for 2022/23, and that in future member allowance increase by the average % increase awarded to officers. Council members voted to accept the proposed increase in allowances.

Total Cost of Elected Members	2021/22	2022/23
	£000s	£000s
Basic Allowance	120	119
Special Responsibility Allowance	70	72
Employers National Insurance incurred	3	3
Mileage, subsistence & other reimbursements	11	9
	<b>204</b>	<b>203</b>

Annual amounts payable for elected roles	2021/22	2022/23
	£s	£s
<b>Basic Allowance</b>	3,342	3,342
<b>Special Responsibility Allowances</b>		
Leader of Majority or Largest Group	13,368	13,368
Deputy Leader of Majority or Largest Group	10,026	10,026
Leader of Minority or Second Largest Group	6,684	6,684
Cabinet Members	6,684	6,684
All Committee Chairs (4)	3,342	3,342
One off Payment for Chairing Meetings	150	150

## Note 9 Senior Officers' Remuneration

The table below shows remuneration details for the Chief Executive and the Senior Officers directly responsible to him, along with their respective salary (including fees and allowances), employer's pension contributions and total remuneration during 2022/23, along with prior year comparators.

Neil Shaw, Chief Executive, left the Authority in December 2022 with the role becoming vacant. Adam Allen, Director of Communities, was acting Chief Executive until April 2023 where Rob Huntington joined the Authority. Mandy Lewis, Director of Economic Development, left the authority in December 2022 and was temporarily replaced using an employment agency until February 2023, where David Smurthwaite assumed the position.

Senior Officers			Other Allowances & Expenses		Election Duties	Pension	Total
			Salary	Expenses			
			£	£	£	£	£
Chief Executive	01/04/22 - 02/01/23	2022/23	82,472	177	3,034	15,049	100,732
		2021/22	107,255	-	2,425	18,877	128,557
Director of Economic Development	01/04/22 - 02/01/23 01/02/23 - 31/03/23	2022/23	58,446	52	245	10,286	69,029
		2022/23	12,693			2,234	14,927
		2021/22	41,155	249	-	7,651	49,055
Director of Communities	04/01/22 - 31/03/22	2021/22	17,960	-	-	3,161	21,121
		2022/23	88,702		303	15,612	104,616
Chief Finance Officer		2021/22	79,793	-	94	14,044	93,931
		2022/23	66,820	122	158	11,760	78,861
Legal Services Manager		2021/22	62,017	344	113	10,915	73,388
		2022/23	53,580	104	722	9,430	63,837
HR Manager		2021/22	51,655	32	201	9,091	60,979
		2022/23	53,580	32		9,430	63,042
		2021/22	51,427	382	-	9,091	60,901



# Core Financial Statements

## Note 10 Other Officers' Remuneration

The number of employees whose remuneration, excluding pension contributions, was £50,000 or more are listed in the table opposite in bands of £5,000.

The Code includes a requirement to disclose the costs of exit packages paid by the Council in bands of £20k. The Council has paid no exit packages, in either 2021/22 or 2022/23.

Officers with remuneration above £50,000 (excl pension)	2021-22 Number	2022/23 Number
£50,000 - £54,999	3	3
£55,000 - £59,999	-	-
£60,000 - £64,999	-	-
£65,000 - £69,999	1	-
£70,000 - £74,999	-	1
£75,000 - £79,999	1	1
£80,000 - £84,999	1	-
£85,000 - £89,999	-	1
£80,000 - £99,999	-	-
£100,000 - £109,999	1	1
£110,000 - £114,999	-	-
	<b>7</b>	<b>7</b>

## Note 11 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 allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

### Central government

Central government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides a large proportion of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (eg council tax bills, housing benefits).

### Other local authorities and precepting bodies

- payments to the Lancashire County Council Pension Fund.
- precepts in relation to Council Tax and Business Rates are paid to Central Government, Lancashire Police Authority, Lancashire Fire Authority, Lancashire County Council.
- The Lancashire Business Rates Pool.
- precept payable to Whitworth Town Council – see the Narrative Statement and the Comprehensive Income & Expenditure Statement.

### Other key partners

- In June 2004 the bulk of Rosendale's Leisure Facilities transferred to the management of the newly-formed independent Rosendale Leisure Trust.
  - In previous years the Council has given the Trust an operational grant. However, the Council purchased the balance of the Haslingden Gym extension loan in November 2016 at a cost of £1,010k. The Trust now pays a rental charge for using the asset of £60k per annum for its remaining 13 year life. This represents a saving for the Trust

## Core Financial Statements

which negated the need for any grant funding from 2017/18 onwards. The outstanding balance on this loan at the end of 2022/23 is £745k.

- Since 2015/16 the Council has made three loans to the Trust
  - 2015/16 a loan of £266k was made for Grip & Go. As at 31<sup>st</sup> March 2023 that balance owed on this loan is £11k.
  - 2016/17 a loan of £41k was made for Solar Panels at Marl Pits. As at 31<sup>st</sup> March 2023 the balance owed on this loan was £9.1k.
  - 2019/20 an interest bearing loan of £256k was made for gym equipment refresh at the Adrenalin Centre. As at 31<sup>st</sup> March 2023 the balance owed on this loan was £194.7k.

The Council deferred payment on all the above loans for 2020/21 and 2021/22 due to the Covid Pandemic.

- During 2022/23 the Trust transferred monies at the end of each month to reduce the intercompany balance. The agreement was to pay the salary costs and creditor payments within the month plus £50k to reduce the outstanding debt brought forward from previous years. This was on the understanding that £200k would be retained in the RLT bank account. This has proven difficult during 2022/23 due to increased payroll costs and energy costs. The balance brought forward from 2021/22 was £57.3k. The balance at the end of March 2023 was £1,012k
- The £1,012k debt is included within Council's Sundry Debtors.
- The grip and go loan and the solar panel loans to the Trust are considered soft loans because interest payments have not been charged and are not material in 2022/23.
- To assist the Trust in its efforts to find operational efficiencies, the Council began to provide its professional financial and IT services in April 2013 under a service level agreement. No charge is made for these services.
- Community Leisure Association of Whitworth (CLAW) was a separate charitable organisation operating Whitworth Leisure Centre and Whitworth Civic Hall (The Ashcroft), where the council provided the payroll service which was reimbursed each month. The council also provided the accountancy service at nil charge. From April 2021 RLT took over the responsibilities for the CLAW sites. These were fully integrated by December 2021. The CLAW grant of £50k was still honoured in 2022/23 and paid to RLT. This is the final year the CLAW grant will be paid.
  - Since 2016/17 the council has made a loan to CLAW (now responsibility of RLT) of £24.6k for Solar Panels at The Ashcroft. As at 31<sup>st</sup> March 2023 the balanced owed on this loan was £9.5k.
- The RTB Partnership Ltd was incorporated on the 4<sup>th</sup> February 2013, with equal partners being Rosendale Borough Council, Together Housing and Barnfield Construction Ltd. The Partnership is a vehicle to facilitate a variety of development projects across the borough. During 2022/23 no contributions have been made by the council (there were no contributions in 2021/22)

### Members and Chief Officers

The Council's Standing Orders make provision for a register of Members and Officers interests.

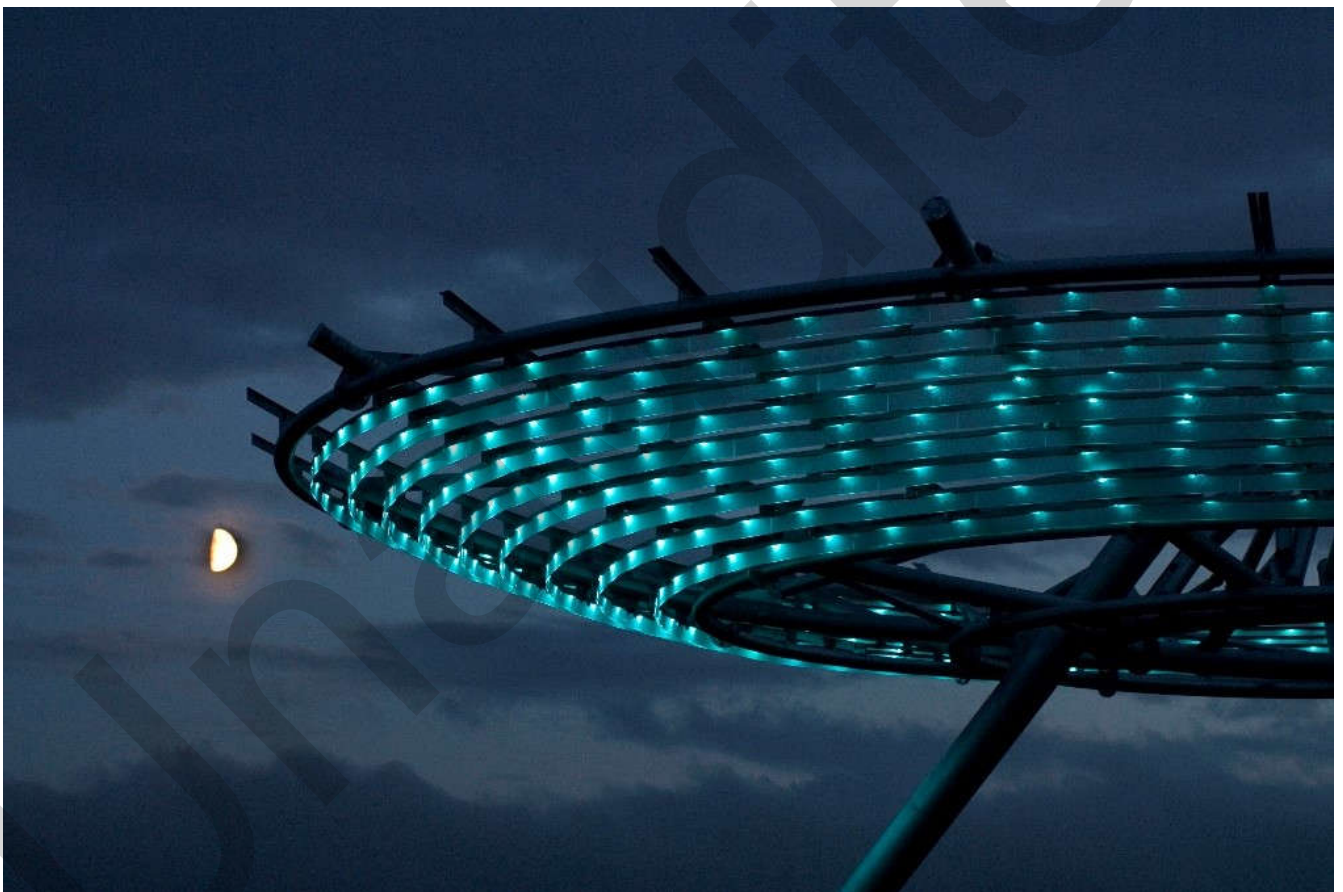
Upon review of this register it is considered that any transactions involving Members and Chief Officers with related parties have complied with the above regulations and are not material.

# Core Financial Statements

## Note 12 External Audit Costs

The sums due from Rosendale Borough Council to the external auditors for works carried out relating to the year of account 2022/23 were:-

Audit costs	2021/22 £000s	2022/23 £000s
Fees payable in respect of external audit of accounts	35	37
Share of redistribution of surplus funds on national PSAA Account	(4)	(2)
Fees payable for non-audit assurance work	21	21
	<b>52</b>	<b>56</b>



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### Note 13 Adjustments between Accounting Basis and Funding Basis under regulations

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

The table below details the changes in 2022/23 while the financial year 2021/22 can be found on the following page.

Adjustments to the Comprehensive Income and Expenditure Statement in the Movement in Reserves Statement	2022/23			
	General Fund Balance	Capital Receipts Reserve	Govt Grants Unapplied	Unuseable Reserves
	£000s	£000s	£000s	£000s
<b>Capital Adjustment Account adjustments</b>				
Depreciation of Property, Plant & Equipment (PPE)	1,060	-	-	(1,060)
Impairment of Property, Plant & Equipment (PPE)	75	-	-	(75)
Revaluation gain/loss on Property, Plant and Equipment (PPE)	212	-	-	(212)
Deferred Capital Receipts	-	-	-	-
Amortisation of Intangible Assets	-	-	-	-
Revenue Expend funded from Capital under Statute (REFCUS)	1,142	-	-	(1,142)
REFCUS for Empty Homes Scheme	397	-	-	(397)
Net book value of assets sold	31	-	-	(31)
Statutory provisions for financing of capital investment (MRP)	(413)	-	-	413
Capital Expend charged to General Fund	-	-	-	-
<b>Capital Receipts Reserve adjustments</b>				
Transfer of cash proceeds of assets sold	(85)	85	-	-
Use of Capital Receipts Reserve to fund capital spend	-	(600)	-	600
<b>Capital Grants Unapplied Account adjustments</b>				
Capital grants and contributions credited to the CIES	(356)	-	356	-
Application of grants to the Capital Adjustment Account (CAA)	(1,560)	-	-	1,560
<b>Pensions Reserve adjustments</b>				
Employer contributions paid to the Pension Fund	(1,030)	-	-	1,030
Net IAS19 charges made for retirement benefits	2,387	-	-	(2,387)
<b>Collection Fund Adjustment Account adjustments</b>				
Difference between the Council Tax and Non-Domestic Rates income credited to the CIES and that calculated in accordance with statutory requirements	(1,537)	-	-	1,537
<b>Adjustments between accounting basis &amp; funding basis under regulations</b>	<b>323</b>	<b>(515)</b>	<b>356</b>	<b>(164)</b>

# Core Financial Statements

Adjustments to the Comprehensive Income and Expenditure Statement in the Movement in Reserves Statement	2021/22			
	General Fund Balance	Capital Receipts Reserve	Govt Grants Unapplied	Unuseable Reserves
	£000s	£000s	£000s	£000s
<b>Capital Adjustment Account adjustments</b>				
Depreciation of Property, Plant & Equipment (PPE)	869	-	-	(869)
Impairment of Property, Plant & Equipment (PPE)	77	-	-	(77)
Revaluation gain/loss on Property, Plant and Equipment (PPE)	432	-	-	(432)
Deferred Capital Receipts	69	-	-	(69)
Amortisation of Intangible Assets	16	-	-	(16)
Revenue Expend funded from Capital under Statute (REFCUS)	1,330	-	-	(1,330)
REFCUS for Empty Homes Scheme	153	-	-	(153)
Net book value of assets sold	73	-	-	(73)
Statutory provisions for financing of capital investment (MRP)	(483)	-	-	483
Capital Expend charged to General Fund	(26)	-	-	26
<b>Capital Receipts Reserve adjustments</b>				
Transfer of cash proceeds of assets sold	(396)	396	-	-
Use of Capital Receipts to fund capital spend	-	(1,033)	-	1,033
<b>Capital Grants Unapplied Account adjustments</b>				
Capital grants and contributions credited to the CIES	(302)	-	302	-
Application of grants to the Capital Adjustment Account	(3,040)	-	-	3,040
<b>Pensions Reserve adjustments</b>				
Employer contributions to the Pension Fund	(1,073)	-	-	1,073
Net IAS19 charges made for retirement benefits	2,333	-	-	(2,333)
<b>Collection Fund Adjustment Account adjustments</b>				
Difference between the Council Tax and Non-Domestic Rates income credited to the CIES and that calculated in accordance with statutory requirements	(1,366)	-	-	1,366
<b>Adjustments between accounting basis &amp; funding basis under regulations</b>	<b>(1,334)</b>	<b>(637)</b>	<b>302</b>	<b>1,669</b>

# Core Financial Statements

## Note 14 Property, Plant and Equipment

### 14a Movements during the year

Movements on property, plant & equipment assets in 2022/23 were as follows:-

Property, Plant & Equipment 2022/23	Land & Buildings £000s	Vehicles, Plant, Furniture & Equip £000s	Infra-structure Assets £000s	Community Assets £000s	Assets under constr'n £000s	Surplus Assets £000s	Total Assets £000s
<b>Cost or Valuation 1st April 2022</b>	34,149	7,709	381	2,974	5,642	731	51,586
Additions	281	1,190	4	167	383	13	2,038
Donated Assets	-	-	-	-	-	-	-
Revaluation increases/(decreases) to Revaluation Reserve	319	-	-	10	-	-	329
to Provision of Services	(206)	-	-	(6)	-	-	(212)
Reclassifications- to/from Assets Held for Sale others	(138)	-	-	-	138	-	-
Derecognition- on disposal	(8)	(414)	-	-	-	-	(422)
<b>Cost or Valuation 31<sup>st</sup> March 2023</b>	<b>34,397</b>	<b>8,485</b>	<b>385</b>	<b>3,145</b>	<b>6,163</b>	<b>744</b>	<b>53,319</b>
<b>Accum Depreciation and Impairments 1st April 2022</b>	(10,917)	(5,277)	(235)	(477)	(466)	(131)	(17,503)
Depreciation for the year- to Revaluation Reserve	(227)	-	-	(3)	-	-	(230)
to Provision of Services	(302)	(457)	(9)	(49)	(11)	-	(828)
Impairment (losses)/reversals to Revaluation Reserve	(16)	-	-	(7)	-	-	(23)
to Provision of Services	(18)	-	-	(5)	-	-	(23)
Reclassifications	-	-	-	-	-	-	-
Derecognition- on disposal	-	406	-	-	-	-	406
<b>Accumulated Depreciation and Impairments 31st March 2023</b>	<b>(11,480)</b>	<b>(5,328)</b>	<b>(244)</b>	<b>(541)</b>	<b>(477)</b>	<b>(131)</b>	<b>(18,201)</b>
Net Book Value at 31st March 2023	22,917	3,157	141	2,604	5,686	613	35,118
Net Book Value at 31st March 2022	23,232	2,432	146	2,497	5,176	600	34,083

Depreciation, using the straight line method, has been charged according to the estimated life of the assets involved on the following basis.

- Operational buildings generally have a useful life of 50 years, except where expert opinion has reduced this estimate. The land upon which the buildings reside is not subject to depreciation.
- Vehicles are depreciated over a useful life of 3-7 years depending upon their technical or mechanical nature.
- Equipment such as refuse bins, are depreciated over their individual useful life determined at the point of acquisition.
- All other assets under land, assets under construction, community assets, investment and surplus assets are not depreciated.

Component accounting is applied to all revaluation exercises on the following basis.

- For all property assets, land and buildings are valued separately. Only assets with a combined land and buildings value of £500k and over will be subject to component accounting.
- Significant components are items (or groups of items) with a value of at least 25% of the total asset value.

# Core Financial Statements

## Fair Value Hierarchy – Surplus Assets

- Surplus assets comprise land from which the Council does not provide services. The Council has determined all of its surplus assets are valued at level 2 inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly at 31 March 2022 and 2023. There were no transfers between levels during 2021/22 or 2022/23.

Comparator movements in 2021/22 were as follows:

Property, Plant & Equipment 2021/22	Land & Buildings £000s	Vehicles, Plant, & Furniture & Equip £000s	Infra- structure Assets £000s	Community Assets £000s	Assets under constr'n £000s	Surplus Assets £000s	Total Assets £000s
<b>Cost or Valuation 1st April 2021</b>	29,586	7,455	310	2,340	4,252	796	44,739
Additions	1,083	1,067	75	668	1,103	-	3,996
Donated Assets	-	-	-	-	-	-	-
Revaluation increases/(decreases) to Revaluation Reserve	211	-	-	(34)	-	1	178
to Provision of Services	3,535	-	-	-	-	-	3,535
Reclassifications- to/from Assets Held for Sale others	(261)	(22)	(4)	-	287	-	0
Derecognition- on disposal	(5)	(791)	-	-	-	(66)	(862)
<b>Cost or Valuation 31<sup>st</sup> March 2022</b>	<b>34,149</b>	<b>7,709</b>	<b>381</b>	<b>2,974</b>	<b>5,642</b>	<b>731</b>	<b>51,586</b>
<b>Accum Depreciation and Impairments 1st April 2021</b>	(10,388)	(5,742)	(224)	(410)	(455)	(130)	(17,349)
Depreciation for the year- to Revaluation Reserve	(220)	-	-	(2)	-	-	(222)
to Provision of Services	(272)	(319)	(9)	(33)	(11)	-	(645)
Impairment (losses)/reversals to Revaluation Reserve	(14)	-	-	(19)	-	-	(33)
to Provision of Services	(22)	(6)	(2)	(13)	-	(1)	(44)
Reclassifications	-	-	-	-	-	-	-
Derecognition- on disposal	-	790	-	-	-	-	790
<b>Accumulated Depreciation and Impairments 31<sup>st</sup> March 2022</b>	<b>(10,917)</b>	<b>(5,277)</b>	<b>(235)</b>	<b>(477)</b>	<b>(466)</b>	<b>(131)</b>	<b>(17,503)</b>
Net Book Value at 31 <sup>st</sup> March 2022	23,232	2,432	146	2,497	5,176	600	34,083

## 14b Revaluation Programme

During 2022/23 the Council's property portfolio was valued by external RICS-qualified officers from Capita Symonds Ltd, PO BOX 212, Faverdale Industrial Estate, Darlington, DL1 9HN, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

The Council carries out a revaluation programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years.

Assets valued in previous years have not undergone any material changes which would alter their valuations.

Properties regarded by the Council as operational are to be valued on the basis of existing use value or, where this cannot be assessed because there is no market for the subject asset, the depreciated replacement cost. Valuations of vehicles, plant, furniture and equipment are based on depreciated historic cost.

