Folkestone & Hythe District Council

Agenda

Meeting:	**Audit and Governance Committee**
Date:	**30 September 2020**
Time:	**7.00 pm**
Place:	**Virtual Zoom Meeting**
To:	**All members of the Audit and Governance Committee**

The committee will consider the matters, listed below, at the date and time shown above. The meeting will be open to the press and public and streamed live at bit.ly/YouTubeMeetings

If members have any particular questions on the reports it would help the management of the meeting if they could send them in on or before Monday 28 August to committee@folkestone-hythe.gov.uk. Members can raise matters in the meeting of course but knowledge of the areas of any concern prior to its commencement will aid the running of the meeting.

1. **Apologies for Absence**

2. **Declarations of Interest (Pages 3 - 4)**

Members of the committee should declare any interests which fall under the following categories:

a) disclosable pecuniary interests (DPI);
b) other significant interests (OSI);
c) voluntary announcements of other interests.

3. **Minutes (Pages 5 - 8)**

To consider and approve, as a correct record, the minutes of the meeting held on 30 July 2020.

Queries about the agenda? Need a different format?

Contact Sue Lewis – Tel: 01303 853265
Email: committee@folkestone-hythe.gov.uk or download from our website
www.folkestone-hythe.gov.uk

Date of Publication: Tuesday 22 September 2020

4. **Appointment of Temporary Councillor - Brenzett Parish Council (Pages 9 - 12)**

Due to unforeseen circumstances Brenzett Parish Council could not meet the requirements of quorum at a planned parish meeting on 14th September 2020. A temporary councillor was appointed by the Head of Paid Service under her urgency powers to act at this meeting to fulfill the requirements of quorum and allow the Parish Council to function.

5. **Internal Audit Progress Report from the Head of the East Kent Audit Partnership (Pages 13 - 32)**

This report includes the summary of the work of the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee meeting together with details of the performance of the EKAP to the 30th June 2020.

6. **The Audit Findings for Folkestone & Hythe District Council 2019/20 (Pages 33 - 80)**

Grant Thornton are required to issue a Report to those charged with governance, summarising the findings and conclusions of their audit work. They are also required by professional auditing standards to report certain matters before giving an opinion on the financial statements for the year ended 31 March 2020.

7. **Statement of Accounts 2019/20 (Pages 81 - 218)**

In accordance with the Accounts and Audit (Coronavirus) Amendments Regulations 2020 the council must consider and approve its Statement of Accounts no later than 30 November 2020. The Accounts have been subjected to audit, the details of which are set out in Grant Thornton's Audit Findings report.

8. **Review of Corporate Risk Register (Pages 219 - 230)**

This report provides an update to the Corporate Risk Register.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:
Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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Folkestone & Hythe District Council

Minutes

Audit and Governance Committee

Held at:	Zoom Virtual Meeting
Date	Thursday, 30 July 2020
Present	Councillors Mrs Ann Berry (Vice-Chair), Laura Davison, Philip Martin (Chairman), Terence Mullard and Rebecca Shoob
Apologies for Absence	
Officers Present:	Kate Clark (Case Officer - Committee Services), Cheryl Ireland (Lead Accountant), Amandeep Khroud (Assistant Director), Sue Lewis (Committee Services Officer), Mrs Christine Parker (Head of Audit Partnership), Mr Chris Parker (Deputy Head of Audit) and Charlotte Spendley (Director of Corporate Services)
Others Present:	Paul Dossett and Mark Chang, Grant Thornton

Note: Due to technical issues at the start and during the meeting for Councillor Philip Martin, the vice-chair, Councillor Mrs Ann Berry took the chair for the meeting.

38. **Declarations of Interest**

Councillor Rebecca Shoob declared a voluntary announcement in that she is a Director of Otterpool which is mentioned in a number of the reports being presented. She remained in the meeting during the discussions and voting on all items.

39. **Minutes**

The minutes of the meeting held on 4 March 2020 were submitted, approved and signed virtually by the Chairman for the evening.

40. **Grant Thornton - Audit progress report**

Paul Dossett and Mark Chang, Grant Thornton, updated members on several changes in approach to the report, particularly that of the changed deadlines and audit of accounts for the year from the end of May 2020 to end of August 2020, this is to reflect the Covid 19 pandemic. The Council is on target to meet this deadline.

It was noted that a response from Council to the 18/19 accounts is due and will be reported to Grant Thornton in the next two weeks with a report back to committee.

Proposed by Councillor Rebecca Shoob
Seconded by Councillor Laura Davison and

Resolved: To receive and note the Audit Progress Report.

(Voting: 4; Against 0; Abstentions 0)

41. **Internal Audit Annual report 2019-20**

The report provides the summary of the impact of the work of the East Kent Audit Partnership for the year to 31st March 2020.

Particular attention was paid to the changes in respect of East Kent Housing and the transfer to the four councils from October 2020. The Housing Regulator is monitoring progress in issues related to East Kent Housing, it is anticipated that the follow up on Fire Safety can now be undertaken, with an update coming to the next meeting of the committee.

A number of items have been pushed back, it is not unusual to vary the agreed plan, the projects pushed back were as a result of management requests, largely due to the transformation programme, and audits not being able to be accommodated. In any ordinary year the days would have been delivered in the year following, however due to the pandemic and staff being deployed elsewhere for the first quarter of 20/21 it will now be necessary to bring a revised plan to committee in September.

Proposed by Councillor Laura Davison
Seconded by Councillor Terrence Mullard and

Resolved: To receive and note Report AuG/20/02.

(Voting: For 5; Against 0; Abstentions 0)

42. **Internal Audit Progress report from the Head of the East Kent Audit Partnership**

The report included the summary of the work of the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee meeting together with details of the performance of the EKAP to the 31st May 2020.

Particular attention was paid to:

- East Kent Housing – Tenant Health and Safety (lifts) – it was noted that the assurance level covers all 4 councils but Folkestone and Hythe do not have any issues relating to lifts.
- Civic Centre Security - work in progress, information will be provided after the meeting.
- Homelessness Review – the reason for not commencing this review in Quarter one was explained as the service was busy assisting the community and the auditors had been redeployed, The importance of this review was noted by members and it will be considered at the next meeting as part of the revised plan.

Proposed by Councillor Rebecca Shoob
Seconded by Councillor Terrence Mullard and

Resolved:
1. **To receive and note Report AuG/20/01.**
2. **To note the results of the work carried out by the East Kent Audit Partnership.**

(Voting: For 5; Against 0; Abstentions 0)

43. **Statement of Accounts 2019/20**

In accordance with the Accounts and Audit Regulations 2015 the council must consider and approve its Statement of Accounts no later than 31 July 2020. However guidance has been issued in relation to the 2019/20 Statement of Accounts to provide greater flexibility in the preparation and audit of accounts due to the impacts of the global pandemic. Therefore Local Authorities are expected to publish draft Statement of Accounts by 31 August and have Audited Accounts available by 30 November 2020. The Accounts presented are subjected to audit which is ongoing at the time of drafting this report.

Proposed by Councillor Rebecca Shoob
Seconded by Councillor Mrs Ann Berry and

Resolved:
1. **To receive and note Report AuG/20/04.**
2. **To approve the draft Statement of Accounts 2019/20.**

(Voting: For 5; Against 0; Abstentions 0)

44. **Annual Governance Statement 2019/20**

Under the Accounts and Audit (England) Regulations 2011 (as amended), local authorities are required to produce an Annual Governance

Statement. This report describes the process followed and seeks approval for the Annual Governance Statement for the year 2019/20.

Proposed by Councillor Philip Martin
Seconded by Councillor Terrence Mullard and

Resolved:
1. To receive and note report AuG/20/03.
2. To approve the draft Annual Governance Statement for 2019/20.
3. To approve the council's corporate action plan outlined in Appendix 1 for 2020/21.

(Voting: For 5; Against 0; Abstentions 0)

This Report will be made public on 22 September 2020

Report Number **AuG/20/06**

To:	**Audit and Governance Committee**
Date:	**30 September 2020**
Status:	**Non-executive decision**
Responsible Officer:	**Amandeep Khroud, Assistant Director - Governance & Law**

SUBJECT: **APPOINTMENT OF TEMPORARY COUNCILLOR**

SUMMARY: Due to unforeseen circumstances Brenzett Parish Council could not meet the requirements of quorum at a planned parish meeting on 14th September 2020. A temporary councillor was appointed by the Head of Paid Service under her urgency powers to act at this meeting to fulfill the requirements of quorum and allow the Parish Council to function.

REASONS FOR RECOMMENDATIONS:
To advise councillors that this has taken place and the Secretary of State has also received notification of this happening.

RECOMMENDATIONS:
1. **To receive and note report AuG/20/06.**
2. **To note the use by the Head of Paid Service of her urgency powers to make a temporary appointment to Brenzett Parish Council pursuant to S91 Local Government Act 1972.**

1. BACKGROUND

1.1 Brenzett Parish Council has a total of 5 seats for office. Two of these seats have remained vacant after the conclusion of both the petition period to call for an election, as well as the advertising for co-option by the Parish Clerk.

1.2 Of the 3 remaining councillors, 1 could not attend the September 2020 meeting because of a family emergency.

1.3 With only 2 councillors left the Parish Council could not function because it did not meet quorum. The rules of quorum are present in Part 2 of Schedule 12 of the Local Government Act 1972 and are as follows:

"No business shall be transacted at a meeting of a parish council unless at least one-third of the whole of members of the council are present at the meeting; but… in no case shall the quorum be less than three".

1.4 The Parish Clerk expressed an urgency for the principal authority to assist. Agenda items for the meeting could not be deferred because a deadline for an audit and governance report on finance was due for submission to an external inspector.

3. ASSISTANCE

2.1 The Council, as the principal authority has powers under Section 91 of the Local Government Act 1972 to temporarily appoint persons to fill vacancies until other councilors are elected and take up office. In view of the urgent need to appoint a temporary member the Head of Paid Service used her urgency powers to make the appointment described below.

2.2 The Parish Clerk could not suggest a member of the public from the parish to act and so the two district ward members from this area were asked to assist.

2.3 Cllr Tony Hills stepped up to help and fulfilled the duties of councillor for the meeting held on Monday 14th September 2020.

2.4 The Secretary of State has been notified of the appointment as required by the legislation.

7. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

7.1 **Legal Officer's Comments (AK)**

The legal implications are covered in the main body of the report

7.2 **Finance Officer's Comments (CI)**

There are no financial implications arising directly from this report

7.3 **Diversities and Equalities Implications (GE)**

There are no equalities implications directly arising from this report

8. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Paul Butler
Democratic Services and Elections Lead Specialist
Telephone: 01303 853497
Email: paul.butler@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

Correspondence with the parish clerk of Brenzett Parish Council

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This Report will be made public on 22 September 2020

Report Number **AuG/20/05**

To:	**Audit and Governance Committee**
Date:	**30 September 2020**
Status:	**Non-Executive Decision**
Corporate Director:	**Charlotte Spendley – Director – Corporate Services (S151)**

SUBJECT: INTERNAL AUDIT PROGRESS REPORT FROM THE HEAD OF THE EAST KENT AUDIT PARTNERSHIP

SUMMARY: This report includes the summary of the work of the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee meeting together with details of the performance of the EKAP to the 30th June 2020.

REASONS FOR RECOMMENDATION:
The Committee is asked to agree the recommendations set out below because:
In order to comply with best practice, the Audit and Governance Committee should independently contribute to the overall process for ensuring that an effective internal control environment is maintained.

RECOMMENDATIONS:
1. **To receive and note Report AuG/20/05.**
2. **To note the results of the work carried out by the East Kent Audit Partnership.**

1. INTRODUCTION

1.1 This report includes the summary of the work completed by the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee progress report, together with details of the performance of the EKAP to the 30th June 2020.

2. AUDIT REPORTING

2.1 For each Audit review, management has agreed a report, and where appropriate, an Action Plan detailing proposed actions and implementation dates relating to each recommendation. Reports continue to be issued in full to the relevant Heads of Service, as well as an appropriate manager for the service reviewed.

2.2. Follow-up reviews are performed at an appropriate time, according to the status of the recommendation, timescales for implementation of any agreed actions and the risk to the Council.

2.3. An assurance statement is given to each area reviewed. The assurance statements are linked to the potential level of risk, as currently portrayed in the Council's risk assessment process. The assurance rating given may be substantial, reasonable, limited or no assurance.

2.4 Those services with either limited or no assurance are monitored and brought back to Committee until a subsequent review shows sufficient improvement has been made to raise the level of assurance to either reasonable or substantial. There are currently four reviews with such a level of assurance as shown in appendix 2 of the EKAP report.

2.5 The purpose of the Council's Audit and Governance Committee is to provide independent assurance of the adequacy of the risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements and to seek assurance that action is being taken to mitigate those risks identified.

2.6 To assist the Committee in meeting its terms of reference with regard to the internal control environment an update report is regularly produced on the work of internal audit. The purpose of this report is to detail the summary findings of completed audit reports and follow-up reviews since the report submitted to the last meeting of this Committee.

3. SUMMARY OF WORK

3.1. There have been five audit reports completed during the period. These have been allocated assurance levels as follows: three were providing substantial assurance, one reasonable assurance and one was split assurance reasonable / limited. Summaries of the report findings are detailed within Annex 1 to this report.

3.2 In addition, one follow up review has been completed during the period. The follow up reviews are detailed within section 3 of the update report.

3.3 For the period to 30th June 2020 67.91 chargeable days were delivered against the planned target of 344.23 days, which equates to achievement of 19.72% of the planned number of days.

3.4 Due to the Covid19 virus the EKAP team were redirected to community work on behalf of the partner councils early in the 2020/21 year. This has impacted upon the amount of internal audit work that can be completed within the year resulting in a revision to the audit plan in appendix 3. At the same time East Kent Housing Limited is due to be taken back in house by the partner councils from 1st October 2020, therefore the plan is further adjusted to bring back in 30 days for 2020/21 and then 35 days from 2021/22 in respect of housing reviews.

4. RISK MANAGEMENT ISSUES

4.1 A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
Non completion of the audit plan	Medium	Low	Review of the audit plan on a regular basis
Non implementation of agreed audit recommendations	Medium	Low	Review of recommendations by Audit and Governance Committee and Audit escalation policy.
Non completion of the key financial system reviews	Medium	Medium	Review of the audit plan on a regular basis. A change in the external audit requirements reduces the impact of non-completion on the Authority.

5. LEGAL, FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 **Legal Officer's comments** (DK)

No legal officer comments are required for this report.

5.2 **Finance Officer's Comments** (TM)

Responsibility for the arrangements of the proper administration of the Council's financial affairs lies with the Director – Corporate Services (s.151). The internal audit service helps provide assurance as to the adequacy of the arrangements in place. It is important that the recommendations accepted by Heads of Service are implemented and that audit follow-up to report on progress.

5.3 **Head of the East Kent Audit Partnership comments** (CP)

This report has been produced by the Head of the East Kent Audit Partnership and the findings / comments detailed in the report are the service's own, except where shown as being management responses.

5.4 **Diversities and Equalities Implications** (CP)

This report does not directly have any specific diversity and equality implications however it does include reviews of services which may have implications. However none of the recommendations made have any specific relevance.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

6.1 Councillors with any questions arising out of this report should contact either of the following officers prior to the meeting.

Christine Parker, Head of the Audit Partnership
Telephone: 01304 872160 Email: Christine.parker@folkestone-hythe.gov.uk

Charlotte Spendley Director – Corporate Services (S151)
Telephone: 01303 853420 Email: Charlotte.spendley@folkestone-hythe.gov.uk

6.2 The following background documents have been relied upon in the preparation of this report:

Internal Audit working papers - Held by the East Kent Audit Partnership.

Attachments
Annex 1 – Update report from the Head of the East Kent Audit Partnership.

EAST KENT
DOVER • FOLKESTONE & HYTHE • THANET • CANTERBURY
AUDIT PARTNERSHIP

Annex 1

INTERNAL AUDIT UPDATE REPORT FROM THE HEAD OF THE EAST KENT AUDIT PARTNERSHIP

1. INTRODUCTION AND BACKGROUND

1.1 This report includes the summary of the work completed by the East Kent Audit Partnership since the last Audit and Governance Committee meeting, together with details of the performance of the EKAP to the 30th June 2020.

2. SUMMARY OF REPORTS

Service / Topic		Assurance level	No of recs	
2.1	Otterpool Park Governance	Substantial	C H M L	0 0 1 1
2.2	Dog Enforcement	Substantial	C H M L	0 0 2 0
2.3	Members Code of Conduct & Standards Arrangements	Substantial	C H M L	0 0 1 2
2.4	Oportunitas Ltd – Governance Arrangements	Reasonable	C H M L	0 1 4 3
2.5	Licensing	Reasonable / Limited	C H M L	0 6 2 2

2.1 Otterpool Park Governance - Substantial Assurance

2.1.1 Audit Scope

To provide assurance on the adequacy and effectiveness of the controls established to ensure that the Council has good governance procedures in place concerning the Otterpool Garden Town Project and that these protect the Council, Councillors and Officers who are involved in the administration of this project and to enable the intended outcomes to be achieved for the district.

2.1.2 Summary of Findings

The Otterpool Park Project is both a substantial challenge and opportunity for the Council to develop a new “Garden Town” within the district and thereby meet the requirements and targets placed upon it by Government in respect of the future building of new homes within the district.

The primary findings giving rise to the Substantial Assurance opinion in this area are as follows:

- The Council has set out clear objectives for the Otterpool Park Project.
- The Council has taken decisions in relation to the project through the relevant committee process.
- Delegation has been approved to officers in specific cases to take the project forward in terms of purchasing land and buildings within the project’s location.
- There are various protocols and governance processes in place for both officers and Councillors to comply with in respect of the project.

Scope for improvement was however identified in the following areas:

- The Protocol for Officers should be updated and revised as necessary.
- Consideration should be given to the production of a specific listing of officers working on either side of the project, for transparency purposes.

2.2 Dog Enforcement - Substantial Assurance

2.2.1 Audit Scope

To provide assurance on the adequacy and effectiveness of the procedures and controls established to ensure that the Council meets its responsibilities regarding the control of dogs within the district.

2.2.2 Summary of Findings

There are three main areas of legislation in place that direct the Council’s provision of dog control services. These are:

- Environmental Protection Act 1990 (Section 149 Seizure of Stray Dogs);
- Clean Neighbourhoods & Environment Act 2005
- Anti-Social Behavior, Crime & Policing Act 2014 (Public Space Protection Order) 2015

For the period 01 April 2019 to 31 December 2019 12 fixed penalty notices were issued for dog related offences, 112 stray dogs were seized and 36 stray dogs were returned to their owners. There have been no prosecutions for unpaid fixed penalty notices for dog related offences.

The primary findings giving rise to the Substantial Assurance opinion in this area are as follows:

- Legislation supports the processes and procedures in place for the seizure, kennelling and return/ rehoming of stray dogs; and the issue of fixed penalty notices in relation to dog offences;
- Fees and charges are approved by Cabinet.
- Information on the services provided by the Council and how to report any concerns are clearly publicised on the Council's Website.
- Proactive publicity and pop up sessions work to educated dog owners on their responsibilities to the animal and the community.
- The health and safety of officers is paramount with appropriate training, personal protective equipment and support being provided.

Scope for improvement was however identified in the following areas:

- Dog Microchipping fees must be correctly advertised when charging commences and the stock should be effectively controlled.
- Kennel invoice details should be recorded against the relevant worksheet record to provide additional controls preventing possible duplicate payments.

2.3 Members' Code of Conduct & Standards Arrangements – Substantial Assurance

2.3.1 Audit Scope

To provide assurance that the Code of Conduct for Members and the members standards arrangements complies with any national guidance and best practice, is adequately advised to Councillors and that it is being adhered too.

2.3.2 Summary of Findings

Councillors (District, Town or Parish) are elected by the general public to represent the constituents of a ward. Each Council has its own Code of Conduct to which Councillors must adhere. Councillors should conduct themselves in a way that is beyond reproach, however if members of the public believe that a Councillor has breached the Code of Conduct then arrangements exist to enable them to make a complaint and detail how the complaint will be dealt with.

For 2019/20 none of the complaints (18) received by the Monitoring Officer in respect of District or Parish Councillors were considered to be sufficient that they had to be heard by the Joint Standards' Hearings Committee. (As reported in the annual reports of the Audit and Governance Committee)

The primary findings giving rise to the Substantial Assurance opinion in this area are as follows:

- Established processes (including Standards arrangements) are in place to ensure that Councillors comply with the code of conduct and are aware of their

responsibility to declare any interests that may impact on the decision making process of the Council. This is in accordance with the Localism Act 2011.
- Processes for making and dealing with complaints are well documented and are readily available to the public.
- The appointment of separate independent people to carry out investigation`s, and to review the complaints alongside the Monitoring Officer ensure that a consistent approach to dealing with them is in place.
- Councillors have attended training for their role as a Councillor (i.e. induction) and the various committees that they sit on and unless they have completed the training they are not permitted to sit on them. (This also includes substitute Councillors).

Scope for improvement was however identified in the following areas:
- When the Code of Conduct document is reviewed (i.e. Section 1.5 in the Preamble) to ensure that it is up to date in accordance with the Kent Code of Conduct, consideration should be given to including a version number and date of review on the document.
- Where online processes are replacing previous paper based ones then procedures and supporting information (i.e. Council's Constitution, Part 9.2 - Arrangements for Dealing with Code of Conduct Complaints under the Localism Act 2011) should be updated to reflect this.
- An annual report on the District Council's ethical governance arrangements should be presented to the Audit and Governance Committee as per its terms of reference so that it can be commented on in its annual report.

2.4 Oportunitas Ltd Governance Arrangements - Reasonable Assurance

2.4.1 Audit Scope

To provide assurance on the adequacy and effectiveness of the controls established to ensure that the Council has good governance procedures in place concerning Oportunitas Limited and that these protect the Council, and the Councillors and Officers who are involved in the administration of this company.

2.4.2 Summary of Findings

The Council first set up Oportunitas Limited as a wholly owned regeneration and housing company in 2014. Since then they have acquired housing properties for the rental market and offered grounds maintenance services to the general public.

The company is overseen by a small number of Councillors who are assigned as Board Members so that they can control the operations of the company and receive regular reports from officers who provide a supporting role for the running of the company. As the sole shareholder of the company the Council is expected to be advised on the company's progress by formal reporting to Cabinet and Full Council.

The primary findings giving rise to the Reasonable Assurance opinion in this area are as follows:

- The Council is legally permitted to set up a wholly owned company as per the Local Government Act 2003 and the Localism Act 2011.
- Detailed business plans had previously been produced and then submitted to Cabinet.
- Reports had previously been produced for the Cabinet to provide updates on general progress being made by Oportunitas Limited.
- Board Members have been appointed from current Councillors to control the company.
- All relevant Companies House documentation has been submitted.

Scope for improvement was however identified in the following areas:

- The declarations of interests for the Councillors on the Board should be checked to ensure that these are correct, and they show their involvement with Oportunitas Limited.
- That the appointments to outside bodies should be amended to reflect the Councillors' appointment to Oportunitas Limited.
- To submit to Cabinet the new draft business plan 2020-22 for formal approval.
- The required update reporting to Cabinet should be re-introduced.
- The required annual reporting to Full Council should be complied with.
- A Debtors Policy should be implemented.
- An entry should be submitted for the Information Commissioner's data register in respect of data processors.

2.5 Licensing – Reasonable / Limited Assurance

2.5.1 Audit Scope

To ensure that the licence applications granted by the Council comply with the Council's policies and relevant legislation and all information is accurately recorded. Licence fees should be properly approved and all income efficiently received, reconciled and monitored.

2.5.2 Summary of Findings

The Licensing Act 2003 requires that the licensing authority carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance: and
- The protection of children from harm.

Each objective is of equal importance and they are given paramount consideration at all times as part of the day to day licensing processes that are carried out.

This review carried out on the Licensing function (excluding Taxi`s and Hackney Carriages) has reviewed the behind the scenes controls that support the day to day function but has not looked at the day to day processing of applications due to the impact on services by Covid 19. However, this will be reviewed at the time of the next audit when new working processes will be in place due to new software being installed.

Based on the findings and the recommendations made in this report, the assurance level has been split to conclude that Management can place a Reasonable Assurance on the system of internal controls in operation, and a Limited Assurance in respect of the cost neutral exercise.

The primary findings giving rise to the Reasonable Assurance opinion in this area are as follows

- The Statement of Licensing Policy for Folkestone & Hythe was put in place on 27th October 2016 after full Council approval and will remain in force for a period of not more than 5 years, during which time it will be kept under review. The next review date is October 2021 but the review process has already commenced. Additional supporting policies are also in place.
- Documented procedure notes are in place for use by Officers.
- System access processes are in place to restrict access to licensing data.
- Internal performance indicators are in place which feed into the quarterly report that is presented to Members and then put onto the Folkestone & Hythe website.
- Budget monitoring is in place and is carried out on a regular basis.
- Procedures are in place for dealing with complaints about licenses that have been issued.

Scope for improvement was identified in the following areas:

- There is a requirement for a cost neutral exercise to be carried at least every 3 years to ensure that the fees and charges are reflecting the service being provided. This has not been undertaken.
- The Street Trading Policy and the Caravan Site Policy should be reviewed on a regular basis and the revised policies should state the time frame for future reviews.
- An exercise should be carried out to ensure that the Licensing pages on the Folkestone & Hythe website are showing the correct fees and charges for 2020/21.

3.0 FOLLOW UP OF AUDIT REPORT ACTION PLANS

3.1 As part of the period’s work one follow up review has been completed of those areas previously reported upon to ensure that the recommendations previously made have been implemented, and the internal control weaknesses leading to those recommendations have been mitigated. Those completed during the period under review are shown in the following table.

3.2

Service / Topic	Original Assurance level	Revised Assurance level	Original recs	Outstanding recs
Business Rate Reliefs	Substantial	Substantial	C 0 H 0 M 1 L 0	C 0 H 0 M 1 L 0

3.3 Details of any individual Critical and High priority recommendations still to be implemented at the time of follow-up are included at Appendix 1 and whilst there were none for this period on the grounds that these recommendations have not been implemented by the dates originally agreed with management, they would be escalated for the attention of the s.151 officer and Members' of the Governance and Audit Committee.

The purpose of escalating outstanding high-priority recommendations which have not been implemented is to try to gain support for any additional resources (if required) to resolve the risk, or to ensure that risk acceptance or tolerance is approved at an appropriate level.

4.0 WORK IN PROGRESS

4.1 During the period under review, work has also been undertaken on the following topics, which will be reported to this Committee at future meetings: Waste management; Whistleblowing & Anti Money Laundering; Engineers, Performance Management and Land Charges;

5.0 CHANGES TO THE AGREED AUDIT PLAN

5.1 The 2020/21 audit plan was agreed by Members at the meeting of the Audit & Governance Committee on 4th March 2020.

5.2 The Head of the Audit Partnership meets on a regular basis with the Section 151 Officer or their deputy to discuss any amendments to the plan. Members of the Committee will be advised of any significant changes through these regular update reports. Minor amendments are made to the plan during the course of the year as some high profile projects or high-risk areas may be requested to be prioritised at the expense of putting back or deferring to a future year some lower risk planned reviews. The detailed position regarding when resources have been applied and or changed are shown as Appendix 3.

5.3 There has of course been an impact on the work of the internal audit team as a result of the C19 Crisis. The Audit Plan for 2020-21 was prepared as usual throughout February and agreed with the s.151 Officer and CLT and was presented to the March meeting. Following this, the team was re-deployed to assist with C19 response work in the community. As a consequence, no new internal audit work has been commissioned or undertaken throughout April to June, leading to a total of 134 audit days being lost (over the partnership). The plan that was approved at the March meeting is set out in the table in Appendix 3, with few days allocated up to the end of July. It is therefore been required to work with the s.151 Officers to agree a revised plan based on 9 month's work not 12, the reviews that are deferred within the overall five-year strategic audit plan are also shown. Additionally, the revised plan also accommodates the new Housing audits which will commence after 1st October once the former EKH Ltd responsibilities have transferred back to the four councils. Except for follow up, no new EKH Ltd audits will commence before the end of September, and therefore the revised EKH Plan is also shown in Appendix 3.

6.0 FRAUD AND CORRUPTION

There are currently no reported incidents of fraud or corruption being investigated by EKAP on behalf of Folkestone-Hythe District Council.

7.0 INTERNAL AUDIT PERFORMANCE

7.1 For the period ended 30th June 2020, 67.91 chargeable days were delivered against the planned target of 344.22 days, which equates to achievement of 19.73% of the original planned number of days.

7.2 The financial performance of the EKAP for 2020/21 is on target.

Attachments

Appendix 1	Summary of high priority recommendations outstanding or in progress after follow up
Appendix 2	Summary of services with limited / no assurances yet to be followed up.
Appendix 3	Progress to 30th June 2020 against the revised 2020/21 Audit plan.
Appendix 4	Balanced Scorecard to 30th June 2020
Appendix 5	Assurance Definitions.