## Core Financial Statements

The details below show the history of the revaluation programme and the next planned revaluation exercise for each type of asset held. Under the provisions of the Code assets of a similar type should be revalued together.

Revaluation Programme for assets under Property, Plant & Equipment	Carried at Historic Cost £000s	March 2019 £000s	March 2020 £000s	March 2021 £000s	March 2022 £000s	March 2023 £000s	Total Net Book Value £000s
Land	104	717	75	6	964	-	1,866
Administrative Buildings	-	1,393	-	-	-	-	1,393
Depots and Workshops	-	-	-	-	-	659	661
Garages	-	-	-	195	-	-	195
Car Parks	-	-	1,086	8	-	-	1,094
Cemeteries	-	-	-	-	172	194	366
Sports & Leisure Facilities	113	7,519	2	-	(7)	74	7,701
Parks, & Recreation Grounds	92	-	254	4	118	603	1,071
Woodlands & Open Spaces	33	39	186	158	1,666	38	2,120
Industrial Units	-	-	-	-	307	-	307
Domestic Housing	-	-	106	321	-	121	548
Business Offices/Premises	-	-	898	3,456	2,460	35	6,849
Public Conveniences	-	-	10	-	(3)	136	143
Bus Shelters	-	6	-	339	10	5	360
Markets	-	-	-	-	-	-	-
Sheltered Accommodation	-	284	-	-	73	-	357
Plant, Vehicles & Equipment	1,618	-	-	-	-	-	1,618
Other Assets	85	8	368	79	(449)	-	91
Assets under construction	735	-	-	-	-	-	735
<b>Net Book Value 31<sup>st</sup> March 2023</b>	<b>2,780</b>	<b>9,966</b>	<b>2,985</b>	<b>4,566</b>	<b>5,313</b>	<b>1,865</b>	<b>27,475</b>

### Note 15 Heritage Assets

The Heritage Assets held by the Council fall into four categories: Whitaker Museum Collection, War Memorials, Panoptican and Civic Regalia. All these categories have been in the Council's ownership for a number of years and are held for their intrinsic worth as opposed to potential financial gain. As such, they are unlikely to be sold.

The War Memorials and Panoptican are reported at historic cost and the Museum Collection and Civic Regalia are reported at insurance valuation. According to the Code there is no prescribed minimum period between valuations and so the Council does not intend to revalue its Heritage Assets in the near future.

Heritage Assets	Whitaker Museum Collection	War Memorials	Panoptican	Civic Regalia	Total
	£000s	£000s	£000s	£000s	£000s
<b>Cost or Valuation 1st April 2021</b>	1,507	75	21	800	2,403
Additions	-	-	-	-	-
Revaluation Gains	-	-	-	-	-
Revaluation Losses recognised in the Revaluation Reserve	-	(2)	-	-	(2)
<b>Cost or Valuation 31<sup>st</sup> March 2022</b>	<b>1,507</b>	<b>73</b>	<b>21</b>	<b>800</b>	<b>2,401</b>
Additions	-	-	-	-	-
Revaluation Gains	-	-	-	-	-
Revaluation Losses recognised in the Revaluation Reserve	-	(2)	-	-	(2)
<b>Cost or Valuation 31<sup>st</sup> March 2023</b>	<b>1,507</b>	<b>71</b>	<b>21</b>	<b>800</b>	<b>2,399</b>



# Core Financial Statements

## Note 16 Investment Properties

The Council has one piece of land classified as an investment property following the agreement of a long-term lease.

### Fair Value Hierarchy – Investment Properties.

The Council has determined that this asset should be valued as a level 2 input, therefore, the level of rental income receivable is factored into the calculation to determine the fair value of the asset.

Investment Properties	2021/22 £000s	2022/23 £000s
Fair Value 1st April	550	525
Revaluations	(25)	-
<b>Cost or Valuation 31st March</b>	<b>525</b>	<b>525</b>
Gains/Losses in Fair Value	-	-
<b>Accum Depreciation and Impairments 31st March</b>	<b>-</b>	<b>-</b>
Fair Value at 31st March	525	525
<b>Rental income within the year</b>	<b>25</b>	<b>25</b>

## Note 17 Intangible Assets

Intangible Assets	2021/22 £000s	2022/23 £000s
Cost or Valuation 1st April	1050	1,050
Acquisitions	-	91
Assets reclassified to/(from) PPE	-	-
<b>Cost or Valuation 31st March</b>	<b>1,050</b>	<b>1,141</b>
Accum Depreciation 1st April	(1,038)	(1,053)
Amortisation for the period	(12)	(29)
<b>Accum Depreciation and Impairments 31st March</b>	<b>(1,050)</b>	<b>(1,082)</b>
Net Book Value at 31st March	-	59

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item under Property, Plant and Equipment. At Rosendale Borough Council these intangible assets comprise only purchased licenses as the Council has no internally generated software.

All software is given a finite useful life, based on assessments of the expected benefit to the Council, over which depreciation is calculated on a straight line basis. The default value for the useful life is 5 years and all current assets have been deemed to follow that standard.

## Note 18 Capital Expenditure, Financing and Capitalisation of Borrowing Costs

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

# Core Financial Statements

## 18a - Capital Expenditure on Council Assets

The Capital Financing Requirements (CFR) is a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. This capital expenditure is charged to future years through Minimum Revenue Provision (MRP) as assets are used by the Council. Rosendale Borough Council now splits the CFR into two distinct elements; those costs pertaining to the East Lancs Empty Homes Scheme and other capital expenditure. The movement in the CFR during the year is analysed in the second part of this note.

Capital Financing Requirement	2021/22 £000s	2022/23 £000s
<b>Opening Capital Financing Requirement</b>	<b>14,272</b>	<b>15,018</b>
<b>Non-Empty Homes Opening Capital Financing Requirement</b>	<b>13,374</b>	<b>14,121</b>
Capital investments		
Property, Plant & Equipment	4,000	1,646
Intangible Assets	-	91
Revenue Expenditure funded from Capital under Statute	1,434	1,539
	5,434	3,276
Sources of Finance		
Capital Receipts	(1,034)	(600)
Government Grants and other contributions	(3,144)	(1,560)
Sums set aside from Revenue:-		
Direct revenue contributions	(26)	-
Minimum Revenue Provision (MRP)	(483)	(413)
<b>Non Empty Homes Closing Capital Financing Requirement</b>	<b>14,121</b>	<b>14,824</b>
<b>Empty Homes Opening Capital Financing Requirement</b>	<b>897</b>	<b>897</b>
Empty Homes		
Revenue Expenditure funded from Capital under Statute	164	390
Sources of Finance		
Capital Receipts	-	-
Sums set aside from Revenue:-		
Direct revenue contributions	(164)	(390)
<b>Empty Homes Closing Capital Financing Requirement</b>	<b>897</b>	<b>897</b>
<b>Closing Capital Financing Requirement</b>	<b>15,018</b>	<b>15,721</b>
Explanation of movements in the year -		
Increase in underlying borrowing (net of direct grants and contributions)	1,230	1,116
Repayments (MRP)	(483)	(413)
<b>Increase/(Decrease) in Capital Financing Requirement</b>	<b>747</b>	<b>703</b>

The capital expenditure shown above is split between Council-owned assets and those owned by third parties. The Council incurs capital expenditure on third party assets through schemes like the Disabled Facilities Grants (DFGs), the Bacup Heritage Action Zone and the East Lancs Empty Homes Scheme. The distinction is an important one because capital expenditure on assets not owned by the Council is permitted by Statute, but is accounted for as revenue expenditure, along with its respective funding. Hence, in the table above there are details of 'Revenue Expenditure funded from Capital under Statute' (REFCUS) and funding from grants and other receipts and contributions, not from MRP.

# Core Financial Statements

## 18b – Capital Commitments

As at 31st March 2023, the Council was contractually committed to a total of £1.625m (£3.587m 2021/22). The individual capital schemes are listed below:-

Contractual commitments	31 <sup>st</sup> March 2022	31 <sup>st</sup> March 2023
	£000s	£000s
Rising Bridge Play Area	40	120
Futures Park Plot 1	228	200
Futures Park Plot 2	191	160
Whitaker Museum Refurbishment	381	725
Town Square Public Realm	500	285
Bacup Historic England	2,220	101
Variou small projects	27	34
	<b>3,587</b>	<b>1,625</b>

## Note 19 Leases

### 19a - Authority as Lessee

During 2014/15 the Council became directly responsible for the leases of domestic properties under the East Lancashire Empty Homes Scheme which were to be met from future rental incomes. The Council has contracted with managing agents to manage the properties on its behalf, with the majority of properties being managed by Calico Housing Ltd. The managing agents arrange the contracts with tenants, collect the rent and pay the leases over to the property owners. The lease commitments shown below refer solely to the properties which the Council is in the process of returning to the owners at which point all future lease commitments shown below will be extinguished.

Authority as a Lessee	2021/22 £000s	2022/23 £000s
<b>Lease Payments within the year</b>	<b>211</b>	<b>163</b>
Future minimum lease commitments		
Amounts falling due within 1 year	212	132
Amounts falling due within 2-5 years	309	36
Amounts falling due within 6-10 years	-	-
<b>Total Minimum Lease Payments</b>	<b>521</b>	<b>168</b>

### 19b – Authority as Lessor

The Council leases out land and property under operating leases for services sport and leisure, regeneration and commercial use.

Authority as a Lessor	2021/22 £000s	2022/23 £000s
Not later than one year	465	483
Later than one year and not later than five years	1,630	1,690
Later than five years	6,087	5,368
	<b>8,182</b>	<b>7,541</b>

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

# Core Financial Statements

## Note 20 Long-term Debtors

Long Term Debtors	Ross'dale Leisure Trust	Empty Homes Loans	Other loans & mortgages	Total £000s
	£000s	£000s	£000s	
Debt Outstanding 1st April 2021	31	1,314	-	1,345
Advances	-	10	10	20
Receipts	(1)	(69)	-	(70)
	30	1,255	10	1,295
Expected Credit Loss Impairment	-	(1,023)	-	(1,023)
<b>Balance at 31st March 2022</b>	<b>30</b>	<b>232</b>	<b>10</b>	<b>272</b>
Debt Outstanding 1st April 2022	30	1,255	10	1,295
Advances	-	-	-	-
Receipts	(1)	(29)	-	(30)
	29	1,226	10	1,265
Expected Credit Loss Impairment	-	(1,023)	-	(1,023)
<b>Balance at 31st March 2023</b>	<b>29</b>	<b>203</b>	<b>10</b>	<b>242</b>

The East Lancs Empty Homes Strategy moved into full operations during 2013-14. Funded by the Homes and Communities Agency (HCA) in the first instance, this programme saw long-term empty properties across East Lancashire brought back into use. Any renovation costs, shown above as advances, are being recouped from property rentals during the life of the lease, shown above as receipts. At the end of these leases these properties revert to their owners.

## Note 21 Nature and extent of risks arising from Financial Instruments

### 21a - Categories of Financial Instruments

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

Financial Assets - Balances at Amortised Cost	2021/22		2022/23	
	Long Term £000	Short term £000	Long Term £000	Short Term £000
<b>Investments</b>	2	5,820	2	1,170
<b>Cash and Cash Equivalents</b>	-	11,235	-	5,042
<b>Debtors</b>	272	1,554	242	3,522
<i>Debtors that are not financial Instruments</i>		4,129		3,976
<i>Total Debtors</i>	272	5,683	242	7,498
<b>Total Financial Assets</b>	<b>274</b>	<b>18,609</b>	<b>244</b>	<b>9,734</b>

## Core Financial Statements

Financial Liabilities - Balances at Amortised Cost	2021/22		2022/23	
	Long Term	Short term	Long Term	Short Term
	£000	£000	£000	£000
<b>Borrowing</b>	(3,908)	(234)	(3,624)	(234)
<b>Creditors</b>	-	(3,280)	-	(3,476)
<i>Creditors that are not financial Instruments</i>		(9,967)		(2,817)
<i>Total Creditors</i>		(13,247)		(6,293)
<b>Total Financial Liabilities</b>	<b>(3,908)</b>	<b>(3,514)</b>	<b>(3,624)</b>	<b>(3,710)</b>

The Financial Instruments categorised above represent:

### Financial Assets

- Amounts shown under Investments consist of cash held by the Council, bank accounts and short term investments.
- Amounts shown under Long-Term Debtors consist of loans to property owners under the Empty Homes scheme and a loan to Rosendale Leisure Trust.
- Amounts shown under Short-Term Debtors represents net operational (sundry) debtors.

Fair Value Hierarchy of Investments - The investments above were assessed as level 2 - inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly at 31 March 2022 and 2023.

### Financial Liabilities

- Amounts shown under Long-Term and Short-Term borrowings are loans with the Public Works Loan Board.
- Amounts shown under Short-Term Creditors are the Council's operational creditors.

### 21b - Financial Instrument Gains/Losses

The amounts shown below are recognised in the Comprehensive Income and Expenditure Statement under the (Surplus) or Deficit on Provision of Services:

Income & Expenses Gains and Losses	2021/22	2022/23
	£000	£000
<b>Financial Liabilities</b>		
Interest Expenses	138	120
<b>Financial Assets</b>		
Interest Income	(8)	(195)
<b>Net (Gain)/Loss charged to Surplus or Deficit on Provision of Services</b>	<b>130</b>	<b>(75)</b>

# Core Financial Statements

## 21c - Fair value of assets and liabilities carried at amortised cost

Financial liabilities and assets represented above under Categories of Financial Instruments are carried on the balance sheet at amortised cost. The fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions.

- For loans from the PWLB the fair value was calculated by reference to the premature repayment set of rates in force on 31<sup>st</sup> March 2022 and 31<sup>st</sup> March 2023 respectively.
- No early repayment or impairment is recognised.
- Where an instrument will mature in the next 12 months the carrying amount is assumed to approximate to fair value.
- The fair value of trade and other receivables is taken to be the invoiced amount.

The fair values are calculated as follows:

	31st March 2022		31st March 2023	
	Carrying amount £000s	Fair Value £000s	Carrying Amount £000s	Fair Value £000s
Borrowings	(4,142)	(4,642)	(3,858)	(3,575)
Short Term Creditors	(3,280)	(3,280)	(3,476)	(3,476)
<b>Total Financial Liabilities</b>	<b>(7,422)</b>	<b>(7,922)</b>	<b>(7,334)</b>	<b>(7,051)</b>
Long Term Investments	2	2	2	2
Investments <1 year	5,820	5,820	1,170	1,170
Long Term Debtors	272	272	242	242
Short Term Trade Debtors	1,554	1,554	3,537	3,537
Cash and Cash Equivalents	11,235	11,235	5,042	5,042
<b>Total Financial Assets</b>	<b>18,883</b>	<b>18,883</b>	<b>9,993</b>	<b>9,993</b>

At March 2023 Rosendale Borough Council had two outstanding PWLB Loans. One was taken out in March 2010 for 25 Years at a fixed rate of 4.49%, the other was taken out in August 2019 for £2m over 20 years at a fixed interest rate of 1.34%. The premature repayment rates applicable on 31<sup>st</sup> March 2023 were 2.19% and -1.06% respectively. The figures for fair value above were £2,908k and £1,734k, as supplied by the Council's treasury management advisor, Link Asset Services. For a sensitivity analysis, Link Asset Services have confirmed that similar new loans on the 31<sup>st</sup> March 2023 at the discount rates above would have reduced the fair value of the loan at the end of 2022/23 by £295k to £4,347k.

The Council's Portfolio of treasury management investments does not include any long-term deposits over 365 days. For Investments under 365 days the deposit value is taken as a fair approximation of their value.

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

# Core Financial Statements

## Note 22 Nature and extent of risks arising from Financial Instruments

### Key Risks

The Council's activity exposes it to a variety of financial risks, the key risks are:

- Credit risk the possibility that other parties might fail to pay amounts due to the Council;
- Liquidity risk the possibility that the Council might not have funds available to meet its commitments to make payments;
- Re-financing risks the possibility that the Council might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- Market risk the possibility that financial loss might arise for the council as a result of changes in such measures as interest rates movements.

### Overall procedures for Managing Risks

The Council's overall risk management procedures focus on the unpredictability of financial markets, and implementing restrictions to minimise potential adverse effects on the resources available to fund services. The procedures for risk management are set out through a legal framework set out in the

Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice;
- by approving annually in advance prudential indicators for the following three years limiting:
  - the Council's overall borrowing;
  - it's maximum and minimum exposures to fixed and variable rates;
  - it's maximum and minimum exposures of the maturity structure of its debt;
  - it's maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the government guidance.

These requirements are known as Prudential Indicators and are required to be reported and approved alongside the Council's annual Council Tax budget setting in February, along with the annual Treasury Management Strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported monthly to Members.

These policies are implemented by the Council's Financial Services staff. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed annually.

### Credit Risk

Credit risk arises from deposits with banks and financial institutions, and credit exposures to the Council's customers. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria and limits approved by the Council.

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The Council maintains strict criteria for investment counterparties and monitors activity against these criteria. As a result of this high credit criteria there has been no experience of defaults. The Council refers to an approved list of organisations for investment purposes, assessed by the rating agencies, consisting of major banks, building societies and other local authorities. Maturity limits apply for each counterparty category and maximum investment limits also exist per counterparty and per sector.

No breaches of these criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any counterparty in relation to financial deposits.

The following analysis summarises the Authority's potential maximum exposure to credit risk, based on experience of default assessed by the ratings agencies and the Council's experience of its customer collection levels over the last three financial years, adjusted to reflect current market conditions.

### 22a Credit Risk

Credit Risk	Actual Amount March 2023 £000s	Historical default £000s	Adjusted for market conditions %	Estimated maximum exposure March 2023 £000s	Estimated maximum exposure March 2022 £000s
Cash and Cash Equivalents	5,042	0.00%	0.00%	-	-
Investments - Bank Deposits	1,170	0.00%	0.00%	-	-
Investments - Others	-	0.00%	0.00%	-	-
Long Term Debtors	242	0.00%	0.00%	-	-
Short Term Trade Debtors	3,522	6.60%	7.00%	403	450
<b>Total Financial Assets</b>	<b>9,976</b>			<b>403</b>	<b>450</b>

### 22b Trade Debtors

The Council does not generally allow credit for its trade debtors. The Council reports the level of trade debts outstanding each quarter in the financial monitoring report to Cabinet, which is available on the website. The balance of Trade Debtors at 31<sup>st</sup> March 2023 stood at £4,840k (£2,805k at March 2022). Against this the Council held an Expected Credit Loss Impairment of £1,318k (£1,275k at March 2022), as shown in the table below.

Short Term Trade Debtors by age	31st March 2022 £000s	31st March 2023 £000s
Less than 3 months	1,180	2,684
Three to six months	32	101
Six months to one year	243	489
Over one year	1,374	1,566
Expected Credit Loss Impairment	(1,275)	(1,318)
<b>Total Net Trade Debtors</b>	<b>1,554</b>	<b>3,522</b>

### Liquidity Risk

The council has ready access to borrowings from the Public Works Loan Board for long term borrowing and the Money Markets to cover any day-to-day cash flow need. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.



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The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury management and investment strategy reports), as well as through cash flow management procedures required by the Code of Practice. The Council's performance in managing its current cash position is reported each month in the financial monitoring reports available on the website.

### Refinancing and Maturity Risk

The approved prudential indicator limits for the maturity structure of debt and the limits placed on investments of greater than one year in duration are the key parameters used to address this risk. The approved treasury and investment strategy addresses the main risks and sets the operational parameters should the Council ever need to borrow funds.

### Market Risk

There are three related risks the Council is aware of: interest rate risk, price risk and foreign exchange risk.

#### *Interest Rate Risk*

The Council has limited exposure to interest rate movements on its borrowings and investments. Borrowings are carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Comprehensive Income and Expenditure Statement and reflected in the General Fund Balance.

The Council has a number of strategies for managing interest rate risk. The annual Medium Term Financial Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. The aim of the prudential indicators is to contain the activity of the treasury function within certain limits reducing the risk or likelihood of an adverse movement in certain interest rates or borrowing decisions that could impact negatively on the Council's overall financial position.

Within this Strategy prudential indicators are set which provide maximum and minimum limits for fixed and variable interest rate exposure. The Financial Services staff monitor markets and forecast interest rates within the year to adjust exposure appropriately. The indicators in force during 2022/23, which were approved along with the Council's annual budget in February 2022, are shown below.

Limits in interest rate exposure	2021/22	2022/23
Max principal sums borrowed > 364 days	£20.75m	£20.75m
Borrowing limits on Fixed Interest Rates	100%	100%
Borrowing limits on Variable Interest Rates	0%	0%
Max sums invested > 364 days	£0m	£0m
Max sums invested with single body	£8m/50%	£8m/50%
Max sums invested with any group	£10m	£10m

If all lending interest rates had been 1% higher, with all other variables held constant, the financial effect would only impact on the interest receivable on variable rate investments by an extra £114k at 31<sup>st</sup> March 2023. All other interest payable and receivable is fixed.

#### *Price Risk*

The Council does not invest in instruments with this type of risk.

#### *Foreign exchange risk*

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

### Note 23 Debtors

The short-term debtors are shown below.