Appendix 1

SUMMARY OF CRITICAL /HIGH PRIORITY RECOMMENDATIONS OUTSTANDING AFTER FOLLOW-UP – APPENDIX 1		
Original Recommendation	**Agreed Management Action, Responsibility and Target Date**	**Manager's Comment on Progress Towards Implementation.**
None for this period		

Appendix 2

SERVICES GIVEN LIMITED / NO ASSURANCE LEVELS STILL TO BE REVIEWED			
Service	**Reported to Committee**	**Level of Assurance**	**Follow-up Action Due**
East Kent Housing – Tenancy & Right to Buy Fraud	March 2019	Limited	A pilot anti-fraud scheme is being undertaken in conjunction with Ashford BC.
East Kent Housing – Tenant's Health & Safety	September 2019	Limited / No	Work-in-Progress – Part complete
Taxi's & Private Hire	December 2019	Reasonable / Limited	Quarter 2
General Data Protection Regulations	December 2019	Limited	Quarter 2

Appendix 3

PROGRESS AGAINST THE F&HDC AUDIT PLAN 2020/21

Review	Original Planned Days	Revised Planned Days	Actual To 30/06/2020	Status and Assurance level
FINANCIAL SYSTEMS				
Bank Reconciliation	10	10	0	Quarter 2
Business Rates	10	10	0	Quarter 2
Debtors	10	10	0	Quarter 3
Insurance	10	10	0	Quarter 2
Housing Benefits Quality	10	10	0	Quarter 2
HOUSING SYSTEMS				
Homelessness	15	15	0	Quarter 3
Tenant Health & Safety Compliance	0	10	0	Quarter 4
Data Quality	0	10	0	Quarter 4
Leasehold Services	0	10	0	Quarter 4
ICT SYSTEMS				
ICT review	10	10	0	Quarter 4
HUMAN RESOURCES SYSTEMS				
Payroll	10	10	0	Quarter 3
GOVERNANCE RELATED				
Members Code of Conduct & Standards	10	10	3.06	Finalised report - Substantial
Whistleblowing & Anti Money Laundering	9	9	5.56	Work in progress
Fraud Resilience	10	10	0	Quarter 4
Performance Management	10	10	0.53	Work in progress
SERVICE LEVEL				
Contract Monitoring	10	0	0	Deferred
Contract Standing Orders	10	10	0	Quarter 2
Community Safety Partnership	10	10	0	Quarter 3
Customer Services	10	0	0	Deferred
Emergency Planning & Business Continuity	10	0	0	Deferred
E-Procurement & Purchase Cards	10	0	0	Deferred
Folkestone Community Works Grant	10	10	0	Quarter 4
Garden Waste Recycling	10	10	0	Quarter 4
Grounds Maintenance	10	10	0	Quarter 4
Land Charges	10	10	0	Quarter 2
Lifeline	10	10	0	Quarter 3
Planning S106s & CIL	10	10	0	Quarter 4

Review	Original Planned Days	Revised Planned Days	Actual To 30/06/2020	Status and Assurance level
Special Projects 2019/20	10	0	0	Deferred
OTHER				
Committee reports & meetings	10	10	1.96	Ongoing
S151 meetings & support	12	12	1.66	Ongoing
Corporate advice / CMT	3	3	0.17	Ongoing
Liaison with External Audit	1	1	0	Ongoing
Audit plan prep & meetings	10	10	2.76	Ongoing
Follow Up Reviews	15	15	2.41	Ongoing
FINALISATION OF 2019-20 AUDITS				
Days under delivered in 19/20	29.23	29.23	0	Allocated Below
Dog Enforcement	10	0.25	0	Finalised report - Substantial
Engineers		1	0.54	Work in progress
Licensing		8	7.51	Finalised report – Reasonable / Limited report
Oportunitas Governance		6	5.34	Finalised report - Reasonable
Otterpool Park Governance		0.25	0	Finalised report - Substantial
Waste Management		1.50	0	Draft report
Climate Change		2	2.01	Completed
Creditors Duplicate Testing		1	1.00	Completed
RESPONSIVE WORK				
COVID 19 Assistance	0	40	33.40	As Required
Total	**344.23**	**374.23**	**67.91**	**19.72% at 30/06/2020**
Note - 30 days have been added to the revised planned days from the former East Kent Housing audit plan from 1st October 2020.				

REVISED EAST KENT HOUSING LIMITED:

Review	Original Planned Days	Revised Planned Days	Actual To 30/06/2020	Status and Assurance Level
Planned Work:				
CMT/Audit Sub Ctte/EA Liaison	4	4	2.09	Work-in-progress throughout 2020-21
Follow-up Reviews	15	0	0	Work-in-progress throughout 2020-21
Tenants Health & Safety	0	7	0.74	Work in progress
Finalisation of 2019/20 Work-in-Progress:				
Days over delivered in 2019/20		-7.37	0	Allocated
Welfare Reform	0	1	0.41	Finalised - Substantial
Employee Health & Safety	1	0.63	0.50	Finalised - Limited
Total	**20**	**12.63**	**3.73**	**3.30% as at 30/06/2020**

BALANCED SCORECARD **Appendix 4**

INTERNAL PROCESSES PERSPECTIVE:	2020-21 Actual	Target
	Quarter 1	
Chargeable as % of available days	90%	80%
Chargeable days as % of planned days		
CCC	15.29%	25%
DDC	18.23%	25%
F&HDC	10.38%	25%
TDC	11.17%	25%
EKS	19.27%	25%
EKH	3.30%	25%
Plus, C19 Redeployment Days 133.62		
Overall	24.08%	25%
Follow up/ Progress Reviews;		
• Issued	6	-
• Not yet due	24	-
• Now due for Follow Up	32	-
Compliance with the Public Sector Internal Audit Standards (PSIAS) (see Annual Report for more details)	Partial	Full

FINANCIAL PERSPECTIVE:	2020-21 Actual	Original Budget
Reported Annually		
• Cost per Audit Day	£	£339.14
• Direct Costs	£	£437,130
• + Indirect Costs (Recharges from Host)	£	£10,530
• - 'Unplanned Income'	£	Zero
• = Net EKAP cost (all Partners)		£447,660

CUSTOMER PERSPECTIVE:	**2020-21 Actual**	**Target**
	Quarter 1	
Number of Satisfaction Questionnaires Issued;	**12**	
Number of completed questionnaires received back;	**6**	
	= 50%	
Percentage of Customers who felt that;		
• **Interviews were conducted in a professional manner**	**100%**	**100%**
• **The audit report was 'Good' or better**	**100%**	**90%**
• **That the audit was worthwhile.**	**100%**	**100%**

INNOVATION & LEARNING PERSPECTIVE:	**Actual**	**Target**
Quarter 1		
Percentage of staff qualified to relevant technician level	**75%**	**75%**
Percentage of staff holding a relevant higher level qualification	**39%**	**36%**
Percentage of staff studying for a relevant professional qualification	**15%**	**N/A**
Number of days technical training per FTE	**0.4**	**3.5**
Percentage of staff meeting formal CPD requirements (post qualification)	**39%**	**36%**

Appendix 5

Definition of Audit Assurance Statements & Recommendation Priorities

CiPFA Recommended Assurance Statement Definitions:

Substantial assurance - A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Reasonable assurance - There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.

Limited assurance - Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.

No assurance - Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

EKAP Priority of Recommendations Definitions:

Critical – A finding which significantly impacts upon a corporate risk or seriously impairs the organisation's ability to achieve a corporate priority. Critical recommendations also relate to non-compliance with significant pieces of legislation which the organisation is required to adhere to and which could result in a financial penalty or prosecution. Such recommendations are likely to require immediate remedial action and are actions the Council must take without delay.

High – A finding which significantly impacts upon the operational service objective of the area under review. This would also normally be the priority assigned to recommendations relating to the (actual or potential) breach of a less prominent legal responsibility or significant internal policies; unless the consequences of non-compliance are severe. High priority recommendations are likely to require remedial action at the next available opportunity or as soon as is practical and are recommendations that the Council must take.

Medium – A finding where the Council is in (actual or potential) breach of - or where there is a weakness within - its own policies, procedures or internal control measures, but which does not directly impact upon a strategic risk, key priority, or the operational service objective of the area under review. Medium priority recommendations are likely to require remedial action within three to six months and are actions which the Council should take.

Low – A finding where there is little if any risk to the Council or the recommendation is of a business efficiency nature and is therefore advisory in nature. Low priority recommendations are suggested for implementation within six to nine months and generally describe actions the Council could take.

This Report will be made public on 22 September 2020

Report Number **AuG/20/08**

To: **Audit and Governance Committee**
Date: **30 September 2020**
Head of Service: **Charlotte Spendley, Director of Corporate Services**
Cabinet Member: **Councilor David Monk, Leader of the Council**

Subject: **The Audit Findings for Folkestone & Hythe District Council 2019/20**

Summary: Grant Thornton are required to issue a Report to those charged with governance, summarising the findings and conclusions of their audit work. They are also required by professional auditing standards to report certain matters before giving an opinion on the financial statements for the year ended 31 March 2020.

Reasons for recommendations:
The Committee is asked to agree the recommendations set out below because:
a) It is responsible for considering governance matters on behalf of the Council.

Recommendations:
1. **To receive and note Report AuG/20/08.**

2. **To consider & note Grant Thornton's Audit Findings for Folkestone & Hythe District Council Year Ended 31 March 2020 report.**

3. **To approve the Letter of Representation and authorise the Chairman & Vice Chairman to sign the Letter on behalf of the Council.**

1. INTRODUCTION

1.1 Grant Thornton are required to issue a Report to those charged with governance summarising the conclusion of their audit work and to report certain matters before giving an opinion on the financial statements for the year ended 31 March 2020.

1.2 Their draft report ‘The Audit Findings for Folkestone & Hythe District Council’ from Grant Thornton is attached as Appendix 1 to this covering report.

1.3 Following changes made to the Accounts and Audit Regulations 2015 in a letter to authorities on 3 April 2020, the Accounts and Audit (Coronavirus) Amendments Regulations 2020 (SI 2020/404) extend the statutory audit deadline for 2019/20 for all local authorities and the audit must be completed by 30 November instead of 31 July.

1.4 The audit commenced on 30 June and is substantially complete subject to a few final outstanding matters. Therefore, for reasons of timing, the copy of the Audit Findings report at Appendix 1 is a draft report. If any changes are required they will be outlined by Grant Thornton at the meeting on 30 September. Based on discussions with Grant Thornton at the time of preparing this report no significant changes are anticipated in the final version.

2. KEY MESSAGES

2.1 The messages from of the Audit Findings Report are:

i. The 2019/20 audit is substantially complete and Grant Thornton plans to issue an unqualified opinion on the financial statements, subject to satisfactory completion of outstanding matters.

ii. The audit risks identified at the planning stage have all been reviewed, one additional financial statement risk was added to the original plan in respect of the Covid-19 pandemic and an audit plan addendum was issued in April 2020. No material adjustments have been identified with all other work being concluded to their satisfaction.

iii. Grant Thornton confirm that the draft financial statements submitted for audit were of a good quality, supported by well prepared working papers. A small number of minor disclosure and classification changes were agreed and amendments made.

iv. The value for money conclusion for 2019/20 is that the Council has proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources and Grant Thornton anticipate issuing an unqualified value for money opinion.

v. Further work has been carried out on the review of arrangements in place during 2018/19 following an objection to the accounts in respect of weaknesses with the contract management of the central heating & hot water contractor for EKH. Grant Thornton have concluded that the arrangements were not adequate and are proposing a qualified “except for” conclusion in respect of 2018/19. Given the new arrangements put in place this qualification does not impact the 2019/20 conclusion.

3. AUDIT FINDINGS 2019/20

3.1 Section 1 – Headlines

Sets out the approach to the audit and confirms that Grant Thornton anticipate providing an unqualified audit opinion in respect of the financial statements.

The full audit opinion can be found in Appendix D of the Audit Findings report.

This section also summaries the work carried out in respect of the 2018/19 objection to the accounts and resulting qualified “except for” value for money opinion.

3.2 Section 2 – Financial Statements

This section explores the key risks identified within the Audit Plan previously considered by Members and confirms the testing. A very small number of minor changes to improve presentation and disclosure have been agreed and made.

The audit adjustments are fully outlined within Appendix B of the Audit Findings report.

This section also considers the Councils going concern status which was concluded to have been applied appropriately and key judgements & estimates which following the audit work all have a green assessment.

3.3 Section 3 – Value for Money

Confirms that Grant Thornton are satisfied that the Council had proper arrangements in place during 2019/20 and have issued their Value for Money conclusion.

This section also provides more detail around the objection to the 2018/19 accounts and the review of arrangements in place which Grant Thornton have concluded were inadequate leading to the qualified “except for” conclusion in respect of 2018/19.

3.4 Section 4 – Independence and ethics

This section outlines the independence of the external auditors, including outlining additional work undertaken by the auditors. Full details of all audit fees can be found in Appendix C of the Audit Findings report.

4. LETTER OF REPRESENTATION

4.1 Committee is asked to authorise the Chairman to sign the Letter of Representation on behalf of the Council. This is attached at Appendix 2.

5. CONCLUSION

5.1 Grant Thornton's work has led to the result that the Council is expecting to receive an unqualified opinion on the financial statements for 2019/20.

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

6.1 **Legal Officer's Comments** (AK)
There are no legal issues arising from this report.

6.2 **Finance Officer's Comments** (CS)
This report has been prepared by Financial Services and all financial matters contained within the body of the report.

6.3 **Diversity and Equalities Implications** (CS)
There are none arising directly from this report

CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Charlotte Spendley – Director of Corporate Services
Telephone: 07935 517986
email: charlotte.spendley@folkestone-hythe.org.uk

The following background documents have been relied upon in the preparation of this report:

Appendices:

Appendix 1: Grant Thornton report – The Audit Findings for Folkestone & Hythe District Council Year Ended 31 March 2020

Appendix 2: Letter of Representation 2020

Grant Thornton

The Audit Findings for Folkestone and Hythe District Council

Year ended 31 March 2020

30 September 2020

Contents

Your key Grant Thornton team members are:

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Headlines

This table summarises the key findings and other matters arising from the statutory audit of Folkestone and Hythe District Council ('the Council') and the preparation of the group and Council's financial statements for the year ended 31 March 2020 for those charged with governance.

Covid-19

The outbreak of the Covid-19 coronavirus pandemic has had a significant impact on the normal operations of the group and Council.

Offices have been closed, and finance staff have been involved in reprofiling the 2020 budget and the Medium-Term Financial Plan to take into consideration potential lost revenues and additional expenditure incurred as a result of the pandemic. We have reviewed this within our Value for Money work (see page 21)

All staff in the finance team have been able to work from home and access systems in the same way as before, with no key staff taking sickness absence. The Council has provided IT and system support to those who have need (such as second screens and system access). There has been no change in the control environment following lockdown and the switch to working from home

Authorities are still required to prepare financial statements in accordance with the relevant accounting standards and the Code of Audit Practice albeit to an extended deadline for the preparation of the financial statements up to 31 August 2020 and the date for audited financials statements to 30 November 2020.

We updated our audit risk assessment to consider the impact of the pandemic on our audit and issued an audit plan addendum in April 2020. In that addendum we reported an additional financial statement risk in respect of Covid -19 and highlighted the impact on our VfM approach. Further detail is set out on page 7.

Restrictions for non-essential travel has meant both Council and audit staff have had to utilise remote access working arrangements including video calling and the use of screensharing applications in order to gain sufficient and appropriate audit evidence; for example, the audit team have observed re-running of system reports and bank statements to gain assurance over the completeness accuracy of information produced by the entity ('IPE').

The financial statements were provided to audit on 18 June 2020 and the audit commenced on 30 June 2020.

Headlines

This table summarises the key findings and other matters arising from the statutory audit of Folkestone and Hythe District Council ('the Council') and the preparation of the group and Council's financial statements for the year ended 31 March 2020 for those charged with governance.

Financial Statements	Under International Standards of Audit (UK) (ISAs) and the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion, the group and Council's financial statements: • give a true and fair view of the financial position of the group and Council and the group and Council's income and expenditure for the year; and • have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the Local Audit and Accountability Act 2014. We are also required to report whether other information published together with the audited financial statements (including the Annual Governance Statement (AGS), Narrative Report), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.	Our audit work was completed remotely during July-September. Our findings are summarised on pages 6 to 16. We have not identified any adjustments to the financial statements that have resulted in adjustments to the Council's Comprehensive Income and Expenditure Statement. Disclosure adjustments are detailed in Appendix B. Our work is substantially complete and there are no matters of which we are aware that would require modification of our audit opinion [Appendix D] or material changes to the financial statements, subject to the following outstanding matters; • receipt of some third party confirmations for borrowings and investments; • testing of other interest payments; • agreement of immaterial disclosure notes to working papers; • completion of final management and engagement lead review of the audit file; • receipt of management representation letter (provided as a separate committee item); and • review of the final set of financial statements. We have concluded that the other information to be published with the financial statements is consistent with our knowledge of your organisation. The financial statements we have audited is up until 31 March 2020 which was prior to the outbreak of the Covid-19 coronavirus pandemic. Our anticipated audit opinion for the Council will be unmodified. It will include an Emphasis of Matter, highlighting material uncertainties around the valuation of land and buildings, investment properties and the valuation of the net pension liability as at 31 March 2020

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Headlines

This table summarises the key findings and other matters arising from the statutory audit of Folkestone and Hythe District Council ('the Council') and the preparation of the group and Council's financial statements for the year ended 31 March 2020 for those charged with governance.

Value for Money arrangements – 2019/20	Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report if, in our opinion, the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('the value for money (VFM) conclusion').	We have completed our risk based review of the Council's value for money arrangements. We have concluded that Folkestone and Hythe District Council has proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources. We have updated our VfM risk assessment to document our understanding of your arrangements to ensure critical business continuity in the current environment. We have not identified any new VfM risks in relation to Covid-19, moreover and enhancement of the existing significant risks that we had identified. We therefore anticipate issuing an unqualified value for money conclusion, as detailed on pages, once the 2018/19 Value for Money position has been concluded. Our findings are summarised on pages 20 to 25
Value for Money arrangements – 2018/19	An objection was made to the 18/19 accounts which requested that the auditor report in the public interest and make a declaration under section 28 of the Local Audit & Accountability Act (2014) that an item of expenditure incurred by the Council was unlawful. The objection related to a significant risk for the 2018/19 Value for Money audit (management of the contract with East Kent Homes), and resulted in additional work which meant our Value for Money conclusion was not issued in 2018/19.	We have now reviewed the arrangements in place during 20/18/19 and concluded that they were not adequate. To that effect we are proposing a qualified " except for " conclusion in respect of 2018/19. However, given the new arrangements put in place by the Council, this qualification does not apply to 2019/20. Our findings are summarised on pages 26 to 28.
Statutory duties	The Local Audit and Accountability Act 2014 ('the Act') also requires us to: • report to you if we have applied any of the additional powers and duties ascribed to us under the Act; and • To certify the closure of the audit.	We have not exercised any of our additional statutory powers or duties. We have completed the majority of work under the Code and expect to be able to certify the completion of the audit when we give our audit opinion.

Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance and timely collaboration provided by the finance team and other staff during these unprecedented times.

Audit approach

Overview of the scope of our audit

This Audit Findings Report presents the observations arising from the audit that are significant to the responsibility of those charged with governance to oversee the financial reporting process, as required by International Standard on Auditing (UK) 260 and the Code of Audit Practice ('the Code'). Its contents have been discussed with management.

As auditor we are responsible for performing the audit, in accordance with International Standards on Auditing (UK) and the Code, which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

Audit approach

Our audit approach was based on a thorough understanding of the group's business and is risk based, and in particular included:

- An evaluation of the group's internal controls environment, including its IT systems and controls; and
- An evaluation of the components of the group based on a measure of materiality considering each as a percentage of the group's gross revenue expenditure to assess the significance of the component and to determine the planned audit response. From this evaluation we determined that targeted audit procedures were required for asset balances of Oportunitas Ltd.

Audit approach (continued)

- Substantive testing on significant transactions and material account balances, including the procedures outlined in this report in relation to the key audit risks

We have had to alter our audit plan, as communicated to you in April 2020, to reflect our response to the Covid-19 pandemic. We identified a new financial statement level risk for Covid-19 and reviewed materiality levels determined for the audit. We also enhanced our existing significant Value for Money risks.

Conclusion

We have substantially completed our audit of your financial statements and subject to outstanding queries being resolved, we anticipate issuing an unqualified audit opinion following the Audit and Governance Committee meeting on 30 September 2020, as detailed in Appendix D. The outstanding items are detailed on page 4.

Our approach to materiality

The concept of materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law.

We have revised materiality levels from those communicated in the Audit Plan to reflect the decrease in gross expenditure in the net cost of services. Materiality for the group has been reduced from £1.75m to £1.68m, and materiality for the Council has been reduced from £1.7m to £1.65m.

	Group Amount (£)	Council Amount (£)	Qualitative factors considered
Materiality for the financial statements	1,680,000	1,650,000	This represents approximately 2% of the gross expenditure of the group and council authority for the financial year, which is within in the acceptable range for this benchmark according to GT guidance. The authority will prepare a expenditure based budget for the year, with its primary objective to provide services for its local community and therefore gross expenditure was deemed the most appropriate benchmark.
Performance materiality	1,260,000	1,237,500	The audit of the 2018-19 financial statements did not identify any significant deficiencies in the control environment, and no other sensitivities were identified that would require materiality to be reduced. The performance materiality percentage has therefore been maintained at 75% of headline materiality.
Trivial matters	84,000	82,500	Set at 5% of headline materiality
Materiality for specific classes of transactions, accounts balances, or disclosures	£100,000	£100,000	This materiality level has been set for **audit fees, related party transactions, senior management remuneration disclosures and exit packages**. These balances are considered to be sensitive to the readers of the accounts, and therefore specific lower balances have been set.

Significant audit risks

Risks identified in our Audit Plan

Covid – 19

The global outbreak of the Covid-19 virus pandemic has led to unprecedented uncertainty for all organisations, requiring urgent business continuity arrangements to be implemented. We expected current circumstances would have an impact on the production and audit of the financial statements for the year ended 31 March 2020, including and not limited to:

- Remote working arrangements and redeployment of staff to critical front line duties may impact on the quality and timing of the production of the financial statements, and the evidence we can obtain through physical observation;
- Volatility of financial and property markets will increase the uncertainty of assumptions applied by management to asset valuation and receivable recovery estimates, and the reliability of evidence we can obtain to corroborate management estimates;
- Financial uncertainty will require management to reconsider financial forecasts supporting their going concern assessment and whether material uncertainties for a period of at least 12 months from the anticipated date of approval of the audited financial statements have arisen; and
- Disclosures within the financial statements will require significant revision to reflect the unprecedented situation and its impact on the preparation of the financial statements as at 31 March 2020 in accordance with IAS1, particularly in relation to material uncertainties.

We therefore identified the global outbreak of the Covid-19 virus as a significant risk, which was one of the most significant assessed risks of material misstatement.

Auditor commentary

We have:

- worked with management to understand the implications the response to the Covid-19 pandemic has had on the organisation's ability to prepare the financial statements and update financial forecasts, and assessed the implications for our materiality calculations;
- liaised with other audit suppliers, regulators and government departments to co-ordinate practical cross sector responses to issues as and when they arose;
- evaluated the adequacy of the disclosures in the financial statements that arose in light of the Covid-19 pandemic;
- evaluated whether sufficient audit evidence could be obtained in the absence of physical verification of assets through remote technology;
- evaluated whether sufficient audit evidence could be obtained to corroborate significant management estimates such as asset valuations and recovery of receivable balances; and
- evaluated management's assumptions that underpin the revised financial forecasts and the impact on management's going concern assessment.

In the valuation reports prepared by the valuer, they have confirmed that as a result of covid-19 less weight can be attached to market evidence for comparison purposes to inform opinions of value. At the balance sheet date, the valuer was faced with an unprecedented set of circumstances on which to base a judgement and as such the valuations have been reported on the basis of 'material valuation uncertainty.'

In addition, the fund managers for Kent Pension Fund's pooled, leasehold and freehold property investments have declared material valuation uncertainties around the valuation of these investments on the same basis. Given that the Council owns a share of these assets, this impacts upon the valuation of the net defined benefit liability in the Council's balance sheet.

The Council have reflected these uncertainties in Note 4 to the financial statements. We will refer to these material valuation uncertainties in our audit report as an emphasis of matter.

Our work to address the points above is substantially complete, and we have not identified any other issues or concerns to report.

Significant audit risks

Risks identified in our Audit Plan	Auditor commentary
Fraudulent revenue and expenditure recognition Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.	Having considered the risk factors set out in ISA240 and the nature of the revenue streams, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because: • There is little incentive to manipulate revenue recognition. • Opportunities to manipulate revenue recognition are very limited. • The culture and ethical frameworks of local authorities, including the Council and Fund, mean that all forms of fraud are seen as unacceptable. Therefore we do not consider this to be a significant risk for Folkestone and Hythe District Council. We have however: • evaluated the Council's accounting policy for recognition of revenues for appropriateness; and • performed substantive testing on material revenue streams Our audit work has not identified any issues in respect of improper revenue recognition.
Management override of controls Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities. We therefore identified management override of control, in particular journals, management estimates and transactions outside the course of business as a significant risk, which was one of the most significant assessed risks of material misstatement. The main mechanism through which this could occur is through the posting of manual journals amending the reported financial performance. We therefore review the controls established relating to manual journals, including those for authorisation of manual journals.	We have: • evaluated the design effectiveness of management controls over journals; • analysed the journals listing and determined the criteria for selecting high risk unusual journals; • tested unusual journals recorded during the year and after the draft accounts stage for appropriateness and corroboration; • gained an understanding of the accounting estimates and critical judgements applied and made by management and considered their reasonableness with regard to corroborative evidence; and • evaluated the rationale for any changes in accounting policies, estimates or significant unusual transactions. Our audit work has not identified any issues in respect of management override of controls.

Significant audit risks

Risks identified in our Audit Plan	Auditor commentary
Valuation of property, plant and equipment The Council re-values land and buildings on an annual basis to ensure that the carrying value is not materially different from the current value or fair value (for surplus assets) at the financial statements date. This valuation represents a significant estimate by management in the financial statements (£204.2m). Management have engaged the services of an expert valuer to estimate the current and fair values as at 31 March 2020. We identified valuation of land and buildings, particularly revaluations and impairments, as a significant risk, which was one of the most significant assessed risks of material misstatement.	We have: • evaluated management's processes and assumptions for the calculation of the estimate, the instructions issued to the valuation experts and the scope of their work; • evaluated the competence, capabilities and objectivity of the valuation expert; • written to the valuer to confirm the basis on which the valuations were carried out; • challenged the information and assumptions used by the valuer to assess completeness and consistency with our understanding; • tested, on a sample basis, revaluations of the Council's operational properties, investment properties, and HRA properties during the year to ensure they have been input correctly into the Council's asset register and financial statements; • evaluated the assumptions made by management for any assets not revalued at 31 March 2020, and how management has satisfied themselves that the carrying value of these assets in the balance sheet is not materially different to their current value. In the valuation reports prepared by the valuer, they have confirmed that as a result of covid-19 less weight can be attached to market evidence for comparison purposes to inform opinions of value. At the balance sheet date, the valuer was faced with an unprecedented set of circumstances on which to base a judgement and as such the valuations have been reported on the basis of 'material valuation uncertainty'. The Council have reflected this uncertainty in Note 4 to the financial statements. Specific wording has been added in relation to investment properties as a result of audit challenge. We will refer to these material valuation uncertainties in our audit report as an emphasis of matter. Specific commentary on the valuations of the different classes of property, plant and equipment are given on pages 12 – 14. With respect to other land and buildings our audit work identified a significant increase in valuation from the prior year valuation. We have also noted a potential uncertainty of circa £800k as a result of the assertion that the valuation would not have been materially different had it been carried out as at 31 March 2020, based on review of indices. Refer to page 13 for further detail on these matters.

Significant audit risks

Risks identified in our Audit Plan

Valuation of pension fund net liability

The Council's pension fund net liability, as reflected in the balance sheet as the net defined benefit liability, represents a significant estimate in the financial statements and group accounts.

The pension fund net liability is considered a significant estimate due to the size of the numbers involved (£63 million in the balance sheet) and the sensitivity of the estimate to changes in key assumptions.

We therefore identified valuation of the pension fund net liability as a significant risk, which was one of the most significant assessed risks of material misstatement.

Auditor commentary

We have:

- updated our understanding of the processes and controls put in place by management to ensure that the Authority's pension fund net liability is not materially misstated and evaluate the design of the associated controls;
- evaluated the instructions issued by management to their management expert (an actuary) for this estimate and the scope of the actuary's work;
- assessed the competence, capabilities and objectivity of the actuary who carried out the Authority's pension fund valuation;
- assessed the accuracy and completeness of the information provided by the Authority to the actuary to estimate the liability;
- tested the consistency of the pension fund asset and liability and disclosures in the notes to the core financial statements with the actuarial report from the actuary;
- undertaken procedures to confirm the reasonableness of the actuarial assumptions made by reviewing the report of the consulting actuary (as auditor's expert) and performing any additional procedures suggested within the report; and
- written to the auditor of Kent County Council Pension Fund as to the controls surrounding the validity and accuracy of membership data, contributions data and benefits data sent to the actuary by the pension fund and the fund assets valuation in the pension fund financial statements.

As discussed under 'Covid-19' above, the fund managers for the Pension Fund's pooled, leasehold and freehold property investments reported that valuations of these investments were subject to 'material valuation uncertainty' as at 31 March 2020, as a result of the impact of the Covid-19 pandemic. The value of these assets within the pension fund is £765m, and as circa 1% of the Pension Fund's assets are attributable to the Council (£7.65m) as a scheduled body to the Fund, this material uncertainty impacts in turn upon the valuation of the net defined benefit liability in the Council's balance sheet.

Management have agreed to disclose the uncertainty in Note 4 to the financial statements. This disclosure will be referred to in our auditor's report in an emphasis of matter paragraph. This does not constitute a qualification of the audit opinion

Subject to the resolution of outstanding matters and receipt of the assurance letter with respect to Kent County Council Pension Fund, our audit work has not identified any other issues in respect of the valuation of the Council's pension fund net liability.

Significant audit risks

Risks identified in our Audit Plan	Auditor commentary
Level 3 financial assets and liabilities The Council has reviewed the fair value of the finance assets as part of the IFRS 9 assessment in preparing the draft accounts and concluded that the soft loans for private sector housing improvement purposes and the equity investment in Oportunitas Limited are Level 3. Fair value hierarchy level 3 financial assets are hard to value as they have unobservable inputs for the assets or liability. By their very nature, level 3 assets require a particularly high degree of judgement.	We have: • gained an understanding of the council's process for valuing hard to value financial assets and evaluate the design of the associated controls • reviewed the nature and basis of estimated values and consider what assurance management has over the year end valuation provided for the loans to companies and shares in unlisted companies • considered the competence, expertise and objectivity of any management experts used; and • challenged management about the disclosure of the level 3 financial assets. Our audit work has not identified any issues in the valuation of Level 3 financial assets and liabilities.

Significant findings – key estimates and judgements

Land and Buildings – Council Dwellings - £165.2m	The Council owns 3,377 dwellings (including shared ownership properties), and is required to revalue these properties in accordance with DCLG's Stock Valuation for Resource Accounting guidance. The guidance requires the use of beacon methodology, in which a detailed valuation of representative property types is then applied to similar properties. The last full beacon revaluation for Council dwellings took place in 2015, with the next beacon revaluation in the process of being prepared for 2020/21. In the intermittent years, and for 2019/20, the valuation is indexed by professional valuers. Accordingly, in 2019/20 the Council engaged BPS Chartered Surveyors, a new valuer, to advise whether the housing stock values need to updated to reflect price change during the year to 31 March 2020 when compared to the net book value at 31 March 2019, providing explanation and evidence to support assessment. The indexation factor provided by the valuer was 0.38%, calculated through a weighted average uplift based on the composition of the Council's housing stock by type of property based on the underlying market indices from the Land Registry. The indexation provided by the valuer was to be based on a reliable projection of what the valuer expected the assets to be worth at 31 March 2020. The year end valuation of Council Housing was £165.2m, a net increase of £0.3m from 2018/19 (£164.9m).	• We have assessed management's expert, BPS Chartered Surveyors, to be competent capable and objective; • The valuer has correctly prepared the valuation update using the stock valuation guidance issued by MHCLG; • The correct factor has been applied by the Council when calculating the Existing Use Value – Social Housing (EUV-SH) value disclosed within the accounts. The indexation has been applied to the full HRA portfolio correctly; • All properties have been indexed to 31 March 2020; • The valuer's methodology is considered to be reasonable. We have agreed that the housing split provided to the valuer (on which this calculation is based) is in line with the housing system and the information provided to the valuer to inform the valuation. • We have recalculated the percentage uplift to 31 March 2020 based on the property split and more recent land registry data. Our calculations provide a factor of 1.07%, which gives an overall difference of £1,138k, which is below our performance materiality levels. • Noting the valuer's comment that their data should be used with caution, the valuer has appropriately reflected the material uncertainty in their report. Given the our estimate gives a higher valuation than that of the valuer, we gain further comfort given that Covid-19 is likely to have had a more negative impact on housing markets than that reflected in our data. Our audit opinion will include an emphasis of matter paragraph with respect to the valuation uncertainties disclosed by the Council with respect to Covid-19.	(green)

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Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentiallymaterially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptionswe consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary	Assessment
Land and Buildings – Other - £26.7m	Other land and buildings comprise specialised assets such as swimming pools and cemeteries, which are required to be valued at depreciated replacement cost (DRC) at year end, reflecting the cost of a modern equivalent asset necessary to deliver the same service provision. The remainder of other land and building assets that are not specialised in nature and are required to be valued at existing use in value (EUV) at year end. The Council engaged BPS Chartered Surveyors, a new valuer, to revalue the whole other land and building portfolio as at 01 April 2019, and to then provide a year end review of these assets at the end of the financial year to account for any impairment and general price changes (increases or decreases) to the portfolio. In line with RICS guidance, the Council's valuer disclosed a material uncertainty in their update report as to the valuation of the Council's land and buildings at 31 March 2020 as a result of Covid-19. The Council has included disclosures on this issue in Note 4. At the 01 April 2019, the valuation other land and buildings resulted in an increase in value of £10.0m. The valuer provided the update report as at 31 March 2020 and ascertained that there was no material change in value to the balance sheet date; the total year end valuation of other land and buildings was £26.7m, a net increase of £9.4m from 2018/19 (£17.3m). This net increase arises from the valuation process in combination with additions to and depreciation of property assets during the year.	• We have assessed management's expert, BPS Chartered Surveyors, to be competent capable and objective; • The valuer has correctly prepared the valuation using DRC on a modern equivalent asset basis for specialised properties, and EUV for non-specialised properties; • We have agreed the valuation reports provided by management's expert to the fixed asset register and to the financial statements; • As at the 01 April 2019, £6.7m of the £10m valuation increase (67%) relates to car-park assets. The increase has largely resulted from a change in valuation methods applied by the new valuer for the 2019/20 valuations. The valuer has based the car park valuations on projected income yields based on three years worth of data, with a 50% deduction from annual income to account for management and maintenance. The assumptions are is in line with evidence of the expenditure for car parks in another Kent based Local Authority. We have reconciled the income data provided to the valuer to audited accounting records, noting only trivial differences. We are therefore satisfied with the valuation given this year. • Our review of prior year valuations did not flag any specific issues with regard to the valuation method for car-parks, and the valuation was assessed to be Code compliant. We have therefore assessed that the increase constitutes a change in accounting estimate; this does not require the restatement of earlier periods, nor the retrospective adjustment of account balances. The Council are to update the disclosure in the accounts to make this clearer to readers. • The valuer's assessment that no material change had occurred to the balance sheet date is caveated by their material valuation uncertainty disclosure; we will refer to the material valuation uncertainty in our audit opinion in an emphasis of matter paragraph. We have, nevertheless, audited the valuer's assessment with reference to Local Government indices provided by our auditor's expert, Gerald Eve. On this basis, we have calculated that a potential uncertainty of circa £802k exists as a result of not updating the valuation to the balance sheet date. We have made a recommendation with respect to this in Appendix A.	(amber)

Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Significant findings – key estimates and judgements

Investment Properties - £82.0m	The Council has made significant investment property acquisitions (£45.3m) in 2019/20, first and foremost relating the development of the Otterpool Garden Town. The Council acquired Cozumel Ltd's land interests (who owned the former Folkestone Racecourse site and other relevant land interests) for £26m. The Council also purchased the Connect 38 Office building in Ashford for £16.8m for investment purposes. Investment property is required to be valued at fair value at year-end. The Council has engaged BPS Chartered Surveyors to complete the valuation of investment properties as at 31 March 2020. 100% of the assets were revalued during 2019/20, and the fair value adjustment on valuation resulted in a decrease of £1.6m across the portfolio.	We have tested the existence and accuracy of material capital additions to investment property assets, including the purchase of land for the Otterpool site and the Connect 38 Office building. We have also assessed management's estimate, considering: • an assessment of management's expert; • the completeness and accuracy of the underlying information used to determine the estimate; • the reasonableness of the assumptions behind the valuations; and • the reasonableness of the increase in the estimate In the valuation report, as other land and buildings and Council dwellings, the valuer have confirmed that as a result of covid-19 less weight can be attached to market evidence for comparison purposes to inform opinions of value. This is particularly relevant to investment properties, whose valuation is typically based on income yields. The Council have reflected this uncertainty in Note 4 to the financial statements. Specific wording has been added in relation to investment properties as a result of audit challenge. We will refer to these material valuation uncertainties in our audit report as an emphasis of matter.	(green)
Surplus Assets - £12.3m	Surplus assets are not specialised in nature and have been valued at fair value under IFRS13, estimated at highest and best use from a market participant's perspective. The Council has engaged BPS Chartered Surveyors to complete the valuation of assets as at 31 March 2020. This class contains land at Princes Parade and Recreation Ground. The year end valuation of surplus assets was £12.3m, a net increase of £1.6m from 2018/19 (£10.7m). This was primarily due to the increase in the value of Princes Parade following the successful grant of planning permission and the submission of updated accommodation schedules for the site to the valuer.	We have assessed management's estimate, considering: • An assessment of management's expert; • The completeness and accuracy of the underlying information used to determine the estimate; • The reasonableness of the assumptions behind the valuations; and • The reasonableness of the increase in the estimate We consider management's process is appropriate.	(green)

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Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Significant findings – key estimates and judgements

IFRS 16 implementation has been delayed by one year Although the implementation of IFRS 16 has been delayed to 1 April 2021, audited bodies still need to include disclosure in their 2019/2020 statements to comply with the requirement of IAS 8 para 31. As a minimum, we would expect audited bodies to disclose the title of the standard, the date of initial application and the nature of the changes in accounting policy for leases.	Management disclosed in Note 2 to the financial statements the title and date of initial application with respect to the deferral of IFRS 16 This disclosure also includes a statement that the Council deems that the standard would not have a material impact upon the information provided in the financial statements. The statement that the impact of the revised accounting standard is not expected to be material for the Council is reasonable in the context of the Council's general policy of purchasing rather than leasing assets, with nil operating lease commitments disclosed in the financial statements.	For 2020/21, management will need to be in a position to provide a monetary estimate of the impact on assets, liabilities, income, expenditure and reserves of the transition to IFRS 16 to allow for auditor assessment of the adequacy of associated disclosures in the financial statements; IFRS 16 can apply to contacts that are not defined as leases on the surface.	(green)
Other accruals and estimates	The Council continues to apply estimates and judgements in a number of areas, such as: • accruals of income and expenditure; • the national non-domestic rates appeals provision; and • bad debt provisions	• The policies for these items are in line with accounting standards and the requirements of the Code of Practice on Local Authority Accounting. • Disclosure of the estimates in the financial statements is considered adequate. • As part of our testing, we have reviewed the judgements applied by the Council relating to these items, and significant balances within these have been discussed with management in detail. • The Council have considered the impact of Covid-19 on the collectability of debt and assumptions made in bad debt provisions, and I have provided for an additional 10% on their bad debt provisions to account for expected difficulties created by the pandemic, in accordance with IFRS9. • We have found no material misstatements in the financial statements relating to these balances.	(green)

Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary	Assessment
Net pension liability – £62.9m	The Council's total net pension liability at 31 March 2020 is £62.9m (PY £64.9m) comprising the Kent County Council Local Government defined benefit pension scheme obligation. The Council uses Barnett Waddingham to provide actuarial valuations of the Council's assets and liabilities derived from this scheme. A full actuarial valuation is required every three years. The latest full actuarial valuation was completed as at 31 March 2019. A roll forward approach is used in intervening periods which utilises key assumptions such as life expectancy, discount rates, salary growth and investment return. Given the significant value of the net pension fund liability, small changes in assumptions can result in significant valuation movements. There has been a £235k net actuarial loss during 2019/20.	See the auditor commentary below.	(green)

Auditor commentary:

- We have assessed the actuary, Barnett Waddingham, to be competent, capable and objective.
- We have confirmed the controls and processes over the completeness and accuracy of the underlying information sent to Kent County Council used to determine the estimate.
- We have requested an assurance letter from the auditor of Kent County Council Pension Fund asking for their assistance in checking source data provided to the actuary from the pension fund's records;
- We have confirmed there were no significant changes in 2018/19 to the valuation method.
- We have used PwC as our auditor's expert to assess the actuary and assumptions made by the actuary – see table below for out comparison of actuarial assumptions:

Assumption	Actuary Value	PwC range	Assessment
Discount rate	2.35%	2.35%	
Pension increase rate	2.00%	1.85% - 1.95%	
Salary growth	3.00%	1% above CPI	
Life expectancy – Males currently aged 45 / 65	**45:** 23.2 **65:** 21.8	22.8 – 24.7 / 21.4 – 23.3	
Life expectancy – Females currently aged 45 / 65	**45:** 25.2 **65:** 23.7	25.2 – 26.2 / 23.7 – 24.7	

The actuary have confirmed that they have updated the assumption using March 2019 triennial valuation data as opposed to using the estimated roll-forward approach from the 2016 triennial valuation, which gives assurance that more recent information has been used. We therefore consider the assumption to be reasonable.

- Subject to receipt of the assurance letter from Kent County Council Pension Fund, our work confirms that the decrease in the IAS 19 estimate is reasonable

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Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Going concern

Our responsibility

As auditors, we are required to “obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern” (ISA (UK) 570).

Going concern material uncertainty disclosures

It has been a challenging year due to the Covid-19 pandemic and the impact of this has been administration of grants to businesses, the closure of leisure centres and car parks, with additional challenges of reopening services under new government guidelines; and the need to free up capacity of teams to assist with additional workloads caused by the pandemic in addition to normal responsibilities. In common with all Local Authorities, the Council is facing significant challenges, but has reported a small underspend for 2019/20. Management have undertaken an analysis of the potential financial implications of Covid-19 together with additional funding being provided. As at the 31 March 2020, General Fund reserves stood at £22.7m, with total usable reserves of £51.1m. Although in a strong financial position, it is anticipated that the Council will require use of its financial reserves to pay its expenses in 2020/21.

Going concern commentary	Auditor commentary
Management's assessment process	Management has undertaken their own assessment of going concern, taking into account Paragraph 2.1.2.9 of the Code of Practice on Local Authority Accounting states that “*An authority's financial statements shall be prepared on a going concern basis; that is, the accounts should be prepared on the assumption that the functions of the authority will continue in operational existence for the foreseeable future*”. Their assertion that if an authority was in financial difficulty the prospects are that either central government would make alternative arrangements for the continuation of the service or provide assistance with the recovery of a deficit over more than one financial year. Management have also considered the following factors: • The financial impact of Covid-19; • The Council's reserves position; • Budget monitoring reports and projected overspends; • Cash flow projections through to September 2021; and • The Medium Term Financial Strategy, currently being updated to model the impact of Covid-19
Work performed	We have viewed the Council's financial assessment of the impact of Covid-19, cash flow forecasts, future financial plans and the Council's level of reserves. Whilst Covid-19 impact has been felt by the Council, but the Council has ample general fund and earmarked reserves to cover the impact of Covid-19 in its worst-case projected scenarios. Management are conscious of the need to remain responsive to emerging circumstances, whilst keeping sight of longer term strategic goals which underpin future investment decisions from use of reserves.
Concluding comments	We are satisfied that the Council's financial statements are appropriately prepared on a going concern basis, and that no further disclosure is required.

Other matters for communication

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

Issue	Auditor commentary
Matters in relation to fraud	We have previously discussed the risk of fraud with the Audit and Governance Committee. No material financial fraud is known to have occurred during 2019/20 financial year. We have not been made aware of any incidents in the period and no other issues have been identified during the course of our audit procedures.
Matters in relation to related parties	We are not aware of any related parties or related party transactions which have not been disclosed.
Matters in relation to laws and regulations	You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work.
Written representations	A letter of representation has been requested from the Council, including specific representations in respect of the Group, which is included in the Audit and Governance Committee papers.
Confirmation requests from third parties	We requested from management permission to send confirmation requests to the Group's banks and investment and borrowing counterparties. This permission was granted and the requests were sent. Most of these requests were returned with positive confirmation, however a small number of borrowing and investment confirmations have not yet been received We requested management to send letters to those solicitors who worked with the Group during the year and have received the required responses.
Disclosures	Our review found no material omissions in the financial statements
Audit evidence and explanations /significant difficulties	Information and explanations requested from management have been provided in a timely manner. No significant difficulties have been experienced.

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Other responsibilities under the Code

Issue	Commentary
Other information	We are required to give an opinion on whether the other information published together with the audited financial statements (including the Annual Governance Statement and Narrative Report, is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. No inconsistencies have been identified to date, subject to finalisation of the audit. We plan to issue an unmodified opinion in this respect – refer to appendix D.
Matters on which we report by exception	We are required to report on a number of matters by exception in a numbers of areas: • If the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the other information of which we are aware from our audit • If we have applied any of our statutory powers or duties We have nothing to report on these matters
Specified procedures for Whole of Government Accounts	We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions. The work is not required as the Council does not exceed the threshold (tbc)
Certification of the closure of the audit	We intend to certify the closure of the 2019/20 audit of Folkestone and Hythe District Council in the audit report, as detailed in Appendix D. We also intend to certify the closure of the 2018/19 audit, which remained open following an objection to the 2018/19 accounts.

Value for Money – 2019/20

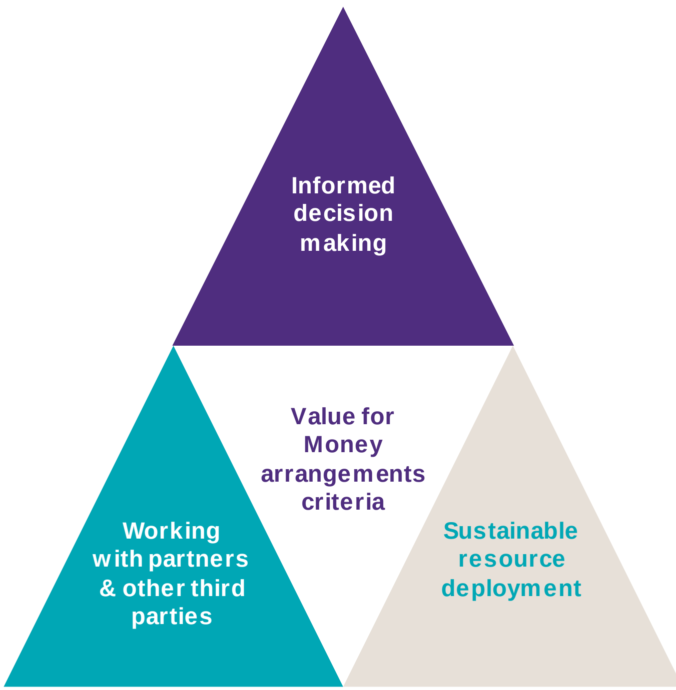
Background to our VFM approach

We are required to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VFM) conclusion.

We are required to carry out sufficient work to satisfy ourselves that proper arrangements are in place at the Council. In carrying out this work, we are required to follow the NAO's Auditor Guidance Note 3 (AGN 03) issued in April 2020. AGN 03 identifies one single criterion for auditors to evaluate:

"In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people."

This is supported by three sub-criteria, as set out below:



Risk assessment

We carried out an initial risk assessment in and identified a number of significant risks in respect of specific areas of proper arrangements using the guidance contained in AGN03. We communicated these risks to you in our Audit Plan in March 2020

We have continued our review of relevant documents up to the date of giving our report, and have not identified any further significant risks where we need to perform further work.

We have not identified any new VfM risks in relation to Covid-19, however we have considered and commented on the potential impact of Covid-19 on the Council's future financial sustainability and capital plans, as part of our work in addressing the previously identified significant VfM risks.

We carried out further work only in respect of the significant risks we identified from our initial and ongoing risk assessment. Where our consideration of the significant risks determined that arrangements were not operating effectively, we have used the examples of proper arrangements from AGN 03 to explain the gaps in proper arrangements that we have reported in our VFM conclusion.

Value for Money – 2019/20

Our work

AGN 03 requires us to disclose our views on significant qualitative aspects of the Council's arrangements for delivering economy, efficiency and effectiveness.

We have focused our work on the significant risks that we identified in the Council's arrangements. In arriving at our conclusion, our main considerations were:

- The Medium Term Financial Strategy;
- The Medium Term Capital Plan;
- The reserves strategy;
- The Core Strategy review
- The 2020/21 budget;
- The 2019/20 outturn;
- Council, cabinet and Otterpool Park Working Group committee packs;
- Discussions with management and officers

We have set out more detail on the risks we identified, the results of the work we performed, and the conclusions we drew from this work on pages 22 to 26

Overall conclusion

Based on the work we performed to address the significant risks, we are satisfied that the Council had proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Significant difficulties in undertaking our work

We did not identify any significant difficulties in undertaking our work on your arrangements which we wish to draw to your attention.

Significant matters discussed with management

There were no matters where no other evidence was available or matters of such significance to our conclusion or that we required written representation from management or those charged with governance.

Value for Money – 2019/20

Significant risk: Medium Term Financial Sustainability

1 **Medium Term Financial Sustainability**

The Council will need to manage it's financial position and savings targets closely during the medium term period to avoid a negative impact on the long term financial stability of the Council. You have savings plans in place including:

- Service redesign and reviews around the future operating model

- Generation of additional revenues through capital investment and Oportunitas Ltd

We will review your Medium-Term Financial Strategy, including the robustness of assumptions. We will review arrangements in place for monitoring savings plans and revenue generating schemes. Moreover, the United Kingdom has now exited the European Union as at 31 January 2020. This will result in national and local financial implications.

We will also consider the financial impact of ongoing discussions in respect of East Kent Housing.

MTFS

You produced a medium-term financial strategy ('MTFS') in Autumn 2019. You made and allowances or gave recognition to assumptions such as council tax requirement, levels of reserves, the business rates retention scheme, the New Homes Bonus and the Local Government Finance Settlement 2020/21. You identified a savings gap of £357k gap to March 2024 and identified initiatives to meet the target. These initiatives include strategic investment through Oportunitas and the Otterpool Garden Town project, as well as the use of reserves. Both the MTFS and budget reports have been subject to review by the Overview and Scrutiny Committee and full Council throughout the budget setting process.

On our review of your Medium-Term financial strategy we conclude that you have set out in a reasonable way for Cabinet and the public estimates of the additional costs/reductions in income for the budgetary challenge through to 2023/24. You have identified the estimated gap using suitable assumptions and estimates which are in line with our expectations and similar Councils. Based on your track record of successfully achieving savings targets, and the reasonableness of the underlying planning process and assumptions, we conclude that you have appropriate planning and monitoring arrangements to achieve the current savings.

East Kent Housing

Your ability to deliver against Corporate Plan and MTFS is partially reliant on other agencies you works with, and those agencies' capacity and financial resilience.

At the February 2020, you decided to withdraw from the EKH arrangement. Officers from across the four councils involved have been instructed to negotiate ending of the agreement with EKH and to make preparations for the housing management service to be brought in-house. Full financial appraisal will need to be undertaken; at this stage it is not possible to make a realistic financial assessment of the potential costs involved or impact on the HRA budget. You have included a sum of £250,000 to support interim transition management costs of bringing the service back in-house, as agreed by Cabinet on 16 October 2019, with the strategy for the transfer of the single system from EKH ongoing and presented to cabinet in May.

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Value for Money – 2019/20

Significant risk: Medium Term Financial Sustainability… continued

1 The Council's decision to bring EKH back in-house was taken with member consultation and a view that the Council will be able to provide better Value for Money operating the service itself. The Council will need to carefully monitor the transfer of EKH's functions in 2020/21 and the associated impact on the HRA budget. Further consideration concerning the Council's governance arrangements in respect of East Kent Housing is included in our delayed value for money conclusion in respect of 2018/19.

Covid-19

Following publication of the MTFS and the 19/20 budget, Covid-19 lockdown came into effect which has made the financial outlook for the Council challenging. An updated Medium-Term Financial Strategy is currently being drawn-up by the Council, and we have reviewed the financial arrangements put in place to allow the Council to plan for a number of scenarios.

In the period since the year-end of the financial year, officers have put in place robust arrangements to ensure that risks and uncertainties are given due consideration in short and medium-term financial planning and the impact is effectively modelled to the best of their ability. Management have updated budgets for a number of income and expenditure scenarios and have updated their cashflow models.

The Council's 'worse-case' projections for lost income and expenditure as a result of Covid-19 are within the level of existing reserve budgets, and as lockdown has been eased, actual lost income and expenditure has transpired to not be as great for the Council as first forecasted. This is, in part due to an earlier end to lockdown than was envisaged in the Council's worst-case modelling, as well as central initiatives such as the government's furlough scheme which has largely supported people through economic hardship, and funding received for lost income. To this date, the Council has received central funding of £31.4m for Covid-19, £28.8m of which is intended as grant support to retail, hospitality and leisure businesses in the District, with the remainder being tranche funding from the MHCLG. The Council must, however, remain alert to the possibility of further lockdown measures. We deem that management's assumptions within their updated cashflow forecast are prudent, assuming reductions in income across most revenue streams.

As a result of these Government Funding and initiatives, prior year underspends and prudent financial planning including setting aside contingencies in the budget-setting process, the Council has sufficient resources in place to meet the expected shortfalls in income and increases in expenditure for 2020/21 arising from the Covid-19 pandemic and is not facing the kinds of challenging decisions in the immediate term around service cuts or Section 114 notices which comparable local authorities could be subject to.

In the medium term, the picture remains far more uncertain as the longer-lasting impact of the pandemic on the economy, in the context of wider financial risks beyond the control of officers or members, remain significant unknowns. Management are conscious of the need to remain responsive to emerging circumstances, whilst keeping sight of longer-term strategic goals which underpin future investment decisions from use of reserves. Savings plans are monitored through budget monitoring processes and management discuss plans which were falling behind and mitigations.

Based on the Council's track record of successfully achieving savings targets, and the reasonableness of the underlying planning process and assumptions in the existing budget and MTFS, we conclude that the Council has appropriate planning and monitoring arrangements in place and is well suited to plan financially for the pandemic.

Value for Money – 2019/20

Significant risk: Delivering the full potential on capital plans

2 **Delivering the full potential on capital plans**

The development of the Otterpool Park Garden Town, alongside smaller scale capital plans, has the potential to make a long term positive contribution to the finances of the Council as well as a long term impact on the area.

We will review the ongoing governance arrangements and decision making processes around the capital investment plans during 2019/20. We will review the business case process for major projects

Capital Budgeting Process and Medium-Term Capital Plan ('MTCP')

Your MTCP for the five-year period ending 31 March 2025 was considered by the Overview and Scrutiny Committee on 21 January 2020 and Cabinet on 22 January 2020 who approved it to be submitted to full Council. The plan is reviewed annually by members as part of the budgeting process; annual review allowed for revisions for any new schemes, as well as any rephrasing and reprofiling of spend between years. The process allows you to create a profiled capital budget to be set for the coming year. Quarterly Capital Monitoring reports have been produced by finance officers which are presented to members against this profiled budget. Reasons for any variances are explained, which are often slippage or reprofiling between financial years.

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The total cost and funding of the General Fund capital programme for 2019/20 was £54.5m, an underspend of £3.9m against the latest 2019/20 budget for £58.4m. Delivery of the 2019/20 capital programme required borrowing of £50.4m with the majority of this to support the Otterpool Park project (£31.3m) and the acquisition of the Connect 38 office building in Ashford (£17.7m). The Council has borrowed in line with CIPFA's Prudential Code for Capital Finance in Local Authorities and has complied with the limits set as part of the approved indicators for 2019/20, ensuring that its capital investment plans are affordable, prudent and sustainable.

As at July 2020, the latest projection for the total cost and funding of the General Fund capital programme for the 2020/21 financial was £22.0m, a decrease of £20.9m compared to the previous 2020/21 position of £42.9m. Variances are attributable to re-profiling from 2020/21 to 2021/22 due to the difficulty in projecting capital spend and outcomes; this is commonly seen in capital budgeting.

Otterpool Park Garden Town

The Otterpool project has gathered pace in 2019-20. You bought out the previous landowner, Cozumel Estates Ltd, and committed a £100m investment draw down to the project for the medium term. You also purchased Westenhager Castle for £3.3m, which will be core to the site. Amongst other initiatives, the site intends to help you meet housing targets for the district, with the site having the potential to bring forward 8,500 – 10,000 houses and flats over the next 30 years.

You have made use of external specialist advisors, namely Arcadis, Farrells, Savills and BNP Paribas, for assistance in financial forecasting and modelling due to the complexity and scale of the project. Models have been produced by PwC to aid the Council's understanding of the potential financial implications and risks of the project in its entirety. You recognise that models will continue to evolve, the scale and very long term nature of this project (30 years) mean this is inevitable.

You presented a skeleton, high level business plan to Cabinet in May 2020. You hope to make a return on investment through the sale of land to developers, with capital receipts from sales intended to cover the initial investment and borrowing in the medium term. You will have a better idea of timescales on the delivery phase of the scheme next year following production of the detailed business case, which is likely to be presented to Council in late 2020 or early 2021.

Value for Money – 2019/20

Significant risk: Delivering the full potential on capital plans… continued

2 You have assumed that delivery will be complex, and that delivery of it through the usual decision-making processes would be challenging. As such you have set up an arm's length bod, Otterpool LLP, to manage it the project. Cabinet approved the creation of Otterpool LLP on 27 May 2020 as the delivery vehicle for Garden Town development.

Creation of the LLP has put in place a delivery vehicle with a structure such as to enable risk sharing and collaboration and has engaged in specialised advisors for financial modelling purposes. We note that the Council has devoted considerable human and capital resources and is expecting development of the town will evolve over time. Whilst it is not possible to anticipate all of the challenges in the next thirty years, discussions with officers and review of cabinet papers by the auditor suggest that the capital planning process is robust and will allow for deviations and appropriate planning.

Impact of Covid-19 on capital planning

From review of documents and discussions with officers, we have not noted significant impacts on capital planning caused by Covid-19. You are still actively acquiring property, for example. The impact of the pandemic on capital schemes is arguably too early to gauge, with impacts is emerging.

You recognise that the biggest area of impact will be in commercial properties, where the Council collects rents. Commercial tenants impacted financially by lockdown measures and reduced footfall might pose delay to income collection. It is noted that the Connect 38 Office building in Ashford, acquired for £17.7m in 2019/2,0 has some vacant units where rent guarantees are available to the end of November. It may be harder to let the space in the medium term. The project is nevertheless expected to cover its costs; moreover the impact will be felt on the overall return. The Council has made use of ArlingClose (Treasury advisors) to undertake financial viability assessments of purchasing commercial assets. Within our financial accounts audit work on the bad debt provision, we note that the Council has prudently provided for an additional 10% against all income streams as at 31 March 2020 to allow for the impact of the virus.

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Conclusion

The Council's capital planning process and associated governance is considered robust. Members are given opportunity to comment on the quarterly monitoring reports and the capital planning and budgeting process is considered in the medium term. Members have appropriate oversight over the Otterpool and other projects. Given the size of the Council's current capital scheme it is important that budgets are regularly updated and monitored. The Council needs to carry out regular viability studies to ensure that its ambitious capital strategy is financial sustainable in a recessionary environment and that its planned investment in housing, leisure and retail is prudent in an environment which will be shaped by the pandemic for years to come.

Value for Money – 2018/19

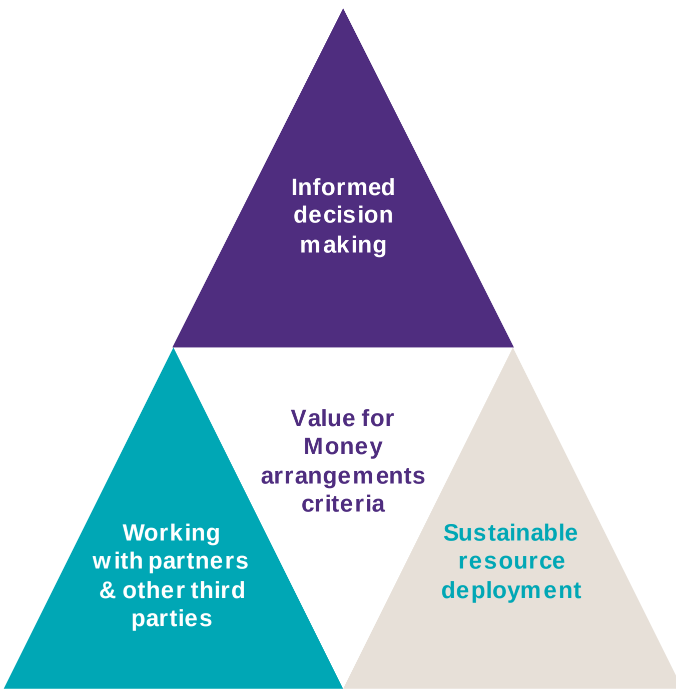
Background to our VFM approach

We are required to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VFM) conclusion.

We are required to carry out sufficient work to satisfy ourselves that proper arrangements are in place at the Council. In carrying out this work, we are required to follow the NAO's Auditor Guidance Note 3 (AGN 03) issued in April 2020. AGN 03 identifies one single criterion for auditors to evaluate:

"In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people."

This is supported by three sub-criteria, as set out below:



Risk assessment

An objection was made to the 18/19 accounts which requested that the auditor report in the public interest and make a declaration under section 28 of the Local Audit & Accountability Act (2014) that an item of expenditure incurred by the Council was unlawful.