Debtors	31 <sup>st</sup> March	31 <sup>st</sup> March
	2022	2023
	£000s	£000s
Central Government Bodies	2,087	1,496
Other Local Authorities	1,651	1,543
Other entities and individuals		
Council Tax	679	145
Retained Business Rates	(650)	440
Housing Benefits	94	-
Advance Payments	304	352
Sundry Trade Debtors	2,829	4,840
Credit Loss Impairment	(1,275)	(1,318)
	1,981	4,459
<b>Net Balance at 31st March</b>	<b>5,719</b>	<b>7,498</b>

### Note 24 Short Term Investments and Cash and Cash Equivalents

Short Term Investments and Cash & Cash Equivalents	31 <sup>st</sup> March	31 <sup>st</sup> March
	2022	2023
	£000s	£000s
Short Term Investments	5,820	1,170
<b>Short-term Investments at 31st March</b>	<b>5,820</b>	<b>1,170</b>
Bank Deposits - Current Accounts	11,234	5,041
Petty Cash Accounts	1	1
<b>Cash and cash equivalents at 31st March</b>	<b>11,235</b>	<b>5,042</b>

To allow added flexibility and speed to the response to the current economic climate, particularly in the payment of grant support, a higher level of cash was held in the council's Bank Current Accounts at the end of the financial year.

### Note 25 Assets Held for Sale

Current Assets held for sale	2021/22	2022/23
	£000s	£000s
Balance at 1st April	39	584
Revaluation Gain on Dipsoal	-	1
Revaluation gains/(losses) to the Revaluation Reserve	545	(15)
<b>Balance at 31st March</b>	<b>584</b>	<b>570</b>

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## Note 26 Creditors

Creditors	31 <sup>st</sup> March	31 <sup>st</sup> March
	2022	2023
	£000s	£000s
Central Government Bodies	8,835	1,937
Other Local Authorities	257	110
Bodies external to government		
Advance Receipts: Council Tax	94	108
Advance Receipts: Retained Business Rates	20	56
Advance Receipts: Others	706	550
Accumulated Absences	56	56
Sundry Trade Creditors	3,280	3,476
<b>Balance at 31st March</b>	<b>13,248</b>	<b>6,293</b>

## Note 27 Borrowing

In March 2010 the Council took out a PWLB loan of £4.6m over a life of 25 years at 4.49% to support the Council's capital spending, including the planned investment resulting from the Leisure Services Review. In August 2019 the Council took out a further loan of £2m over 20 years at 1.34%. Repayment of both loans is based on equal instalments of principal.

PWLB Borrowing	31 <sup>st</sup> March	31 <sup>st</sup> March
	2022	2023
	£000s	£000s
Repayable in less than 12 months	234	234
Repayable between 1 and 2 years	234	234
between 2 and 5 years	702	702
between 5 and 10 years	1,170	1,170
in 10 years or more	1,802	1,518
<b>Balance at 31st March</b>	<b>4,142</b>	<b>3,858</b>

## Note 28 Provisions

Provisions	31st March	Movement in Year	31 <sup>st</sup> March
	2022		2023
	£000s		£000s
Business Rate Appeals Provision	1,673	(796)	877
Strategic Housing Provision	152	(3)	149
Corporate Services	397	(112)	285
Other Provisions	126	(115)	10
<b>Total Provisions</b>	<b>2,348</b>	<b>(1,026)</b>	<b>1,321</b>

## Note 29 Short-term Grant Receipts in Advance

This account holds the movements between grants received and those recognised through the CIES when the grant conditions have been met.

In 2017/18 a grant of £3,421k was received in advance from Lancashire County Council towards the construction of the new bus station element of the Spinning Point Phase 1 project. Construction of a new bus station began in January 2019 and the facility was opened in December 2019. The remaining

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grant was to be used to landscape the surrounding area and this work was completed in year ending March 2023.

During 2022/23 the Council was awarded funding through the UK Shared Prosperity Fund and the ringfenced monies unspent at the year end have been held as grant receipts in advance until such a time that the funds are spent and the conditions met.

Short-term Grant Receipts in Advance	31 <sup>st</sup> March 2022 £000s	31 <sup>st</sup> March 2023 £000s
<b>LCC Grant for Spinning Point Phase 1</b>		
Balance Brought forward	41	41
Grant received/(repaid) in the year	-	-
Amounts recognised into the CIES (conditions met)	-	(41)
<b>UKSPF Grants - Revenue</b>		
Grant received/(repaid) in the year	-	296
Amounts recognised into the CIES (conditions met)	-	(143)
	41	153
<b>Balance at 31st March</b>	<b>41</b>	<b>153</b>

### Note 30a Usable Reserves

The overall movements in the Council's Usable Reserves can be seen in the Movement in Reserves Statement. Further details on the movements in the individual Earmarked Reserves and Capital Grants Unapplied accounts can be found below, along with greater explanation of the activity on the Usable Capital Receipts Reserve.

#### Note 30a - Earmarked Reserves

Employment & Transport Reserve – re future investment in transport and employment opportunities.

Leisure Reserve – This reserve is held to meet any potential leisure expenditure i.e. feasibility studies

Directorate Investment Reserve – This reserve holds unspent budgets future one-off revenue projects.

Directorate Operational Reserve – This reserve holds funds set aside for ongoing or incomplete revenue projects where there is no contractual obligation but member approval has been granted.

Homelessness Reserve – This reserve holds funds for supporting ongoing and future projects to tackle homelessness within Rossendale.

Vehicle Reserve – To support vehicle maintenance costs and the rolling replacement programme.

Transitional Reserve – This reserve is to support the Council in its medium-term financial strategy.

Individual Registration Reserve – Individual electoral registration implementation began in summer 2014 and this reserve was established to hold grant funds received during 2013/14 to be matched against costs as they arose over the subsequent years.

Business Rates Retention Reserve – Following the localisation of non-domestic rates in April 2013, this reserve was established with the additional grant received for Small Business Rate Relief to support any future volatility of this new resource stream. The balance on this reserve will also be required to support the deficit on the Collection Fund Adjustment Account. Under the timings permitted by the Code each year's surplus or deficit will not impact on the CIES until the following year.

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Planning Strategy Reserve – This reserve is to cover the costs of public scrutiny associated with reviews of planning strategy in the future.

Tourism Strategy Reserve – Since the Tourism Officer post was disestablished in 2011/12, monies have been set aside to allow the Council to support various events/ activities.

Haslingden Regeneration Reserve – The Council has previously set aside £100k to provide pump-priming funds for the wider regeneration of Haslingden.

Rawtenstall Bus Station Reserve – This reserve holds the commuted sum received from Lancashire County Council to cover future maintenance costs associated with the Rawtenstall Bus Station.

Response and Recovery Reserve – The Council received a number of grants in response to Covid19 to support service delivery and the community through the pandemic.

Earmarked Reserves	Balance 31 <sup>st</sup> March 2022 £000s	Income & Transfer to Reserves £000s	Transfers between Reserves £000s	Utilised from Reserves £000s	Balance 31 <sup>st</sup> March 2023 £000s
Employment & Transport	270		(260)	(10)	-
Leisure Reserve	47			(17)	30
Directorate Investment	74		(74)		-
Directorate Operational Reserves	929	423		(156)	1,196
Homelessness	371	50			421
Vehicle Repairs & Replacement	189			(189)	-
Transitional Reserve	1,895		2,362	(1,194)	3,063
Individual Registration	89	35			124
Business Rates Retention	4,394	646	(2,028)	(1,984)	1,028
Planning Strategy	65				65
Tourism Strategy	28				28
Haslingden Regeneration	38			(4)	34
Rawtenstall Bus Station	517			(17)	500
Response and Recovery	660	94		(45)	709
Asylum Dispersal Funds		135			135
Ukraine Guests		151			151
	<b>9,566</b>	<b>1,534</b>	<b>-</b>	<b>(3,616)</b>	<b>7,484</b>



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## Note 30b - Capital Receipts Reserve

These are capital receipts (net of asset values) which have not yet been used to finance capital expenditure or repay debt.

Usable Capital Receipts Reserve	2021/22 £000s	2022/23 £000s
Balance at 1st April	3,085	2,447
Capital receipts in year	396	84
Capital receipts used to fund capital expend	(1,034)	(600)
<b>Non Empty Homes sub-total</b>	<b>2,447</b>	<b>1,931</b>
<b>Empty Homes</b>		
Balance at 1st April	2	2
Capital receipts in year	-	-
Capital receipts used to fund capital expend	-	-
<b>Empty Homes sub-total</b>	<b>2</b>	<b>2</b>
<b>Balance at 31st March</b>	<b>2,449</b>	<b>1,933</b>

## Note 30c - Capital Grants Unapplied Account

Capital grants and other contributions are accounted for on an accruals basis and recognised in the accounting statements when the conditions for their receipt have been complied with.

Capital Grants Unapplied Account	Balance 31 <sup>st</sup> March 2022 £000s	Grants Received £000s	Grants Applied £000s	Balance 31 <sup>st</sup> March 2023 £000s
Disabled Facilities Grants	2,222	1,160	(804)	2,578
	<b>2,222</b>	<b>1,160</b>	<b>(804)</b>	<b>2,578</b>



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## Note 31 Unusable Reserves

### 31a Revaluation Reserve

The Revaluation Reserve contains unrealised revaluation gains, net of depreciation and disposals on that revaluation amount, on a strict per-asset basis. This Reserve is matched by fixed assets within the Balance Sheet. It does not represent resources available to the authority.

Revaluation Reserve	2021/22 £000s	2022/23 £000s
Balance at 1st April	10,189	14,592
Surplus/(Deficit) on revaluation of assets in the year		
Property, Plant & Equipment	4,664	329
Value of assets disposed of in the year	(5)	(2)
Depreciation in the year	(223)	(230)
(Impairments)/Impairment Reversals in the year	(33)	(24)
<b>Balance at 31st March</b>	<b>14,592</b>	<b>14,665</b>

### 31b Capital Adjustment Account

The Capital Adjustment Account provides a balancing mechanism between the different rates at which assets are depreciated under the Code and are financed through the capital controls mechanism.

In the main this account holds the gains on historical revaluations of the assets still held by the Council, depreciated over the life of the assets. It is managed as a total figure, not on a per-asset basis, and does not represent cash resources available to the authority.

Capital Adjustment Account	2021/22 £000s	2022/23 £000s
Balance at 1st April	11,405	13,451
Revenue and Capital Receipts used to finance capital		
Revenue Contributions	26	-
Useable Capital Receipts	1,033	600
Capital Grants and Contributions	3,040	1,560
Losses on Revaluation of assets		
Property, Plant & Equipment	(432)	(212)
Write off NBV of disposals (net of Revaluation Reserve)	(68)	(29)
Minimum Revenue Provision for repayment of debt	483	413
Depreciation of Property, Plant and Equipment	(646)	(830)
Amortisation of Intangible Assets	(16)	-
Impairment of Property, Plant & Equipment assets	(44)	(51)
Revenue Expenditure funded from Capital under statute	(1,330)	(1,142)
Non Empty Homes sub-total	13,451	13,760
<b>Empty Homes</b>		
Balance at 1st April	(1,017)	(1,180)
Revenue and Capital Receipts used to finance capital		
Revenue Contributions	-	-
Useable Capital Receipts	-	-
Revenue Expenditure funded from Capital under statute	(163)	(396)
Empty Homes sub-total	(1,180)	(1,576)
<b>Balance at 31st March</b>	<b>12,271</b>	<b>12,184</b>

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## 31c Deferred Capital Receipts Account

The Deferred Capital Receipts holds the value of renovation loans on the East Lancs Empty Homes properties.

Deferred Capital Receipts Account	31 <sup>st</sup> March 2022 £000s	31 <sup>st</sup> March 2023 £000s
<b>East Lancs Empty Homes Scheme Loans</b>		
Balance at 1st April	1,324	1,265
New Deferred Receipts	10	-
Amounts received	(69)	-
<b>Balance at 31st March</b>	<b>1,265</b>	<b>1,265</b>

## 31d Collection Fund Adjustment Account

The Collection Fund Adjustment Account allows for differences between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund. The balance on the account represents the Council's share of the Collection Fund surplus or deficit. The large balance relating to Business Rates is offset by Section 31 grants received from Central Government.

Rosendale Borough Council - Collection Fund Adjustment Account	2021/22		2022/23	
	Council Tax	Business Rates	Council Tax	Business Rates
	£000	£000	£000	£000
Accumulated Surplus/(Deficit) at 1st April	(101)	(2,813)	(18)	(1,531)
Prior year (Surplus)/Deficit transferred to/from revenue	58	2,048	(64)	906
Apportioned Estimated Surplus/(Deficit) for the year	(65)	(906)	125	(479)
Apportioned Final Surplus/(Deficit) for the year	90	140	(41)	1,092
<b>Accumulated Surplus/(Deficit) at 31st March</b>	<b>(18)</b>	<b>(1,531)</b>	<b>2</b>	<b>(12)</b>

## Note 32 Local Government Pension Scheme – a defined benefit scheme

The following note explains the terms and conditions of the retirement benefits of the Council officers and other employees. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments that need to be disclosed at the time that the employees earn their future entitlement.

The authority participates in the Local Government Pension Scheme administered by Lancashire County Council – this is a funded scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The Lancashire County Pension Fund is a multi-employer arrangement, under which each employer is responsible for the pension cost, liabilities and funding risks relating to its own employees and former employees. Each employer's contributions to the Fund are calculated in accordance with the LGPS Regulations, which require an actuarial valuation to be carried out every three years.

The latest actuarial valuation of the Fund was carried out as at 31 March 2022, and at that date showed a funding level of 115% (up from 100% at the last valuation - assets of £10.7bn against accrued liabilities of about £9.3bn). The weighted average duration of the liabilities of the fund is 10



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years, measured on the IAS19 assumptions. The duration of the liabilities for the individual employers which participate in the scheme can be significantly different from this, reflecting the profile of its employees and former employees.

The Fund targets a pension paid throughout life. The amount of the pension depends on how long employees are active members of the scheme and their salary when they leave the scheme (a “final salary” scheme) for service up to 31 March 2014 and a re-valued average salary (a “career average” scheme) for service from 1 April 2014 onwards.

### Impact of McCloud judgement

On 16 July 2020 the Minister for Housing Communities and Local Government (MHCLG) released the consultation on the McCloud remedy for the LGPS in England and Wales. The key feature of the proposed remedy was broadly as expected in that the final salary scheme underpin is to be extended to a wider group of members for service up to 31 March 2022 but there are a small number of areas of detail which will need further consideration.

An allowance for the McCloud remedy is included in the 31 March 2023 figures, and will be included in future calculations on an ongoing basis (unless there are specific reasons or instruction not to do so). The calculations of the additional liabilities and service costs have generally been done in line with the proposed underpin in the consultation. However there are some minor changes to the underpin for all members who were active on or before 31 March 2012 (e.g. it can now apply historically to members leaving service after 1 April 2014), and the calculation will apply retrospectively even in those cases where a member no longer has a benefit entitlement from the Fund. Other than in exceptional circumstances the impact of these minor proposed changes is expected to be nil.

Furthermore when calculating the potential cost of the McCloud Judgement as part of the 2022 actuarial valuations the Funds Actuary (Mercers) have carried out a stand-alone estimate of the cost of the McCloud Judgement. It is estimated that the cost is an increase in past service liabilities at the valuation date of £107m and has been included in the 2022 liability figure.

### 32a – Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council’s obligation in respect of its defined benefit plan is as follows:-

Pension Assets and Liabilities recognised in the Balance Sheet	2021/23 £000s	2022/23 £000s
Present value of the defined benefit obligation	(108,435)	(76,054)
Fair value of plan assets	86,998	86,523
<b>Net Asset/(Liability) arising from defined benefit obligation</b>	<b>(21,437)</b>	<b>10,469</b>
Asset Ceiling Adjustment	-	(10,469)
<b>Net Asset/(Liability) after asset ceiling adjustment</b>	<b>(21,437)</b>	<b>-</b>

#### Asset Ceiling

Following the pensions valuation by the Council actuary, the Council determined that the fair value of its pension plan assets outweighed the present value of the plan obligations at 31 March 2023, resulting in a pension plan asset for the first time. IAS 19 Employee Benefits requires that, where a pension plan asset exists, it is measured at the lower of:

- The surplus in the defined benefit plan; and
- The asset ceiling.

The asset ceiling is the present value of any economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan. The Council’s actuary calculated the asset

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ceiling as the net present value of future service costs less the net present value of future contributions.

The Council has therefore limited the pension asset recognised in the balance sheet to the asset ceiling. The adjustment has been recognized within the comprehensive income and expenditure in the CIES.

### 32b - Present Value of Scheme Liabilities

The following table reconciles the opening and closing values of the scheme liabilities.

Scheme Liabilities	2021/22 £000s	2022/23 £000s
Scheme Liabilities as at 1 <sup>st</sup> April	108,200	108,435
Current Service Cost	1,694	1,785
Interest on Pension Liabilities	2,239	2,987
Member Contributions	285	301
Past Service cost/(gain)	-	-
Remeasurement of liabilities	(523)	(33,624)
Benefits/transfers paid	(3,460)	(3,830)
<b>Scheme Liabilities as at 31<sup>st</sup> March</b>	<b>108,435</b>	<b>76,054</b>

Of the above liabilities there is an unfunded element, for which the value at 31<sup>st</sup> March 2023 was £1,315k (£1,389k at 31<sup>st</sup> March 2022).

### 32c - Present Value of Scheme Assets

The following table reconciles the opening and closing values of the scheme assets.

Scheme Assets	2021/22 £000s	2022/23 £000s
Scheme Assets as at 1 <sup>st</sup> April	78,052	86,998
Interest on plan assets	1,626	2,413
Remeasurement of assets	9,448	(361)
Administration expenses	(26)	(28)
Employer contributions	1,073	1,030
Member contributions	285	301
Benefits/transfers paid	(3,460)	(3,830)
<b>Scheme Assets as at 31<sup>st</sup> March</b>	<b>86,998</b>	<b>86,523</b>

### 32d - Major Categories of Scheme Assets

Scheme Assets	31 <sup>st</sup> March 2022		31 <sup>st</sup> March 2023	
	£000s	%	£000s	%
Equities	104	0.1%	101	0.1%
Bonds	678	0.8%	178	0.2%
Property	1,389	1.6%	1,303	1.5%
Alternatives	82,637	95.0%	84,253	97.4%
Cash & Cash equivalents	2,190	2.5%	688	0.8%
<b>Total Scheme Assets</b>	<b>86,998</b>		<b>86,523</b>	

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## 32e - Scheme Membership

The membership of the scheme was as follows:-

Scheme Membership	31st March	31 <sup>st</sup> March
	2022	2023
Active Members	155	156
Deferred Members	244	241
Pensioners	421	424
Spouses / dependents	107	110

## 32f - Comprehensive Income and Expenditure Account

Authorities recognise the cost of retirement benefits in the Comprehensive Income and Expenditure Statement when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required against council tax is based on the cash payable in the year, so that the real cost of retirement benefits is reversed out in the Movement in Reserves Statement and replaced with the cash paid in the year.

The table below shows transactions within the Comprehensive Income and Expenditure Statement and the corresponding adjustments made in the Movement in Reserves Statement.

Reconciliation of the movement in the Pension Fund Reserve	2021/22	2022/23
	£000s	£000s
<b>Comprehensive Income and Expenditure Statement</b>		
Net Costs of Services - Current Service Cost	1,694	1,785
Past Service cost/(gain)	-	-
Financing and Investment Income and Expenditure		
Interest cost	613	574
Expected return on assets in the scheme	(9,448)	361
Administration expenses	26	28
<b>Total post-employment benefit charged to the Surplus or Deficit on the Provision of Services</b>	<b>(7,115)</b>	<b>2,748</b>
<b>Other Comprehensive Income and Expenditure</b>		
Actuarial (gains)/losses	(523)	(33,624)
<b>Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement</b>	<b>(7,638)</b>	<b>(30,876)</b>
<b>Movement in Reserves Statement</b>		
Reverse net charges for retirement benefits in accordance with the Code	7,115	(2,748)
<b>Actual charge to the General Fund Balance in the year</b>		
Employer's contributions payable to the scheme	1,073	1,030

## 32g – Re-measurement impacts in the Other Comprehensive Income & Expenditure Statement

Remeasurement Gains/(Losses)	2021/22	2022/23
	£000s	£000s
Experience gains/(losses)	294	6,605
Gains/(losses) on financial assumptions	-	(37,709)
Gains/(losses) on demographic assumptions	(817)	(2,520)
Remeasurement of Liabilities gains/(losses)	(523)	(33,624)
<b>Net Actuarial gains/(losses) in current year</b>	<b>(523)</b>	<b>(33,624)</b>

# Core Financial Statements

## 32h – Actual gains and losses on plan assets

The actual gains measured against experience gains/(losses) in the year can be seen in the following table, along with the relevant percentages of period-end assets and liabilities which these values represent:

Actual Gains/(Losses)	2021/22		2022/23	
	£000s	%	£000s	%
Actual Return on Plan Assets	11,075	12.7%	2,730	3.2%

## 32i - Actuarial Assumptions

The Borough Council fund liabilities and assets have been assessed by Mercer Human Resource Consulting, an independent firm of actuaries. The main assumptions used in their calculations at the beginning and end of the year are shown below, with an effective date of 31<sup>st</sup> March 2023.

The liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.