We carried out an initial risk assessment in February 2019 and identified a number significant risks in respect of specific areas of proper arrangements using the guidance contained in AGN03. We communicated these risks to you in our Audit Plan dated March 2019. We reported our findings in respect of these risks to Audit Committee in July 2019 and concluded at the time that these risks had been sufficiently mitigated..

As we were concluding our 2018/19 audit we identified a significant risk in respect of he management of the contract with P&R for the provision of central heating, gas and hot water repairs. The Council has identified weaknesses in the management of the contract with P&R for the provision of central heating, gas and hot water repairs. There have been a number of problems with the contractor during the year and potential overpayments have been made to P&R. These payments relate to the prior financial year. We have the contract management arrangements for P&R as part of the value for money conclusion work and as part of our response to elector who has raised an objection to the 2018/19 accounts.

Conclusion

We have now reviewed the arrangements in place during 20/18/19 and concluded that they were not adequate. To that effect we are proposing a qualified " except for " conclusion in respect of 2018/19. However, given the new arrangements put in place by the Council for both contract monitoring, scrutiny of East Kent Homes and the strategic decision to being housing services back in house from 1 October 2020, we propose lifting the qualification for 19/20.

Value for Money – 2018/19

Significant risk: Management of the contract with East Kent Homes

1 **Management of the contract with East Kent Homes**

East Kent Housing was set up in 2011 as an Arms Length Management Organisation ("ALMO") in order to manage and maintain the housing stock of 17,000 dwellings for four east Kent councils including Canterbury CC. ALMOs were created to allow for a dedicated housing focus to meet the needs of tenants and leaseholders rather than it being one of a number of corporate priorities for individual councils. The Council retains ownership of the stock and the ultimate responsibility for providing safe, secure housing that meets the needs of stakeholders and complies with relevant legislation. The Regulator of Social Housing wrote to all councils following the Grenfell Tower fire to remind them of their obligations for tenants' safety, even where housing is outsourced. In terms of contract management, the responsibilities are clear. East Kent Homes ('EKH') should be responsible for day to day monitoring of contracts, with the Council exercising appropriate overview and scrutiny of its contract with EKH for management of the stock which costs the Council circa £2-2.5m per annum. During 2018/19 it emerged that a contract with P and R Installation Services ('P and R') was not operating effectively. There were allegations of overcharging and non performance from the contractor. More significantly, failures to ensure that legal requirements were met in respect of completing gas safety inspections were identified towards the end of the financial year. The Monitoring Officer reported the Council's breach of law to Cabinet and the Councils self-reported the breach to the Housing Regulator. In addition, the Councils internal audit provider, East Kent Audit Partnership issued a number of reports on contract management . The report of Heating and Installation resulted in a " no assurance " conclusion on a contract which costs the four councils some £4m per annum. 'No assurance' ratings are extremely rare in Internal Audit work in our experience. It indicates very clearly that insufficient arrangements were in place to monitor the P and R contract by EKH.

The fact that P and R gave notice on their contract at the end of March 2019 suggests very strongly that the overall relationship was not effective. This leads us to the clear outcome that because of the seriousness of the matters emerging from the management of this contract, the Council's value for money arrangements in this regard were not adequate in 2018/19. There were strong claims and counter claims between the Councils and P and R which suggests a combination of poor data, poor management of the contract and an understandable desire on the part of the Councils to move.

Given the lack of assurance in respect of gas safety and general concerns over EKH performance, the four east kent councils requested internal audit review the compliance against other health and safety requirements. Internal audit concluded no assurance for fire safety, electrical safety, lift safety and legionella. The Regulator of Social Housing issued a regulatory notice in September 2019 against the Council for breaching the Home Standard.

The Councils commissioned an independent review of EKH which reported in December 2019. This identified systemic weaknesses in arrangements in the health and safety compliance service highlighting amongst others, weaknesses in data management, IT capability and record keeping, under the umbrella of poor leadership and governance within EKH and a 'dysfuntional relationship between EKH and the councils'.

The arrangements the Council had in place to ensure EKH meet their operational contract management obligations were not sufficient in 2018/19.

As soon as the P and R issue emerged in 2019 , the Councils took robust action to strengthen EKH's arrangements for contract management by investing a further 300k in this process and by instituting enhanced weekly monitoring of the contract. A new procurement took place to replace the P and R contract and the appointment of a new contractor was approved by the Councils' cabinet in July 2019. The new contractor met the specified quality arrangements put in place by the Councils, although reports to Committee note that the chosen contractor was both the cheapest and had no existing contracts in the area. The Councils have however put in place robust arrangements for monitoring of the new contractor including clear termination arrangements should contractual requirement not be met. It will remain fundamental that robust monitoring of this contract is not a new measure that falls away but something embedded in the culture of the organization. Internal Audit are planning to review progress as part of their process as part of their 20/21 plan.

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Value for Money – 2018/19

Significant risk: Management of the contract with East Kent Homes

1 **Management of the contract with East Kent Homes**

A detailed action plan arising from the commissioned review into EKH has been prepared and is being used to monitor improvements against the identified deficiencies and to provide assurance to the Regulator for Social Housing.

The challenges around EKH have led all the Councils to consider the future strategic direction of their housing functions. A consultation took place in later 2019 which proposed taking back the Housing function into Council hands. The consultation responses suggest an overwhelming desire for tenants and leaseholders to bring the service back in house. Folkestone and Hythe's Cabinet voted unanimously for this proposal in February 2020 and have put transformation arrangements in place to bring the service in house on 1 October 2020. The Council have invested in a Transformation Director and committed significant resources to the project. There are of course risks in any insourcing arrangement but the Council has committed resources to ensure a smooth transformation, including the introduction of interims etc. In May and July 2020 Cabinet approved plans to address the development of Housing IT systems appropriate to the new arrangements and committed the appropriate expenditure to ensure this has happened.

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Other statutory powers and duties

We set out below details of other matters which we, as auditors, are required by the Act and the Code to communicate to those charged with governance.

Issue	Commentary
Objection made to the accounts in 2018/19	An objection was made to the 18/19 accounts which requested that the auditor report in the public interest and make a declaration under section 28 of the Local Audit & Accountability Act (2014) that an item of expenditure incurred by the Council was unlawful. We are in on-going discussions with the Council on the matter; work surrounding the objection remains in progress.

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Financial Reporting Council's Ethical Standard and confirm that we, as a firm, and each covered person, are independent and are able to express an objective opinion on the financial statements

We confirm that we have implemented policies and procedures to meet the requirements of the Financial Reporting Council's Ethical Standard and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements.

Further, we have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 issued in May 2020 which sets out supplementary guidance on ethical requirements for auditors of local public bodies.

Details of fees charged are detailed in Appendix D

Independence and ethics

Audit and Non-audit services

For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Council. The following non-audit services were identified, as well as the threats to our independence and safeguards that have been applied to mitigate these threats.

	Fees £	Threats identified	Safeguards
Audit related			
Certification of Housing Benefit Claim	12,000	Self-Interest (because this is a recurring fee) Self review (because GT provides audit services)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £12,000 in comparison to the total fee for the audit of £54,053 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level. To mitigate against the self review threat , the timing of certification work is done after the audit has completed, materiality of the amounts involved to our opinion and unlikelihood of material errors arising and the Council has informed management who will decide whether to amend returns for our findings and agree the accuracy of our reports on grants.
Certification of Housing capital receipts grant	2,500	Self-Interest (because this is a recurring fee) Self review (because GT provides audit services)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £2,500 in comparison to the total fee for the audit of £54,053 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level. To mitigate against the self review threat , the timing of certification work is done after the audit has completed, materiality of the amounts involved to our opinion and unlikelihood of material errors arising and the Council has informed management who will decide whether to amend returns for our findings and agree the accuracy of our reports on grants.

Independence and ethics

Audit and Non-audit services

No non-audit services were identified which were charged from the beginning of the financial year to the current date, as well as the threats to our independence and safeguards that have been applied to mitigate these threats.

Action plan

We have identified 1 of recommendation for the group as a result of issues identified during the course of our audit. We have agreed our recommendations with management and we will report on progress on these recommendations during the course of the 2020/21 audit. The matters reported here are limited to those deficiencies that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
Medium	The valuation of other land and buildings was carried out as at 01 April 2019. The valuer provided the update report as at 31 March 2020 and ascertained that there was no material change in value to the balance sheet date. Management accepted this assertion. On review of indices, we have calculated that a potential uncertainty of circa £802k exists as a result of the assertion that the valuation would not have been materially different, based on a review of indices from our auditor's expert, Gerald Eve.	We would recommend that valuations are carried out at 31 March 2020 so that the risk that the fair value of other land and buildings materially differs from the carrying value is reduced. Alternatively, management could consider asking the valuer to quantify any potential increase or decrease in valuation at the balance sheet date (as the valuer's assessment of materiality will differ to that of the auditor). **Management response** Future valuations will be carried out in line with the five year rolling valuation programme and the valuer will be asked to confirm valuations as at the balance sheet date (31st March). In interim years we will test the top 20 material assets to assess any material changes in valuations.

Controls

- High – Significant effect on control system
- Medium – Effect on control system
- Low – Best practice

Audit adjustments

We are required to report all non trivial misstatements to those charged with governance, whether or not the accounts have been adjusted by management.

There were no adjusted or un-adjusted misstatements above triviality levels for the financial statements.

Misclassification and disclosure changes

The table below provides details of misclassification and disclosure changes identified during the audit which have been made in the final set of financial statements.

Disclosure omission	Detail	Auditor recommendations	Adjusted?
Estimation uncertainty (Note 4)	The disclosure on estimation uncertainty should include uncertainties surrounding the pension liability due to Covid-19	Management should make a disclosure that estimation uncertainty caused by Covid-19 applies to the Pension Liability balance, given uncertainties to be disclosed within the Kent Pension Fund accounts. This uncertainty disclosure will be referred to by us in the audit opinion. **Management response** Adjusted	✓
Estimation uncertainty (Note 4)	The disclosure on estimation uncertainty with regard to valuations (Note 4) does not reference the items of account to which it relates	Management should make it clear that the estimation uncertainty caused by Covid-19 applies to both property, plant and equipment and the investment property balances in the accounts. This uncertainty disclosure will be referred to by us in the audit opinion. **Management response** Adjusted	✓
Disclosure only	Various	We have agreed a number of other minor disclosure changes such as typos, formatting and presentation **Management response** Adjusted	✓

Fees

We confirm below our final fees charged for the audit and provision of non-audit services

Audit fees	Proposed fee	Final fee
Council Audit	£54,053	£54,053
Total audit fees (excluding VAT)	**£54,053**	**£54,053**

The fees differ slightly to the draft financial statements, given that the figures in the accounts were an estimate as to what the fees would be.

Non-audit fees for other services	Proposed fee	Final fee
Audit Related Services:		
• Housing benefit subsidy claim	£12,000	TBC
• Pooling housing capital receipts grant	£2,500	TBC
Total non- audit fees (excluding VAT)	**£14,500**	**TBC**

Audit opinion - DRAFT

We anticipate we will provide the Group with an unmodified audit report

Independent auditor's report to the members of Folkestone and Hythe District Council Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Folkestone and Hythe District Council (the 'Authority') and its subsidiary (the 'group') for the year ended 31 March 2020 which comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement, the Collection Fund, the Group Movement in Reserves Statement, the Group Comprehensive Income and Expenditure Statement, the Group Balance Sheet and the Group Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The notes to the financial statements include the notes supporting the movement in reserves statement, the notes supporting the comprehensive income and expenditure statement, the notes supporting the balance sheet, the notes supporting the cash flow statement, other notes, and notes to the group financial statements. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the group and of the Authority as at 31 March 2020 and of the group's expenditure and income and the Authority's expenditure and income for the year then ended;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the group and the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The impact of macro-economic uncertainties on our audit

Our audit of the financial statements requires us to obtain an understanding of all relevant uncertainties, including those arising as a consequence of the effects of macro-economic uncertainties such as Covid-19 and Brexit. All audits assess and challenge the reasonableness of estimates made by the Chief Financial Officer and the related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the group's and Authority's future operational arrangements.

Covid-19 and Brexit are amongst the most significant economic events currently faced by the UK, and at the date of this report their effects are subject to unprecedented levels of uncertainty, with the full range of possible outcomes and their impacts unknown. We applied a standardised firm-wide approach in response to these uncertainties when assessing the group's and Authority's future operational arrangements. However, no audit should be expected to predict the unknowable factors or all possible future implications for an authority associated with these particular events.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Chief Financial Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Financial Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

In our evaluation of the Chief Financial Officer's conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20 that the Authority's financial statements shall be prepared on a going concern basis, we considered the risks associated with the group's and Authority's operating activities, including effects arising from macro-economic uncertainties such as Covid-19 and Brexit. We analysed how those risks might affect the group's and Authority's financial resources or ability to continue operations over the period of at least twelve months from the date when the financial statements are authorised for issue. In accordance with the above, we have nothing to report in these respects.

Audit opinion - DRAFT

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Authority or group will continue in operation.

Emphasis of Matter – effects of Covid-19 on the valuation of land and buildings, investment properties and the pension liability

We draw attention to Note 4 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Authority's and group's land and buildings and investment properties, and the Authority's pension liability as at 31 March 2020. As, disclosed in note 4 to the financial statements, the outbreak of the Novel Coronavirus (Covid-19) has impacted global financial markets. Market activity is being impacted in many sectors and as at the valuation date, less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value.

Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuations. A material valuation uncertainty was therefore disclosed in in both the Authority's property valuation reports and the pension fund's property valuation reports. Our opinion is not modified in respect of this matter.

Other information

The Chief Financial Officer is responsible for the other information. The other information comprises the information included in the Statement of Accounts other than the Authority and group financial statements and, our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Other information we are required to report on by exception under the Code of Audit Practice
Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'delivering good governance in Local Government Framework 2016 Edition' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

Under the Code of Audit Practice, we are required to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

We have nothing to report in respect of the above matters.

Responsibilities of the Authority, the Chief Financial Officer and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement Accounts set out on page 19, 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 Chief Financial Office r. The Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20, for being satisfied that they give a true and fair view, and for such internal control as the Chief Financial Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Financial Officer is responsible for assessing the group's and the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention by government that the services provided by the Authority will no longer be provided.

Audit opinion - DRAFT

The Audit and Governance Committee is Those Charged with Governance. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

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

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

Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in April 2020, we are satisfied that the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Responsibilities of the Authority

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

Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in April 2020, as to whether in all significant respects the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Report on other legal and regulatory requirements – Certificate

We certify that we have completed the audit of the financial statements of Folkestone and Hythe District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

Use of our report

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

[Signature]

Paul Dossett, Key Audit Partner

for and on behalf of Grant Thornton UK LLP, Local Auditor
London

X September 2020

grantthornton.co.uk

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Grant Thornton UK LLP
30 Finsbury Square
London
EC2A 1AG

30 September 2020

Dear Sirs

Folkestone and Hythe District Council
Financial Statements for the year ended 31 March 2020

This representation letter is provided in connection with the audit of the financial statements of Folkestone and Hythe District Council and its subsidiary undertaking, Oportunitas Limited, for the year ended 31 March 2020 for the purpose of expressing an opinion as to whether the group and Council financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

i. We have fulfilled our responsibilities for the preparation of the group and Council's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.

ii. We have complied with the requirements of all statutory directions affecting the group and Council and these matters have been appropriately reflected and disclosed in the financial statements.

iii. The Council has complied with all aspects of contractual agreements that could have a material effect on the group and Council financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.

iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements.

vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.

vii. Except as disclosed in the group and Council financial statements:

   a. there are no unrecorded liabilities, actual or contingent

   b. none of the assets of the group and Council has been assigned, pledged or mortgaged

   c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.

viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.

ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.

x. The financial statements are free of material misstatements, including omissions.

xi. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.

xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

xiii. There are no material prior period errors to bring to your attention.

xiv. We have updated our going concern assessment and cashflow forecasts in light of the Covid-19 pandemic. We continue to believe that the group and Council's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that current and future sources of funding or support will be more than adequate for the Council's needs. We believe that no further disclosures relating to the group and Council's ability to continue as a going concern need to be made in the financial statements

xv. The outbreak of the Novel Coronavirus (Covid-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets and travel restrictions have been implemented by many countries. As a consequence economic activity is being impacted in many sectors. As at the balance sheet date, valuers have stated that less weight can be attached to market evidence for comparison purposes to inform opinions of value. Indeed, the current response to Covid-19 means that they are faced with an unprecedented set of circumstances on which to base a judgement.

The Council's valuation is therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to the valuation of the Council's land and buildings and investment properties than would normally be the case. Given the unknown future impact that Covid-19 might have on the market, the valuers recommend that the Council keeps the valuation of its properties under frequent review.

For avoidance of doubt, the inclusion of the 'material valuation uncertainty' declaration above does not mean that the valuation cannot be relied upon. It is included in order to be clear and transparent, that – in the current extraordinary circumstances – less certainty can be attached to the valuation than would otherwise be the case.

Information Provided

xvi. We have provided you with:

a. access to all information of which we are aware that is relevant to the preparation of the group and Council's financial statements such as records, documentation and other matters;

b. additional information that you have requested from us for the purpose of your audit; and

c. access to persons within the Council via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic from whom you determined it necessary to obtain audit evidence.

xvii. We have communicated to you all deficiencies in internal control of which management is aware.

xviii. All transactions have been recorded in the accounting records and are reflected in the financial statements.

xix. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

xx. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the group and Council, and involves:

a. management;

b. employees who have significant roles in internal control; or

c. others where the fraud could have a material effect on the financial statements.

xxi. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.

xxii. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

xxiii. We have disclosed to you the identity of the group and Council's related parties and all the related party relationships and transactions of which we are aware.

xxiv. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

xxv. We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

Narrative Report

xxvi. The disclosures within the Narrative Report fairly reflect our understanding of the group and Council's financial and operating performance over the period covered by the financial statements.

Approval

The approval of this letter of representation was minuted by the Council’s Audit and Governance Committee at its meeting on 30 September 2020

Yours faithfully

Name……………………………

Position………………………….

Date…………………………….

Name……………………………

Position………………………….

Date…………………………….

Signed on behalf of the Group and Council

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This Report will be made public on 22 September 2020

Report Number **AuG/20/07**

To:	**Audit and Governance Committee**
Date:	**30 September 2020**
Head of Service:	**Charlotte Spendley, Director of Corproate Services**
Cabinet Member:	**Councilor David Monk, Leader of the Council**

Subject: Statement of Accounts 2019/20

Summary: In accordance with the Accounts and Audit (Coronavirus) Amendments Regulations 2020 the council must consider and approve its Statement of Accounts no later than 30 November 2020. The Accounts have been subjected to audit, the details of which are set out in Grant Thornton's Audit Findings report.

Reasons for recommendations:
The Committee is asked to agree the recommendations set out below because the Accounts and Audit (Coronavirus) Amendments Regulations 2020 require the council to consider and approve its Statement of Accounts no later than 30 November, to enable publication to be made by that date.

Recommendations:
1. **To receive and note Report AuG/20/07.**
2. **To approve the Statement of Accounts 2019/20.**

1. INTRODUCTION AND BACKGROUND

1.1 The 2019/20 Statement of Accounts is prepared in accordance with the relevant Code of Practice on Local Authority Accounting in the United Kingdom and the Service Reporting Code of Practice, supported by International Financial Reporting Standards (IFRS).

1.2 The Ministry of Housing, Communities and Local Government (MHCLG) confirmed the details of the changes made to the Accounts and Audit Regulations 2015 in a letter to authorities on 3 April 2020. The Accounts and Audit (Coronavirus) Amendments Regulations 2020 (SI 2020/404) extend the statutory audit deadline for 2019/20 for all local authorities.

The council must comply with the provisions of the Accounts and Audit (Coronavirus) Amendments Regulations 2020. Concerning the signing, approval and publication of the Statement of Accounts:-

i) The responsible financial officer must, no later than 31 August 2020, sign and date the statement of accounts and certify that it presents a true and fair view of the financial position of the council at the end of the financial year and of the council's income and expenditure for that year. The Director of Corporate Services in her role as Chief Finance Officer, signed and dated the accounts on 18 June 2020.

ii) The council must, no later than 30 November 2020, consider and approve the statement of accounts by way of resolution. The accounts are submitted for consideration and approval under this Agenda.

iii) Following approval by this Committee, the person presiding at the Committee must sign and date the statement of accounts.

iv) No later than 30 November 2020, the council must publish its statement of accounts (including the annual governance statement and narrative statement) together with any certificate or opinion entered by the auditor.

2. STATEMENT OF ACCOUNTS 2019/20

2.1 The draft Statement of Accounts were presented to the Committee at its meeting on 30th July 2020, at which time external audit was underway. The external audit is substantially complete at the time of writing this report and there have been no material changes to the financial statements, subject to a few final outstanding matters.

2.2 Details of minor changes to disclosure notes are enclosed in Grant Thornton's Audit Findings Report presented at this meeting.

3. AUDIT OF THE ACCOUNTS

3.1 The Accounts and Audit (Coronavirus) Amendments Regulations 2020 require the statement of accounts for 2019/20 to be prepared by 31 August and the audit completed by 30 November.

3.2 The Finance team have worked extremely hard since March and managed to publish the draft accounts on the 18th June, well ahead of the revised statutory deadline of 31st August.

3.3 Grant Thornton's audit team have been on site since the 30th June and the audit of the accounts is in its final stages at the time of preparing this report. Their Audit Findings Report will be presented for consideration at this meeting.

3.4 The copy of the accounts at Appendix 1 has been updated to reflect known changes to disclosure notes arising from the audit findings, but for reasons of timing it does not include the final audit opinion. An updated version of Appendix 1 will be circulated to Members either before the meeting on 30 September (if available) or at the meeting, highlighting any further changes made. This is the version that Members will be asked to approve.

4. CONCLUSION

4.1 The Committee is asked to approve the Statement of Accounts for 2019/20 in accordance with the Accounts and Audit (Coronavirus) Amendments Regulations 2020.

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 **Legal Officer's Comments** (AK)

There are no legal implications arising directly out of this report that are not already referred to in the report.

5.2 **Finance Officer's Comments** (CS)
This report has been prepared by Financial Services and all financial matters contained within the body of the report.

Diversity and Equalities Implications (CS)
5.3 There are none arising directly from this report

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Charlotte Spendley – Director of Corporate Services
Telephone: 07935 517986
email: charlotte.spendley@folkestone-hythe.org.uk

The following background documents have been relied upon in the preparation of this report:

Appendices:
Appendix 1: Draft Statement of Accounts 2019/20

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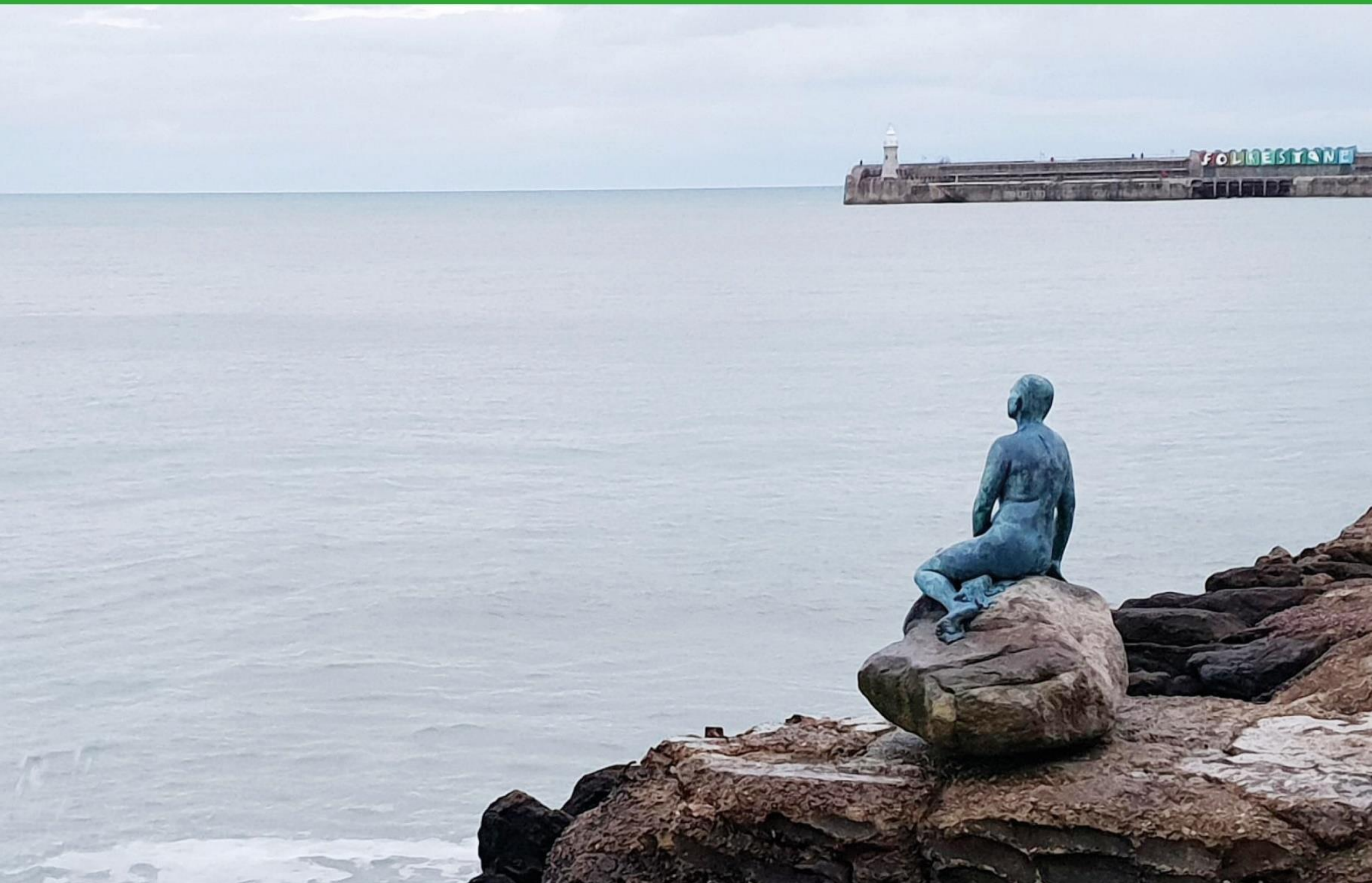
STATEMENT OF ACCOUNTS

2019/20



Folkestone & Hythe District Council

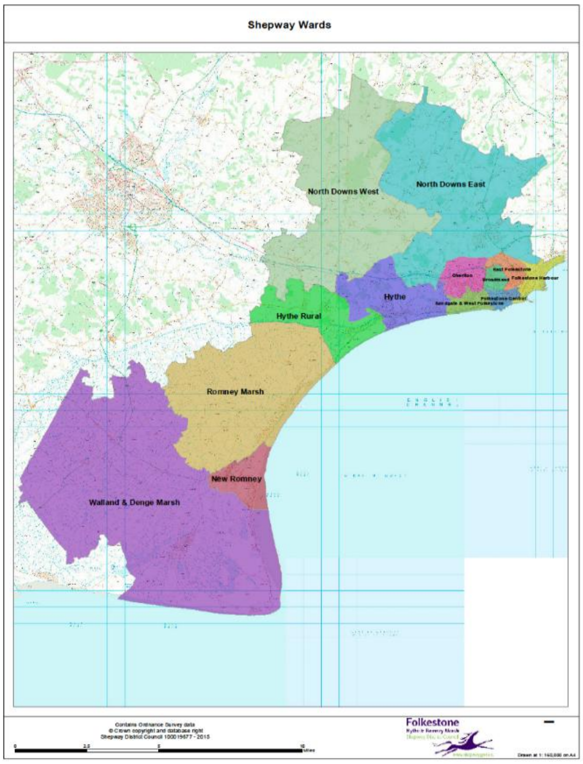
Contents

Narrative Report

ORGANISATIONAL OVERVIEW AND EXTERNAL ENVIRONMENT

Our District

Folkestone & Hythe District is a coastal district in south eastern England and home to a diverse collection of towns, villages and environments. Chiefly rural in nature, the district is large and covers approximately 363 sq. km (140 sq. miles). The district stretches from the East Sussex border (near Rye) in the south west, across the low-lying Romney Marsh and through to Folkestone and the escarpment and the hills of the Kent Downs in the north. The settlements and districts of Ashford, Dover and Canterbury adjoin Folkestone & Hythe in eastern Kent.



The district has distinctive contrasting rural landscapes and urban environments.

Our People

The majority of the district's 113,000[1] residents live in urban areas (63%), with the remaining 37% to be found living in rural areas.

Approximately 1 in 10 people in the district live in isolated dwellings, hamlets or small villages (below 1,000 people).

Economic and Environmental Factors

The district as a whole suffers from considerable deprivation relative to the national average and there is also significant inequality within the District with deprivation concentrated in the urbanised coastal areas and the rural south. Rural areas have poorer access to services and facilities. The district suffers from high levels of disability / long term illness, reflecting, in part, the relatively high proportion of older people living in the District.

The district has a number of economic strengths, including its good transport links (M20 motorway, High Speed rail links to London, and proximity to the Channel Tunnel), affordable land/building costs relative to the wider South East region, a large working age population and a high quality natural environment. Economic weaknesses include its relative remoteness, relatively low rates of entrepreneurship and few residents with higher skills[2].

There is a long history of flooding within the district. Over half of homes in the District are at risk of flooding from either coastal or fluvial sources. 55% of the District is at or below sea

[1] 2019 Mid-Year Population Estimates - ONS
[2] Shepway Economic Development Strategy 2015-2020

level and the majority of District’s 41km coastline lies below the mean high water mark. Virtually all of the Romney Marsh area is within flood zone 3 due to its topography.

Purpose and Vision

The Councils vision for the district is to:

Invest for the next Generation whilst *Delivering More of What Matters.*

Key Objectives

Our vision builds on previous plans and reinforces the importance to the Council, and district, of making sure we have a place fit for our communities now and in the future. This vision is directly reflected in the ambition we have set out for Otterpool Park and other key development projects that will transform our district. In addition, delivering more of what matters is just that; focusing our limited resources on the important services and valued functions for our residents, businesses and visitors.

Our external focus is reflected in 4 (of the 6) strategic objectives:

- More Homes - Provide and enable the right amount, type and range of housing;
- More Jobs - Work with businesses to provide jobs in a vibrant local economy;
- Appearance Matters - Provide an attractive and clean environment; and
- Health Matters - Keep our communities healthy and safe.

In addition, we have two strategic objectives that focus on the Council as an organisation, which reflect the issues facing local government as a whole. These are:

- Achieving Stability - Achieve financial stability through a commercial and collaborative approach; and
- Delivering Excellence - Deliver excellent customer service through commitment of staff and members.

A working group has been established to formulate the Council's Corporate Plan for the ten year period 2021 – 2031. This group has representation from all political groups within the Council and act in an advisory capacity. The emerging themes for the plan are:

1. Housing and Infrastructure
2. Economy
3. Environment
4. Community focused services
5. Accountability, stability and transparency

The June Overview & Scrutiny Committee (OSC) considered the work of the group to date and provided feedback on the direction of the plan. Further work and consultation with residents and stakeholders is planned and the new plan will be adopted later in the year.

External Environment

The external issues we face in line with many other local authorities across the country are:

- Challenging financial environment;
- Ageing population with associated demands on local services;
- Increasing demand for housing outstripping supply;
- Rising house costs, particularly in the private rental market;
- High demand for affordable housing and increasing levels of homelessness;
- Providing the necessary social infrastructure to keep pace with the scale of growth ambition; and
- Mitigating the concerns over growth with the positive impact they can have.

Covid-19

The coronavirus (Covid-19) outbreak was declared a global pandemic by the World Health Organisation on 11th March 2020. Currently the Council is working closely with central government, related agencies, the voluntary sector, town and parish councils and the health service to support businesses and residents.

Business rates relief and grants for businesses in the retail, hospitality and leisure sectors have been administered in line with government guidelines helping over 2,000 businesses in the district. Additional council tax relief has been given to vulnerable people and households through the government's hardship fund. A network of three Community Hubs have been set up across the district in collaboration with key partners and volunteers to support vulnerable residents, ensuring food and other essential items are delivered to those with particular health conditions as well as offering a wider support package where required. The Council is working with partners to house all the district's known rough sleepers.

During this period of heightened social distancing council meetings are being held virtually using video conferencing technology and broadcast online to maintain open and transparent decision making.

On 23rd March the government imposed a lockdown on the whole population, restricting all non-essential travel and contact with people outside of the home and closed almost all businesses, venues and facilities. This has had a considerable impact on the Council as many businesses in the district have been forced to close which has significantly impacted the local economy and in turn impacts the Council's income streams. It is anticipated that as a result of this there will be a significant impact on the council's ability to collect income, both from taxpayers and services such as car parking and leisure facilities, as well as from investments and commercial property. There will also be additional cost pressures as the council responds to the outbreak and provides support to the most vulnerable residents.

There has been little financial impact on the 2019/20 financial position as the pandemic was declared late in March, but there will be significant challenges in the year ahead, and potentially future years, as the full financial impact becomes clearer and the Council deals with the ongoing crisis. Given the uncertainty around the full extent of the economic impact at this stage, it is difficult to estimate with any confidence the likely impact on the Council's financial position.

The Government has allocated emergency Covid-19 funding to local authorities but this will not be sufficient to cover the additional cost pressures or loss of income. The Council is currently reviewing its budget for 2020/21 to identify business essential expenditure items and assess the potential loss of income and a revised budget will be presented to Cabinet for approval. The Medium Term Financial Strategy (MTFS) will be refreshed once the budget review has concluded and more reliable estimates over the potential impact on collection rates and income levels can be attained. The Council has a strong reserves position and a review of reserves, including earmarked reserves, is being undertaken to identify committed spend that can either be deferred or diverted to support the medium term position if necessary.

As a billing authority the Council's cash flow is subject to pressure as it continues to pay precepting authorities their shares of budgeted business rates and council tax income not taking into account any reduction in collection rates. The government has introduced short-term measures to provide immediate relief and daily cash flow monitoring is being undertaken for early identification of pressure points.

During these unprecedented times the Council has been forced to review what its essential services are and how these are delivered. Business continuity plans are regularly updated and existing working practices mean that Council staff can fully operate remotely and were quickly able to adopt more agile ways of working in response to the pandemic. Future delivery methods and new operating models for services are being considered as we move forward into the recovery phase and the 'new normal'.

A recovery plan is being developed and is proposed to align to the new Corporate Plan also in development. It will have four key themes of Economy, Community, Council Operations and Council Finances.

GOVERNANCE

Our Political Leadership

The political leadership of the Council during the financial year 2019/20 was through the Executive which consisted of the Leader, Deputy Leader and a further seven Portfolio Holders. In February 2020 the Leader implemented an innovative and new cross-party Cabinet giving other political parties an opportunity to be represented on the Cabinet, giving them direct involvement in executive decision-making. The new Cabinet is made up of 5 Conservative party members, 2 Independent members, 1 Green party member and 1 Liberal Democrat member. The managerial leadership is made up of the Corporate Leadership Team (CLT: Head of Paid Service and five Corporate Directors). CLT is supported by 2 Assistant Directors and 4 Chief Officers.

There are 13 wards and 30 Councillors representing the District, the political make-up of the Council currently is:

- 13 Conservative group members;
- 6 Green group members;
- 5 Labour group members;
- 2 Liberal Democrat members;
- 2 UKIP group members; and
- 2 Independent members.

Governance Arrangements

Member / officer relations are underpinned by a protocol; which form part of the Council's constitution. Regular briefings between senior officers and portfolio holders ensure that cabinet members are up to date with developments, discuss future reports and provide officers political direction. Members are also involved in outside meetings of particular importance e.g. the Collaboration Board for Otterpool Park. The Council is member-led allowing officers to focus on operational aspects.

Non-executive members sit on groups that consider key Council business. The OSC consider the majority of financial papers ahead of their debate at Cabinet. The OSC has an important and defined role in the budget making process and contribute to its formulation prior to consideration by Cabinet. In 2020/21 the style of Member scrutiny will change. The Council have been undertaking work with the Centre for Public Scrutiny to reshape the approach.

The Council has a dedicated Audit and Governance Committee which considers the Annual Governance Statement, the local code of corporate governance and the constitution. The Annual Governance Statement has an action plan attached to it which sets out proposals for the forthcoming year. The Monitoring Officer reports to committee each year if they consider that the constitution needs updating.

Further detail regarding the Governance of the Council can be found within the Annual Governance Statement on pages 115-127.

OPERATIONAL MODEL AND FINANCIAL PERFORMANCE

Budget

The Budget Strategy is considered by the Cabinet annually during the Autumn and provides the Budget and Policy Framework as well as a timetable outlining key dates in setting a budget for the coming year.

The Strategy builds on the Medium Term Financial Position and seeks to work with Assistant Directors, Chief Officers and Budget Managers in determining appropriate levels of fees and charges as well as identify growth and savings proposals to be considered by Members in setting the balanced budget. This approach has enabled the Council to arrive at a sustainable budget position focused on its Corporate Plan objectives.

A balanced budget was set for both 2019/20 and 2020/21.

Achievements and Services delivered in year included

- 44 long term empty homes were brought back into use during 2019/20 and 8 No Use Empty loans were provided in partnership with KCC which will result in 26 long term empty homes being returned to use
- 301 homes have been improved through enforcement/engagement with landlords, Disabled Adaptations or Home Safe and Winter Warmth loans
- Successfully submitted a joint grant funding bid with Dover District Council to secure £469k funding through the government’s Rough Sleeping Initiative to continue to complement existing services to homeless rough sleepers within the districts
- Introduced a new online system to help people register for plots to build their own homes with the district’s first self-build site being marketed in Brookland, Romney Marsh
- Completed the purchase of approximately 200 acres of land, including the freehold of the former racecourse and several residential properties to support the future delivery of Otterpool Park

- Westenhanger Castle historic building and grounds purchased to secure them as a community asset for the future
- Launched a public survey for residents, visitors and businesses to share their long-term vision for Folkestone town centre
- Took on responsibility for the Step Short commemoration memorial arch
- Invested £20k on refurbishing and reopening public toilets in Bouverie Place Shopping Centre
- Opened a new outdoor fitness zone in Radnor Park
- £3m High Street Fund successfully launched awarding grants to 22 businesses
- Partnered with Visit Kent and other local authorities to secure European funding of 1.6m euros for initiatives to extend the tourism season (October to March)
- £420k of Folkestone Community Works funding allocated to create a modern business centre for start-ups and businesses in the heart of Folkestone
- Implementation of Phases 1 and 2 of the organisation wide Transformation Programme
- Retained Customer Service Excellence Accreditation, with 12 areas scored as ‘Compliance Plus’

RISKS AND OPPORTUNITIES

Future service provision

The current Corporate Plan outlines the clear commitment of the Council to achieve financial stability.

Achieving Stability – To achieve financial stability through a commercial and collaborative approach.

To deliver this objective, we have stated that we will:

- Ensure strong financial discipline
- Explore alternative income streams including commercial opportunities
- Develop an investment strategy for the longer-term benefit of the district
- Explore opportunities including working collaboratively to achieve efficiencies, reduce costs and improve resilience
- Optimise the financial benefit from major developments in the shorter and medium term
- Identify ‘Invest to Save’ opportunities

The Council has a Strategic Risk Management Policy in place which is agreed by Cabinet. Risks are identified and assigned a Director lead officer as well as a lead Cabinet member. The risks are scored and actions noted, with the current Risk Register being considered at the Audit & Governance Committee. Additionally key risks are outlined within Committee reports.

Financial risks are highlighted separately within the Budget Strategy, Budget Setting, Budget Monitoring and Medium Term Financial Planning reports.

What are we currently working on?

The following give some examples of our strategic projects which contribute towards a sustainable financial future for the Council:

Otterpool Park - In February 2020 the Council completed on the purchase of approximately 200 acres of land from Cozumel Estates. The purchase includes the freehold of the former racecourse and several residential properties and the ability to purchase neighbouring farmland of a further 440 acres to support the delivery of Otterpool Park garden town. The masterplan comprises 50% green space, up to 10,000 homes and community facilities, delivered in phases over 30 years. The purchase of the land ended the partnership with Cozumel Estates and the Council will now progress the project as the master developer. In May 2020 Cabinet agreed the corporate structuring and initial activities of Otterpool Park LLP, the Council's delivery vehicle in relation to the development of the Otterpool Park garden town.

Climate Change – On 24th July 2019 Full Council moved a resolution to declare that we are in a state of climate and ecological emergency and committed to reducing the Council's estate and operations to zero net carbon by 2030. A Climate Change and Ecological Emergency Working Group has been established comprising the Leader of the Green Party as chairman and five members (one member from each political group, plus the independent member). The views of the group and recommended actions will be reported to OSC and Cabinet through the formal decision making processes.

Mountfield Road Industrial Estate, New Romney - The proposal to extend Mountfield Road Industrial Estate, New Romney is seeking to diversify the local economy to mitigate the loss of over 1000 jobs arising from the closure of Magnox A and proposed closure of Dungeness B Power Stations. A masterplan has now been completed showing how the site might be best used and serviced to accommodate up to 700 jobs over a 10 year period. Planning consent has been gained for a business hub of 751 sq.m to initiate development and in September 2019 Cabinet approved the development by means of a joint venture with East Kent Spatial Development Company (EKSDC). The development will be financed by the Council and EKSDC and grant funding from the Nuclear De-Commissioning Authority (NDA) which was approved in March 2020.

East Kent Housing – After discovering problems with some health and safety procedures, Folkestone & Hythe District Council, along with the other three Council owners (Canterbury City council, Dover District Council and Thanet District Council) proposed to close East Kent Housing (EKH) and deliver housing services themselves. In October 2019 tenants and leaseholders were consulted and asked for their views on the future of EKH and the results showed an overwhelming desire to disband EKH and for the councils to take on its role. In February 2020 all four council owners agreed that the management of council housing stock should be brought back in-house and that a termination of the management agreement with EKH should be negotiated and concluded as soon as practicable. Work is underway between the councils and EKH to create a smooth transition process and in the meantime housing and support services for tenants continue to be provided by EKH.

Town Centre Regeneration - In May 2020 the Council purchased the former Debenhams store in Folkestone town centre which will become a centrepiece in the town's regeneration.

Proposals for the site include a health centre, leisure facilities, flexible work space and residential properties.

Biggins Wood – The Council purchased a former brickworks site that has been vacant for over 20 years. Due to remediation costs, this site has not proved attractive to the private sector. Planning permission has been secured to build 77 homes with employment space. With a close proximity to Jct 13 (M20) this is an example of how we are bringing a redundant site back into use to provide much needed new homes and flexible modern commercial space with easy access to main transport routes.

Princes Parade Development - The Council has long-held ambitions to replace the popular, but old and failing swimming pool in Hythe. Since 2002 the Council has been working to secure a suitable site and financial commitment to build a new pool and recreation area. Feasibility studies were undertaken on the potential sites, and in April 2016 Cabinet decided the basis of a planning application would be for a new pool, recreation centre, up to 150 new homes and new public open space. Work has been on hold during the year whilst a judicial review is concluded.

Risks associated with the agenda

The following risks have been identified by the Council associated with a more ambitious agenda.

1 ~ Managing expectations and prioritising the wealth of opportunities
2 ~ Promoting excellence of the council
3 ~ Timescales for financial returns
4 ~ Not losing sight of the day job
5 ~ Staff Recruitment & Retention
6 ~ Appetite for risk

STRATEGY AND RESOURCE ALLOCATION

The Council has consistently planned its finances on a medium to long term basis ensuring reserves are maintained at a level which supports financial sustainability while protecting services from reductions. The current MTFS pushes the planning horizon to March 2024. The MTFS was reported to Council on the 16th October 2019 and significantly shaped the annual budget setting cycle for 2020/21. Similarly the MTFS considered by Cabinet on 17th October 2018 and the Budget Strategy on 14th November 2018 shaped the framework for the setting of a balanced budget for 2019/20.

The Medium Term Financial Plan is considered the council's key financial planning document. It defines the financial resources needed to deliver the council's corporate objectives and priorities and covers the financial implications of other key strategies. It also enables the council to carry out an early assessment of the financial implications of its approved policies and strategies as well as emerging external financial pressures.

The current MTFS forecasts a cumulative funding gap of £4 million over the lifetime of the MTFS (2020/21-2023/24). This position considered the 2019/20 Local Government Finance Settlement but not the 2020/21 final budget setting.

Financial planning for both revenue and capital expenditure is integrated with Treasury Management as part of the annual budget setting process. The Council has adopted a strategic and integrated approach to asset management with an Asset Management Board, which has included the Cabinet Member for Property Management and Environmental Health, a Corporate Director and the Council's Corporate Property Officer amongst other key players overseeing the delivery of the Asset Management Strategy.

Approach to Monitoring

The Council manages its spending within its resources. Budget Managers are responsible for submitting projections against the agreed budget in the Collaborative Planning Module (linked to the Financial System). This information is reviewed by Finance and three different reports are generated to ensure all levels of the organisations (Managers through to Members) have an understanding of the financial position in the year. The information is shared on a regular basis with CLT and onto OSC and then Cabinet.

PERFORMANCE

The Council has a Performance Management Framework. Key Performance Indicators (KPIs) are reviewed annually to ensure we are focused on key priorities and those aspects that need to be monitored more closely, e.g. for improvement purposes.

The outturn performance for the councils KPIs is expected to be reported to the July Cabinet meeting.

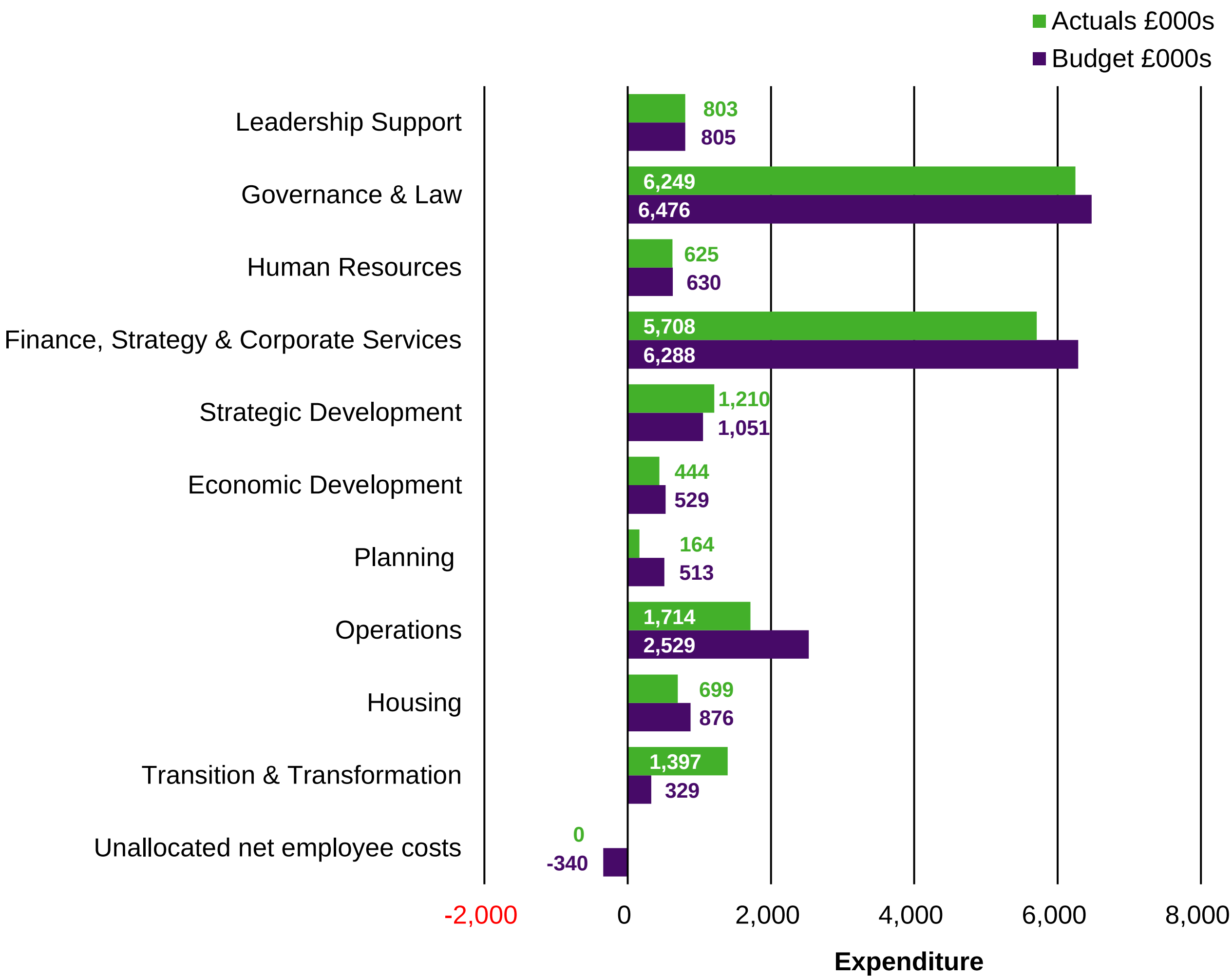
The Councils outturn performance includes:

Performance Indicator	Actual	Target	Status	2018/19 Comparison
Percentage of Council Tax due collected in year	97.48%	97.30%	✔	⇧
Percentage of Non-Domestic Rates due collected in year	98.03%	97.50%	✔	⇩
Average number of days taken to process new claims for Housing Benefit	15.9 days	21 days	✔	⇧
Percentage of household waste recycled	46.00%	50.00%	✖	⇩
Number of homes provided for low cost ownership in the district	32	32	✔	⇧

FINANCIAL PERFORMANCE

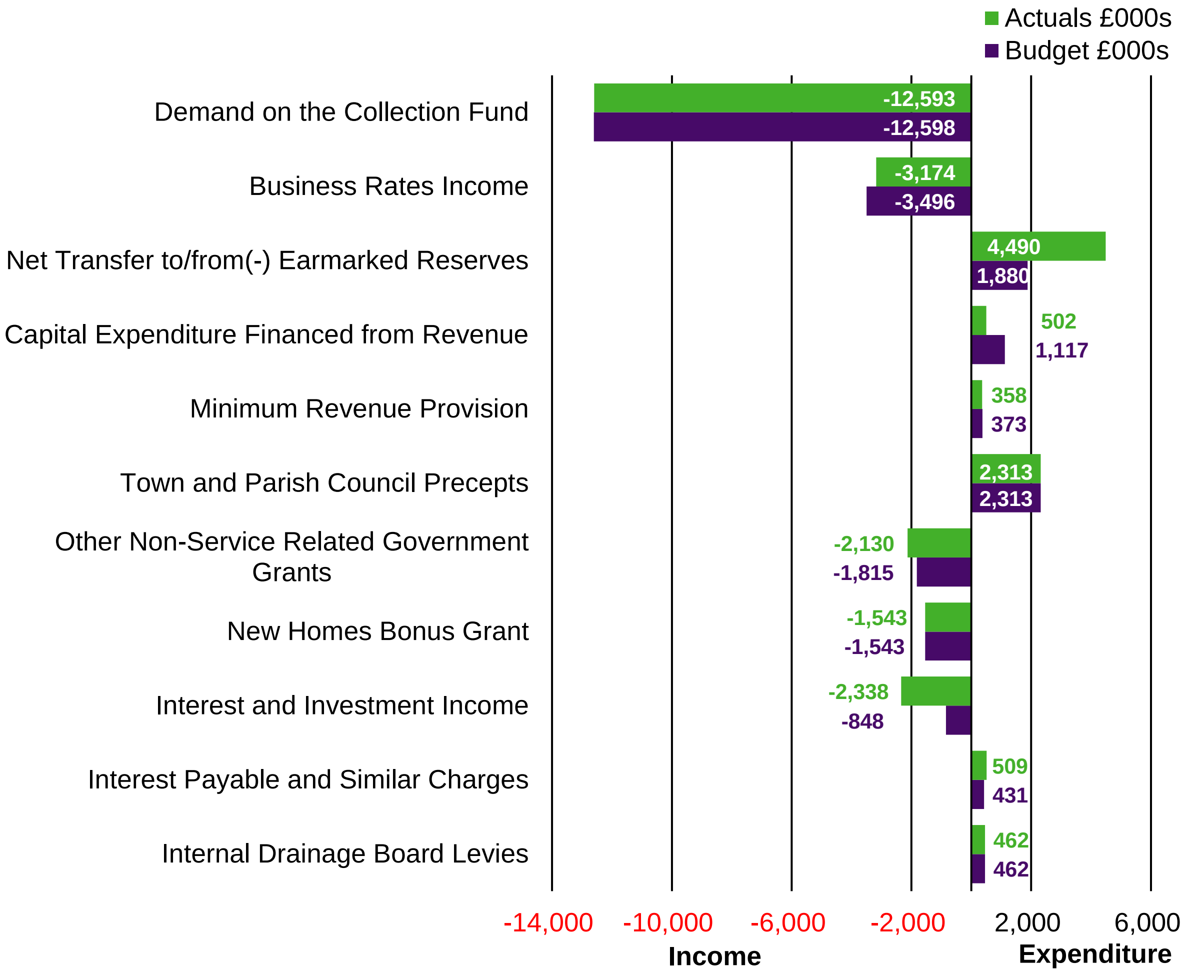
General Fund – Revenue

The latest approved budget for net cost of services to deliver the core services of the council and meet its strategic objectives was £19.7m. Delivering expenditure in line with agreed budgets is an important performance indicator and this was achieved in 2019/20 as outlined below:



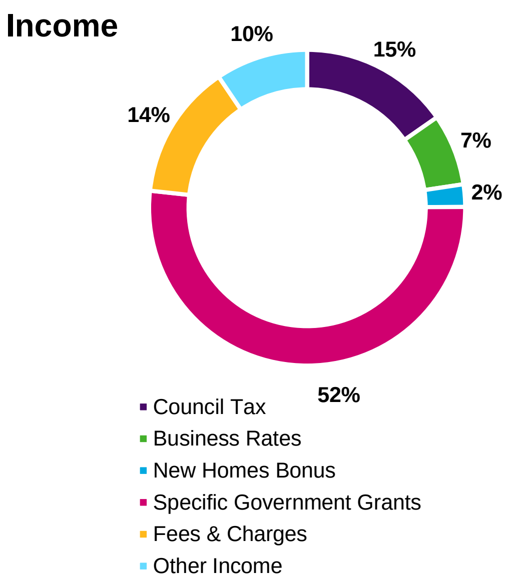
The total net cost of services for 2019/20 of £19.0m can be identified on the Expenditure and Funding Analysis (EFA) as the deficit on Continuing Operations of £17.6m before the credit adjustment in respect of the HRA of £1.4m, under the heading of "As reported for resource management".

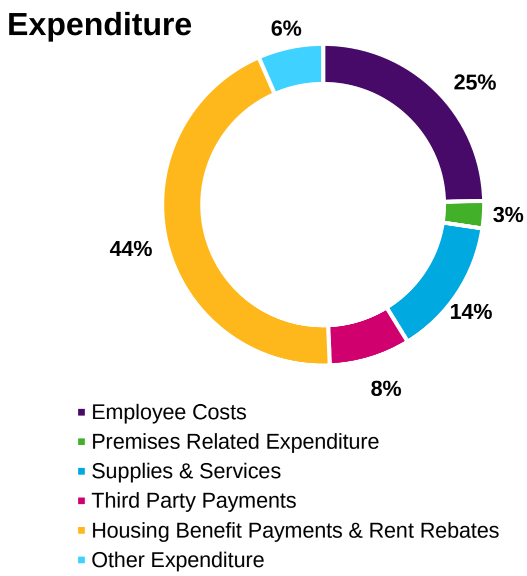
The following entries affect the Other Income and Expenditure within the EFA (in addition to entries from the HRA), and are reported to Members through the in-year monitoring and outturn reports.



The budget included a planned use of the General Reserve to fund schemes approved in the Medium Term Capital Programme.

Sources of income and expenditure were as follows:





The 2019/20 outturn position is within 2% of the overall budget, an underspend of £93k. The key movements from the agreed budget included:

- Increase in impairment allowance in response to Covid-19 £100k
- Reduced requirement to utilise revenue to fund capital expenditure in year £615k
- Reduced Business Rates income £322k

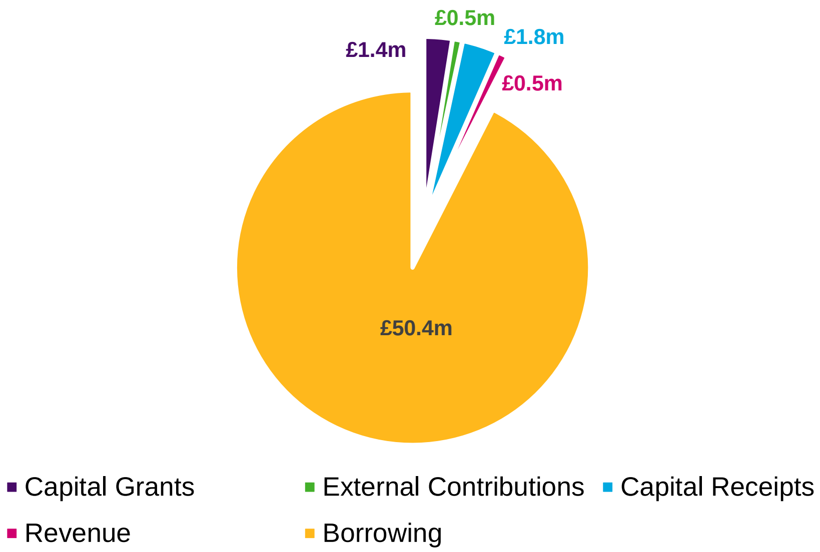
Further detail can be found in the Outturn report to Cabinet in June 2020.

General Fund Capital

The General Fund Capital summary position is outlined below:

Service Units	Latest Budget 2019/20 £'000	Final Outturn 2019/20 £'000	Variance Budget to Outturn £'000
Operations	18,471	18,459	(12)
Finance, Strategy & Corporate Services	3,740	2,712	(1,028)
Governance & Law	12	13	1
Housing	1,855	1,486	(369)
Economic Development	0	23	23
Strategic Development	34,297	31,816	(2,481)
Total Capital Expenditure	**58,375**	**54,509**	**(3,866)**

The capital programme was financed from the following funding sources:



The key movements relate to slippage in the capital programme particularly in relation to Temporary Housing Accommodation, Ship Street, Folkestone and the drawdown of funding for Otterpool Park. There was also a reclassification between capital revenue funding for the Transformation project.

Further details can be found in the June Cabinet report.

Housing Revenue Account

A summary of the outturn financial position of the Housing Revenue Account is outlined below:

	Latest Budget 2019/20 £'000	Final Outturn 2019/20 £'000	Variance Budget to Outturn £'000
Income	(16,236)	(16,204)	32
Expenditure	10,366	14,618	4,252
HRA Share of Corporate Costs	206	160	(46)
Net Cost of HRA Services	**(5,664)**	**(1,426)**	**4,238**
Interest Payable/Receivable	1,494	1,491	(3)
HRA Surplus/Deficit	**(4,170)**	**65**	**4,235**
Other items of Income & Expenditure	0	(3,763)	(3,763)
Revenue Contribution to Capital	8,311	1,387	(6,924)
Decrease/(Increase) to HRA Reserve	**4,141**	**(2,311)**	**(6,452)**

The key reasons for the variance are a £6.9m reduction in the revenue contribution to capital expenditure required. The amount of revenue contribution to capital will change from year to year depending on the profile of the new build/acquisitions programme.

A summary of the capital programme outturn is noted below:

	Latest Budget 2019/20 £'000	Final Outturn 2019/20 £'000	Variance Budget to Outturn £'000
HRA Capital programme	15,634	4,769	(10,865)

The largest variation in outturn position to the agreed budget relates to the re-phasing of the new build/acquisitions programme. Additionally external enveloping, rewiring and heating improvement works have been re-profiled to 2020/21 due to re-procurement of contracts and identification of works.

OUTLOOK

The Council has an agreed Treasury Management Strategy that outlines our investment approach from a 'cash' investment perspective and is regularly monitored to maximise the opportunities arising from the available cash balances of the Council. This includes managing short term cash flow as well as longer term and higher risk investments such as the Churches and Charities and Local Authorities (CCLA) Property Fund and the new Multi-Asset Funds in order to maximise yield in a low interest environment whilst maintaining security and liquidity.

The Council also takes a robust view of capital investments and this is included as part of a medium term capital programme and is refreshed annually during the budget process. For the current programme agreed in February 2020, there is capital investment planned totalling £186.2 million. This sits alongside the planned revenue budget and use of reserves which are considered by the Council throughout its budget process to ensure a sustainable approach to its finances.

Transformation Programme

The Council agreed in February 2018 to embark on a transformation programme to deliver a new model of operational delivery aimed at enabling the council to be more resilient and efficient through streamlined processes and better use of ICT which will be implemented over the coming year.