Assets in the Lancashire Pension Fund are valued at fair value, principally market value for investments, and consist of the following categories, by proportion with their expected rates of return at the beginning and end of the year:

Actuarial Assumptions	Beginning of Period %	End of Period %
<b>Duration information as at the end of the accounting period</b>		
Estimated Macaulay duration of liabilities	14 yrs	15 yrs
Duration profile used to determine assumptions	Retired	Very Mature
<b>Financial Assumptions</b>		
Rate of CPI inflation	3.40%	2.70%
Rate of increase in salaries	4.90%	4.20%
Rate of increase in pensions	3.50%	2.80%
Discount rate	2.80%	4.80%
<b>Post retirement mortality assumptions</b>		
Non-retired members (retiring in the future in normal health)	S3PA CMI_2021_1.75% (110% M, 94% F)	S3PA CMI_2021_1.5% (119% M, 105% F)
Current pensioners (retired in normal health)	S3PA CMI_2021_1.75% (103% M, 91% F)	S3PA CMI_2021_1.5% (113% M, 105% F)
<b>Life expectancy</b>		
of a male (female) future pensioner aged 65 in 20 yrs	23.7 (26.8) yrs	22.8 (25.6) yrs
of a male (female) current pensioner aged 65	22.3 (25) yrs	21.5 (23.8) yrs
<b>Takeup of option to convert annual pension into lump sum at retirement</b>	50% take maximum cash, 50% take 3/80ths cash	
<b>Market value of total fund assets</b>		
	£10,712m	£10,743m
Last actuarial valuation 31st March 2022	bid value at 31st March 2022	bid value at 28th February 2023

## 32j – Sensitivity Analysis of Actuarial Assumptions

Under IFRS the assumptions made by the actuary must be submitted to a sensitivity analysis. Below are the main assumptions used by the actuary and the effects on the pension fund accounts if those assumptions changed.

## Core Financial Statements

Sensitivity analysis based on assumptions as at 31st March 2023	Central Estimates for 2022/23 £000s	Sensitivity 1	Sensitivity 2	Sensitivity 3	Sensitivity 4	Sensitivity 5	
		+ 0.1% p.a. discount rate	+ 0.1% p.a. inflation	+ 0.1% p.a. salary inflation	+ 1 yr to member's life expect	change in investment returns	
		£000s	£000s	£000s	£000s	+1% £000s	-1% £000s
Liabilities	76,054	71,019	78,747	76,282	77,691	76,054	76,054
Assets	(86,523)	(86,523)	(86,523)	(86,523)	(86,523)	(87,380)	(85,666)
Deficit/(Surplus)	(10,469)	(15,504)	(7,776)	(10,241)	(8,832)	(11,326)	(9,612)
Projected current service cost	788	669	856	788	809	788	788
Projected net interest cost	(523)	(844)	(389)	(508)	(440)	(564)	(482)
Projected Employer contributions	(838)	(838)	(838)	(838)	(838)	(838)	(838)

### 32k – Budgeting figures used in the Assumptions

Budgets used in assumptions for following year	2021/22 £000s	2022/23 £000s
<b>Projected Pension cost next year</b>		
Estimated Pay	4,355	4,614
Service Cost (% of pay)	37.2%	16.7%
Implied Service Cost including interest	1,645	788
Net Interest Cost	585	(523)
Administration Expenses	26	28
	<b>2,256</b>	<b>293</b>
<b>Projected employer contributions next year</b>		
Normal contributions	(956)	(674)
£ for £ recharges	(147)	(164)
	<b>(1,103)</b>	<b>(838)</b>
<b>Projected deficit/(surplus) for operations next year</b>	1,153	(545)
<b>Projected deficit/(surplus)</b>	21,437	(10,469)
<b>Projected deficit/(surplus) at end of next year</b>	<b>22,590</b>	<b>(11,014)</b>

### Note 33 Contingent Assets & Liabilities

#### Contingent Assets

There are no known contingent assets.

#### Contingent Liabilities

There are no known contingent liabilities.

# Core Financial Statements

Note 34 Cash Flow notes

Note 34a Reconciliation of Revenue Surplus to Net Cash Flow

Reconciliation of I&E Surplus to Net Cash Flow from revenue activities	RBC	
	31st March 2022 £000s	31st March 2023 £000s
<b>Adjustments for non-cash movements</b>		
Depreciation and Impairments	946	1,135
Amortisation of Intangible Assets	16	-
Revaluation losses charged to Revenue	432	212
Carrying amount of non-current assets sold	73	31
Pension Fund Adjustment	1,260	1,357
<b>Adjustments between accruals and cash accounting</b>		
(Incr)/Decr in Long Term Debtors	50	30
(Incr)/Decr in Inventories	(34)	(60)
(Incr)/Decr in Debtors	1,207	(1,779)
Incr/(Decr) in Creditors	1,882	(6,955)
Less cash (Outflows)/Inflows from agency operations	113	(369)
Incr/(Decr) in Grant Receipts in Advance	-	112
Incr/(Decr) in Provisions	(79)	(1,027)
Incr/(Decr) in Pension Fund Prepayment	(864)	(900)
<b>Adjust net surplus or deficit on the provision of services for non-cash movements</b>	<b>5,002</b>	<b>(8,213)</b>
<b>Adjustments for investing and financing activities</b>		
Additions to PPE & intangible assets	3,998	2,038
Proceeds from the sale of PPE	(401)	(85)
Other income	(1,822)	(453)
<b>Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities</b>	<b>1,775</b>	<b>1,500</b>

Note 34b Net Change in Liquid Resources

Net change in liquid resources	31 <sup>st</sup> March 2022 £000s	31 <sup>st</sup> March 2023 £000s	Movement £000s
Cash in Hand	1	1	-
Cash at Bank	11,234	6,212	(5,022)
<b>Net Book Value at 31st March</b>	<b>11,235</b>	<b>6,213</b>	<b>(5,022)</b>

# Core Financial Statements

## **Note 35 Accounting Standards Issued, but not yet adopted**

The Council is required to disclose the impact on an accounting change required by a new accounting standard that has been issued on or before 1 January but not yet adopted by the Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified, this would result in an impact on disclosures spanning two financial years.

The 2023/24 Code will introduce the following amendments:

- IFRS 16 Leases
- Definition of Accounting Estimates (Amendments to IAS 8)
- Disclosure of Accounting Policies (Amendments to IAS 1 and IFRS Practice Statement 2)
- Deferred Tax related to Assets and Liabilities arising from a Single Transaction (Amendments to IAS 12)
- Updating a Reference to the Conceptual Framework (Amendments to IFRS 3)

These changes are not anticipated to have a material impact on the Council's accounts.

## **Note 36 Critical judgements in applying accounting policies**

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

- Estimates for depreciation of assets in any one year depend upon the forecast life of the assets. The asset life of buildings is determined by a qualified valuer at each revaluation date and in the case of vehicles, equipment and intangible assets by Council staff.
- Estimates for impairment of assets are performed by a qualified valuer at the end of each year to reflect any abnormal changes in property values between full formal reviews within the 5-year rolling revaluation programme.
- Following the introduction of the Business Rates Retention Scheme in April 2013, Local Authorities are liable for a share of the cost of successful appeals by businesses against their rateable value in 2022/23 and earlier financial years. A provision has been calculated based on information provided by Analyse Local who use the latest Valuation Office Agency (VOA) ratings list of appeals and an analysis of successful appeals to date. The Council's share of the business rate appeals provisions at 31 March 2023 was £877k.

## **Note 37 Events after the Balance Sheet date**

This DRAFT Statement of Accounts was authorised for release by the Chief Finance Officer on 31<sup>st</sup> January 2024. Events taking place after this date are not reflected in the financial statement or notes. Where events taking place before this date provided information about conditions existing at 31<sup>st</sup> March 2023, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

## Core Financial Statements

### Note 38 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 31<sup>st</sup> March 2023 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	The Council's fixed assets are valued on the balance sheet in accordance with the statement of asset valuation principles and guidance notes issued by the Royal Institute of Chartered Surveyors (RICS). The Council carries out a rolling programme that ensures all Plant, Property and Equipment required to be measured at fair value is revalued within a five year cycle. All assets reviewed had a valuation date of 1 April 2022. Any material changes after the valuation date have been accounted for.	The Council's property assets that are vulnerable to uncertainty are those valued under Current Value and Fair Value. There is the possibility that these values may change and as an illustration a 1% variation in these valuations could affect the assets values by £341k. The Council will continue to review their current valuation programme and reflect any changes in future valuation reports.
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns in pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p> <p>During 2022/23 the Council's actuaries advised that the net liability had decreased due to the re-measurement of assets and liabilities and the fund is now in surplus at £10.5k (at 2021/22 it was a £20.5k deficit). The recovery of the fall in equity markets due to the Covid-19 pandemic have been reflected in the accounting figures provided by the actuary.</p>	Sensitivity to the factors contributing to this estimate is shown in Note 32. Small changes have major impacts on the pension liability. A 0.1% per annum increase in the discount rate assumption would result in a decrease in the pension liability of £1.5m. A one year addition to the members' life expectancy would result in an increase in the pension liability of £3.3m



## Core Financial Statements

<p>Business Rates - NNDR</p>	<p>Since the introduction of the Business Rates Retention Scheme effective 1 April 2013, Local Authorities are liable for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. A provision has been recognised for these liabilities up to and including 31 March 2022. The estimate has been calculated using the Valuation Office (VAO) ratings list of appeals and with support from LG Futures. The costs will be shared between Central Government, Rosendale Borough Council, Lancashire County Council and Lancashire Combined Fire Authority.</p>	<p>The Council's share of the business rate appeals provision is £877k, this has decreased by £796k from the previous year. The decrease is due to several successful large appeals during 2022/23.</p>
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Unaudited

## Collection Fund

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate collection fund. The statement below shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

COLLECTION FUND	2021/22		2022/23	
	Council Tax £000	Business Rates £000	Council Tax £000	Business Rates £000
<b>Income</b>				
Council Tax	43,309	-	45,199	-
Non Domestic Rates	-	10,687	-	10,614
<b>Apportionment of Previous Year (Surplus)Deficit</b>				
Central Government	-	2,809	-	1,132
Rossendale Borough Council	58	2,048	(64)	906
Lancashire County Council	294	434	(325)	204
Police & Crime Commissioner for Lancashire	44	-	(51)	-
Lancashire Combined Fire Authority	15	51	(16)	23
<b>Total Income</b>	<b>43,720</b>	<b>16,029</b>	<b>44,743</b>	<b>12,879</b>
<b>Expenditure</b>				
Precepts paid out				
Central Government	-	6,010	-	5,646
Lancashire County Council	29,677	1,082	31,164	1,016
Rossendale Borough Council	5,811	4,808	5,985	4,517
Lancashire Police Authority	4,615	-	4,866	-
Lancashire Fire Authority	1,473	120	1,590	113
Whitworth Town Council	56	-	58	-
<b>Charges to the Collection Fund</b>				
Write off of uncollectable amounts	155	120	253	29
Increase/(Decrease) in Bad/Doubtful Debts impairment allowance	1,368	(87)	683	(106)
Increase/(Decrease) in Provision for Appeals	-	342	-	(1,989)
Cost of Collection Allowance	-	96	-	96
NNDR Transitional Protection Payments	-	(63)	-	(418)
Renewable energy	-	175	-	178
<b>Total Expenditure</b>	<b>43,155</b>	<b>12,603</b>	<b>44,599</b>	<b>9,082</b>
<b>Surplus/(Deficit) for the Year</b>	<b>565</b>	<b>3,426</b>	<b>144</b>	<b>3,797</b>
<b>Surplus/(Deficit) Brought Forward</b>	<b>(697)</b>	<b>(7,761)</b>	<b>(132)</b>	<b>(4,335)</b>
<b>Surplus/(Deficit) Carried Forward</b>	<b>(132)</b>	<b>(4,335)</b>	<b>12</b>	<b>(538)</b>
<b>Allocated to</b>				
Central Government	-	(2,098)	-	(200)
Lancashire County Council	(93)	(414)	12	(72)
Rossendale Borough Council	(18)	(1,778)	-	(259)
Lancashire Police Authority	(16)	-	-	-
Lancashire Fire Authority	(5)	(45)	-	(7)
	<b>(132)</b>	<b>(4,335)</b>	<b>12</b>	<b>(538)</b>

# Collection Fund

## Collection Fund Note 1 Council Tax Base

Council Tax derives from charges raised according to the value of residential properties, which have been classified into nine valuation bands (A-H) for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council for the forthcoming year and dividing this by the Council Tax base i.e. the equivalent number of Band D dwellings.

The basic amount of Council Tax for a Band D property rose in 2022/23 from £2,040.85 to £2,118.81 following increases by all preceptors.

The council tax base has been calculated as follows:-

Band	Ratio to Band D	Total No. Properties	Total equiv No. after Discounts & Exemptions	2022/23 Band D Equivalent	2021/22 Band D Equivalent
Special	5/9		43.5	24.2	30.1
A	6/9	16,332	11,408.0	7,605.3	9,412.2
B	7/9	5,077	4,179.5	3,250.7	3,535.0
C	8/9	4,294	3,780.4	3,360.4	3,503.1
D	1	3,416	3,149.9	3,149.9	3,181.5
E	11/9	2,003	1,859.9	2,273.2	2,303.6
F	13/9	695	663.3	958.1	949.4
G	15/9	455	417.1	695.2	693.3
H	2	39	27.3	54.5	51.5
		<b>32,311</b>	<b>25,528.7</b>	<b>21,371.5</b>	<b>23,659.7</b>
Less adjustments for anticipated changes to the base and losses on collection				(791.5)	(3,279.7)
<b>Band D equivalent number of properties</b>				<b>20,580.0</b>	<b>20,380.0</b>

## Collection Fund Note 2 Provision for Rating Appeals

Provision for Rating Appeals	2021/22		2022/23	
	Council Tax £000s	Business Rates £000s	Council Tax £000s	Business Rates £000s
Balance as 1st April	-	3,840	-	4,182
Provision made in year	-	511	-	150
Provision utilised in year	-	(169)	-	(2,139)
<b>Balance at 31st March</b>	<b>-</b>	<b>4,182</b>	<b>-</b>	<b>2,193</b>
<b>Balance at 31st March - Rosendale only</b>	<b>-</b>	<b>1,673</b>	<b>-</b>	<b>877</b>

## Collection Fund Note 3 Provision for Bad Debts

Bad Debts Provision	2021/22		2022/23	
	Council Tax £000s	Business Rates £000s	Council Tax £000s	Business Rates £000s
Balance as 1st April	4,101	1,770	5,469	1,563
Write-offs during year for previous years	(155)	(120)	(253)	(29)
Contribution to provisions during year	1,523	(87)	936	(108)
Net increase/(decrease) in provision	1,368	(207)	683	(137)
<b>Balance at 31st March</b>	<b>5,469</b>	<b>1,563</b>	<b>6,152</b>	<b>1,426</b>
<b>Balance at 31st March - Rosendale only</b>	<b>786</b>	<b>626</b>	<b>836</b>	<b>570</b>

# Collection Fund

## Collection Fund Note 4 Arrears

Arrears	2021/22		2022/23	
	Council	Business	Council	Business
	Tax £000s	Rates £000s	Tax £000s	Rates £000s
Balance as 1st April	6,739	1,780	7,100	1,577
Change in year	361	(203)	1,674	(58)
<b>Balance at 31st March</b>	<b>7,100</b>	<b>1,577</b>	<b>8,774</b>	<b>1,519</b>
<b>Balance at 31st March - Rossendale only</b>	<b>1,020</b>	<b>631</b>	<b>1,193</b>	<b>608</b>

## Collection Fund Note 5 RBC's Shares

RBC's Shares	2021/22		2021/22	
	Council	Business	Council	Business
	Tax £000s	Rates £000s	Tax £000s	Rates £000s
<b>Within Debtors</b>				
Arrears	1,020	631	1,193	608
Less Provision for Bad Debts	(786)	626	(836)	570
	234	1,257	357	1,178
<b>Within Creditors</b>				
Advance Receipts	(95)	(22)	(110)	(94)
<b>Within Provisions</b>				
Provisions for Rating Appeals	-	1,673	-	877

## Collection Fund Note 6 National Non-Domestic Rates (NNDR)

Under the current Business Rate model Rossendale Borough Council retain 40% of the business rates collected locally. Since 1<sup>st</sup> April 2016 Rossendale Borough Council has been a member of the Lancashire Business Rates Pool. The tariff payment into the Pool for 2022/23 was £2,714k (in 2021/22 this was £2,714k).

Non-domestic rates are organized on a national basis. Central Government specifies an amount (51.2p in 2022/23 and 51.2p in 2021/22) and, subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying the rateable value of their property by that amount. The rateable value for business premises in Rossendale increased to £36,253k by March 2023, up from £36,175k in March 2022.

Since 2016/17 Rossendale Borough Council is entitled to keep 100% of the business rates from renewable energy installations. In 2022/23 renewable energy element of the business rates scheme was £178k, compared to £175k in 2021/22.

The net business rates collected within Rossendale (after provision for bad debts and appeals) were £12,680k compared with £10,441k in 2021/22.

# Collection Fund

## Collection Fund Note 7 Lancashire Business Rates Pool

This Council is a member of the Lancashire Business Rates Pool. In a Business Rate Pool, tariffs, top-ups, levies and safety nets are combined. This can result in a significantly lower levy rate or even a zero levy rate meaning that more or all of the business rate growth can be retained within the pool area instead of being payable to the Government.

The Lancashire Business Rates Pool, includes most but not all of the local authorities in Lancashire.

The business rates income allocations in 2022/23 are shown in the table below:

Lancashire Business Rates Pool - Income Allocations for 2021/22 and 2022/23	
District Authorities	40%
Lancashire County Council	9%
Lancashire Combined Fire Authority	1%
	50%
Central Government	50%
<b>Total</b>	<b>100%</b>

As part of the pool arrangements, one authority must be designated as lead authority, which in the case of the Lancashire Business Rates Pool is Ribble Valley Borough Council. As part of this arrangement a fee of £20,000 is payable, charged equally to all members of the pool by Ribble Valley Borough Council in their role as lead.

The retained levy in the Lancashire Business Rates Pool has been distributed as follows:

- Lancashire County Council is paid 10% of the overall retained levy
- Each district within the pool retains 90% of their retained levy.

Lancashire Business Rates Pool Members 2022/23	Authority Type	Tariffs and Top-ups in respect of 2022/23	Retained Levy on Growth 2022/23	10% retained Levy Payable to/received by LCC	Net Retained Levy 2022/23
		£	£	£	£
Burnley Borough Council	Tariff	6,043,499	(1,230,976)	123,098	(1,107,878)
Chorley Borough Council	Tariff	6,503,220	(1,101,286)	110,129	(991,157)
Fylde Borough Council	Tariff	8,101,273	(612,380)	61,238	(551,142)
Hyndburn Borough Council	Tariff	3,969,106	(1,538,593)	153,859	(1,384,734)
Pendle Borough Council	Tariff	3,388,618	(772,596)	77,260	(695,336)
Ribble Valley Borough Council	Tariff	4,311,424	(917,609)	91,761	(825,848)
Rossendale Borough Council	Tariff	2,713,519	(724,988)	72,499	(652,489)
South Ribble Borough Council	Tariff	10,327,203	(1,750,582)	175,058	(1,575,524)
West Lancashire Borough Council	Tariff	8,698,358	(754,599)	75,460	(679,139)
Wyre Borough Council	Tariff	6,837,509	(735,928)	73,593	(662,335)
Lancashire County Council (LCC)	Top-Up	(158,098,681)		(1,013,955)	(1,013,955)
Central Government	-	97,204,952		-	-
<b>Total</b>		-	(10,139,537)	-	(10,139,537)

# Collection Fund

## Collection Fund Note 8

## Council Tax for all Precepting Bodies 2022/23

Precepting Bodies	2021/22	Change	2022/23							
	Band D		Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£		£	£	£	£	£	£	£	£
Rosendale	285.13	1.99%	193.87	226.18	258.49	290.80	355.42	420.04	484.67	581.60
LCC	1,305.55	1.99%	889.69	1,037.97	1,186.25	1,334.53	1,631.09	1,927.65	2,224.22	2,669.06
LCC - Adult Social C	150.64	2.00%	119.84	139.81	159.79	179.76	219.71	259.65	299.60	359.52
Fire	72.27	6.92%	51.51	60.10	68.68	77.27	94.44	111.61	128.78	154.54
Police	226.45	4.42%	157.63	183.91	210.18	236.45	288.99	341.54	394.08	472.90
<b>Total (excl parish)</b>	<b>2,040.04</b>	<b>3.86%</b>	<b>1,412.54</b>	<b>1,647.97</b>	<b>1,883.39</b>	<b>2,118.81</b>	<b>2,589.65</b>	<b>3,060.49</b>	<b>3,531.35</b>	<b>4,237.62</b>
Whitworth Parish	25.81	4.42%	17.91	20.90	23.88	26.87	32.84	38.81	44.78	53.74
<b>Total (incl parish)</b>	<b>2,065.85</b>	<b>3.92%</b>	<b>1,430.45</b>	<b>1,668.87</b>	<b>1,907.27</b>	<b>2,145.68</b>	<b>2,622.49</b>	<b>3,099.30</b>	<b>3,576.13</b>	<b>4,291.36</b>



## Glossary

**Accounting Policies** - The rules and practices adopted that determine how transactions and other events are reflected in financial statements

**Accruals** - The concept is that income is recorded when it is earned rather than when it is received and expenses are recorded when goods or services are received rather than when the payment is made.

**Agency Services** - Services provided by the Council, as an agent on behalf of the responsible body, where the principal reimburses the Council for the cost of the work carried out.

**Auditor's Opinion** - The opinion required by statute from the Council's external auditors, indicating whether the statement of accounts presents a true and fair view of the financial position of the authority.

**Budget** - A statement of the Council's spending plans for revenue and capital expenditure over a specified period of time.

**Business Rates** - From the 1<sup>st</sup> April 2013 non-domestic rates, or Business Rates, were localised. In the past all business rates were collected locally but then paid over to central government and each authority was paid a share of the national pool based upon their population and circumstances.

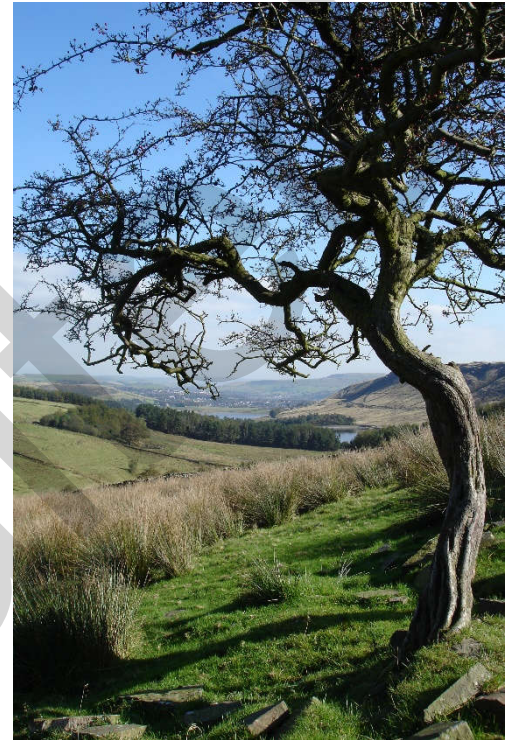
**Capital expenditure** - Spending on the acquisition or maintenance of assets either directly by the Council or indirectly in the form of grants to other persons or bodies. Section 40 of the Local Government and Housing Act 1989 defines 'expenditure for capital purposes'. Expenditure that does not fall within the definition must be charged to a revenue account.

**Capital Receipts** - Proceeds from the sale of fixed assets, such as land or buildings, or the repayment of capital grants or advances.

**Chartered Institute of Public Finance and Accountancy (CIPFA)** - CIPFA is one of the leading professional accountancy bodies in the UK and the only one which specialises in the public sector. It is responsible for the education and training of professional accountants and for their regulation through the setting and monitoring of professional standards. Uniquely among the professional accountancy bodies in the UK, CIPFA has responsibility for setting accounting standards for a significant part of the economy, namely local government.

**Code of Practice on Local Authority Accounting (the Code)** - The Code incorporates guidance in line with International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS). It sets out the proper accounting practice to be adopted for the statement of accounts to ensure they give a 'true and fair' view of the financial position, financial performance and cash flows of the Council.

**Collection Fund** - The Collection Fund is a separate statutory fund which Billing Authorities have to maintain. It shows the transactions in relation to collection from taxpayers of National Non-Domestic Rates and the Council Tax, and illustrates the way in which these have been distributed to Precepting Authorities and the General Fund.



## Glossary

**Collection Fund Adjustment Account** - Holds that portion of the Collection Fund cumulative balance attributable solely to Rosendale Borough Council.

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

**Department for Levelling Up, Housing and Communities (DLUHC)** - The Department for Levelling Up, Housing and Communities, formerly the Ministry for Housing, Communities and Local Government, is the Government department responsible for housing, communities, local government in England and the levelling up policy

**Creditor** - An amount owed by the Council for goods received, or services rendered to it within the accounting period, but for which payment has not been made.

**Debtor** - An amount of income due to the Council within the accounting period but not received at the balance sheet date.

**Deferred capital receipts** - Capital receipts to be received by instalments over agreed periods of time.

**Depreciation** - The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset.

**DWP** - The Department of Work and Pensions funds the Housing and Council Tax Benefits payable to borough residents and also funds the administration of those benefits.

**Earmarked Reserves** – The Council holds a number of reserves earmarked to be used to meet specific, known or predicted future expenditure.

**Events after the Balance Sheet Date** - These are events, favourable or adverse, that occur between the Balance Sheet date and the date when the Statement of Accounts are authorised for issue.

**External Audit** - The independent examination of the activities and accounts of Local Authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the Council has made proper arrangements to secure value for money in its use of resources.

**Fair Value** – Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**Financial instruments** - Financial instruments are cash, evidence of an ownership interest in an entity, or a contractual right to receive, or deliver, cash or another financial instrument. Financial instruments can refer to both receivables (including debtors and other investments) and payables (including creditors and other liabilities or borrowings).

**General Fund** - This is the main revenue account of the Council covering day to day spending on services other than the provision of housing. Credited to the fund are charges made by the Council, specific Government and other grants and receipts from the Collection Fund.

**Governance Framework** - Authorities have a responsibility to ensure that their business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The governance framework comprises the systems and processes, and culture and values by which the Council is directed and controlled and its activities through which it accounts to and engages with and leads the community.



## Glossary

The principles of this framework were laid down by the CIPFA/SOLACE Framework: Delivering Good Governance in Local Government.

**Heritage Assets** - These assets are held due to their historical, artistic, scientific, technological, geophysical or environmental qualities. They are intended to be preserved in trust for future generations, which are held and maintained for its contribution to knowledge and culture.

**Impairment** - A measure of abnormal consumption of the economic benefit of an asset over and above the normal annual depreciation.

**Infrastructure assets** - Assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highways and footpaths.

**Intangible assets** - Intangible assets are non-financial assets that do not have physical substance but are identifiable and are controlled by the Council through custody or legal rights, such as software. Intangible assets are capitalised at cost and depreciated to the revenue account over their useful economic life.

**Internal Borrowing** - Whilst capital resources cannot be used to fund revenue works, revenue reserves can be used to support the costs of capital projects, either permanently, or temporarily. Temporary revenue funding is known as Internal Borrowing and these funds are repaid over the life of the asset in a process called the Minimum Revenue Provision (MRP). When the Council has the revenue reserves to do this it is usually a cheaper option than external borrowing.

**Joint Venture** - A joint venture is a joint arrangement whereby the parties who have joint control of the arrangement have rights to the net assets of the arrangement.

**Leasing** - A method of utilising assets where a rental charge is paid for a specified period of time, instead of outright purchase.

**Loans outstanding** - The total amounts borrowed from external lenders for capital and temporary revenue purposes but not repaid at the balance sheet date.

**Materiality** - Materiality is a concept within auditing and accounting relating to the importance of an amount, transaction, or discrepancy. Information is material if its omission or misstatement could influence the economic decision of users taken on the basis of the financial statements and depends on the size of the item or the particular circumstances of its omission or misstatement.

**Minimum Revenue Provision (MRP)** - MRP is the minimum amount which must be charged to an Authority's revenue account each year and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989.

**National non-domestic rates (NNDR)** – NNDR is a tax levied on business properties and sometimes known as Business Rates. This tax is set nationally by the Government. Sums based on rateable values are collected by billing authorities and shared between major preceptors.



## Glossary

**Net book value** - The amount at which assets are included in the balance sheet, i.e. their historical cost of current value, less the cumulative amounts provided for depreciation.

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

**Precept** - The levy made by precepting authorities on billing authorities, requiring the latter to collect income from Council Tax payers on their behalf, for example Lancashire County Council is a precepting authority which requires Rossendale Borough Council to collect an amount from each householder within the borough.

**Prior Period Adjustment** - Prior period adjustments are material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors.

**Provision** - An amount set aside in the accounts for liabilities which are likely or certain to be incurred but the exact amount and dates are not currently known.

**Public Works Loan Board (PWLB)** - An arm of Central Government which is the major provider of loans to finance long term funding requirements for Local Authorities

**Related Parties** - Related parties are Central Government, other Local Authorities, precepting and levying bodies, subsidiary and associated companies, Elected Members, and all senior officers. For individuals identified as related parties, the following are also presumed to be related parties:

- members of the close family, or the same household
- partnerships, companies, trusts or other entities in which the individual, or member of their close family or the same household, has a controlling interest.

**Reserve** - Amounts set aside in one year's accounts which can be spent in later years. Reserves are often earmarked for specific purposes, including the financing of future capital expenditure, replacement or renewals and the funding of future defined Council initiatives.

**Revenue Expenditure Funded from Capital under Statute (REFCUS)** - Expenditure that does not result in creation of a non-current asset, but can be classified as capital for funding purposes. Such expenditure is charged to the Comprehensive Income and Expenditure Statement and an adjustment made in the Movement in Reserves Statement to enable the expenditure to be funded from capital resources rather than impact on the Council Tax. Examples include works on property owned by other parties, renovation grants and capital grants to other organisations.

Unaudited

<b>Subject:</b>	Corporate Risk Register Update Quarter 3 2023/24 (October - December)	<b>Status:</b>	For Publication		
<b>Report to:</b>	Audit and Accounts	<b>Date:</b>	6 <sup>th</sup> March 2024		
<b>Report of:</b>	Chief Finance Officer	<b>Lead Member:</b>	Resources		
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/>	<b>Special Urgency</b> <input type="checkbox"/>	
<b>Equality Impact Assessment:</b>	Required:	No	<b>Attached:</b>	No	
<b>Biodiversity Impact Assessment:</b>	Required:	No	<b>Attached:</b>	No	
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## 1. RECOMMENDATIONS

- 1.1 That the Audit and Accounts Committee note the Council's Corporate Risk Register as detailed in this report.
- 1.2 That members note the risk consequence, mitigation action and level of risk as detailed in Appendix 1.

## 2. EXECUTIVE SUMMARY

- 2.1
  - The Quarter 3 (Q3) Corporate Risks Register Update is reporting for months October, November and December 2023.
  - The report includes updates for the Council's 9 Corporate Risks.
  - Overall, the Council's performance is strong but the financial pressures for the Rossendale Leisure Trust and the Council are creating cost pressures which the Council must monitor closely as the financial year progresses.
  - The report concluded 2 Corporate Risks rated as 'red' on the RAG status.

## 3. BACKGROUND

- 3.1 The Council details its approach to managing risk in its Risk Management Strategy. This was updated in March 2016.
- 3.2 The strategy details the Council's risk monitoring and reporting framework. The Council has identified 9 Corporate Risks and these are monitored via the quarterly performance management reporting schedule using a RAG rating dashboard to report the risk status. These are reported to both the Overview and Scrutiny Committee and Cabinet.
- 3.3 If a potential issue was identified during the periodic monitoring of the risk, the responsible officer would be required to identify the risk and note the actions needed to mitigate the level of risk.

## 4. DETAILS

- 4.1 The Council has reviewed and continues to monitor the Corporate Risk Register.
- 4.2 The Councils Corporate Risks are categorised at the end of Q3 as follows:

	<b>Quarter 3 2023/24</b>
<b>Low</b>	4
<b>Medium</b>	3
<b>High</b>	2

4.3	<b>Corporate Risk 1</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall</b>	<b>Status</b>
	Stability of the Medium Term Financial Strategy	B	1	B1	<b>RED</b>

The Council's 2022/23 outturn has performed better than the estimated position detailed within the February 2023 Medium Term Financial Strategy. This has slightly improved the Council's reserve balances however, it is still estimated that these reserves will run out during 2026/27. Officers have continued to investigate alternative delivery mechanisms and maximise savings wherever possible, although further saving opportunities without affecting service delivery are minimal.

The budget setting process for 2024/25 has commenced with income and expenditure being scrutinised on a line-by-line basis. The Council has a continued freeze on non-essential expenditure and officers continue to review and maximise income generation opportunities. All vacant posts are evaluated by the Corporate Management Team prior to recruitment. The Empty Homes scheme continues to have an adverse impact on the Council's Medium Term Financial Strategy and officers have continued to deliver and manage the scheme closely.

4.4	<b>Corporate Risk 9</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall</b>	<b>Status</b>
	Financial Sustainability of Council Owned Leisure Assets	B	1	B1	<b>RED</b>

An external assessment has been carried out of the financial sustainability of Council owned leisure assets by Grant Thornton, which has made a number of recommendations that were agreed by Full Council in May 2023. This is now a focus of action. An established cross party working group monitors the delivery of the recommendations and associated action.

## 5. RISK

5.1 The Council's Corporate Risk Register continues to be monitored by the Corporate Management Team on a regular basis.

## 6. FINANCE

6.1 Financial implications and risks arising are identified within this report.

## 7. LEGAL

7.1 There are no immediate legal considerations attached to the recommendations within this report.

## 8. POLICY AND EQUALITIES IMPLICATIONS

8.1 Effective risk management is very important to the council, and the council is committed to improving on an on-going basis how it manages and mitigates risk. A very important part of this process is robust and transparent scrutiny and taking timely, corrective action to improve risk management.

## 9. REASON FOR DECISION

9.1 The Corporate Risk Register is dynamic. The updates to the risks demonstrate active mitigation of the existing risks. The Committee will want to explore the implications of each corporate risk in the appendices.

<b>Background Papers</b>	
Q3 Corporate Risk Register	Appendix 1

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## Corporate Risk Register

Risks are those things which might present a barrier to us delivering the things we have undertaken to achieve. Each year the Council reviews the potential risks it is facing and looks at what it might do to minimise the occurrence of such risks. This information is then regularly monitored and reviewed.

We profile our risks using a matrix (shown below) which is based on our making two judgments about each potential risk faced by the Council. The definition of the likelihood and impact can be found in the Council's Risk Management Strategy 2016.

### The Council's Risk Matrix

Likelihood	A					
	B					
	C					
	D					
	E					
	F					
	Impact	5	4	3	2	1

#### Likelihood

How likely is it that the risk may occur (rated A-F, A being the most likely)

#### Impact

How serious might the consequences of the impact be (rated 1-5, 1 being the highest consequence).

Therefore, a risk rated A1 is the highest risk rating and a risk of F5 is the lowest risk rating.

Risk RAG (Red, Amber and Green) rating status indicators	
Risk Status	Status description
<b>GREEN</b>	The likelihood and impact of the risk is low
<b>AMBER</b>	The likelihood and impact of the risk is medium
<b>RED</b>	The likelihood and impact of the risk is high

## Risk 1 – Sustainability of the Medium Term Financial Strategy

Responsible Officer - Karen Spencer

### Description

The Council's latest Medium Term Financial Strategy update published February 2022 indicates an underlying funding gap of c£600k per annum from 2023/24 onwards. The Council must take appropriate action in order to balance its annual expenditure against its available annual income and other revenue resources. The Council has a legal obligation to publish an annual balanced budget; this means its budget expenditure must equal its available income and any available reserves. Council reserves are limited and equate to only circa 3 years given the anticipated funding gap. Therefore additional income must be identified or annual costs reduced in future years. The current cost of living crisis may also add to the pressure on the Medium Term Financial Strategy through pay award, utility costs, contract inflation and Council Tax/NNDR collection rates.

### Risk Consequence

If the Council is not able to prepare a balanced budget there would be legal ramifications, but would ultimately impact on the level of services the council is able to deliver to Rossendale residents and would result in major reputational damage.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
B	2	B2	RED

### Mitigation

The Medium Term Financial Strategy does not indicate a significant narrowing of the gap in the next four years. New income generating opportunities will need to be identified to generate additional revenue, along with improved efficiency and effectiveness of service delivery. Departments across the council will need to be challenged to become more effective.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

### Q3 Update

The Council's 2022/23 outturn has performed better than the estimated position detailed within the February 2023 Medium Term Financial Strategy. This has slightly improved the Council's reserve balances however, it is still estimated that these reserves will run out during 2026/27. Officers have continued to investigate alternative delivery mechanisms and maximise savings wherever possible, although further saving opportunities without affecting service delivery are minimal.

The budget setting process for 2024/25 has commenced with income and expenditure being scrutinised on a line-by-line basis. The Council has a continued freeze on non-essential expenditure and officers continue to review and maximise income generation opportunities. All vacant posts are evaluated by the Corporate Management Team prior to recruitment. The Empty Homes scheme continues to have an adverse impact on the Council's Medium Term Financial Strategy and officers have continued to deliver and manage the scheme closely.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
B	1	B1	RED

## Risk 2 – Major Disaster affecting the Delivery of Council Services

Responsible Officer - Clare Law

### Description

The Council has statutory duties under the Civil Contingencies Act (2004) and to carry out emergency planning and business continuity management activities to minimise the impact of a civil emergency or business interruption on people living, working and visiting the borough.

### Risk Consequence

Failure to have robust contingency plans in place could result in the failure to deliver Council services, such as, the collection of residential and trade waste, burial services and payment of suppliers and benefits.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	1	C1	AMBER

### Mitigation

A robust Council Emergency and Business Continuity Plan is in place. Service continuity plans are updated and tested regularly through a quarterly Emergency Planning meeting. The plans are embedded with the Corporate Management Team as critical working documents to support the continued delivery of essential council services. All managers have a copy of the overall plan and their service plan and keep them under review. The Council is a member of Lancashire County Council Local Resilience Forum. Officers attend meetings and undertake regular training exercises. The council plans are available on the Resilience Direct website. Mutual aid agreements are in place with all Local Authorities across Lancashire.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

### Q3 Update

The Council's Local Emergency Plan has been reviewed and updated. The system for out of hours' emergencies has been streamlined so that there is a single point of contact for the Council's Senior Officers and improved arrangements with Capita. Arrangements with Lancashire County Council and Lancashire Resilience Forum are regularly reviewed and updated.

The Council has continued to work with the Lancashire County Council Emergency Planning Team to update the Rest Centre information and contacts. The Council's internal Emergency Planning Team meetings continue to be held on a quarterly basis. Officers continue to attend Lancashire Resilience Forum meetings, other agency meetings and training to ensure the Lancashire response to major incidents is robust.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER



### Risk 3 – Incident resulting in Death or Serious Injury or HSE Investigation

Responsible Officer - Clare Law

#### Description

Under the Health and Safety at Work Act (1974), the Council has a duty of care towards the health, safety and wellbeing of its employees and others who may be affected by our work. In the event of a RIDDOR reportable accident, there is a risk of a Health and Safety Executive investigation and potential for a civil claim for damages.

#### Risk Consequence

Failure to comply with current legislation and demonstrate compliance may result in harm to staff and others, financial loss and enforcement action.

#### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
D	2	D2	AMBER

#### Mitigation

A robust Council Emergency and Business Continuity Plan is in place. Service continuity plans are updated and tested regularly through a quarterly Emergency Planning meeting. The plans are embedded with the Corporate Management Team as critical working documents to support the continued delivery of essential Council services. All managers have a copy of the overall plan and their service plan and keep them under review. The council is a member of Lancashire County Council Local Resilience Forum. Officers attend meetings and undertake regular training exercises. The Council plans are available on the Resilience Direct website. Mutual aid agreements are in place with all Local Authorities across Lancashire.

#### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

#### Q3 Update

Work has continued to implement the Health and Safety Action Plan with the main areas of work being asbestos controls and premises monitoring and compliance. Work to review the controls for the removal of fly-tipping containing asbestos has been undertaken and robust controls have been implemented.

The merging of Facilities and Health and Safety has begun to improve the control of premises, particularly in relation to compliance and the programme of workplace inspections for 2023/24 is ongoing and on target, with a further 3 inspections carried out during Q3. Work to progress health and safety risk management remains behind schedule as it is dependent on the corporate Risk Management Strategy being agreed. 19 health and safety reports were received during Q3 and none of these were reportable under the RIDDOR Regulations.

#### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

**Risk 4 – Changes to Government policy on the delivery of the Council’s services****Responsible Officer - Rob Huntington****Description**

Like all local authorities the Council is a statutory body that is subject to changes being consulted upon and or implemented by central government that might affect how we operate and serve our residents/businesses.

**Risk Consequence**

The risk that the Council fails to react and be prepared for any changes being proposed or implemented by central government.

**Initial risk assessment RAG status (without mitigation)**

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

**Mitigation**

The Council is a member of the Local Government Association and District Councils Network who keep us informed of government policy and consultations and lobby on behalf of councils to mitigate the impact of any change. The Council is also signed up to receive daily emails from Local Government Information Unit who provide daily government news and other Local Government Information Unit policy briefings. The Chief Executive and Leader of the Council meets regularly with our two MPs. The Council’s Corporate Management Team monitor and assess government’s position on funding to be distributed to local authorities and other Government announcements that impact funding.

**Risk assessment RAG status (after mitigation)**

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

**Q3 Update**

The Council continues to be a member of the Local Government Association and District Councils Networks. The Chief Executive regularly attends the North West Chief Executive, and Lancashire Chief Executive meetings, both having representation from the Local Government Association. ‘Horizon Scanning and Policy’ is an agenda item on the Corporate Management Team’s weekly meeting and promotes ongoing discussions in relation to recent policy announcements, funding opportunities and other relevant information from government departments to determine any appropriate action required.

**Q3 risk assessment RAG status (current)**

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

## Risk 5 – Sustainable Workforce

Responsible Officer - Clare Law

### Description

There is a requirement to have a sustainable workforce to deliver the Council services to residents and customers.

### Risk Consequence

Failure to have a fully resourced, trained staff could result in the failure to deliver statutory and non-statutory service in a safe and professional manner to residents and customers.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
D	3	D3	AMBER

### Mitigation

The Council has robust HR policies and procedures, an agreed Authorised Establishment, performance management framework and Service Area Business Continuity Plans in place to mitigate any staffing challenges such as loss of staff due to the impact of an epidemic or pandemic. HR will work with managers to develop workforce succession planning. The Council provides an attractive benefit package including final pension scheme, flexible working, generous annual leave, a purchase leave scheme, free onsite parking, family friendly policies, discounted gym memberships and a cycle scheme to attract and retain staff.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	3	E3	GREEN

### Q3 Update

The number of employee leavers has remained the same as Q2 and within our KPI target. All vacant posts have successfully been recruited, with the exception of the vacancies within the Operations Workshop. The Operations Workshop vacancies continue to be backfilled via agency and work is currently being undertaken to support recruitment to these hard to recruit to roles.