The Transformation Programme has three core drivers for change:

- **Improving service delivery;**
- **Improving resilience; and**
- **Improving efficiencies by, for example, adopting new technology and modern ways of working.**

The Transformation Programme is also a key element of the plan to address the shortfall within the Medium Term Financial Plan. Phases 1 and 2 were successfully implemented during 2019/20 with the final phases 3 and 4 planned for 2020/21.

AUDIT OF THE STATEMENT OF ACCOUNTS

The Council appointed Grant Thornton UK LLP for the audit of the accounts for the year ended 31st March 2020.

FURTHER INFORMATION

Further information about the statement of accounts is available from the Director of Corporate Services, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY.

Date: 30th September 2020

Statement of Responsibilities for the Statement of Accounts

This statement is given in respect of the Statement of Accounts 2019/20.

COUNCIL RESPONSIBILITIES:

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Director of Corporate Services, Charlotte Spendley
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- Approve the Statement of Accounts by 31st August.

CHIEF FINANCE OFFICER RESPONSIBILITIES

The Chief Finance Officer is responsible for the preparation of Folkestone & Hythe District Council's Statement of Accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy *2019/20 Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing this Statement of Accounts, the Chief Finance Officer has:

- Selected suitable accounting policies and then applied them consistently
- Made judgements and estimates that were reasonable and prudent
- Complied with the Code of Practice on Local Authority Accounting
- Kept proper accounting records which were up to date, and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

CERTIFICATION OF ACCOUNTS

I certify that the Statement of Accounts gives a true and fair view of the financial position of Folkestone & Hythe District Council at 31st March 2020 and its income and expenditure for the year then ended.

Signed:

Charlotte Spendley, FCCA
Director of Corporate Services

Date: 30th September 2020

APPROVAL OF ACCOUNTS

In accordance with the Accounts and Audit Regulations 2015, I certify that the Statement of Accounts was approved by the Audit Committee on 30th July 2020.

Signed:

Councillor Philip Martin
Chairman, Audit and Governance Committee

Date: 30th September 2020

Core Financial Statements

Folkestone & Hythe District Council

The Movement in Reserves Statement (MiRS), shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Statement shows how the movements in year of the authority'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 amounts chargeable to council tax (or rents) for the year. The 'Net increase/decrease' line shows the statutory General Fund Balance and HRA Balance movements in the year following those adjustments.

	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied Account	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
2019/20	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**
Balance at 31 March 2019	**(22,706)**	**(10,164)**	**(9,073)**	**(4,811)**	**(4,422)**	**(51,176)**	**(118,658)**	**(169,834)**
Movement in reserves during 2019/20								
Total Comprehensive Income and Expenditure	10,207	(521)	-	-	-	**9,686**	(21,404)	**(11,718)**
Adjustments between accounting basis and funding basis under regulations (Note 5)	(11,492)	(1,790)	942	216	70	**(12,054)**	12,054	**-**
(Increase) or Decrease in 2019/20	**(1,285)**	**(2,311)**	**942**	**216**	**70**	**(2,368)**	**(9,350)**	**(11,718)**
Balance at 31st March 2020 carried forward	**(23,991)**	**(12,475)**	**(8,131)**	**(4,595)**	**(4,352)**	**(53,544)**	**(128,008)**	**(181,552)**
2018/19								
Balance at 31 March 2018	**(18,899)**	**(8,047)**	**(7,339)**	**(4,310)**	**(2,446)**	**(41,041)**	**(81,481)**	**(122,522)**
Movement in reserves during 2018/19								
Total Comprehensive Income and Expenditure	(25,488)	386	-	-	-	**(25,102)**	(22,210)	**(47,312)**
Adjustments between accounting basis and funding basis under regulations (Note 5)	21,681	(2,503)	(1,734)	(501)	(1,976)	**14,967**	(14,967)	**-**
(Increase) or Decrease in 2018/19	**(3,807)**	**(2,117)**	**(1,734)**	**(501)**	**(1,976)**	**(10,135)**	**(37,177)**	**(47,312)**
Balance at 31st March 2019 carried forward	**(22,706)**	**(10,164)**	**(9,073)**	**(4,811)**	**(4,422)**	**(51,176)**	**(118,658)**	**(169,834)**

Note: Where appropriate the General Fund and HRA Fund Balances include Earmarked Reserves as shown in note 6.

The Comprehensive Income and Expenditure Statement (CIES) shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the MiRS.

Restated 2018/19 Gross Expenditure £000s	Restated 2018/19 Income £000s	Restated 2018/19 Net Expenditure £000s		2019/20 Gross Expenditure £000s	2019/20 Income £000s	2019/20 Net Expenditure £000s
			Continuing Operations			
910	(16)	894	Leadership Support	1,013	(89)	924
9,764	(3,118)	6,646	Governance & Law	10,549	(3,375)	7,174
837	(45)	792	Human Resources	835	(138)	697
42,241	(37,274)	4,967	Finance, Strategy & Corporate Services	37,361	(32,013)	5,348
2,963	(2,610)	353	Strategic Development	1,800	(681)	1,119
610	(112)	498	Economic Development	673	(147)	526
1,081	(699)	382	Planning	1,387	(1,105)	282
8,618	(5,469)	3,149	Operations	10,798	(6,201)	4,597
2,168	(2,118)	50	Housing	3,312	(2,325)	987
914	(20)	894	Transition & Transformation	1,462	(18)	1,444
12,633	(16,022)	(3,389)	Local Authority Housing (HRA)	14,066	(16,320)	(2,254)
3,286	-	3,286	Local Authority Housing (HRA) - exceptional item (Note 8)	828	-	828
86,025	**(67,503)**	**18,522**	**(Surplus)/Deficit on Continuing Operations**	**84,084**	**(62,412)**	**21,672**
2,955	(1,249)	1,706	Other Operating Expenditure (Note 10)	2,995	(711)	2,284
5,408	(25,558)	(20,150)	Financing and Investment Income and Expenditure (Note 11)	7,801	(2,342)	5,459
5,794	(30,974)	(25,180)	Taxation and Non-specific Grant Income (Note 12)	6,462	(26,191)	(19,729)
100,182	**(125,284)**	**(25,102)**	**(Surplus) or Deficit on Provision of Services**	**101,342**	**(91,656)**	**9,686**
		(14,158)	(Surplus) or deficit on revaluation of property, plant and equipment assets			(16,637)
		(8,052)	Re-measurement of net defined liability (Note 27)			(4,767)
		(22,210)	**Other Comprehensive Income and Expenditure**			**(21,404)**
		(47,312)	**TOTAL Comprehensive Income and Expenditure**			**(11,718)**

*2018/19 has been restated due to a change in reporting structure. Further detail is provided at Note 18 to the accounts.

The Balance Sheet shows the value, as at the Balance Sheet date, of the assets and liabilities held by the Council. The net assets of the Council (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 (e.g. the capital receipts reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments Between Accounting Basis and Funding Basis Under Regulations'.

31-Mar-19 £000s		Note	**31-Mar-20 £000s**
164,931	Council dwellings	19	165,183
17,328	Other land and buildings	19	26,732
1,472	Vehicles, plant, furniture and equipment	19	1,654
12,370	Infrastructure assets	19	11,272
3,461	Community assets	19	3,461
10,076	Surplus assets	19	12,377
969	Assets under construction	19	1,677
-	Heritage assets	20	2,998
31,841	Investment property	21	75,920
58	Intangible assets	-	61
20,321	Long term investments	22	15,425
7,417	Long term debtors	22	7,103
270,244	**Long Term Assets**		**323,863**
10,051	Short term investments	22	3,510
9	Inventories	-	15
11,665	Short term debtors	23	10,285
13,492	Cash and cash equivalents	24	10,570
35,217	**Current Assets**		**24,380**
(1,705)	Short term borrowing	22	(31,921)
(12,480)	Short term creditors	25	(10,882)
(80)	Capital grants received in advance	-	(80)
(1,659)	Provisions	26	(2,351)
(15,924)	**Current Liabilities**		**(45,234)**
(54,755)	Long term borrowing	22	(58,455)
(64,881)	Net pensions liability	27	(62,935)
(67)	Provisions	26	(67)
(119,703)	**Long Term Liabilities**		**(121,457)**
169,834	**Net Assets**		**181,552**
(51,176)	Usable reserves	28	(53,544)
(118,658)	Unusable reserves	29	(128,008)
(169,834)	**Total Reserves**		**(181,552)**

I certify that the accounts present a true and fair view of the financial position of the Council and of its income and expenditure for the year ended 31 March 2020.

Charlotte Spendley, FCCA
Director of Corporate Services Date: 30th September 2020

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

2018/19 £000s		Note	2019/20 £000s
25,102	Net surplus or (deficit) on the provision of services		**(9,686)**
(9,020)	Adjustments to net surplus or (deficit) on the provision of services for non-cash movements	33	**18,972**
(5,335)	Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	33	**(3,350)**
10,747	**Net cash flow from operating activities**		**5,936**
1,976	**Net cash flow from investing activities**	34	**(43,618)**
(1,560)	**Net cash flow from financing activities**	35	**34,760**
11,163	**Net increase or decrease in cash and cash equivalents**		**(2,922)**
2,329	Cash and cash equivalents at the beginning of the reporting period		13,492
13,492	**Cash and cash equivalents at the end of the reporting period**	24	**10,570**

Notes to the Financial Statements

Folkestone & Hythe District Council

NOTES TO THE FINANCIAL STATEMENTS

The notes present information about the basis of preparation of the financial statements and the specific accounting policies used, e.g. the method of depreciation used, policies in respect of provisions and reserves and accounting for pension costs. The notes disclose information required by the Code that is not presented elsewhere in the financial statements but is relevant to understanding them.

1. Accounting Policies

1.1 General Principles

This Statement of Accounts summarises the Council's transactions for the 2019/20 financial year and its position at the year end of 31st March 2020. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015 which require preparation in accordance with proper accounting practices. These practices under Section 21 of the 2003 Act primarily comprise the *Code of Practice on Local Authority Accounting in the United Kingdom 2019/20* supported by International Financial Reporting Standards (IFRS).

The Statement of Accounts has been prepared on a 'going concern' basis. The accounting convention adopted is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments:

Class of Assets	Valuation Basis
Property, Plant and Equipment - Dwellings	Current value, comprising existing use value for social housing Dwellings are valued using market prices for comparable properties, adjusted to reflect occupancy under secured tenancies.
Property, Plant and Equipment – Land and Buildings	Current value, comprising existing use value Where prices for comparable properties are available in an active market, properties are valued at market value taking into account the existing use. Where no market exists or the property is specialised, current value is measured at depreciated replacement cost
Property, Plant and Equipment – Surplus Assets	Fair value
Investment Properties	Fair value
Financial Instruments – Available for Sale Assets	Fair value
Pensions Assets	Fair value

1.2 Accruals of Income and Expenditure

Activity is accounted for at the point at which services are delivered to service recipients (not simply when cash payments are made or received) and with due regard to material levels of adjustment. In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for income that might not be collected.
- Accruals are recognised where the value exceeds £5,000.

1.3 Grants and Contributions

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

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

Amounts recognised as due to the Council are not credited to the CIES until conditions attached to the grant or contributions have been satisfied. The grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non ring-fenced revenue grants and all capital grants) in the CIES.

1.4 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

1.5 Changes in Accounting Policy

In 2019/20 the Council has purchased land which includes the freehold of the former Folkestone Racecourse site and several houses as part of the Otterpool Park Garden Town project. In order to present a true and fair view of the cost of property, plant and equipment the Council has changed its accounting policy for borrowing costs incurred where items of property, plant and equipment take a substantial period of time to get ready for their intended use. Previously the Council had expensed borrowing costs as they were incurred. A review of past transactions has not identified any similar assets with substantial construction periods where there would be a material misstatement of the asset balance and so no prior period adjustment is required.

1.6 Exceptional Items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the CIES or in the notes to the accounts, depending on how significant the items are to the understanding of the Council's financial performance.

1.7 Overheads and Support Services

The costs of the Council's overheads and support services are fully charged, where relevant, to those that benefit from the supply or service.

1.8 Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the MiRS. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account to score against (Surplus) or Deficit on the Provision of Services in the CIES. An amount is then transferred from the earmarked reserve to the General Fund via an entry in the MiRS so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, retirement and employee benefits, council tax and business rates income and financial instruments. They do not represent usable resources for the Council. These reserves are explained in the relevant policies.

1.9 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 (PPE).

Recognition

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

The Council has set a de minimis level in respect of the recognition of capital expenditure of £10,000.

Measurement

Items of PPE are initially measured at cost, comprising:

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

The Council does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the exchange transaction has no 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
- dwellings – current value, determined using the basis of Existing Use Value for Social Housing (EUV-SH)
- surplus assets – current value measurement basis 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.

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

Where non property assets have short useful lives or low values (or both) depreciated historical cost is used as a proxy for fair value.

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains may be credited to the CIES where they arise from the reversal of a loss previously charged to a service.

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

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

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

Impairment

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

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

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

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the CIES, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

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

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight line allocation over the useful life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – straight line allocation usually over 5-7 years
- infrastructure – straight line allocation usually over 20 years

Where a PPE asset has a major component whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposal

When an asset is disposed of or decommissioned, the net book value of the asset and the receipt from the sale are both charged to the CIES which could result in a net gain or loss on disposal. Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

All sale proceeds in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council’s underlying need to borrow. Receipts below £10,000 are considered de minimis and treated as revenue.

The net gain or loss on disposals has no impact on taxation requirements as the financing of non-current assets is provided for under separate arrangements.

1.10 Borrowing Costs

Borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset form part of the cost of that asset and will be capitalised when it is probable that they will result in future economic benefits or service potential to the authority and the costs can be measured reliably. All other borrowing costs will be recognised as an expense in the period in which they are incurred.

Borrowing costs are interest and other costs that an authority incurs in connection with the borrowing of funds and may include:

- interest expense calculated using the effective rate of interest method, and
- finance charges in respect of finance leases.

A qualifying asset is an asset that necessarily takes a substantial period of time to get ready for its intended use or sale.

The commencement date for capitalisation of borrowing costs is the date when the authority first meets all of the following conditions:

- it incurs expenditure for the asset
- it incurs borrowing costs, and
- it undertakes activities that are necessary to prepare the asset for its intended use or sale.

Capitalisation of borrowing costs shall be suspended during extended periods in which active development of a qualifying asset is suspended.

Capitalisation of borrowing costs will cease when substantially all the activities necessary to prepare the qualifying asset for its intended use or sale are complete; this may require capitalisation to be carried out in relation to specific parts of a project if the parts are capable of being used while preparation continues on other parts.

1.11 Non-current Assets Held For Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the CIES.

Gains in fair value are recognised only up to the amount of any previously recognised losses in the (Surplus) or Deficit on the Provision of Services. Depreciation is not charged on Assets Held for Sale.

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

1.12 Heritage Assets

Heritage assets are defined as assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for its contribution to knowledge and culture.

Heritage assets are initially recognised at cost or value in accordance with the Council's accounting policy on recognising Property, Plant and Equipment. Where information on the cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, that asset is not recognised on the Balance Sheet and an appropriate disclosure is made instead.

Heritage assets are then carried at valuation rather than current or fair value, reflecting the fact that sales and exchanges of heritage assets are uncommon. Valuations may be made by any method that is appropriate and relevant, including replacement cost, purchase cost and insurance valuation. There is no requirement for valuations to be carried out or verified by an external valuer, nor is there any prescribed minimum period between valuations, but the carrying amounts of heritage assets carried at valuation must be reviewed with sufficient regularity to ensure they remain current. In some cases it may not be practicable to establish a valuation for a heritage asset, in which case the asset is carried at historical cost if this information is available.

It is the Council's intention to use an external valuer for valuations of heritage assets.

Depreciation or amortisation is not required on heritage assets which have indefinite lives.

1.13 Investment Property

An investment property is one that is used solely to earn rentals or for capital appreciation or both. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment property is initially measured at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date.

As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Any 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 in the CIES. The same treatment is applied to gains and losses on disposal.

Rentals received are credited to the Financing and Investment Income and Expenditure line in the CIES.

Revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the MiRS and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

1.14 Revenue Expenditure Funded from Capital under Statute (REFCUS)

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

1.15 Employee Benefits

Benefits Payable during Employment

Short term employee benefits such as wages and salaries, paid annual leave, sick leave and expenses are paid on a monthly basis and reflected as expenditure in the relevant service line in the CIES.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer’s employment before the normal retirement date or an officer’s decision to accept voluntary redundancy. These costs are charged on an accruals basis to the relevant service line in the CIES.

Post-Employment Benefits

Employees of the Council are members of the Local Government Pension Scheme, administered by Kent County Council (KCC). The Scheme provides defined benefits to members (retirement lump sums and pensions) earned as employees work for the Council.

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

- the liabilities of the KCC pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of earnings for current employees.
- the assets of the KCC pension fund attributable to the Council are included in the Balance Sheet at their fair value.
- the change in the net pensions liability is analysed into the following components:
  i) Service cost comprising:
    - current service cost - the increase in liabilities as a result of years of service earned for the year - allocated in the CIES to the services for which the employees worked
    - past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the (Surplus) or Deficit on the Provision of Services in the CIES as part of Non-distributed Costs
    - net interest on the net defined liability - the expected increase in the present value of liabilities during the year as they move one year closer to being paid offset by the interest on assets held at the start of the year and cash flows occurring during the period. The net interest expense is charged to the Financing and Investment Income and Expenditure line in the CIES.

  ii) Re-measurements comprising:
    - the return on plan assets excluding amounts included in net interest and actuarial gains and losses (changes in the net pensions liability that arise because the actuaries have updated their assumptions). These are charged to the CIES as Other Comprehensive Income and Expenditure.

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

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated in accordance with the relevant standards. This means that in the MiRS there are appropriations to or from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end. The debit balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

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

1.16 Events after the Reporting Period

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

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

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

1.17 Financial Assets

Dividends are credited to the CIES when they become receivable by the Council.

Financial assets are classified into one of three categories:

- Financial assets held at amortised cost. These represent loans and loan-type arrangements where repayments or interest and principal take place on set dates and at specified amounts. The amount presented in the Balance Sheet represents the outstanding principal received plus accrued interest. Interest credited to the CIES is the amount receivable as per the loan agreement.
- Fair Value Through Other Comprehensive Income (FVOCI) – These assets are measured and carried at fair value. All gains and losses due to changes in fair value (both realised and unrealised) are accounted for through a reserve account, with the balance debited or credited to the CIES when the asset is disposed of.
- Fair Value through Profit and Loss (FVPL). These assets are measured and carried at fair value. All gains and losses due to changes in fair value (both realised and unrealised) are recognised in the CIES as they occur.

Allowances for impairment losses have been calculated for amortised cost assets, applying the expected credit losses model. Changes in loss allowances (including balances outstanding at the date of de-recognition of an asset) are debited/credited to the Financing and Investment Income and Expenditure line in the CIES.

Changes in the value of assets carried at fair value are debited/credited to the Financing and Investment Income and Expenditure line in the CIES as they arise.

1.18 Financial Liabilities

Financial liabilities are recognised when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable, plus any accrued interest, and interest charged to the CIES is the amount payable for the year in the loan agreement. Annual charges to the Financing and Investment Income and Expenditure line in the CIES for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts the estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

1.19 Provisions

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

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

1.20 Value Added Tax

Value added tax is included in income and expenditure accounts only to the extent that it is irrecoverable.

1.21 Interests in Companies and Other Entities

Where the Council has a material interest in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities, group accounts will be prepared. In the Council's own single entity accounts, any interest in companies and other entities will be recorded as financial assets at cost, less any provision for losses.

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

The Code requires the Council to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code for the relevant year. Standards that have been published but not yet adopted are:

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures
- Annual Improvements to IFRS Standards 2015 - 2017 Cycle
- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement

- IFRS 16 Leases (deferral to 1st April 2021)

It is anticipated that these amendments will not have a material impact on the information provided in the financial statements.

3. Critical Judgements in Applying Accounting Policies

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

Funding levels

There continues to be a high degree of uncertainty about future levels of funding for local government, with the Fair Funding Review and Business Rates Retention Scheme having been delayed and will no longer be implemented in 2021/22. The government will continue to work with councils on the best approach to the next financial year, including how to treat accumulated business rates growth and the approach to the 2021/22 local government finance settlement. The Council has determined that this uncertainty is not sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close any facilities and reduce levels of service provision.

Folkestone Parks and Pleasure Grounds Charity

The Council is the sole trustee of the Folkestone Parks and Pleasure Grounds Charity, a charitable trust that owns and operates certain parks and pleasure grounds previously managed by the Council. It has been determined that on the grounds of materiality the preparation of group accounts for the charity is not required. Further information is disclosed in note 37 on page 92.

Joint waste and recycling contract

It has been concluded that the contract for waste collection and recycling entered into by the East Kent Waste Partnership, consisting of Folkestone & Hythe, Dover and Kent County councils, does not include an embedded lease in respect of the assets used to provide the service. Therefore, no assets have been recognised on the balance sheet and all contract payments have been accounted for as supplies and services within the appropriate service lines in the CIES.

East Kent Housing – Arms-Length Management Organisation

The Council has a 25% interest in East Kent Housing Limited which has been classified as a joint venture with three other local authorities. With due regard to both the quantitative and qualitative aspects of materiality the Council has concluded that the preparation of group accounts is not required.

The Council has entered into an agreement with East Kent Housing that if the company is not able to make payments to the Kent Local Government Pension Fund in respect of the pensionable service of employees transferred from the Council, then the Council will meet such payments.

East Kent Housing Limited's pension liability has increased from £9.5m to £9.9m at 31st March 2020. The company remains able to meet its current pension obligations and will not be making calls on the four owner Councils towards its pension liability. The Council's share of this liability is £2.5m but it has been concluded that the financial risk associated with the liability crystallising is immaterial and on this basis the liability has not been accounted for at fair value through profit and loss.

Oportunitas Limited
The Council has set up a wholly owned subsidiary entity to generate additional income streams for the Council and to provide residential housing in the district. It is deemed that the relationship between the Council and Oportunitas is material enough to warrant the preparation of Group Financial Statements.

Otterpool Park LLP
In 2019/20 the Council set up a delivery vehicle to deliver its objectives for the Otterpool Park Garden Town. FHDC and Otterpool Park Development Company Ltd were appointed members in February 2020, with FHDC owning 99.9% of the company. On the basis of control and significant influence there is a group relationship, however for 2019/20 the interest in Otterpool Park LLP is not material to the Council's overall financial position so group accounts have not been prepared. It is anticipated that group accounts will be prepared in 2020/21.

Heritage Assets
The Council owns a stretch of the Royal Military Canal, a designated ancient monument. However, it is held and maintained principally as an amenity and for its ecological significance. In addition, it has land drainage functions. Due to its operational nature it has continued to be recognised within Plant, Property and Equipment as a community asset rather than a heritage asset.

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

Item	Uncertainties	Effect if actual results differ from assumptions
Valuations (Property, Plant and Equipment, Investment Property and Heritage Assets)	The outbreak of the Novel Coronavirus (Covid-19) has impacted global financial markets. Market activity is being impacted in many sectors and as at the valuation date, less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuations. At the current time, it is not possible to accurately predict the longevity and	A reduction in the estimated valuations would result in reductions to the Revaluation Reserve and/or a loss recognised in the CIES.

Item	Uncertainties	Effect if actual results differ from assumptions
	severity of the impact of Covid-19 on the economy. Therefore, values have for operational and investment assets have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid.	
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council may be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for non-housing assets would increase by £195k for every year that useful lives had to be reduced.
Pension liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied. Since the outbreak of Covid-19 there is uncertainty surrounding the valuation of investments (specifically pooled, freehold and leasehold property) and as at the valuation date, less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuations.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £2.7m. Further sensitivity analysis of factors affecting the Pensions Fund is set out in Note 27.

Item	Uncertainties	Effect if actual results differ from assumptions
Impairment allowance for doubtful debt	At 31 March 2020, the Council had a balance of sundry debtors of £1m. A review of balances indicated that an impairment of doubtful debts of 17% (£172k) was appropriate. However, it is not fully certain whether such an allowance may be sufficient. The full extent of the economic impact of Covid-19 on debt recovery is unknown and has made the estimation of debt impairment more difficult due to the increased uncertainty.	If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts, for example, would require an additional £172k to be set aside as an allowance.
Provisions	The Council has made a provision for possible successful appeals to business rates rateable values. The provision is based on past experience and may not necessarily reflect future success, which can be due to a number of factors. Due to delays in the assessment of appeals by the Valuation Office since the implementation of 'Check, Challenge, Appeal' it is difficult to assess the impact of successful appeals. The provision also includes an estimate of refunds payable to retailers following the Supreme Court ruling in May 2020 that ATMs on retail sites are not separately rateable. The detailed methodology of how the VOA will apply this decision to rateable values and the consequential impacts are unknown at this stage so there remains some uncertainty around the value of the provision.	The business rates rateable value at 31/3/2020 was £77m. For every 1% successful reduction in the rateable value, it is equal to a cost of £151k to the Council (for a single year).
Fair value measurements	When the fair values of financial assets and liabilities cannot be measured based on quoted prices in active markets their fair value is measured using valuation techniques. Where possible, the inputs to these techniques are based on observable data but where this is not possible judgement is required. These judgements typically include considerations such as uncertainty and risk.	Significant changes in any of the unobservable inputs would result in a significantly higher or lower fair value measurement for investment properties and financial instruments.

Item	Uncertainties	Effect if actual results differ from assumptions
	Where quoted prices are not available the Council employs relevant experts to identify the most appropriate valuation technique to determine fair value. Information about the valuation techniques and inputs used in determining fair value is disclosed in notes 21 and 22.	

Notes Supporting the Movement in Reserves Statement

5. Adjustments between Accounting Basis and Funding Basis under Regulations

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

Adjustments Between Accounting Basis and Funding Basis Under Regulations 2019/20	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s
Adjustments to Revenue Resources						
Amounts by which income and expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:						
Pension costs (transferred to or from the Pensions Reserve)	(2,765)	(56)	-	-	-	2,821
Financial instruments (transferred to or from the Financial Instruments Adjustment Account or Financial Instrument Revaluation Reserve)	(1,354)	-	-	-	-	1,354
Council Tax and National Domestic Rates (transferred to or from the Collection Fund Adjustment Account)	(824)	-	-	-	-	824
Holiday pay (transferred to the Accumulated Absences Reserve)	21	1	-	-	-	(22)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(8,991)	(4,512)	-	-	-	13,503
Total Adjustments to Revenue Resources	**(13,913)**	**(4,567)**	**-**	**-**	**-**	**18,480**
Adjustments between Revenue and Capital Resources						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	25	1,393	-	(2,108)	-	690
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	(219)	-	-	219	-	-
Posting of HRA resources from revenue to the Major Repairs Reserve	-	-	(2,591)	-	-	2,591
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	358	-	-	-	-	(358)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	503	1,387	-	-	-	(1,890)
Total Adjustments to between Capital and Revenue Resources	**667**	**2,780**	**(2,591)**	**(1,889)**	**-**	**1,033**
Adjustments to Capital Resources						
Use of the Capital Receipts Reserve to finance capital expenditure	-	-	-	2,831	-	(2,831)
Use of the Major Repairs Reserve to finance capital expenditure	-	-	2,807	-	-	(2,807)
Application of capital grants to finance capital expenditure	1,758	-	-	-	70	(1,828)
Cash payments in relation to deferred capital receipts	(4)	(3)	-	-	-	7
Total Adjustments to Capital Resources	**1,754**	**(3)**	**2,807**	**2,831**	**70**	**(7,459)**
Total Adjustments	**(11,492)**	**(1,790)**	**216**	**942**	**70**	**12,054**

Adjustments Between Accounting Basis and Funding Basis Under Regulations 2018/19	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s
Adjustments to Revenue Resources						
Amounts by which income and expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:						
Pension costs (transferred to or from the Pensions Reserve)	(2,113)	(130)	-	-	-	2,243
Financial instruments (transferred to or from the Financial Instruments Adjustment Account or Financial Instrument Revaluation Reserve)	143	(13)	-	-	-	(130)
Council Tax and NDR (transferred to or from the Collection Fund Adjustment Account)	406	-	-	-	-	(406)
Holiday pay (transferred to the Accumulated Absences Reserve)	(4)	-	-	-	-	4
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	19,168	(6,852)	-	-	-	(12,316)
Total Adjustments to Revenue Resources	**17,600**	**(6,995)**	**-**	**-**	**-**	**(10,605)**
Adjustments between Revenue and Capital Resources						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	215	2,165	-	(3,939)	-	1,559
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	(219)	-	-	219	-	-
Posting of HRA resources from revenue to the Major Repairs Reserve	-	-	(2,567)	-	-	2,567
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	373	-	-	-	-	(373)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	757	2,330	-	-	-	(3,087)
Total Adjustments to between Capital and Revenue Resources	**1,126**	**4,495**	**(2,567)**	**(3,720)**	**-**	**666**
Adjustments to Capital Resources						
Use of the Capital Receipts Reserve to finance capital expenditure	-	-	-	1,986	-	(1,986)
Use of the Major Repairs Reserve to finance capital expenditure	-	-	2,066	-	-	(2,066)
Application of capital grants to finance capital expenditure	2,959	-	-	-	(1,976)	(983)
Cash payments in relation to deferred capital receipts	(4)	(3)	-	-	-	7
Total Adjustments to Capital Resources	**2,955**	**(3)**	**2,066**	**1,986**	**(1,976)**	**(5,028)**
Total Adjustments	**21,681**	**(2,503)**	**(501)**	**(1,734)**	**(1,976)**	**(14,967)**

6. Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2019/20. Earmarked Reserves are shown in the MIRS as included in General Fund and HRA Fund balances as appropriate.