The level of sickness absence remains high although has improved in performance in comparison to Q2. At the end of Q3, 6 staff remained on long-term absence, subsequently 1 has left the authority and 1 has returned to work. The most common reason for sickness absence remains other musculo skeletal, closely followed by back and neck problems, work is currently being undertaken to consider the option provide physio sessions to support a faster return to work. Short-term sickness absence remains similar to Q2 (1.67 days per FTE). The main reason for short term sickness absence continues to be infections, colds, flu (0.19 days per FTE were Covid-19 cases although, government advice is not to test therefore more absence could be attributed to Covid-19). Payment of the flu jab has been offered to all staff, to try to mitigate further absences due to infections, colds, flu absences, to date 4 staff have claimed back monies for the flu jab.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
D	3	D3	AMBER

## Risk 6 – Insufficient data and cyber security

Responsible Officer - Andrew Buckle

### Description

Cyber security presents one of the most challenging areas for both the public and private sectors. With the proliferation and severity of attacks constantly increasing this represents a major threat.

### Risk Consequence

Cyber-attack resulting in a complete loss of all systems coupled with malware being spread across the entire network. Data breach resulting in information loss causing reputational damage and resulting in a financial penalty due to non-compliance with statutory requirements such as General Data Protection Regulation, Payment Card Industry Data Security.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	1	C1	AMBER

### Mitigation

To protect against a data breach the Council, host all council data in Tier 3 Data Centres located in different geographical regions and are backed up daily. The Council's Data Centres hold the following accreditations: ISO27001:2013 and the Payment Card Industry Data Security. The Council adopts a Risk Insight approach to determine the threat Landscape and more importantly its evolution. The Council has received notification of meeting the Public Services Network which means the Councils' infrastructure met all the security requirements to allow connection to the Public Services Network. A cyber security training is to be provided for all staff.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

### Q3 Update

As part of the ongoing compliance and audit regulations Penetration Testing was carried out in December 2023. This forms part of Rosendale's approach to data and cyber security, this is an ongoing process as required by the Public Service Network. Also further additional internal testing will be conducted across a number of Virtual Machines. All of the existing Customer Information System certificates will be renewed, these are used to provide enhanced security protection with regard to any Central Government Application Programme Interfaces.

Further work has continued with the implementation of the Memorandum of Understanding compliance requirements imposed by Department of Working Pensions. The Memorandum of Understanding details the required security standards and processes that have to be met in line with requirements. A review of all data sources has been carried out, and an assessment around legal gateways will be conducted.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

## Risk 7 – Poor communications and public relations

Responsible Officer - Clare Law

### Description

Good communication and public relations is essential to inform, maintain and develop relationships with residents, customers and partners to provide effective and efficient Council services.

### Risk Consequence

Failure to communicate and respond to issues as they develop and inadequately or inappropriately communicating could lead to a major loss of reputation for the Council on a local, regional and national level. A loss of reputation can damage staff morale, trust between the Council and residents and impair the relationship between the Council and its partners meaning projects and services delivery is damaged.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
B	1	B1	RED

### Mitigation

Communication methods are in place to support face to face, mail or electronic communications with a developed website and social media channels to provide 24/7 communication service. The Council has an experienced public relation and communications function to support officers to deal with communications in a timely manner and promote the work of the Council.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

### Q3 Update

Viva PR has continued to deliver the agreed communications including updates to the Council's website and social media posts to residents, businesses and communities. Corporate Management Team receive a weekly update, which includes horizon scanning and potential risks. We have issued 11 positive press releases resulting in 62 pieces of media coverage. All of these pro-active positive releases help to promote the Council externally. Viva PR act as first point of contact for the media and always respond in a timely manner ensuring good working relationships with local and regional media.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	1	E1	GREEN

## Risk 8 – Non – Delivery of Corporate Programmes

Responsible Officer - Rob Huntington

### Description

The Council has agreed the 6 corporate programmes for 2023/24 to support the delivery of Corporate Plan.

### Risk Consequence

Failure to deliver the corporate programmes would have a detrimental impact on the delivery of the Council’s Valley Plan 2021-25, Our Place, Our Plan, and result in a reputational risk to the Council’s commitment to the residents. The failure to deliver the corporate programmes could potentially have a negative impact on the council’s revenue budgets (by failure to deliver income generating projects) and delivery of the medium term financial strategy, and the associated economic and social benefits may not be realised.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

### Mitigation

Each corporate project has a Project Sponsor (member of the Corporate Management Team), a Project Manager and Finance Officer. Each corporate programme will have a robust project plan and live risk register. The Programme Sponsor will be responsible for the strategic overview of the corporate programme, and the Programme Manager will be responsible for the day-to-day management of the corporate programme. The Council’s Programme Board meets quarterly to review the progress of the corporate programmes. The Programme Sponsor will be responsible for highlighting any concerns to the Corporate Management Team throughout the life of the corporate programme.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

### Q3 Update

A revised programme to support the delivery of the Valley Plan 2021-25 – Our Place, Our Plan has been implemented, with appropriate governance and programme sponsorship in place.

The Programme Board now reports on the Council’s overarching Programmes, rather than Individual projects. Projects will now also be monitored at an operational level. The previous Programme Board meeting, 14<sup>th</sup> November 2023, approved the Council’s 5 Programmes; Capital Regeneration, Town Centre Regeneration, Property Services, Climate Change, Operations and Digital Strategy. The Programme Board will continue to monitor the progress and risks of each Programme on a quarterly basis.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

## Risk 9 – Financial Sustainability of Council Owned Leisure Assets

Responsible Officer – Rob Huntington

### Description

National lockdowns due to Covid-19 resulted in Council owned leisure facilities closing for extended periods. During closure no income was received and outside of lockdown periods, income was significantly reduced. The cost of living crisis will have a significant negative impact on utility and salary costs for the Trust. This has impacted the financial sustainability of the Trust.

### Risk Consequence

If the Council owned leisure assets are to be sustained in the longer term, the operators of the facilities have little recourse to additional funding to survive other than through the Council. This financial impact was managed in 2021/22 through additional government grants and Council support, however the real impact is likely to be felt in 2022/23 and continue through 2023/24.

### Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

### Mitigation

A report on the impact of all facilities has been produced by KKP and recommendations to minimise impact have been implemented. Senior Council officers are attending the Trust Board to ensure we work together to minimise costs and an intensive monitoring process is in place. Funding through a Covid-19 specific Sport England Fund has been received though this is limited in its amount and did not cover retrospective losses. Constant monitoring of future business plans and work in partnership to maximise income and reduce costs continues.

### Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

### Q3 Update

An external assessment has been carried out of the financial sustainability of Council owned leisure assets by Grant Thornton, which has made a number of recommendations that were agreed by Full Council in May 2023. This is now a focus of action. An established cross party working group monitors the delivery of the recommendations and associated action.

### Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

<b>Subject:</b>	Internal Audit Plan Progress Report 2023/24 - December 2023 - January 2024	<b>Status:</b>	For Publication
<b>Report to:</b>	Audit & Accounts Committee	<b>Date:</b>	06/03/2024
<b>Report of:</b>	Head of Internal Audit (Internal Audit Service)	<b>Lead Member:</b>	Resources
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required: No	<b>Attached:</b>	No
<b>Biodiversity Impact Assessment:</b>	Required: No	<b>Attached:</b>	No
<b>Contact Officer:</b>	Mark Baskerville Audit Manager	<b>Telephone:</b>	01772 538615
<b>Email:</b>	<a href="mailto:mark.baskerville@lancashire.gov.uk">mark.baskerville@lancashire.gov.uk</a>		

## 1. RECOMMENDATION

- 1.1 The Committee are asked to consider the Internal Audit report on progress to deliver the 2023/24 audit plan.

## 2. EXECUTIVE SUMMARY

- To support the Audit and Accounts Committee in fulfilling its responsibility to monitor performance against the internal audit plan.
- To consider a summary of internal audit activity and the level of assurance it gives over the Council's governance, risk management and internal control arrangements.

## 3. BACKGROUND

In the context of fulfilling its responsibility to monitor the adequacy and effectiveness of the internal audit service, and to review internal audit reports, the Committee is asked to consider the assurance provided by the Internal Audit Service.

## 4. DETAILS

This paper reports progress with the delivery of each audit on the 2023/24 annual audit plan

## 5. RISK

All the issues raised and the recommendation in this report involve risk considerations as set out below: adequacy of Council management of risks in respect of the areas subject to audit.

## 6. FINANCE

Any financial implications are commented upon in the report.

## 7. LEGAL

Any legal implications are commented upon in the report.

## 8. POLICY AND EQUALITIES IMPLICATIONS

Reported findings have been discussed and agreed, including management responses to the recommendations, with respective Service Managers and Heads of Service prior to reporting.

## 9. REASON FOR DECISION

To support the Audit and Accounts Committee in fulfilling its responsibility to monitor Internal Audit performance.

No background papers.



**Rossendale Borough Council**

**Internal Audit Service**

**Progress report on delivery of the 2023/24 internal audit plan**

**December 2023 to January 2024**



## Internal Audit Service

### 1. Introduction

1.1. This report supports Audit and Accounts Committee's responsibility under its terms of reference to consider performance reports from internal audit on progress with delivery of the 2023/24 audit plan, agreed at the March 2023 Committee meeting.

### 2. Summary of progress against the 2023/24 audit plan

2.1. Of the 16 audits planned for the year (excluding follow up work), as of January 2024 we have completed six audits and have started work on the remaining nine and are making good progress. The audit of CCTV IT systems to be carried out by Mersey Internal Audit Agency (MIAA) was cancelled as there is no longer a requirement for an additional critical application review. We issued a final report on our audit of the council's flexible working policy, giving substantial assurance that the policy is complied with. We agreed management actions to clarify the nature and extent of manager discretion in flexible working decisions and to provide training for managers on the Kelio flexi-time system. Overall, we have given positive assurance opinions on all audits we have completed to date. In terms of delivery of the remainder of the plan, work on all remaining audits is progressing well, and I am confident that the plan will be delivered in time to support the annual assurance opinion.

2.2. The table below shows the status of all audits. Appendix A includes extracts from final reports issued in this period.

Audit Title	Status	Audit Type	Assurance Opinion
<b>Governance and democratic oversight</b>			
Contract procedure rules	Progressing	1+2	
<b>Business effectiveness</b>			
Flexible working from home	Completed	1+2	Substantial
IT critical application review - Xpress Elections System (MIAA)	Completed	1+2	Moderate
CCTV systems (MIAA)	Cancelled	1+2	N/A
Best Value Duty – Statutory Framework	Progressing	1+2	
<b>Service delivery</b>			
Project management	Progressing	1+2	
Land charges	Progressing	1+2	

Internal Audit Service - Progress Report 2023/24 December 2023 – January 2024

Audit Title	Status	Audit Type	Assurance Opinion
<b>Service support</b>			
Customer contact	Progressing	1+2	
<b>Business processes (follow up and compliance)</b>			
Payroll	Completed	2	Substantial
Accounts payable	Progressing	2	
Accounts receivable	Progressing	2	
General ledger, budget setting and monitoring	Progressing	2	
Income collection/ banking	Progressing	2	
Council tax	Completed	2	Moderate
Business rates/ NNDR	Completed	2	Moderate
Housing benefits	Completed	2	Substantial
<b>Stage of audit process</b>	<b>Number of audits</b>		
Not started	0		
Progressing (includes follow up audits)	9		
Draft report	0		
Completed - Final Report or no report necessary	6		
Deferred/ cancelled	1		
<b>Total number of audits</b>	<b>16</b>		
<b>Follow up of previous audits</b>			
IT threat and vulnerability management (MIIA)	Progressing	Follow up	N/A
IT critical application review – HR (MIIA)	Progressing	Follow up	
Financial sustainability - Efficiency Savings and Income Targets	Complete	Follow up	
Delegated decision making by officers	Progressing	Follow up	
Health and safety	Progressing	Follow up	
Sickness absence	Progressing	Follow up	

### 3. Update on the National Fraud Initiative (NFI)

3.1. The main exercise is run every two years. Matches were released in February 2021 but there were subsequent releases during the year and all datasets were uploaded to the NFI website. The 2020/21 exercise is now closed and 2021/22 data sets are in the process of being uploaded.


<b>2022/23 exercise</b>	<b>Number</b>						<b>Savings</b>
<b>Data categories</b>	<b>Reports</b>	<b>Matches</b>	<b>Processed</b>	<b>Investigating</b>	<b>Frauds</b>	<b>Errors</b>	<b>£</b>
Housing benefit	5	17	17	0	0	0	0
Waiting Lists	6	88	2	0	0	2	£8,566.00
Payroll	3	7	0	0	0	0	0
Creditors - duplicates	5	21	0	0	0	0	0
Council Tax Reduction Schemes	15	173	134	4	0	6	£10,353.43
Value Added Tax	1	5	0	0	0	0	0
Procurement – payroll	2	9	0	0	0	0	0
Multiple Occurrences	16	-	-	-	-	-	-
<b>Total</b>	<b>53</b>	<b>318</b>	<b>153</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>£18,919.43</b>

### 4. Use of this report

This report has been prepared solely for the use of Rossendale Borough Council and it would therefore not be appropriate for it or extracts from it to be made available to third parties other than the external auditors. We accept no responsibility to any third party who may receive this report, in whole or in part, for any reliance that they may place on it and we expect the external auditors to determine for themselves the extent to which they choose to utilise our work.


Extracts from Internal Audit reports

Flexible Working Policy

<p><b>Overall assurance rating</b></p> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>Substantial</b></p> <p><i>See Appendix A for Rating Definitions</i></p>	<p><b>Audit findings requiring action</b></p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">Extreme</th> <th style="background-color: red; color: white;">High</th> <th style="background-color: yellow;">Medium</th> <th style="background-color: green;">Low</th> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> </tr> </table>	Extreme	High	Medium	Low	0	0	0	2
Extreme	High	Medium	Low						
0	0	0	2						

Overall, we are satisfied that the Flexible Working policy (the policy) is complied with. It effectively establishes working from home procedures, with specific guidance for officers and line managers to follow. The policy is available on the council intranet and all line managers were aware of and had discussed it with their staff. However, we noted line managers described the policy as providing discretion to allow breaches of the rules despite this being defined as only in "exceptional circumstances". We propose that the policy language is amended, to either make clear what is considered appropriate circumstances or to give some discretion to line managers. The policy was complied with, with no officer exceeding the 40% working from home and all working their contracted hours. We were surprised that only one line manager routinely used the flexi time system Kelio to monitor hours and location, with others relying instead on informal monitoring, and we propose that training is provided to line managers in how to use the system to support better monitoring of their officers' hours and working arrangements.

There are appropriate and timely communications between line managers and officers, with one-to-one catch ups and team meetings used to support and informally monitor both individual and team performance. Annual appraisals with individual officers are completed and poor performance is challenged, first informally and then escalated to Human Resources team if required. Team performance is monitored through annual business plan procedures and reviewed by Corporate Management Team (CMT). Quarterly performance reports are presented to CMT and members, with supporting narrative and remedial actions if targets are not achieved. We did not identify any significant concern with overall performance and productivity when comparing pre- and post-pandemic years, finding that performance was broadly similar. It was also positive that there had been an increase in the number of compliments and a reduction in the number of complaints from constituents in that time.

Agreed actions from the audit	Priority
<p>The council should consider revising the wording in the Flexible Working Policy regarding the degree to which line managers have discretion and:</p> <ul style="list-style-type: none"> <li>• Clarify what is meant by "exceptional circumstances", with examples or a requirement to seek approval from People &amp; Policy service; <b>or</b></li> <li>• Amend the wording to allow line managers more discretion in making decisions to depart form policy.</li> </ul> <p>Line managers should be notified of the changes.</p>	

Line managers should be trained on how to use the Kelio system to monitor officer's working hours and location. This should be encouraged as part of routine daily tasks to ensure breaches of the policy or failure to work contracted hours by individual officers are identified and challenged promptly.



## 2.1 Background

This audit has been undertaken in accordance with the 2023/24 Internal Audit Plan as approved by the Audit & Accounts Committee. The audit covers the period April 2019 to July 2023 and has been conducted in conformance with the Public Sector Internal Audit Standards.

## 2.2 Context

The council introduced the flexible working policy in May 2021, following the Covid-19 pandemic where officers were required to work from home to adhere to strict social distancing restrictions. The policy applies to most council employees, although there are exceptions for roles where officers are required to work on site, such as waste collection.

The council implemented a new flexi time system, Kelio, in June 2022, used by officers to record working hours and location (from home/off site or in the office), and as a monitoring tool for line managers. We understand the system will be further developed to incorporate manual balance adjustments and absence management, although this was in progress at time of review.

## 2.3 Scope of Audit

In this audit we have reviewed and tested the adequacy and effectiveness of the controls and processes established by management to mitigate the key risks. We obtained views from a sample of line managers on the policy and its application. The key risks identified were:

- Flexible and remote working practices are not taken up, are inconsistently applied or are abused, as council staff are unaware of the opportunities, restrictions and constraints.
- New ways of working leads to reduced productivity and quality of outputs and outcomes as managers are less able to monitor delivery effectively.
- Insufficient resources are available when required to support delivery of essential services and other strategic and operational activity.
- Remote working adversely impacts on the quality of work, motivation and job satisfaction due to the lack regular interaction and communication with managers and colleagues.
- Corporate monitoring activity and data is insufficient to support effective performance management, resulting in failure to deliver key corporate objectives.

## Audit assurance levels and classification of residual risk

Note that our assurance may address the adequacy of the control framework's design, the effectiveness of the controls in operation, or both. The wording below addresses all of these options and we will refer in our reports to the assurance applicable to the scope of the work we have undertaken.

- **Substantial assurance:** the framework of control is adequately designed and/ or effectively operated.
- **Moderate assurance:** the framework of control is adequately designed and/ or effectively operated overall, but some action is required to enhance aspects of it and/ or ensure that it is effectively operated throughout.
- **Limited assurance:** there are some significant weaknesses in the design and/ or operation of the framework of control that put the achievement of its objectives at risk.
- **No assurance:** there are some fundamental weaknesses in the design and/ or operation of the framework of control that could result in failure to achieve its objectives.

## Classification of residual risks requiring management action

All actions agreed with management are stated in terms of the residual risk they are designed to mitigate.

- **Extreme residual risk:** critical and urgent in that failure to address the risk could lead to one or more of the following: catastrophic loss of the county council's services, loss of life, significant environmental damage or significant financial loss, with related national press coverage and substantial damage to the council's reputation. *Remedial action must be taken immediately.*
- **High residual risk:** critical in that failure to address the issue or progress the work would lead to one or more of the following: failure to achieve organisational objectives, significant disruption to the council's business or to users of its services, significant financial loss, inefficient use of resources, failure to comply with law or regulations, or damage to the council's reputation. *Remedial action must be taken urgently.*
- **Medium residual risk:** failure to address the issue or progress the work could impact on operational objectives and should be of concern to senior management. *Prompt specific action should be taken.*
- **Low residual risk:** matters that individually have no major impact on achieving the service's objectives, but where combined with others could give cause for concern. *Specific remedial action is desirable.*

**Audit type:** '1' phase one/ consultancy work; '2' phase two/ compliance testing; '1+2' full risk and control evaluation; 'F' - follow-up.

<b>Subject:</b>	Internal Audit Annual Audit Plan 2024/25	<b>Status:</b>	For Publication
<b>Report to:</b>	Audit & Accounts Committee	<b>Date:</b>	06/03/2024
<b>Report of:</b>	Head of Internal Audit (Internal Audit Service)	<b>Lead Member:</b>	Resources
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached: No
<b>Contact Officer:</b>	Mark Baskerville, Audit Manager	<b>Telephone:</b>	01772 538615
<b>Email:</b>	<a href="mailto:mark.baskerville@lancashire.gov.uk">mark.baskerville@lancashire.gov.uk</a>		

**1. RECOMMENDATION**

The Committee are asked to consider and approve the Internal Audit Annual Plan 2024/25.

**2. EXECUTIVE SUMMARY**

The attached report sets out the planned audits for delivery in 2024/25.

**3. BACKGROUND**

The Audit and Accounts Committee's terms of reference require it to advise the council on the planned activity and results of internal audit.

**4. DETAILS**

The report describes the context and purpose of the annual audit plan, how delivery contributes to the Head of Internal Audit's annual assurance opinion and lists the audits to be delivered.

**5. RISK**

The issues raised and report recommendations involve risk considerations as set out below:

- The responsibility for implementing, maintaining and reviewing the system of internal control rests with the council, but the process by which the effectiveness of its system of internal control is reviewed and the governance statement is made includes obtaining assurances on the effectiveness of key controls. In practice, these will be substantially drawn from internal audit assurances delivered through audit plan to the chief executive and leader of the council who are jointly required to sign the annual governance statement.

**6. FINANCE**

Any financial implications are commented upon in the report.

**7. LEGAL**

Any legal implications are commented upon in the report.

**8. POLICY AND EQUALITIES IMPLICATIONS**

Reported findings have been discussed and agreed, including management responses to the recommendations, with respective Service Managers and Heads of Service prior to reporting.

**9. REASON FOR DECISION**

To support the Audit and Accounts Committee in fulfilling its responsibility to deliver an annual programme of audits to support the annual assurance opinion.

No background papers.



**Rossendale Borough Council**  
**Internal Audit Service**  
**Internal Audit Annual Plan 2024/25**



## 1. Introduction

- 1.1. This report sets out the internal audit plan for 2024/25, which we have discussed and agreed with the council's senior managers. The Audit and Accounts Committee is now asked to consider and approve it under its terms of reference.
- 1.2. The Audit Plan for 2023/24 has been prepared in accordance with the requirements of the Public Sector Internal Audit Standards (PSIAS). The PSIAS represent mandatory best practice for all Internal Audit Service providers in the public sector. In accordance with PSIAS, the mission of Internal Audit is to 'enhance and protect organisational value by providing risk-based and objective assurance, advice and insight.' The PSIAS requires the Internal Audit Service to be delivered and developed in accordance with the Internal Audit Charter. The Internal Audit Charter provides the functional and organisational framework in which Internal Audit operates to best serve the council and to meet its professional obligations under the PSIAS.
- 1.3. The Internal Audit Service aims to achieve the core principles set out by the Chartered Institute of Internal Auditors and reiterated in PSIAS, which are that the service:

Demonstrates integrity

Demonstrates quality and continuous improvement

Demonstrates competence and due professional care

Communicates effectively

Is objective and free from undue influence (independent)

Provides risk-based assurance

Aligns with the strategies, objectives, and risks of the organisation

Is insightful, proactive, and future-focused

Is appropriately positioned and adequately resourced

Promotes organisational improvement

## 2. The purpose of the internal audit plan

- 2.1. The council is responsible for a wide range of services across the borough, and its members and senior managers should be aware of the risks to achieving their service objectives inherent in their work. These should be managed by controls to reduce them to a corporately acceptable level. The Chief Executive, Audit and Accounts Committee and the council need assurance that these controls are adequately designed and operate effectively. At the end of the financial year the Chief Executive and Leader of the Council will jointly sign the annual governance statement (AGS) published with the council's financial statements.
- 2.2. The Head of Internal Audit is required by professional standards to provide an opinion addressing the council's frameworks of governance, risk management and control and thereby to provide assurance that the risks to the council's objectives are being adequately and effectively controlled. The Audit and Accounts Committee is required by its terms of reference both to consider the Head of Internal Audit's annual report and opinion and to review the council's annual governance statement. The committee should therefore consider and approve an Internal Audit Plan designed to provide the assurance that the council, committee, Leader and Chief Executive require.

2.3. Because the overall opinion covers a twelve-month period, the evidence to support it must relate to the controls in operation for that period. The plan therefore chiefly addresses work for just one year, but projections may be made into audit requirements for future years. The work in any annual plan will rarely be fully complete at the end of the year but will be sufficient to inform the council's annual governance statement shortly after the year end.

### **3. Obtaining the evidence to support an overall opinion for 2024/25**

- 3.1. An Internal Audit Plan designed to provide the evidence necessary to support an opinion on governance, risk management and control should arguably encompass the following:
- Coverage of the key components of each part of the opinion: aspects of the council's governance; risk management; and control.
  - Sufficient coverage of controls across all council's operations, so that a fair assessment may be made across the organisation.
  - Coverage of the controls that serve to mitigate the council's most significant risks to an acceptable level, and particularly those that operate most widely across the council.
  - Assessment of the actions being taken to develop improved controls in the areas of greatest unmitigated risk.
- 3.2. It will therefore be necessary as a minimum to audit aspects of the council's governance and risk management processes, as well as a range of control processes. However, information will also be available from less formal sources than planned audit engagements and this will also inform the overall opinion.
- 3.3. The control framework below applies to the council's governance, risk management and control. The Internal Audit Plan is designed to address, proportionately, the coverage required across this framework for the whole organisation. It addresses each of the areas of the overall opinion, each of the areas of control set out in the control framework, and each of the major areas of service delivery. Some individual audits address common themes, such as recruitment and procurement, which may also inform a more corporate view. The plan also includes work to follow up implementation of audit actions agreed by managers in the previous year and allocates time to support the council's work on the National Fraud Initiative and counter-fraud activity.

<b>A framework for governance, risk management and control</b>				
<b>Governance and democratic oversight</b>				
Corporate governance framework			Democratic processes	
<b>Business effectiveness</b>				
Risk management	Performance monitoring and management		Organisational design	Working in partnership
<b>Service delivery</b>				
Customer services		Operations and environmental health		Business
Benefits administration	Revenue collection	Refuse collection and recycling	Parks and open spaces	Housing Regeneration
Leisure services		Street sweeping	Planning	Licensing
<b>Service support</b>				
Contract monitoring and management			Public interface	
<b>Business processes</b>				
Financial processes	ICT	Facilities management	Human resources	
Investment	Payroll	Procurement	Business continuity	

#### **4. The context of the audit work for the year**

- 4.1. Planned audit work in 2024/25 will be sufficient to provide assurance over the council's frameworks of governance, risk management and control, supporting activity across governance, operations, services, systems and processes. We will inform the committee of any significant changes in planned work as we report progress during the year.

#### **5. Internal Audit Service resources**

- 5.1. This audit plan is based on a best estimate of audit resources required and, as in previous years, we have agreed an allocation of 200 days for the year. We will deploy resources as effectively as possible, focussing on key areas of risk to achieve maximum benefit. The council are currently reviewing the provision of specialist IT audit, sourced through Lancashire County Council's contract with Mersey Internal Audit Agency (MIAA), and the nature and scope of IT audit work has not yet been agreed. While the plan enables managers and members to see the scope and value of the audit work, a small number of audits may need to be worked on into the following year.
- 5.2. Section 8 below lists the planned audits and how they fit into the framework. It should be noted that the plan will need to be flexible and will almost certainly be subject to change during the year as council priorities alter and as the planned work set out here in outline is scoped in more detail. The committee will be informed of any significant changes in regular progress reporting.

#### **6. The assurance we will provide**

- 6.1. The assurance we will provide falls into four categories: substantial, moderate, limited and no assurance.
- Substantial assurance: the framework of control is adequately designed and/ or effectively operated.
  - Moderate assurance: the framework of control is adequately designed and/ or effectively operated overall, but some action is required to enhance aspects of it and/ or ensure that it is effectively operated throughout the service, system or process.
  - Limited assurance: there are some significant weaknesses in the design and/ or operation of the framework of control that put the achievement of the service, system or process' objectives at risk.
  - No assurance: there are some fundamental weaknesses in the design and/ or operation of the framework of control that could result in failure to achieve the service, system or process' objectives.

#### **7. The Internal Audit Service's responsibilities in relation to fraud and investigations**

- 7.1. In addition to our audit work, the Internal Audit Service provides some support to the council in managing fraud risk, specifically through the provision of advice in respect of instances of suspected fraud or impropriety and supporting the council's response to the National Fraud Initiative.

## 8. Proposed 2024/25 audit plan

8.1. This table below lists the audits we are planning to carry out in the first six months of 2024/25, including the type of audit and the number of days allocated.

Controls Assurance	Audit Scope	Audit Type	Audit Days	Total Days
<b>Governance and democratic oversight</b>				
Procurement Act 2023	Readiness for implementation of the requirements of the new Act.	Full audit	10	25
Subject Access Requests and Freedom of Information	Arrangements for ensuring compliance with statutory requirements for processing and administering FOI and SAR	Full audit	15	
<b>Business effectiveness</b>				
Risk Management	Operation of the risk management framework and policy, including identification, ranking risks and mitigating actions.	Full audit	10	25
IT Audit <i>to be confirmed</i>	Scope and coverage to be confirmed.	Full audit	15	
<b>Service delivery</b>				
Public Protection Unit	Policy and compliance	Full audit	15	25
Waste, Cleansing and Recycling Improvement Plan	Implementation of actions to deliver the plan	Full audit	10	
<b>Service support</b>				
Expense claims	Policy and compliance with travel and expenses policy including tax efficiency and management oversight	Full audit	15	30
Recruitment	Policy and compliance	Full audit	15	
<b>Business processes</b>				
Council tax	Annual audit of policy compliance	Compliance	8	64
Business rates/ NNDR	Annual audit of policy compliance	Compliance	8	
Housing benefits	Annual audit of policy compliance	Compliance	8	
Payroll	Annual audit of policy compliance	Compliance	8	

Rossendale Borough Council - Internal Audit Plan 2024/25

Accounts payable	Annual audit of policy compliance	Compliance	8	
Accounts receivable	Annual audit of policy compliance	Compliance	8	
General ledger, budget setting and monitoring	Annual audit of policy compliance	Compliance	8	
Income collection/ banking	Annual audit of policy compliance	Compliance	8	
<b>Follow up of previous year's actions</b>				
Contract procedure rules		Follow up	1	5
Flexible working from home		Follow up	1	
Project management		Follow up	1	
Land charges		Follow up	1	
Customer contact		Follow up	1	
<b>Counter fraud and investigations</b>				
Operation of the National Fraud Initiative			4	5
Support to the council's whistleblowing and counter fraud work			1	
<b>Other work</b>				
Internal Audit management including planning, managing delivery, liaison with management team, committee reporting and scheduling resources.			15	21
Contingency (including grant certifications)			6	
<b>Total resource for the council</b>				<b>200</b>

# Audit Progress Report

Rossendale Borough Council

Audit and Accounts Committee March 2024





# Contents

1. Audit Progress
2. Commentary on Value for Money

# 01

Section 01:

## **Audit Progress and Audit Planning**

# Audit progress

## Purpose of this report

This report provides the March 2024 Audit and Accounts Committee meeting with an update on progress, since we last reported to the Committee in November 2023 in delivering our responsibilities as your external auditors. It also includes, at Section 2, our commentary on the Council's Value for Money arrangements for 2020/21, 2021/22 and 2022/23.

## 2018/19 Audit

At the July 2023 Committee we reported that the finance team had shifted their focus to produce the Council's unpublished financial statements for 2021/22 and 2022/23 which has resulted in us pausing our audit work for 2018/19. Since the last Committee meeting in November, the Council have published their 2022/23 accounts.

The Council will be aware of the public announcements by the government on the issue of outstanding local audits nationally. In late February, the Department for Levelling up, Housing and Communities (DLUHC) published a joint statement setting out the proposals to clear the backlog. The joint statement and the full consultation proposals, which run until 7 March 2024, can be found using the following links:

[Local audit delays: Joint statement on update to proposals to clear the backlog and embed timely audit - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/addressing-the-local-audit-backlog-in-england-consultation/addressing-the-local-audit-backlog-in-england-consultation)

<https://www.gov.uk/government/consultations/addressing-the-local-audit-backlog-in-england-consultation/addressing-the-local-audit-backlog-in-england-consultation>

The consultation proposes putting a date in law of the 30<sup>th</sup> September 2024 (the "backstop date"), by which point local authorities would publish audited accounts for all outstanding years up to and including 2022/23. The report notes that the backstop date coming into effect is likely to be a factor in local auditors issuing a greater number of modified or disclaimed opinions on outstanding accounts, where there is not enough time to complete all audit work before the deadline. It is the auditors' statutory duty to report on Value for Money (VFM) arrangements, this remains a high priority in the governments proposals.

To ensure delays do not re-emerge once the backlog of local body audit opinions has been cleared, DLUHC proposes to put further backstop dates into law for the publication of audited accounts by local bodies. These would cover the five year audit appointments awarded in 2022 by Public Sector Audit Appointments (PSAA) running from financial years 2023/24 to 2027/28. The backstop date for the audit of the 2023/24 accounts is proposed to be 31 May 2025. The measures are being suggested as a way for auditors to rebuild assurance over several audit cycles, as a result of the anticipated increase in modified and disclaimer opinions, due to the backstop date.

Furthermore, the National Audit Office have launched a four week consultation seeking views on changes to the Code of Audit Practice, which sets out how local auditors in England meet their responsibilities under the Local Audit and Accountability Act 2024. One of the consultation proposals is that the Auditor's Annual Report is published each year by 30 November and summarises the audit work completed in the previous 12 months. The NAO consultation also runs until 7 March 2024 and can be found using the following link:

[Code of Audit Practice Consultation - National Audit Office \(NAO\)](#)

Following the completion of the consultation process we will report the outcome to the Audit and Accounts Committee including the timing and impact on the audits of the 2018/19 to 2022/23 accounts, which would be subject to the proposed backstop date of 30 September 2024.

# 02

Section 02:

**Commentary on VFM arrangements for  
2020/21, 2021/22 and 2022/23**

# Commentary on VFM arrangements

## Overall summary



# VFM arrangements – Overall summary

## Approach to Value for Money arrangements work

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out and sets out the reporting criteria that we are required to consider. The reporting criteria are:



**Financial sustainability** - How the Council plans and manages its resources to ensure it can continue to deliver its services



**Governance** - How the Council ensures that it makes informed decisions and properly manages its risks



**Improving economy, efficiency and effectiveness** - How the Council uses information about its costs and performance to improve the way it manages and delivers its services

Our work is carried out in three main phases as set out below. Audit work has not yet been carried out on Rossendale Borough Council's accounts for any years after 2018/19. In 2020/21 the current VFM arrangements outlined above came into effect. We have combined our VFM arrangements work, and the commentary reported in this document, to cover the years from 2020/21 to 2023/24. When we complete the audit of each year's accounts we will update our VFM work and present our commentary in the Auditor's Annual Report for each year.

### Phase 1 - Planning and risk assessment

At the planning stage of the audit, we undertake work so we can understand the arrangements that the Council has in place under each of the reporting criteria; as part of this work we may identify risks of significant weaknesses in those arrangements.

We obtain our understanding of arrangements for each of the specified reporting criteria using a variety of information sources which may include:

- NAO guidance and supporting information
- Information from internal and external sources including regulators

- Knowledge from previous audits and other audit work undertaken in the year
- Interviews and discussions with staff and directors

Although we describe this work as planning work, we keep our understanding of arrangements under review and update our risk assessment throughout the audit to reflect emerging issues that may suggest there are further risks of significant weaknesses.

### Phase 2 - Additional risk-based procedures and evaluation

Where we identify risks of significant weaknesses in arrangements, we design a programme of work to enable us to decide whether there are actual significant weaknesses in arrangements. We use our professional judgement and have regard to guidance issued by the NAO in determining the extent to which an identified weakness is significant.

We outline the risks that we have identified and the work we have done to address those risks on pages 9 and 10.

### Phase 3 - Reporting the outcomes of our work and our recommendations

We are required to provide a summary of the work we have undertaken and the judgments we have reached against each of the specified reporting criteria in this Auditor's Annual Report. We do this as part of our Commentary on VFM arrangements which we set out for each criteria later in this section.


We also make recommendations where we identify weaknesses in arrangements or other matters that require attention from the Council. We refer to two distinct types of recommendation through the remainder of this report:

- **Recommendations arising from significant weaknesses in arrangements**  
We make these recommendations for improvement where we have identified a significant weakness in the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. Where such significant weaknesses in arrangements are identified, we report these (and our associated recommendations) at any point during the course of the audit.
- **Other recommendations**  
We make other recommendations when we identify areas for potential improvement or weaknesses in arrangements which we do not consider to be significant but which still require action to be taken

The table on the following page summarises the outcomes of our work against each reporting criteria, including whether we have identified any significant weaknesses in arrangements or made other recommendations.

# VFM arrangements – Overall summary

## Overall summary by reporting criteria

Reporting criteria	Commentary page reference	Identified risks of significant weakness?	Actual significant weaknesses identified?	Other recommendations made?
 <b>Financial sustainability</b>	11	Yes	Yes	No
 <b>Governance</b>	14	Yes	Yes	No
 <b>Improving economy, efficiency and effectiveness</b>	17	Yes	Yes	Yes

# VFM arrangements – Improving Economy, Efficiency and Effectiveness

## Risks of significant weaknesses in arrangements

We have outlined below the risks of significant weaknesses in arrangements that we have identified as part of our continuous planning procedures, and the work undertaken to respond to each of those risks.

Risk of significant weakness in arrangements	Work undertaken and the results of our work
<p>1</p> <p><b>Financial Sustainability</b> The Council have historically used reserves as a way of bridging their funding gap, as well as recording overspends against their annual budget.</p> <p>There is a risk of significant weakness in the Council's arrangements for financial sustainability due to their projected annual budget deficits and the need for the Council to bridge its funding gaps and identify achievable savings.</p>	<p><b>Work undertaken</b> To address this risk we have:</p> <ul style="list-style-type: none"> <li>• Discussed with senior management the Council's approach to budget setting and monitoring, including identifying savings;</li> <li>• Reviewed the Council's quarterly finance monitoring reports;</li> <li>• Reviewed the Council's MTFS reports; and</li> <li>• Reviewed the Council's final outturn position and the level of usable reserves held.</li> </ul> <p><b>Results of our work</b> We have reviewed the Council's budget position and the actual outturn against their savings forecast. The Council have consistently used reserves to bridge funding gaps and overspend against their budget. The Council have identified that reserves are insufficient to support the budget in the medium term, and without significant savings being identified in the coming years are facing serious financial challenge. In our view this is evidence of a significant weakness in the arrangements for financial sustainability.</p> <p>A summary of the significant weaknesses in arrangements identified and associated recommendations for improvements is provided on page 20.</p>
<p>2</p> <p><b>Financial Reporting</b> The Council's finance function has historically been under resourced and there have been significant delays in the accounts production and publication process.</p> <p>Given the Council's financial position, having timely financial statements is crucial to ensuring that decision making is based on accurate information. There is a risk of significant weakness to the Council's governance arrangements as a result of not having proper accounts production processes in place.</p>	<p><b>Work undertaken</b> To address this risk we have:</p> <ul style="list-style-type: none"> <li>• Reviewed the Council's arrangement to produce its financial statements;</li> <li>• Discussed with senior management the capacity of the finance function and the skill mix within the team; and</li> <li>• Considered the evidence from our audit work on the 2018/19 financial statements, which was paused to allow the finance team to focus on preparing the delayed financial statements.</li> </ul> <p><b>Results of our work</b> In our view the significant delay in the production of the financial statements over recent years is evidence of a significant weakness in the Council's governance arrangements.</p> <p>A summary of the significant weaknesses in arrangements identified and associated recommendations for improvements is provided on page 21.</p>



# VFM arrangements – Improving Economy, Efficiency and Effectiveness

## Risks of significant weaknesses in arrangements

We have outlined below the risks of significant weaknesses in arrangements that we have identified as part of our continuous planning procedures, and the work undertaken to respond to each of those risks.

Risk of significant weakness in arrangements	Work undertaken and the results of our work
<p>3</p> <p><b>Rosendale Leisure Trust</b> The Council have had a close working relationship with Rosendale Leisure Trust in recent years, the current arrangement sees the Council paying the staff salaries on behalf of the Trust. There has been a growing debt owed by the Leisure Trust to the Council with no repayment plan in place or impairment recognised.</p> <p>We consider there to be a risk of significant weakness in the governance arrangements due to there not being a formal contract in place between the Council and the Leisure Trust.</p>	<p><b>Work undertaken</b> To address this risk we have:</p> <ul style="list-style-type: none"> <li>• Discussed with management on the arrangements in place;</li> <li>• Reviewed minutes from committee meetings; and</li> <li>• Reviewed reports commissions by external advisors on the relationship and action place in place.</li> </ul> <p><b>Results of our work</b> In our view the working arrangements are evidence of a significant weakness in respect of governance and partnership working.</p> <p>A summary of the significant weaknesses in arrangements identified and associated recommendations for improvements is provided on page 22.</p>
<p>4</p> <p><b>Key financial controls</b> The Council's Internal Auditors have reported weaknesses in the key financial controls, particularly the bank reconciliation and the reconciliations between feeder systems and the general ledger.</p> <p>We consider there to be a risk of significant weakness in the governance arrangements relating to the control weaknesses in financial systems.</p>	<p><b>Work undertaken</b> Our work is ongoing against this risk. We have:</p> <ul style="list-style-type: none"> <li>• Reviewed the latest completed bank reconciliation;</li> <li>• Discussed with management on the arrangements in place to complete the reconciliations; and</li> <li>• Reviewed the reporting to the Audit &amp; Accounts Committee.</li> </ul> <p><b>Results of our work</b> In our view the working arrangements are evidence of a significant weakness in respect of the completion and review of monthly bank reconciliations.</p> <p>A summary of the significant weaknesses in arrangements identified and associated recommendations for improvements is provided on page 23.</p>

# Commentary on VFM arrangements

## Financial Sustainability

How the body plans and manages its resources to ensure it can continue to deliver its services



# VFM arrangements – Financial Sustainability

## Overall commentary on the Financial Sustainability reporting criteria

### Background to financial sustainability in 2020/21, 2021/22 and 2022/23

Since March 2020 local authorities have faced a period of unprecedented challenge both financially and economically, as they are responding to the impact of, and recovery from, the global coronavirus pandemic. This has led to significant changes in how the Council operates and delivers services to the residents and businesses of Rossendale.

The Council entered into the 2020/21 financial year during the first lockdown. Despite there being an easing of lockdown restrictions during 2021/22 and 2022/23, the financial and operational challenges faced by the Council as a result of the pandemic has continued to be significant. Some of the Government's initiatives to respond to the pandemic were supported by additional funding. The Council received significant funding in 2020/21 which includes grants to support its COVID-19 response of £4,016k. The Council received COVID-19 related grants of £7,961k in 2021/22.