Earmarked Reserves	Balance 01-Apr-18 £000s	Transfers In £000s	Transfers Out £000s	Balance 31-Mar-19 £000s	Transfers In £000s	Transfers Out £000s	Balance 31-Mar-20 £000s
General Fund							
Business Rates	(3,160)	(2,336)	-	(5,496)	(209)	6	**(5,699)**
Leisure Reserve	(197)	-	-	(197)	(511)	211	**(497)**
Carry Forwards	(420)	(637)	334	(723)	(388)	430	**(681)**
Vehicles, Equipment and Technology	(654)	(144)	161	(637)	(294)	674	**(257)**
Invest to Save	(366)	-	-	(366)	-	-	**(366)**
Maintenance of Graves	(12)	-	-	(12)	-	-	**(12)**
New Homes Bonus	(2,713)	(1,025)	1,214	(2,524)	(1,543)	1,707	**(2,360)**
Corporate Initiatives	(379)	(90)	65	(404)	(1,034)	440	**(998)**
IFRS Reserve	(49)	-	11	(38)	-	7	**(31)**
Otterpool Park Garden Town	(2,232)	-	103	(2,129)	(100)	659	**(1,570)**
Economic Development	(2,194)	(729)	22	(2,901)	(1,777)	294	**(4,384)**
Community Led Housing	(437)	-	-	(437)	-	20	**(417)**
Lydd Airport	(9)	-	-	(9)	-	-	**(9)**
Homelessness Prevention	(215)	(319)	215	(319)	(544)	462	**(401)**
High Street Regeneration	-	-	-	-	(3,000)	-	**(3,000)**
	(13,037)	**(5,280)**	**2,125**	**(16,192)**	**(9,400)**	**4,910**	**(20,682)**

Business Rates Reserve	To support business development and to manage the statutory accounting requirements of the Rates Retention Scheme.
Leisure Reserve	To meet future leisure improvements.
Carry Forwards Reserve	For items of expenditure not incurred or income not applied in the previous financial year but required in the new financial year to meet spending commitments.
Vehicles, Equipment and Technology Reserve	To meet vehicle, equipment and technology replacement needs or improvements.
Invest to Save Reserve	To finance initiatives and projects that will in the medium term result in budget savings for the General Fund.
Maintenance of Graves Reserve	Amounts held in perpetuity to meet the cost of maintaining certain grave sites.
New Homes Bonus Reserve	To fund the anticipated additional cost of services over the next five years.
Corporate Initiatives Reserve	To support Corporate Plan objectives and goals.
IFRS Reserve	To manage the impact of the introduction of International Financial Reporting Standards particularly affecting immediate recognition of grants and contributions.
Otterpool Park Garden Town Reserve	To fund the planned share of the Promoter and Local Planning Authority costs
Economic Development	Towards the regeneration of the district and to support the generation of new income.
Community Led Housing	To support community-led housing developments and to deliver more affordable housing units of mixed tenure.
Lydd Airport	To fund the anticipated ongoing costs of monitoring the conditions at Lydd Airport.
Homelessness Prevention	To flexibly fund ways to reduce the homelessness expenditure by taking preventative action.
High Street Regeneration	To support the delivery of regeneration projects within the district's high street areas.

Notes Supporting the Comprehensive Income and Expenditure Statement

Folkestone & Hythe District Council

7. Expenditure and Funding Analysis

The Expenditure and Funding Analysis demonstrates how the funding available to the Council for the year 2019/20 (i.e. government grants, rents, Council Tax and Business Rates) has been used to provide the services in comparison with those resources consumed or earned under generally accepted accounting practice (GAAP). The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes across the Council's management structure. Income and expenditure accounted for under GAAP is presented more fully in the CIES.

		2019/20			
	As reported for resource management	**Adjustment to arrive at the net amount chargeable to the General fund and HRA**	**Net Expenditure Chargeable to the General Fund and HRA Balances**	**Adjustments between the Funding and Accounting Basis**	**Net Expenditure in the Comprehensive Income and Expenditure Statement**
	£000s	**£000s**	**£000s**	**£000s**	**£000s**
Leadership Support	803	208	1,011	(87)	924
Governance & Law	6,249	658	6,907	267	7,174
Human Resources	5,708	(216)	5,492	(144)	5,348
Finance, Strategy & Corporate Services	625	119	744	(47)	697
Strategic Development	1,210	(50)	1,160	(41)	1,119
Economic Development	444	74	518	8	526
Planning	164	194	358	(76)	282
Operations	1,714	(188)	1,526	3,071	4,597
Housing	699	47	746	241	987
Transition & Transformation	1,397	74	1,471	(27)	1,444
Local Authority Housing (HRA)	(1,426)	(3,711)	(5,137)	3,711	(1,426)
(Surplus)/Deficit on Continuing Operations	**17,587**	**(2,791)**	**14,796**	**6,876**	**21,672**
Other Income and Expenditure	(14,029)	(4,363)	(18,392)	6,406	(11,986)
(Surplus) or Deficit on Provision of Services	**3,558**	**(7,154)**	**(3,596)**	**13,282**	**9,686**
Opening General Fund and HRA Balance			**(32,870)**		
Less/Plus Surplus or (Deficit) on General Fund and HRA Balance in Year			**(3,596)**		
Closing General Fund and HRA Balance at 31 March*			**(36,466)**		

*For a split of this balance between the General Fund and the HRA see the Movement in Reserves Statement

	As reported for resource management	2018/19 Restated Adjustment to arrive at the net amount chargeable to the General fund and HRA	Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£000s	£000s	£000s	£000s	£000s
Leadership Support	789	180	969	(75)	894
Governance & Law	6,043	712	6,755	(109)	6,646
Human Resources	734	95	829	(37)	792
Finance, Strategy & Corporate Services	6,133	(1,073)	5,060	(93)	4,967
Strategic Development	575	(202)	373	(20)	353
Economic Development	422	70	492	6	498
Planning	223	260	483	(101)	382
Operations	1,682	(70)	1,612	1,537	3,149
Housing	656	(542)	114	(64)	50
Transition & Transformation	849	70	919	(25)	894
Local Authority Housing (HRA)	(103)	(5,735)	(5,838)	5,735	(103)
(Surplus)/Deficit on Continuing Operations	**18,003**	**(6,235)**	**11,768**	**6,754**	**18,522**
Other Income and Expenditure	(18,888)	1,196	(17,692)	(25,932)	(43,624)
(Surplus) or Deficit on Provision of Services	**(885)**	**(5,039)**	**(5,924)**	**(19,178)**	**(25,102)**
Opening General Fund and HRA Balance			**(26,946)**		
Less/Plus Surplus or (Deficit) on General Fund and HRA Balance in Year			**(5,924)**		
Closing General Fund and HRA Balance at 31 March*			**(32,870)**		

*For a split of this balance between the General Fund and the HRA see the Movement in Reserves Statement

2018/19 has been restated due to a change in the reporting structure. Further detail is provided at Note 18 to the accounts.

8. Exceptional Items

Valuation issues affecting both the council's property portfolio and its investments holdings have required an exceptional item of a net £6.95m debit to be recognised in the CIES and is summarised in the table below:

Issue	Description	£000s
i)	Valuation adjustment for council dwellings acquired during 2019/20 to reflect the statutory social housing factor of 33% compared to their open market value. (See Note 19)	1,146
ii)	On the advice of the council's external valuer, the council's dwelling value has increased by a further 0.38% over the year in line with regional property valuation changes. A valuation gain has been taken reversing previous losses.	(318)
iii)	On the advice of the council's external valuer, part of the council's operational and non-operational property portfolio has seen a reduction in its value in excess of any previous gains for these assets. It should be noted that remainder of this portfolio has seen a valuation gain of approximately £13.7m and this has been taken directly to the Revalution Reserve.	1,997
iv)	On the advice of the council's external valuer, the council's investment property portfolio has seen a net reduction in its value.	1,431
v)	There has been a reduction to the fair value of the council's holdings in pooled fund investments because of the economic downturn from the COVID-19 crisis (see note 11)	1,385
vi)	On external advice received, there has been a reduction to the fair value of the council's equity holding in Oportunitas Limited, in part reflecting a delay in the company's investment plans (see note 11)	1,310
		6,951

9. Material Items of Income and Expense

The Council incurs a significant proportion of spend on benefit payments, which is funded predominantly by government grant. The following amounts were incurred within the CIES on benefit payments (including administration).

2018/19 Gross Expenditure £000s	2018/19 Income £000s	2018/19 Net Expenditure £000s		2019/20 Gross Expenditure £000s	2019/20 Income £000s	2019/20 Net Expenditure £000s
			Other Housing Services			
26,322	(26,789)	(467)	Housing Benefit	22,779	(22,449)	330
9,350	(9,198)	152	Housing Rebates	8,953	(8,622)	331

10. Other Operating Expenditure

Other Operating Expenditure	2018/19 £000s	2019/20 £000s
Parish precepts	2,283	2,313
Internal Drainage Board levies	453	462
Payments to the Government Housing Capital Receipts Pool	219	219
Gains or losses on the disposal of non-current assets	(1,249)	(710)
	1,706	**2,284**

11. Financing and Investment Income and Expenditure

Financing and Investment Income and Expenditure	2018/19 £000s	2019/20 £000s
Interest payable and similar charges	2,030	2,201
Net interest on net defined liability	1,764	1,521
Investment property rental income	(165)	(1,394)
Interest receivable and similar income	(1,015)	(1,059)
Financial Instruments fair valuation adjustments	(897)	2,695
Income and expenditure in relation to investment properties and changes in their fair value (see Note 21)	(21,867)	1,495
	(20,150)	**5,459**

12. Taxation and Non-Specific Grant Income

Taxation and Non-specific Grant Income	2018/19 £000s	2019/20 £000s
Council tax income	(12,257)	(12,593)
Non domestic rates	(8,096)	(3,174)
Non-ring fenced government grants	(3,082)	(3,673)
Capital grants and contributions	(1,745)	(289)
	(25,180)	**(19,729)**

13. Agency Services – On Street Parking

The Council operates, under an agency agreement with Kent County Council, On Street Parking Services. Income and expenditure are as follows:

Agency Services - On Street	2015/16 £000s	2016/17 £000s	2017/18 £000s	2018/19 £000s	2019/20 £000s
Income	(557)	(670)	(621)	(730)	(715)
Expenditure	639	632	607	806	886
Deficit /(surplus)	**82**	**(38)**	**(14)**	**76**	**171**

Under Section 55 of the Road Traffic Regulations Act 1984 (as amended) if the council realises a surplus on on-street charges and on and off street enforcement this must be used for one or more of the purposes set out in that section.

14. Members' Allowances

The following amounts were paid to Members of the Council during the year.

Members Allowances	2018/19	2019/20
	£000s	£000s
Allowances	316	299
Expenses	21	16
Total	337	315

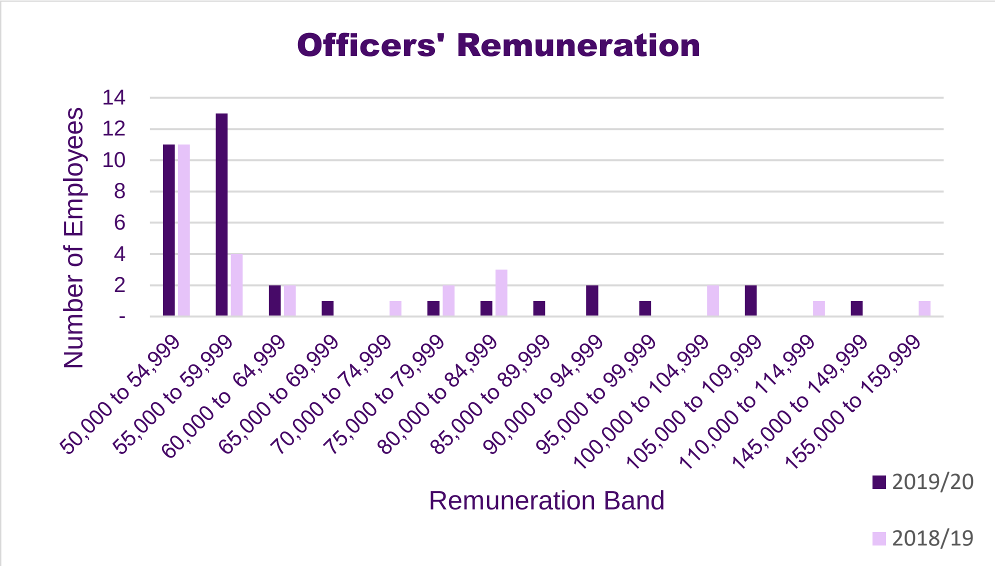
15. Officers' Remuneration

The remuneration paid to the authority's senior employees is as follows:

		Salary, including fees and allowances	Compensation for loss of office	Total Remuneration, excluding pension contributions	Employer Pension Contributions	Total Remuneration, including pension contributions
		£	£	£	£	£
Chief Executive	2019/20	149,279	-	149,279	16,690	165,969
	2018/19	111,994	-	111,994	13,485	125,479
Director of Corporate Services*+	2019/20	26,484	-	26,484	3,510	29,994
	2018/19	-	-	-	-	-
Director - Housing & Operations+	2019/20	26,909	-	26,909	3,510	30,419
	2018/19	-	-	-	-	-
Director of Transition and Transformation (Interim Director of Place)	2019/20	108,835	-	108,835	14,347	123,182
	2018/19	101,994	-	101,994	13,485	115,479
Director of Development	2019/20	108,110	-	108,110	14,347	122,457
	2018/19	101,994	-	101,994	13,485	115,479
Assistant Director Strategy, Performance & Communications**	2019/20	68,401	29,103	97,504	8,923	106,427
	2018/19	80,552	-	80,552	10,001	90,553
Assistant Director Governance, Law & Regulatory Services ***	2019/20	89,016	-	89,016	11,441	100,457
	2018/19	78,514	-	78,514	9,909	88,423

* Section 151 Officer
** Vacant since 27th January 2020
*** Monitoring Officer
+ New role from 2nd January 2020

The authority's employees receiving remuneration in excess of £50,000 for the year (excluding employer's pension contributions) were paid the following amounts:



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

Exit package cost band (including special payments)	Number of compulsory redundancies (a)		Number of other departures agreed (b)		Total number of exit packages by cost band (a+b)		Total cost of exit packages in each band	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
£							£000s	£000s
0-20,000	-		13	1	13	**1**	88	**9**
20,001-40,000	-		3	1	3	**1**	102	**29**
100,001-150,000	-		1	-	1	**-**	102	**-**
Total	**-**	**-**	**17**	**2**	**17**	**2**	**292**	**38**

The cost of exit packages is calculated in accordance with accounting standards and does not necessarily equal the actual payment to or on behalf of an individual.

16. External Audit Costs

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

External Audit Fees	2018/19 £000s	2019/20 £000s
Fees payable with regard to external audit services carried out by the appointed auditor for the year	47	59
Rebate of PSAA fees	-	(6)
Fees payable for the certification of grant claims and returns for the year	11	20
	58	**73**

17. Grant Income

The Council credited the following grants, contributions and donations to the CIES in 2019/20:

Grant Income	2018/19 £000s	2019/20 £000s
Credited to Taxation and Non Specific Grant Income		
Business rates reliefs	1,429	1,730
Non-service related grants	291	400
New Homes Bonus Grant	1,362	1,543
Capital Grants and Contributions	1,745	289
	4,827	**3,962**
Credited to Services		
REFCUS related Grants	1,199	1,149
KCC sundry grants	1,465	1,516
Council Tax Reduction Scheme grants	148	141
DWP – benefits subsidy	25,841	21,298
- rent rebate Subsidy	9,104	8,528
- benefits administration	386	347
Other grants and contributions	2,204	1,907
	40,347	**34,886**

18. Restatement of Accounts – Working Papers

Note to restated Consolidated Income and Expenditure Statement 2018/19

Continuing Operations	Reported 2018/19	Change in Reporting Structure	Restated 2018/19
Leadership Support	664	230	894
Strategy, Performance & Communications	3,079	(3,079)	-
Governance & Law	4,880	1,766	6,646
Human Resources	792	-	792
Finance, Strategy & Corporate Services	4,801	166	4,967
Strategic Development	353		353
Economic Development	416	82	498
Planning	382	-	382
Environment & Corporate Assets	3,258	(3,258)	-
Operations	-	3,149	3,149
Housing	-	50	50
Transition & Transformation	-	894	894
Local Authority Housing (HRA)	(3,389)	-	(3,389)
Local Authority Housing (HRA) - exceptional item (Note 8)	3,286	-	3,286
(Surplus)/Deficit on Continuing Operations	18,522	-	18,522
Other Operating Expenditure (Note 10)	1,706	-	1,706
Financing and Investment Income and Expenditure (Note 11)	(20,150)	-	(20,150)
Taxation and Non-specific Grant Income (Note 12)	(25,180)	-	(25,180)
(Surplus) or Deficit on Provision of Services	**(25,102)**	**-**	**(25,102)**
(Surplus) or deficit on revaluation of non-current assets (Note 29)	(14,158)	-	(14,158)
(Surplus) or deficit on revaluation of Available for Sale assets	-	-	-
Re-measurement of net defined liability (Note 27)	(8,052)	-	(8,052)
Other Comprehensive Income and Expenditure	**(22,210)**	**-**	**(22,210)**
TOTAL Comprehensive Income and Expenditure	**(47,312)**	**-**	**(47,312)**

Note to restated Expenditure and Funding Analysis 2018/19

Continuing Operations	Reported Outturn 2018/19	Changes in Reporting Structure	Restated Outturn 2018/19
Leadership Support	664	230	894
Strategy, Performance & Communications	3,079	(3,079)	-
Governance & Law	4,880	1,766	6,646
Human Resources	792	-	792
Finance, Strategy & Corporate Services	4,801	166	4,967
Strategic Development	353	-	353
Economic Development	416	82	498
Planning	382	-	382
Environment & Corporate Assets	3,258	(3,258)	-
Operations	-	3,149	3,149
Housing	-	50	50
Transition & Transformation	-	894	894
Local Authority Housing (HRA)	(103)	-	(103)
(Surplus)/Deficit on Continuing Operations	**18,522**	**-**	**18,522**

Notes Supporting the Balance Sheet

Folkestone & Hythe District Council

19. Property, Plant and Equipment

Measurement

The Council's non-housing assets (excluding vehicles, plant, equipment, infrastructure and community assets) were re-valued to £31.4m as at 1st April 2019 by an external independent valuer – BPS Chartered Surveyors. This is an increase of £9.8m compared to the existing valuation, based on valuations undertaken as at 1st April 2014. The increase has largely resulted from a change in valuation methods applied by the newly appointed valuer for the 2019/20 valuations. The largest increase relates to the Council owned car parks with valuations being based on projected income yields with an allowance for management and maintenance, resulting in an increase of £6.7m. The Council has assessed this change in valuation technique as a change in accounting estimate under IAS 8. The amount of the effect in future periods has not been disclosed as it is impracticable to estimate the future impact.

BPS Chartered Surveyors also reviewed the same assets to determine if there had been any material change in their value over the year to 31st March 2020 and their advice was these remained unchanged from those at 1st April 2019.

The external valuer also reviewed the value of the Council's surplus assets as at 31 March 2020, resulting in an increase of £2.3m. The majority of this is attributable to an increase in the value of the land at Princes Parade, Hythe which is planned to be used for the proposed leisure, housing and commercial development.

The Council's housing assets were re-valued in April 2015 by Sibley Pares (Taylor Riley) Ltd at £141m, of which £136m relates to council dwellings. The valuation of the council dwellings has increased from 32% to 33% of the open market value for these assets based on their existing use value for social housing from 1st April 2016. This valuation adjustment is in accordance with Ministry of Housing, Communities and Local Government guidance issued in 2016 for council dwellings stock valuations in South-East England, reflecting the economic cost of providing council housing at less than open market rents. The value of the council dwellings is reviewed at the end of each financial year to reflect the experience of property price changes seen in the local area. For the year end 31st March 2020 this was undertaken by BPS Chartered Surveyors and on their advice the value of the council dwellings has increased by 0.38% over the year.

The external valuer has also advised that, based on rental income values, the value of the various housing non-dwelling assets categories (garages, parking spaces and stores) have risen on average by 2.6% over the year to March 2020.

Contractual Commitments

The Council has entered into the following long-term contracts on HRA properties:

- Kitchen and bathroom replacement 2010-2020 - approximately £0.54m per annum
- Window/door servicing and maintenance 2015-2022 approximately £0.213m per annum.

The Kitchen and Bathroom contract was due for renewal April 2020 but is currently being reviewed to extend for a further 2 years.

Property, Plant and Equipment	Council Dwellings	Land and Buildings	Vehicles, Plant and Equipment	Infra-structure	Community Assets	Assets Under Construction	Surplus Assets	Total
2019/20	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Cost or Valuation								
At 1 April 2019	**164,931**	**18,680**	**9,374**	**35,431**	**3,461**	**969**	**10,076**	**242,922**
Additions	4,386	168	567	289	-	767	-	6,177
Revaluation increases/(decreases) recognised in the Revaluation Reserve	2,651	11,620	-	-	-	-	2,366	16,637
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(828)	(1,572)	-	-	-	-	(65)	(2,465)
De-recognition - Disposals	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	(764)	-	-	-	-	-	-	(764)
Other reclassifications	59	-	-	-	-	(59)	-	-
Other movements in cost or valuation #	(5,252)	(183)	-	-	-	-	-	(5,435)
At 31 March 2020	**165,183**	**28,713**	**9,941**	**35,720**	**3,461**	**1,677**	**12,377**	**257,072**
Depreciation and Impairment								
At 1 April 2019	**-**	**(1,352)**	**(7,902)**	**(23,061)**	**-**	**-**	**-**	**(32,315)**
Depreciation charge for the year	(2,356)	(629)	(385)	(1,387)	-	-	-	(4,757)
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	(2,896)	(183)	-	-	-	-	-	(3,079)
Other movements in depreciation and impairment #	5,252	183	-	-	-	-	-	5,435
At 31 March 2020	**-**	**(1,981)**	**(8,287)**	**(24,448)**	**-**	**-**	**-**	**(34,716)**
Balance Sheet amount at 31 March 2020	**165,183**	**26,732**	**1,654**	**11,272**	**3,461**	**1,677**	**12,377**	**222,356**
Balance Sheet amount at 1 April 2019	164,931	17,328	1,472	12,370	3,461	969	10,076	210,607

This represents the reversal of cumulative depreciation and impairment written out for assets that have subsequently been revalued during the year.

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Property, Plant and Equipment	Council Dwellings	Land and Buildings	Vehicles, Plant and Equipment	Infra-structure	Community Assets	Assets Under Construction	Surplus Assets	Total
2018/19	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**
Cost or Valuation								
At 1 April 2018	**165,434**	**16,162**	**9,080**	**35,112**	**3,461**	**1,962**	**263**	**231,474**
Additions	4,951	559	308	319	-	362	-	6,499
Revaluation increases/(decreases) recognised in the Revaluation Reserve	2,347	1,999	-	-	-	-	9,812	14,158
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(3,286)	(135)	-	-	-	-	10	(3,411)
De-recognition – disposals	(174)	-	(14)	-	-	-	-	(188)
Assets reclassified (to)/from Held for Sale	(871)	-	-	-	-	-	-	(871)
Other reclassifications	1,355	219	-	-	-	(1,355)	(9)	210
Other movements in cost or valuation #	(4,825)	(124)	-	-	-	-	-	(4,949)
At 31 March 2019	**164,931**	**18,680**	**9,374**	**35,431**	**3,461**	**969**	**10,076**	**242,922**
Depreciation and Impairment								
At 1 April 2018	**-**	**(1,012)**	**(7,451)**	**(21,643)**	**-**	**-**	**-**	**(30,106)**
Depreciation charge for the year	(2,336)	(340)	(451)	(1,418)	-	-	-	(4,545)
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	(2,489)	(124)	-	-	-	-	-	(2,613)
Other movements in depreciation and impairment #	4,825	124	-	-	-	-	-	4,949
At 31 March 2019	**-**	**(1,352)**	**(7,902)**	**(23,061)**	**-**	**-**	**-**	**(32,315)**
Balance Sheet amount at 31 March 2019	**164,931**	**17,328**	**1,472**	**12,370**	**3,461**	**969**	**10,076**	**210,607**
Balance Sheet amount at 1 April 2018	165,434	15,150	1,629	13,469	3,461	1,962	263	201,368

This represents the reversal of cumulative depreciation and impairment written out for assets that have subsequently been revalued during the year.

20. Heritage Assets

The Council purchased Westenhanger Castle and grounds in August 2019. Westenhanger Castle is a scheduled monument consisting of a fortified 14th century moated quadrangle with a Grade I listed manor house and barn which sits in 14 acres of surrounding parkland.

It has been classified as a heritage asset as it has historical qualities and is held and maintained principally for its contribution to knowledge and culture.

The asset was valued as at 31st March 2020 by an external independent valuer – BPS Chartered Surveyors. It is intended to continue to use an external valuer as part of the Council's wider valuation exercise.

Cost or Valuation	Buildings £000s	Other Items £000s	Total Assets £000s
At 1 April 2019	-	-	-
Additions	3,261	98	3,359
Disposals	-	-	-
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(361)	-	(361)
At 31 March 2020	**2,900**	**98**	**2,998**

21. Investment Properties

The following items of income and expenditure have been accounted for in the Financing and Investment Income and Expenditure line in the CIES:

Investment Property	2018/19 £000s	2019/20 £000s
Rental income from investment property	(172)	(1,525)
Direct operating expenses arising from investment property	7	130
Net (gain)/loss	**(165)**	**(1,395)**

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

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

Fair Value Movement	2018/19 £000s	2019/20 £000s
Cost or Valuation		
At 1 April	8,003	31,841
Additions – acquisitions	2,048	45,260
Additions – construction	143	453
Net gain/(loss) from fair value adjustments	21,857	(1,431)
Impairment losses/(reversals) recognised in the CIES	-	(203)
Transfers to PPE	(210)	-
At 31 March	**31,841**	**75,920**

During 2019/20 the Council acquired further land and property as part of the land assembly for the Otterpool Park Garden Town development (£27.6m). It also acquired the Connect 38 office building in Ashford (£17.7m) to provide an ongoing net income stream to the General Fund.

Sensitivity Analysis Fair Value Hierarchy for Investment Properties

Details of the authority's Investment Properties and information about the fair value hierarchy as at 31st March 2020 are as follows:

2019/20 Recurring fair value measurements using:	Other significant observable inputs (Level 2) £000s	Significant unobservable inputs (Level 3) £000s	Fair value at 31-Mar-20 £000s
Otterpool Park - Residential Properties	5,325	-	5,325
Otterpool Park - Land	50,605	-	50,605
Agricultural Land	10	-	10
Offices	17,000	-	17,000
Commercial Units	-	1,617	1,617
Commercial Land	767	-	767
Total at Fair Value	**73,707**	**1,617**	**75,324**
Assets Under Construction	-	-	596
Total Investment Properties	**73,707**	**1,617**	**75,920**

Valuation Techniques used to Determine Level 2 Fair Values for Investment Properties

Significant observable inputs – Level 2

The fair value for the residential properties, agricultural land and commercial land has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised at Level 2 in the fair value hierarchy.

Significant unobservable inputs - Level 3

The commercial units located in the local authority area are measured using the income approach, by means of the implicit (all-risk yield) capitalisation model.

The approach has been developed using the analysis and valuation of similar rented investment assets in the local area. It reflects rental growth, obsolescence and re-sale price as well as other factors including security of tenure and return on capital. Local market conditions for these assets show rental yields have been very stable over a number of years with very limited growth. The commercial units principally serve a local market however there is only a limited supply of such property. As such it is considered that there is no material risk of rents changing significantly from their current levels that may give rise to a change in carrying value of the assets.

The authority's commercial units are therefore categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

In estimating the fair value of the authority's investment properties, the highest and best use of the properties is their current use.

Valuation Techniques

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

Valuation Process for Investment Properties

The fair value of the authority's investment property is measured annually at each reporting date. All valuations are carried out by an externally appointed valuer and the work is undertaken in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

Investment Properties Categorised with Level 3	**31-Mar-20** **£000s**
Opening Balance	**1,511**
Total gains (or losses) for the period included in the Surplus or Deficit on the Provision of Services resulting from changes in fair value	106
Closing Balance	**1,617**

Gains or losses arising from changes in the fair value of the investment property are recognised in Surplus or Deficit on the Provision of Services – Financing and Investment Income and Expenditure line.

Quantitative information about Fair Value Measurement of Investment Properties using Significant Unobservable Inputs - Level 3

Subcategory at Fair Value Level	31-Mar-20 £000s	Valuation technique used to measure fair value	Unobservable inputs	Estimated average
Commercial Units	1,617	Implicit (all-risk yield) capitalisation model	Rental growth	2.50%
			Vacancy level	5%
			Discount Rate	8%

Significant changes in rent growth; vacancy levels or discount rate will result in a significantly lower or higher fair value. It is considered that the council's level 3 commercial units are, currently, not subject to significant changes to their fair value.

22. Financial Instruments

Financial Instruments - Classifications

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

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 Council's financial liabilities held during the year are measured at amortised cost and comprised:

- long-term loans from the Public Works Loan Board and lenders
- short-term loans from other local authorities
- 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 asset. The financial assets held by the Council during the year are held under the following classifications.

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 with NatWest Bank
- fixed term deposits with banks and building societies
- certificates of deposit and covered bonds issued by banks and building societies
- loans to other local authorities

- loans to Kent County Council, East Kent Housing Limited and Oportunitas Limited, the Council's wholly owned regeneration and housing company, made for service purposes
- trade receivables for goods and services delivered

Fair value through profit and loss (all other financial assets) comprising:
- money market funds managed by external fund managers
- pooled bond, equity and property funds managed by external fund managers
- an unquoted equity investment in Oportunitas Limited

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 Instruments - Balances

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

	Long Term		Short Term	
Financial Liabilities	**31-Mar-19**	**31-Mar-20**	**31-Mar-19**	**31-Mar-20**
	£000s	**£000s**	**£000s**	**£000s**
Loans amortised cost:				
- Principal sum borrowed	(54,755)	(58,455)	(1,600)	(31,800)
- Accrued interest	-	-	(105)	(121)
Total Borrowing	(54,755)	(58,455)	(1,705)	(31,921)
Loans at amortised cost:				
- Bank overdraft	-	-	-	-
Total Cash Overdrawn	-	-	-	-
Total Other Long-term Liabilities	-	-	-	-
Liabilities at amortised cost:				
- Trade payables	-	-	(2,301)	(2,389)
Included in Creditors	-	-	(2,301)	(2,389)
Total Financial Liabilities	**(54,755)**	**(58,455)**	**(4,006)**	**(34,310)**

The total short-term borrowing includes £121k (£105k 2018/19) representing accrued interest on long-term borrowing. The creditors lines on the Balance Sheet includes £8.493m (£10.179m 2018/19) short-term creditors that do not meet the definition of a financial liability.