The Council has faced further financial challenges in 2022/23 as a result of growing inflationary pressures within the UK economy coupled with the increasing demand for Council services. In response to these pressures it is essential the Council has timely and accurate financial reporting to members and senior management, and decision makers make prompt decisions to maintain the financial sustainability of the Council.

### The Council's financial planning and monitoring arrangements

The Council set balanced budgets for 2020/21, 2021/22 and 2022/23 with planned use of reserves to bridge funding gaps. The tables below demonstrate the key financial information and performance.

	2020/21 (£000's)	2021/22 (£000's)	2022/23 (£000's)
<b>Budgeted revenue net expenditure</b>	9,006	8,903	8,991
<b>Actual revenue net expenditure</b>	9,321	9,113	10,002
<b>Overspend</b>	315	210	1,011

	2020/21 (£000's)	2021/22 (£000's)	2022/23 (£000's)
<b>Budgeted use of reserves</b>	686	606	56
<b>Actual use of reserves</b>	14	816	775
<b>General Fund reserves</b>	1,000	1,000	1,000
<b>Earmarked Reserves</b>	9,196	9,566	7,484
<b>...of which relate to Transitional Reserve and Business Rates Retention Reserve</b>	5,857	6,289	4,091

As the tables above demonstrate, the Council has overspent against its budget each year and has significantly exceeded its planned use of reserves to bridge the funding gaps. The use of reserves in this way is unsustainable and in order to be financially viable the Council must ensure its annual spending is in line with its available resources for that year.

The Council does implement a financial and budget planning process that includes a range of activities and consultations. The budget setting process involves engagement with senior Council officers, and incorporates discussion about the delivery of statutory services and priorities. Where additional resources are required to deliver services these are scrutinised and challenged before they are included in the budget estimates. Service area business plans are updated annually to align with the Council's overall corporate priorities. The service area business plans are used to highlight areas of potential savings and are monitored on a quarterly basis with the s151 Officer. Any under performance or budget variances would be identified and brought to members attention through quarterly reporting. Despite these measures, however, the Council has repeatedly reported budget overspends with funding gaps being met by unplanned use of reserves. The Council's medium term financial sustainability must be based on a strategy of spending within available resources. We have reviewed a sample of the budget setting and monitoring reports and they clearly report the impact of the current financial position and projections on the future financial sustainability. The reports have not however led to demonstrable action by the Council to reduce spending to the levels of available resources each year.

# VFM arrangements – Financial Sustainability

## Overall commentary on the Financial Sustainability reporting criteria - continued

### The Council's arrangements for identifying, managing and monitoring funding gaps and savings

The Medium Term Financial Strategy (MTFS) is a three year plan which sets out the Council's commitment to provide quality services that meet the needs of people locally and that represent good value for money within the overall resources available to it.

A key part of the strategy is to highlight the budget issues that will need to be addressed by the Council over the coming financial years. The Council do this by forecasting the level of resources and budget pressures, relating to both capital and revenue spending. The Council also assess whether sufficient reserves and provisions are held for past and unknown events which may impact on the Council's resources. The MTFS is closely interlinked to other Council plans and strategies such as the Corporate Strategy, Capital Programme and Annual Revenue Budget.

Quarterly financial monitoring reports are taken to Cabinet which give members an update on the Council's financial position against budget. Departmental overspends and variances are reported and any changes are given a risk rating. Savings are identified as part of the budget setting process, but these have not been delivered to a sufficient extent to ensure spending is in line with the available resources.

### Council's approach to 2023/24 financial planning

The Council's arrangements for the 2023/24 budget setting process has largely followed the arrangements in place for 2022/23.

The budget for 2023/24 was approved at the February 2023 Council meeting. The Council set a balanced budget with total net expenditure for Council services of £10,256k with an increase in Council tax of 2.99%. The 2023/24 budget includes £139k of identified savings and efficiencies. The Council budget planned to use a further £756k of reserves, to bridge the funding gap that has been identified in the year, this was budgeted to come from the transitional reserve.

The Quarter 2 financial report to Cabinet in December 2023 shows an adverse variance against the original net expenditure budget of £51k to be funded from the General Fund.

The MTFS that was presented alongside the 2023/24 budget demonstrates clearly the Council's challenging financial position. The MFTS projects funding gaps in 2024/25, 2025/26 and 2026/27 of £857k, £1,514k and £1,564k respectively, and that these gaps will continue to be bridged through the use of reserves. The Council currently projects that the General Fund reserve will be exhausted by 2025/26. The 2024/25 MTFS, presented as part of the 2024/25 budget process shows an updated position and reports funding gaps in each year met

from use of reserves totalling £3,665k to 2027/28, with a projected level of reserves at the end of 2027/28 of only £1,088k.

### Rossendale Leisure Trust

Rossendale Leisure Trust (RLT) is a Community Benefit Society that manages a portfolio of the Council's leisure and sports facilities. The Council and the Trust have a close working relationship. Until May 2023 the Council had a long-standing arrangement to pay the Trust's pay and non-pay expenditure and the Trust would repay this. In May 2023 this changed and the Council now limits this arrangement to just the pay expenditure costs. This financial arrangement exposes the Council to the significant risk if the Trust is unable to reimburse the Council for their expenditure, further depleting the Council's available resources. During the COVID-19 pandemic and into the cost of living crisis, RLT have been given financial support by the Council which has resulted in a significant balance currently being owed to the Council. There is no repayment plan in place to repay the debt owed and the Council have not yet accounted for any impairment of this balance, working on the assumption it will be repaid in full. Consequently the Council's reserves position reported to members does not include the impact of any uncollectable debt owed to the Council. The debt has continued to increase, and the Council needs to assess, manage and mitigate the risk that the Council will not receive the full amount owed.

The Council commissioned a report highlighting the risks to the Council of the relationship with RLT. The report highlighted that if the total amount owed to the Council was determined to be irrecoverable then there would be a significant financial impact to the Council which has not been factored into the Medium Term Financial Strategy. This would accelerate the rate at which reserves are fully utilised, quicker than has been reported to Council.

**Based on our above considerations we consider that the Council does not have adequate arrangements in place to deliver financial sustainability in the medium term. We have therefore reported a significant weakness in the Council's arrangements in relation to financial sustainability. We have included details of this significant weakness on page 20.**

# Commentary on VFM arrangements

## Governance

How the body ensures that it makes informed decisions and properly manages its risks



# VFM arrangements – Governance

## Overall commentary on the Governance reporting criteria

### The Council's risk management and monitoring arrangements

The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of effectiveness, economy and efficiency. In doing this it is responsible for putting in place proper arrangements for the governance of its affairs, effective exercise of its functions and arrangements for the management of risk.

The Council has an established risk management framework and systems in place which are built into the governance structure of the organisation. The Council's Constitution details that the Audit and Accounts Committee is responsible for reviewing and monitoring those arrangements.

The Council has adopted a Risk Management Strategy which sets out the approach to managing risk. The strategy was last updated in 2016. We have included an other recommendation on page 12 relating to project managing the updating of policies and strategies to ensure they are kept up to date and relevant. The Council has a Corporate Risk Register, risks are reviewed on a quarterly basis and reported to the Audit and Accounts Committee. At the November 2023 meeting the quarterly report categorised 4 risks as low, 3 as medium and 2 as high. The high risks are those linked with the Council's medium term financial sustainability and the Council's owned leisure assets.

The Committee review the risks and challenge officers on the actions taken to address the risks. The role in taking decisions to reduce the risk levels lies outside of the Audit & Accounts Committee, with the Council, the Cabinet, or the Senior Leadership Team under delegated powers. We have not seen evidence of the Council taking appropriate actions to mitigate the risks and reduce the risk level.

The Council's Internal Audit is provided by Lancashire County Council. The annual Internal Audit plan is developed by the Head of Internal Audit, agreed with management at the start of the financial year and is reviewed by the Audit and Accounts Committee prior to final approval. The audit plan is based on an assessment of risks that the Council faces and is designed to ensure that there is assurance on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control. The planned work can be supplemented if necessary by ad hoc reviews on suspected irregularities and other work to respond to emerging risks and issues. We have reviewed the Internal Audit plans for 2021/21, 2021/22, 2022/23 and 2023/24 and confirmed that they are consistent with the risk-based approach.

Internal Audit progress reports are presented to Audit and Accounts Committee meetings including follow up reporting on recommendations. At the end of each financial year the Head of Internal Audit provides an Annual Report including an opinion on the Council's governance, risk and control framework based on the work

completed during the year. The Annual Report is presented at the July Audit and Accounts Committee, in July 2023 the Head of Internal Audit's overall opinion on the Council's control environment in 2022/23 was "moderate assurance". The same level of assurance has been given during 2020/21 and 2021/22.

### Decision making arrangements and control framework

The Council has an established governance structure in place which is set out within its Annual Governance Statement (AGS). The Annual Governance Statement is a critical component of the Council's governance arrangements. It is an evidenced self-assessment by the Council on the Council's governance, assurance and internal control frameworks for the financial year. The AGS is formally signed by the Chief Executive and Leader of the Council. The Governance Structure, as described in the AGS includes amongst other things the Constitution which sets out the approach to decision making. The Constitution is kept under review and updated as required. The Overview and Scrutiny Committee are in place to formally challenge the Council's decision making process.

As commented on in the financial sustainability section, the Council have a close working relationship with Rossendale Leisure Trust (RLT). We have requested evidence that there is an overarching agreement or contract in place between the Council and the Trust, but the Council have not been able to provide this evidence of sound governance arrangements. This agreement would serve to protect the Council from risks associated with the partnership especially considering the significant debt owed by RLT at the time of reporting. It is our view that this is evidence of there being a significant weakness in the Council's arrangements with regards to properly informed decision making of the Council.

The Council have had significant difficulties with the reconciliations that they perform as part of their day to day financial monitoring. The Council do not currently prepare monthly bank reconciliations and there have been large historic differences in the year end reconciliations dating back a number of years. The last bank reconciliation prepared was as at March 2023, there was a significant unidentified reconciling difference recorded on this reconciliation.

The Council has focused its efforts on clearing old reconciling items with an aim of settling all historic differences by March 2024. Internal Audit have reported the weaknesses in their reports to the Audit and Accounts Committee but this has not yet led to the required improvements in the control arrangements. Whilst it is important that historic errors are corrected, this should not be at the expense of current financial control procedures.

# VFM arrangements – Governance

## Overall commentary on the Governance reporting criteria - continued

### Financial Statements

At the start of 2023 the Council was facing a significant backlog in the production of their annual financial statements, at the time having only produced 2019/20 accounts as the most recent publication. The 2020/21 and 2021/22 financial statements were both published in late 2023 and the 2022/23 financial statements were published in early 2024. While we acknowledge the challenges the Council has faced in addressing the backlog, the production of timely and accurate financial statements is a statutory responsibility and one that is crucial to a system of effective governance. Given the Council's financial position, having timely financial statements is critical to ensure decision making is based on accurate information, especially the level of resources available to the Council to assist in setting future budgets.

The historic delay in publishing financial statements is evidence of the Council not having adequate arrangements in place.

The Council's finance team had a long period of not been fully resourced which had an impact on the Chief Financial Officer's involvement in the account's preparation process. The Council's arrangements to produce the outstanding sets of accounts has relied heavily on the detailed knowledge and experience of the Chief Financial Officer. This is not a sustainable position. The Council's finance team is now fully staffed and they are starting to develop their knowledge and experience on Local Government accounting and reporting. The Council should ensure that they have a development and training plan in place which will ensure that its finance team are able to produce the financial statements for 2023/24 and future years with an appropriate level of input from the Chief Financial Officer.

The audit work we have carried out to date on the 2018/19 audit has highlighted that the draft financial statements submitted for audit were of a poor quality and significant difficulties have been encountered during the course of the audit. The problems have been exacerbated by a lack of good quality supporting underlying records and working papers. The lack of any remaining staff at the Council with knowledge of the 2018/19 accounts closedown has exacerbated the challenges.

**Based on our above considerations we consider that the Council does not have adequate governance arrangements in place. We have therefore reported a significant weakness in the Council's arrangements in relation to governance. We have included details of these significant weaknesses on page 21, 22 and 23.**

# Commentary on VFM arrangements

## Improving economy, efficiency and effectiveness

How the body uses information about its costs and performance to improve the way it manages and delivers its services





# VFM arrangements – Improving Economy, Efficiency and Effectiveness

## Overall commentary on the Improving Economy, Efficiency and Effectiveness reporting criteria

### The Council's arrangements for assessing performance and evaluation service delivery

The Council prepares performance monitoring and financial monitoring reports which are regularly reported throughout the year. Quarterly performance management reports are presented to the Overview and Scrutiny committee. These reports are presented alongside narrative reporting of actual performance, progress to achieving targets, current and known future challenges and an assessment of how the Council is performing. The Council reports on a quarterly basis how they are performing against their KPI's, any underperformance would be raised to members. We have reviewed a sample of the reports and can confirm that the information within is presented in an understandable format for committee members to make informed decisions.

The Council's objectives are set out in its Corporate Plan 2021-2025. The Council's strategy focuses around the following core areas:

- Thriving local economy
- High quality environment
- Healthy and proud communities
- Effective and efficient Council

The Council's Medium Term Financial Plan ties into the Corporate Plan to ensure that funding is targeted as appropriate towards the Council's priorities. The monitoring of the achievement of the Corporate Plan priorities is considered during the Council's quarterly reporting. Additionally, a Operations Service Improvements board has been set up as a direct result of the financial and operational performance.

### The Council's arrangements for effective partnership working

The Council has a number of partnerships with a range of organisations which is consistent with the sector in which they operate. These include service delivery partnerships, statutory partnerships and commercial partnerships.

The Council does not have a good record with partnership working, as demonstrated with the Empty Homes project which was highlighted by the predecessor auditors in their value for money reporting. In our view the partnership working with Rossendale Leisure Trust, as previously mentioned within this report, is evidence of ineffective arrangements for partnership working. Whilst the basis for the Council's relationship with

Rossendale Leisure Trust is to provide services to the local community; the Council does not have appropriate controls or operating arrangements to deliver effective services to service users. These lack of controls and the approach the Council takes in their partnership working is evidence that there is a significant weakness in the Council's arrangements.

### The Council's arrangements for procurement and commissioning services

The Council's Constitution contains a chapter on the Contract Procedure Rules. The Council also sets the detailed process the Council must follow when procuring goods and services. The Procurement Strategy was due to be updated in 2020 however this is still yet to be done. It is important that the Council has a clear and up to date policies to ensure that that the procedure and requirements are clear and to protect the Council when entering into agreements with third parties. We have raised the following as an 'other recommendation'.

#### Other recommendation

1	The Council has a number of policies that are out of date and require reviews and updating.	The Council should ensure it has a programme in place to review Council policies and update as necessary. This ensures management are acting in a lawful and compliant way to provide services for the local community.
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**Based on our above considerations we consider that the Council does not have adequate arrangements in place. We have therefore reported a significant weakness in the Council's arrangements in relation to improving economy, efficiency and effectiveness. We have included details of this significant weakness on page 22.**

# Commentary on VFM arrangements

Identified significant weaknesses in arrangements and our recommendations



# Identified significant weaknesses and our recommendations

## Identified significant weaknesses in arrangements and recommendations for improvement

As a result of our work we have identified significant weaknesses in the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources. These identified weaknesses have been outlined in the table below.

Identified significant weakness in arrangements	Financial sustainability	Governance	Improving the 3Es	Recommendation for improvement	Our views on the actions taken to date
<p>1 <b>Financial Sustainability</b>                      The Council's budgets for 2020/21, 2021/22 and 2022/23 all relied upon the use of reserves to bridge funding gaps. In addition, the Council's outturn position for each of these years were overspent. The Medium Term Financial Strategy (presented to Council in February 2023) projected funding gaps in 2024/25, 2025/26 and 2026/27 of £857k, £1,514k and £1,564k. The growing deficit is forecast to exhaust the Council's General Fund reserve by 2025/26, which is evidence of an unsustainable reliance on reserves and a lack of action to address the underlying reasons for persistent overspending.</p> <p>In our view the failure to address the underlying deficit is evidence of a significant weakness in the Council's arrangements for financial sustainability (how the Council plans to bridge its funding gaps and identify achievable savings) in 2020/21, 2021/22 and 2022/23.</p>	●			<p>The Council should develop sustainable financial plans to ensure services can be provided within available resources. Specifically, the Council should:</p> <ul style="list-style-type: none"> <li>• undertake a baseline assessment of the affordability of services and funding available against Council priorities;</li> <li>• develop a detailed plan to address the deficit; and</li> <li>• ensure sufficient information is available to monitor and deliver planned savings.</li> </ul>	<p>Our work has been completed in early 2024 and will be followed up in subsequent periods.</p>

# Identified significant weaknesses and our recommendations

## Identified significant weaknesses in arrangements and recommendations for improvement - continued

Identified significant weakness in arrangements	Financial sustainability	Governance	Improving the 3Es	Recommendation for improvement	Our views on the actions taken to date
<p>2 <b>Weaknesses in Financial Reporting</b>                      Since the 2018/19 financial year, the Council has not produced and published draft accounts according to the statutory reporting timetable. Specifically, the 2020/21 and 2021/22 accounts were both published in late 2023 and the 2022/23 accounts were published in early 2024. The Council has had an annual financial statements closedown plan in place, this has not been followed in 2020/21, 2021/22 and 2022/23.</p> <p>The Council's finance team has historically been under-resourced and the Chief Financial Officer has had to personally deliver operational duties involved in the production of the accounts. Within 2022/23, the Council recruited additional finance staff to address the under-resourcing but many new team members have limited local authority experience.</p> <p>As part of our ongoing audit of the 2018/19 financial statements, we have highlighted a number of shortfalls in the quality of the financial statements submitted for audit and we identified a series of deficiencies with underlying working papers and records. There is no evidence that in the subsequent period that any improvement has been made. In our view this is evidence of a significant weakness in the Council's arrangements for governance (how the Council ensures effective systems and processes are in place to support its statutory financial reporting requirements), in 2020/21, 2021/22 and 2022/23.</p>		●		<p>The Council should:</p> <ul style="list-style-type: none"> <li>• adhere to the detailed closedown action plan to support production of its annual financial statements in line with the required timescales; and</li> <li>• ensure the finance team has the capacity and capability to produce reliable and fully supported annual financial statements.</li> </ul>	<p>Our work has been completed in early 2024 and will be followed up in subsequent periods.</p>

# Identified significant weaknesses and our recommendations

## Identified significant weaknesses in arrangements and recommendations for improvement - continued

Identified significant weakness in arrangements	Financial sustainability	Governance	Improving the 3Es	Recommendation for improvement	Our views on the actions taken to date
<p><b>3 Partnership with Rossendale Leisure Trust</b>                      Rossendale Leisure Trust (the Trust) manages a number of the Council's leisure facilities and has done since 2004. During the period 2020/21, 2021/22 and 2022/23, the Council paid for pay and non-pay expenditure incurred by the Trust.</p> <p>During and following the COVID-19 pandemic the Council gave revenue financial support to the Trust including lease payment holidays and grant allocations, this has resulted in a significant balance currently being owed to the Council by the Trust. We have seen no evidence of a repayment plan to repay the debt and the Council has not accounted for any impairment of the balance.</p> <p>Officers have confirmed there is no formal overarching agreement or contract between the Council and the Trust. For a partnership of this size and nature we would expect to see a comprehensive, signed agreement in place that aims to protect the Council's interests. This deficiency in arrangements for the provision of leisure services is evidence of significant weaknesses in the Council's arrangements for governance (how the body ensures it makes properly informed decisions, supported by appropriate evidence) and for improving economy, efficiency and effectiveness (how the Council ensures that commissioned services realise the expected benefits), in 2020/21, 2021/22 and 2022/23.</p>		●	●	<p>The Council should:</p> <ul style="list-style-type: none"> <li>ensure that there is a comprehensive signed agreement in place to formally document the working relationship with Rossendale Leisure Trust;</li> <li>put in place arrangements to recover the debt owed by Rossendale Leisure Trust; and</li> <li>carry out an impairment review of the debt and recognise an expected credit loss where appropriate.</li> </ul>	<p>Our work has been completed in early 2024 and will be followed up in subsequent periods.</p>

# Identified significant weaknesses and our recommendations

## Identified significant weaknesses in arrangements and recommendations for improvement - continued

Identified significant weakness in arrangements	Financial sustainability	Governance	Improving the 3Es	Recommendation for improvement	Our views on the actions taken to date
<p><b>4 Key financial controls</b> As part of our ongoing work with the Council, we have noted that the most recent bank reconciliation completed by the Council officers we have observed was as at March 2023. This bank reconciliation, which we have not yet subjected to audit, included a significant unidentified amount.</p> <p>Bank reconciliations are a fundamental basis for the effective operation of financial controls and should be a regular test of the integrity of the Council's general ledger. The lack of completed bank reconciliations is a deficiency in these expected controls. This deficiency, exposes the Council to significant risk in relation to the proper operation of controls and assurance over its general ledger position. Although not material in the context of the accounts audit, this deficiency is significant and in our view is evidence of a significant weakness in governance arrangements (how the Council ensures effective processes and systems are in place to ensure budgetary and communicate relevant, accurate and timely management information) in 2022/23.</p>		●		<p>The Council should:</p> <ul style="list-style-type: none"> <li>• address the backlog of bank reconciliations that have not been completed;</li> <li>• take action to clear and justify reconciling items; and</li> <li>• ensure processes are in place for the preparation and review of monthly bank reconciliations.</li> </ul>	<p>Our work has been completed in early 2024 and will be followed up in subsequent periods.</p>

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