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

Financial Assets	Long Term 31-Mar-19 £000s	Long Term 31-Mar-20 £000s	Short Term 31-Mar-19 £000s	Short Term 31-Mar-20 £000s
At amortised cost:				
- Principal	3,507	-	10,000	3,505
- Accrued interest	4	-	51	5
At fair value through profit & loss:				
- Fair value	16,810	15,425	-	-
Total investments	20,321	15,425	10,051	3,510
At amortised cost:				
- Principal	-	-	310	(1,289)
At fair value through profit & loss:				
- Fair value	-	-	13,182	11,859
Total Cash & Cash Equivalents	-	-	13,492	10,570
At amortised cost:				
- Trade receivables	-	-	870	649
- Lease receivables	137	-	8	8
- Loans made for service purposes	4,400	5,001	485	1,041
- Accrued interest	-	-	458	-
- Loss allowance Expected Credit Loss*	(54)	(173)	-	-
Included in Debtors	4,483	4,828	1,821	1,698
Total Financial Assets	**24,804**	**20,253**	**25,364**	**15,778**

*2018/19 comparatives have been restated due to the Expected Credit Loss being incorrectly classified as a short-term debtor.

The debtors line on the Balance Sheet includes £8.587m (£9.844m 2018/19*) short-term debtors that do not meet the definition of a financial asset and £2.275m (£2.934m 2018/19) long-term debtors (i.e. being soft loans) that do not meet the definition of a financial asset.

Included within short-term debtors is a loan of £278k to EKH. Due to a decision taken in February 2020 to bring the housing service back in-house the Council will review the loan during 2020/21 and consider writing it off.

Material Soft Loans

Soft loans are those advanced at below market rates in support of the Council's service priorities. Soft loans have previously been given by the Council for private sector housing improvement purposes.

The movements on material soft loan balances are:

	2018/19 £000s	2019/20 £000s
Opening carrying amount of soft loans on 1st April	**3,142**	**2,935**
Cash value of new loans made in year	-	-
Fair value adjustment on initial recognition	-	-
Amounts repaid to the Council	(275)	(498)
Amounts written off	-	(192)
Change in impairment loss allowance	-	-
Increase in discounted amount due to passage of time	67	30
Closing Carrying Amount of Soft Loans on 31st March	**2,934**	**2,275**

Soft loans have been valued by discounting the contractual payments at the estimated market rate of interest for a similar loan. The market rate has been arrived at by taking the Council's marginal cost of borrowing and adding a credit risk premium to cover the risk that the borrower is unable to repay the Council.

Financial Instruments - Fair Values

Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets, including shares in money market funds and other pooled funds, the fair value is taken from the market price. Shares in Oportunitas Limited have been valued from the company's balance sheet net assets and by discounting expected future profits at a suitable market rate for similar equity investments.

Financial assets classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31 March 2020, using the following methods and assumptions:

- Loans borrowed by the Council have been valued by discounting the contractual cash flows over the whole life of the instrument at the appropriate market rate for local authority loans.
- The fair values of other long-term loans and investments have been discounted at the market rates for similar instruments with similar remaining terms to maturity on 31 March.
- No early repayment or impairment is recognised for any financial instrument.
- The fair value of short-term instruments, including trade payables and receivables, is assumed to approximate to the carrying amount.

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

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities, e.g. bond prices
- Level 2 – fair value is calculated from inputs other than quoted prices that are observable for the asset or liability, e.g. interest rates or yields for similar instruments
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness

Financial Liabilities	Fair Value Level	Balance Sheet 31-Mar-19 £000s	Fair Value 31-Mar-19 £000s	Balance Sheet 31-Mar-20 £000s	Fair Value 31-Mar-20 £000s
Financial liabilities held at amortised cost:					
Long-term loans from PWLB	2	54,755	65,812	53,455	64,409
Other long-term loans	2	-	-	5,000	5,180
Short-term loans from PWLB	2	1,100	1,110	1,300	1,317
Short-term loans	2	500	499	30,500	30,654
Total		**56,355**	**67,421**	**90,255**	**101,560**
Liabilities for which fair value is not disclosed *		2,406		2,510	
Total Financial Liabilities		**58,761**		**92,765**	
Recorded on balance sheet as:					
Short-term creditors		2,301		2,389	
Short-term borrowing		1,705		31,921	
Long-term borrowing		54,755		58,455	
Total Financial Liabilities		**58,761**		**92,765**	

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

The fair value of financial liabilities held at amortised cost is higher than their balance sheet carrying amount because the authority's portfolio of loans includes a number of loans where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

Financial Assets	Fair Value Level	Balance Sheet 31-Mar-19 £'000	Fair Value £'000	Balance Sheet 31-Mar-20 £'000	Fair Value £'000
Financial assets held at fair value					
Money market funds	1	13,181	13,181	11,859	11,855
Bond, equity and funds	1	9,992	9,992	8,804	8,804
Property funds	2	5,518	5,519	5,320	5,320
Shares in unlisted companies	3	1,300	1,300	1,300	1,300
Financial assets held at amortised cost					
Corporate, covered and government bonds	1	3,512	3,508	3,510	3,505
Long-term loans to companies	3	4,346	5,096	4,699	6,188
Lease receivables	3	137	137	128	128
Total		**37,986**	**38,733**	**35,620**	**37,100**
Assets for which fair value is not disclosed*		**12,182**		**411**	
Total Financial Assets		**50,168**		**36,031**	
Recorded on balance sheet as:					
Long-term investments		20,321		15,425	
Long-term debtors		4,483		4,827	
Short-term investments		10,051		3,510	
Short-term debtors		1,821		1,699	
Cash and cash equivalents		13,492		10,570	
Total Financial Assets		**50,168**		**36,031**	

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

The fair value of financial assets held at amortised cost is higher than their balance sheet carrying amount because the interest rate on similar investments is now lower than that obtained when the investment was originally made.

Quantitative information about Fair Value Measurement of Financial Assets using Significant Unobservable Inputs – Level 3

Financial Asset - Equity Investment in Oportunitas Limited

Valuation method – Undertaken by Arlingclose Limited and estimated from projected future cash flows of the company using information from the published accounts, the business plan and other information held by the council.

Key quantitative assumptions used for valuation:

- Time period - 20 years
- Discount Rate – average default rate for capital equipment companies published by Moodys
- Corporation Tax – 19% of profits until 2020/21 and 17% thereafter. Profits to exclude that due to upward property revaluations.
- Property price inflation 2%
- General price inflation 2%
- Rental yield 5% until 2024/25, thereafter to rise with inflation
- Coronavirus – Assumed 6 month delay in property acquisition programme in 2020/21 and 2021/22

Sensitivity Analysis

Change in Assumption	Impact on Fair Value
30 year time period	Increases to £2.6m
Discount rate falls/rises by 1%	No significant change
Corporation Tax Rate falls/rises by 2%	No significant change / falls to £1.2m
Property price inflation falls/rises by 1%	Falls to £1.2m / rises to £1.4m
Inflation falls/rises by 1%	Falls to £1.0m / rises to £1.5m
Rental yield in 2024/25 is 1% lower/higher than expected	Falls to £0.7m / rises to £2.3m

Reconciliation of Movement for Level 3 Financial Assets Held at Fair Value

	£'000
Balance 1 April	1,300
Unrealised valuation gain on Oportunitas equity holding taken to CIES in 2019/20	-
Balance 31 March	**1,300**

*An error in the assumptions used in the 2018/19 calculation has resulted in no change to the Fair Value for 2019/20

Financial Instruments - Gains and Losses

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

Financial Instruments Income,Expense,Gains and Losses 2019/20	Financial Liabilities measured at amortised cost £000s	Financial Assets at Amortised Cost £000s	Financial Assets at Fair Value Profit & Loss £000s	19/20 Total £000s	18/19 Total £000s
Interest expense	1,921	-	-	1,921	1,965
Losses from changes in fair value	-	-	2,695	2,695	0
(Gains)/Losses on derecognition impairment losses	-	-	119	119	54
Total Expense in Surplus or Deficit on the Provision of Services	**1,921**	**-**	**2,814**	**4,735**	**2,019**
Interest and dividend income	-	(235)	(793)	(1,028)	(948)
Gains from changes in fair value			-	-	(897)
Total Income in Surplus or Deficit on the Provision of Services	**-**	**(235)**	**(793)**	**(1,028)**	**(1,845)**
Net (gain)/loss for the year	**1,921**	**(235)**	**2,021**	**3,707**	**174**

23. Short Term Debtors

Short Term Debtors	2018/19* £000s	2019/20 £000s
Trade Receivables	4,133	3,593
Receivables from Related Parties	4,957	3,380
Prepayments	367	706
Other Receiveables	3,949	4,477
	13,406	**12,156**
Impairment of debt		
Trade Receivables	(1,085)	(1,130)
Other Receiveables	(657)	(741)
Total	**(1,742)**	**(1,871)**
Balance as at 31 March	**11,664**	**10,285**

*2018/19 comparatives have been restated following re-categorisation of debtors

An analysis of the age profile of trade debtors is given in the table below which form part of the debtors figures:

Age of Debt	2018/19 £000s	2019/20 £000s
0 to 30 days	174	280
31 to 60 days	14	9
61 to 90 days	87	7
over 90 days	405	227
Total	**680**	**523**

24. Cash and Cash Equivalents

Cash and Cash Equivalents	2018/19 £000s	2019/20 £000s
Bank Accounts	310	(1,289)
Money Market Funds	13,182	11,859
Total	**13,492**	**10,570**

25. Short Term Creditors

Short Term Creditors	2018/19* £000s	2019/20 £000s
Trade Payables	1,257	834
Payables to Related Parties	4,822	3,852
Receipts in Advance	2,373	2,615
Accrued Creditors	643	1,149
Other payables	3,385	2,432
	12,480	**10,882**

*2018/19 comparatives have been restated following re-categorisation of creditors

26. Provisions

Provisions	Balance 31-Mar-19 £000s	Provisions made £000s	Amounts used £000s	Balance 31-Mar-20 £000s	Short term £000s	Long term £000s
MMI Scheme of Arrangement	(67)	-	-	**(67)**	-	(67)
Business rate appeals	(1,659)	(1,213)	521	**(2,351)**	(2,351)	**-**
	(1,726)	**(1,213)**	**521**	**(2,418)**	**(2,351)**	**(67)**

MMI scheme of arrangement - Municipal Mutual Insurance (MMI) went into administration in the early 1990's. The Council is a scheme creditor and is contractually obliged to make a contribution should there not be a solvent 'run off' of MMI. A decision by the Supreme Court in March 2012 determined that liabilities in respect of certain asbestos claims would fall on the insurer at the time of the employees' exposure. This decision now affects MMI's ability to arrive at a solvent 'run off'. It appears likely that the call on the Council's contribution will be required and an initial levy rate of 15% was set which increased to 25% in March 2017. The levy continues to remain subject to change in future.

Business rates appeals – with the introduction of the Retained Business Rates system from 1 April 2013, local authorities are required to allow for the cost of outstanding valuation appeals that remain unsettled as at the end of the financial year. The estimate is based on previous years' appeals success experience. The provision for 2019/20 includes an estimate of refunds payable to retailers following the Supreme Court ruling in May 2020 that ATMs in retail outlets are exempt from business rates.

27. Defined Benefit Pension Schemes

Participation in Pension Schemes

As part of the terms and conditions of employment, the Council offers retirement benefits. Although these benefits will not be payable until employees retire, the Council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The Council participates in the Local Government Pension Scheme, administered locally by Kent County Council (KCC). This is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

The KCC Superannuation Fund is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Superannuation Committee of KCC. Policy is determined in accordance with the Public Service Pensions Act 2013. Day to day fund administration is undertaken by a team within KCC and where appropriate some functions are delegated to the Fund's professional advisers.

KCC, in consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Fund Strategy Statement and the Statement of Investment Principles.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. In addition, there is an "orphan liability risk" where employers leave the Fund but with insufficient assets to cover their pension obligations. These are mitigated to an extent by the statutory requirements to charge to the General Fund and HRA the amounts required as described in the accounting policies note.

Pension Transition Arrangements Age Discrimination – In 2015, the Government introduced reforms to public sector pensions, with most public sector workers moving into new pension schemes. In December 2018, the Court of Appeal ruled that the 'transitional protection' offered to some members of the judicial and fire fighter's schemes as part of the reforms breached age discrimination rules and in June 2019 the Supreme Court denied the Government's request for an appeal. In July 2019 the Government released a statement to confirm that it expects to have to amend all public service schemes, including the LGPS. The estimated impact on the total liabilities at 31st March 2020 has been allowed for as a past service cost and has resulted in a slight increase in the defined benefit obligation. The projected service cost has also increased as a result of this additional allowance.

Transactions Relating to Retirement Benefits

The Council recognises the cost of retirement benefits in the (Surplus) or Deficit on the Provision of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against council tax is based on the amount payable in the year, so the real cost of retirement benefits is reversed out in the MiRS. The following transactions have been made in the CIES and MiRS during the year.

Statement of Financial Position

Net Pension assets as at	31-Mar-19	31-Mar-20
	£000s	£000s
Present Value of the defined obligation	158,486	147,708
Fair Value of the Fund Assets	(93,605)	(84,773)
Net defined benefit liability / (asset)	**64,881**	**62,935**

Statement of Profit and Loss for the year

The amounts recognised in the profit and loss statement are:	Year to 31-Mar-19	Year to 31-Mar-20
	£000s	£000s
Service Cost	3,525	4,230
Net interest on the defined liability (asset)	1,764	1,521
Administration expenses	44	54
Total Loss / (profit)	**5,333**	**5,805**

Reconciliation of opening and closing balances of the present value of the defined benefit obligation

	Year to 31-Mar-19	Year to 31-Mar-20
	£000s	£000s
Opening defined benefit obligation	159,374	158,486
Current service cost	3,319	3,408
Interest cost	4,002	3,748
Change in financial assumptions	5,586	(11,150)
Change in demographic assumptions	(9,035)	(1,828)
Experience loss (gain) on defined benefit obligation	-	(1,152)
Estimated benefits paid net of transfers in	(5,584)	(5,268)
Past service costs, including curtailment	206	822
Contribution by scheme participants and other employers	618	642
	158,486	**147,708**

Reconciliation of the opening and closing balances of the fair values of Fund Assets

	Year to 31-Mar-19 £000s	Year to 31-Mar-20 £000s
Opening fair value of scheme assets	88,684	93,605
Interest on assets	2,238	2,227
Return on assets, less interest	4,603	(9,128)
Actuarial gains / (losses)	-	(235)
Administration Expenses	(44)	(54)
Contributions from employer including unfunded	3,090	2,984
Contributions by scheme participants	618	642
Estimated benefits paid plus unfunded net of transfers	(5,584)	(5,268)
	93,605	**84,773**

Re-measurement of net assets (defined liability)

	Year to 31-Mar-19 £000s	Year to 31-Mar-20 £000s
Return on fund assets in excess of interest	4,603	(9,128)
Other actuarial gains / (losses) on assets	-	(235)
Change in financial assumptions	(5,586)	11,150
Change in demographic assumptions	9,035	1,828
Experience loss (gain) on defined benefit obligation	-	1,152
	8,052	**4,767**

Basis for Estimating Assets and Liabilities

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

The significant assumptions used by the actuary have been:

Statistical assumptions	2018/19	2019/20
Mortality assumption		
Longevity at 65 for current pensioners		
-men	22.0 yrs	21.8 yrs
-women	24.0 yrs	23.7 yrs
Longevity at 65 for future pensioners		
-men	23.7 yrs	23.2 yrs
-women	25.8 yrs	25.2 yrs
Rate of inflation - CPI	2.40%	2.00%
Rate of inflation - RPI	3.40%	2.80%
Rate of increase in salaries	3.90%	3.00%
Rate of increase in pensions	2.40%	2.00%
Rate for discounting scheme liabilities	2.40%	2.35%
Take up of option to convert annual pension into retirement Lump Sum	50%	50%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant.

The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be inter-related. The assumptions in the sensitivity analysis have followed the accounting policies for the scheme i.e. on an actuarial basis using the projected unit credit method.

Sensitivity Analysis	£000s	£000s	£000s
Adjustment to Discounted rate	0.10%	0.00%	-0.10%
Present value of total obligation	144,979	147,708	150,491
Projected Service Cost	3,134	3,221	3,310
Adjustment to Long term Salary increments	0.10%	0.00%	-0.10%
Present value of total obligation	147,933	147,708	147,485
Projected Service Cost	3,223	3,221	3,219
Adjustment to Pension increases and deferred valuations	0.10%	0.00%	-0.10%
Present value of total obligation	150,273	147,708	145,190
Projected Service Cost	3,309	3,221	3,135
Adjustment to Life expectancy assumptions	+1yr	None	-1yr
Present value of total obligation	154,196	147,708	141,514
Projected Service Cost	3,321	3,221	3,124

Asset and Liability Matching Strategy

Kent Pension fund has agreed to a Fund Strategy Statement that matches the type of assets invested to the liabilities in the defined benefit obligation. The Fund has matched assets to the obligations by investing in equities, corporate bonds and fixed interest Government securities/gilts. This is balanced with a need to maintain the liquidity of the Fund to ensure that it is able to make current payments. As it is required by the pensions and where relevant investment regulations the suitability of various types of investment have been considered, as has the need to diversify investments to reduce the risk of being invested in too narrow a range. A large proportion of the assets relate to equities (62% of scheme assets) and bonds (13%). The scheme also invests in properties as part of the diversification of the scheme's investments and comprises 14% of the total portfolio. The Pension Fund Strategy's main objectives are to maintain a funding level of 100%, as assessed by the Actuary and to stabilise the Employer rate as far as is practicable.

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at a constant rate as possible. The Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 14 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31st March 2022.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales may not provide benefits in relation to service after 31st March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

	Year to
Projection for the year to 31 March 2021	**31-Mar-21**
	£000s
Service cost	3,221
Net Interest and defined liability / (asset)	1,443
Administration Expenses	49
Total loss / (profit)	**4,713**
Employer Contributions	**3,038**

The weighted average duration of the defined benefit obligation for scheme members is 19 years 2019/20 (18 years 2018/19).

28. Usable Reserves

Movements in the Council's usable reserves are detailed in the MiRS, page 22 and Notes 5 and 6 on pages 43-46.

29. Unusable Reserves

Unusable Reserves	2018/19 £000s	2019/20 £000s
Revaluation Reserve	(39,852)	(55,508)
Financial Instruments Revaluation Reserve	(509)	876
Capital Adjustment Account	(143,937)	(137,821)
Financial Instruments Adjustment Account	96	39
Deferred Capital Receipts reserve	(144)	(137)
Collection Fund Adjustment Account	564	1,387
Pensions Reserve	64,881	62,935
Accumulated Absences Account	243	221
	(118,658)	**(128,008)**

Revaluation Reserve

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

- revalued downwards or impaired and the gains are lost.
- used in the provision of services and the gains are consumed through depreciation
- disposed of and the gains are realised

Revaluation Reserve	2018/19 £000s	2018/19 £000s	2019/20 £000s	2019/20 £000s
Balance at 1 April		**(26,324)**		**(39,852)**
Revaluation of assets and impairment (gains) / losses not charged to the Surplus / Deficit on the Provision of Services		(14,158)		(16,637)
Difference between fair value depreciation and historic cost depreciation	499		857	
Revaluation balances on assets sold or scrapped	131		124	
Amount written off to the Capital Adjustment Account		630		981
Balance as at 31 March		**(39,852)**		**(55,508)**

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

Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the authority arising from increases in the value of its investments that are measured at fair value through other comprehensive income. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised.

Financial Instruments Revaluation Reserve	2018/19 £000s	2018/19 £000s	2019/20 £000s	2019/20 £000s
Balance at 1 April		**-**		**(509)**
Transfer from Available for Sale Reserve		**(433)**		-
Upward revaluation of investments	(76)		-	
Downward revaluation of investments	-		1,385	
		(76)		1,385
Balance as at 31 March		**(509)**		**876**

Capital Adjustment Account

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

The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1st April 2007, the date that the Revaluation Reserve was created to hold such gains.

Capital Adjustment Account	2018/19		2019/20	
	£000s	£000s	£000s	£000s
Balance at 1 April		**(126,639)**		**(143,937)**
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement				
Charges for depreciation and impairment of non-current assets	7,211		8,143	
Revaluation (gains)/losses on Property, Plant and Equipment	3,411		2,840	
Amortisation of intangible assets	45		35	
Revenue expenditure funded from capital under statute	1,203		1,572	
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	1,058		764	
Capital debtors written down	1,577		715	
Equity Valuation (gains)/losses	(821)		1,310	
		13,684		**15,379**
Adjusting amounts written out of the Revaluation Reserve		(630)		(981)
Net written out amount of the cost of non-current assets consumed in the year		**13,054**		**14,398**
Capital financing applied in the year:				
Use of the Capital Receipts Reserve to finance new capital expenditure	(1,986)		(2,831)	
Use of the Major Repairs Reserve to finance new capital expenditure	(2,066)		(2,807)	
Capital grants and contributions credited to the CIES that have been applied to capital financing	(255)		(319)	
Application of grants to capital financing from the capital Grants Unapplied Account	(728)		(1,508)	
Statutory provision for the financing of capital investment charged against the General fund and HRA balances	(373)		(358)	
Capital expenditure charged against the General Fund and HRA balances	(3,087)		(1,890)	
		(8,495)		**(9,713)**
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		**(21,857)**		**1,431**
Balance as at 31 March		**(143,937)**		**(137,821)**

Financial Instruments Adjustment Account

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

Financial Instruments Adjustment	**2018/19**		**2019/20**	
	£000s	**£000s**	**£000s**	**£000s**
Balance at 1 April		**167**		**96**
Repaid renovation advances	(17)		(26)	
Amortised interest on renovation advances	(67)		(31)	
Net write down deferred discounts to revenue	13	(71)	-	(57)
Balance as at 31 March		**96**		**39**

Deferred Capital Receipts Reserve

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

Deferred Capital Receipts	**2018/19**		**2019/20**	
	£000s	**£000s**	**£000s**	**£000s**
Balance at 1 April		**(151)**		**(144)**
Transfer of deferred sale proceeds in respect of finance leases where the Council is lessor	7		7	
Gain on sale of assets	-	7	-	7
Balance as at 31 March		**(144)**		**(137)**

Collection Fund Adjustment Account

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

Collection Fund Adjustment Account	**2018/19**	**2019/20**
	£000s	**£000s**
Balance at 1 April	**970**	**564**
Amount by which Council Tax and Non-Domestic Rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements	(406)	823
Balance as at 31 March	**564**	**1,387**

Pensions Reserve

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

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

Pensions Reserve	**2018/19**	**2019/20**
	£000s	**£000s**
Balance at 1 April	**70,690**	**64,881**
Remeasurement of Net defined Liability	(8,052)	(4,767)
Reversal of items relating to retirement benefits debited or credited to the (Surplus) or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	5,333	5,805
Employer's pensions contributions and direct payments to pensioners payable in the year	(3,090)	(2,984)
Balance as at 31 March	**64,881**	**62,935**

Accumulated Absences Account

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

Accumulated Absences Account	**2018/19**		**2019/20**	
	£000s	**£000s**	**£000s**	**£000s**
Balance at 1 April		**239**		**243**
Settlement or cancellation of accrual made at the end of the preceding year	(239)		(243)	
Amounts accrued at the end of the current year	243		221	
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		**4**		**(22)**
Balance as at 31 March		**243**		**221**

30. Capital Expenditure and Capital Financing

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

Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase to the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed in the second part of this note.

Capital Expenditure and Financing	**2018/19 £000s**	**2019/20 £000s**
Opening Capital Financing Requirement	65,542	67,794
Capital Investment		
Property, Plant and Equipment	6,499	6,177
Heritage assets	-	3,359
Investment Properties	2,191	45,713
Intangible assets	-	38
Loans to and equity in subsidiary	-	1,310
Other loans	855	1,132
Revenue expenditure funded from capital under statute	1,203	1,548
Sources of Finance		
Capital Receipts	(1,986)	(2,831)
Government grants and other contributions	(983)	(1,827)
Sums set aside from revenue:		
Direct Revenue Contributions	(5,154)	(4,697)
Revenue provision for debt repayment	(373)	(358)
Closing Capital Financing Requirement	**67,794**	**117,358**
Increase in underlying need to borrow (unsupported by Government financial assistance)	2,625	49,922
Revenue provision for debt repayment	(373)	(358)
Increase / (decrease) in Capital Financing Requirement	**2,252**	**49,564**

31. Nature and Extent of Risks arising from Financial Instruments

The Council complies with CIPFA's Code of Practice on Treasury Management and Prudential Code for Capital Finance in Local Authorities, both revised in December 2017.

In line with the Treasury Management Code, the Council approves a Treasury Management Strategy before the commencement of each financial year. The Strategy sets out the parameters for the management of risks associated with financial instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks.

The Treasury Management Strategy includes an Investment Strategy in compliance with the Ministry for Housing, Communities and Local Government Guidance on Local Government

Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. The Council's Treasury Management Strategy and its Treasury Management Practices seek to achieve a suitable balance between risk and return or cost.

The main risks covered are:

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

Credit Risk: Treasury Investments

The Council manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include commercial entities with a minimum long-term credit rating of A-, the UK government, other local authorities, and organisations without credit ratings upon which the Council has received independent investment advice. Recognising that credit ratings are imperfect predictors of default, the Council has regard to other measures including credit default swap and equity prices when selecting commercial entities for investment.

A limit of £5m of the total portfolio is placed on the amount of money that can be invested with a single counterparty (other than the UK government). For unsecured investments in banks, building societies and companies, a smaller limit of £3m. The Council also sets limits on investments in certain sectors. No more than £15m in total can be invested for a period longer than one year.

The Chief Finance Officer can also apply additional selection criteria to further restrict the investment counterparties available to the Council and/or the maximum duration of investments.

The table below summarises the credit risk exposure of the Council's investment portfolio by credit rating:

Credit Rating	**31-Mar-19**		**31-Mar-20**	
	Long-term	**Short-term**	**Long-term**	**Short-term**
	£000s	**£000s**	**£000s**	**£000s**
AAA	3,507	13,172	-	15,360
AA	-	-	-	-
A	-	-	-	-
UK Part-Nationalised Banks	-	-	-	-
Unrated UK local authorities	-	10,000	-	-
Unrated pooled funds	15,510	-	14,125	-
Total Investments	**19,017**	**23,172**	**14,125**	**15,360**

The Council uses a number of un-rated pooled funds managed by external fund managers that offer enhanced returns over the longer term but are potentially more volatile over the shorter term. This allows the Council to diversify into different asset class other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued stability in meeting the Council's investment objectives will be monitored regularly.

No breaches of the Council's counterparty criteria occurred during the reporting period and no losses are expected from non-performance by any of its' counterparties in relation to treasury management investments.

The Council generally does not allow credit for customers.

Credit Risk: Loans and Loan Commitments

In furtherance of the Council's service objectives, it has lent money to:

i. Oportunitas Limited
ii. East Kent Housing Limited
iii. Kent County Council
iv. Local residential property owners

The Council manages the credit risk inherent in its loans for service purposes and loan commitments in line with its published Investment Strategy.

Loss allowances on loans and loan commitments to Oportunitas Limited for have been calculated by reference to published historical default rates for the construction and building sector and recovery rate for secured and unsecured loans. Only 12 month credit losses were deemed necessary to provide for these loans and the total expected credit loss allowance was calculated to be £173k. This sum has been taken to the Surplus or Deficit on the Provision of Services. A reconciliation of the opening to closing 12 month expected credit loss allowances is as follows:

	12 month expected credit losses £'000
New loans made	778
Loans repaid	(80)
Opening Allowance 01/04/2019	54
Change in risk	119
Closing Allowance 31/03/2020	**173**

Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when it is needed.

The Council has ready access to borrowings from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is, therefore, no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity analysis of financial instruments is as follows:

	31-Mar-19			31-Mar-20		
Time to maturity	**Liabilities**	**Assets**	**Net**	**Liabilities**	**Assets**	**Net**
	£000s	**£000s**	**£000s**	**£000s**	**£000s**	**£000s**
Less than 1 year	1,100	(23,172)	(22,072)	31,800	(15,360)	16,440
1 to 2 years	1,300	(19,017)	(17,717)	6,300	(14,125)	(7,825)
2 to 5 years	10,300	-	10,300	13,000	-	13,000
5 to 10 years	20,000	-	20,000	20,000	-	20,000
10 to 20 years	10,014	-	10,014	6,014	-	6,014
20 to 30 years	6,141	-	6,141	6,141	-	6,141
30 to 40 years	7,000	-	7,000	7,000	-	7,000
Total	**55,855**	**(42,189)**	**13,666**	**90,255**	**(29,485)**	**60,770**

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

Market Risk

Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council depending on how variable and fixed rates move across differing financial instrument periods. For example, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest expense will rise.
- Borrowings at fixed rates – the fair value of the liabilities will fall
- Investments at variable rates – the interest income will rise.
- Investments at fixed rates – the fair value of the assets will fall

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

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. An upper limit of £265,000 on the 12 month revenue impact of a 1% fall or rise in interest rates was set for 2019/20.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect as at 31st March 2020 would be:

	£000s
Increase in interest payable on variable rate borrowings	95
Increase in interest receivable on variable rate investments	(143)
Impact on Comprehensive Income and Expenditure	(48)
Decrease in fair value of loans and receivables and bonds	(114)
Decrease in fair value of fixed rate borrowings	(6,371)

The most significant effect of a 1% increase in interest rates on the financial instruments carried at amortised cost would be on the fair value of PWLB debt. However, this will have no impact on either the Balance Sheet or the CIES.

Price Risk

The Council's investment in pooled funds is subject to the price risk associated with the instruments contained within them and is managed alongside interest rate risk.

The Council's investment in the pooled property fund is subject to the risk of falling commercial property prices. The Council's investment in the diversified income funds it holds are subject to the risk of falling interest rates, equity prices and commercial property prices.

The estimated impact of these price risks are summarised below:

Impact on Fair Value of Fund

Pooled Fund Category	1% interest rate rise	5% equity price fall	5% property price fall
	£'000	£'000	£'000
Property Fund	-	-	(259)
Diversified Income Funds	(100)	(142)	(29)
Total	**(100)**	**(142)**	**(288)**

The reduction in fair value would be a charge to the Surplus or Deficit on the Provision of Services which is then transferred to the Financial Instruments Revaluation Reserve with no impact to the local tax payer.

Foreign Exchange Risk

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

32. Section 106 Receipts and Planning Condition Contributions

Section 106 receipts and planning condition contributions are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities are provided as a result of that permission.

In summary, the movement during the year is shown below:

Opening Balance 01-Apr-19 *	New Contributions	Amounts Applied	Closing Balance 31-Mar-20
£000s	£000s	£000s	£000s
(2,558)	(664)	792	(2,430)

The balances at 31 March 2019 are held within the following areas of the balance sheet:

	2018/19 £000s	2019/20 £000s
Current liabilities:		
Short term creditors – Depositors	(826)	(1,155)
Capital grants received in advance – current	(85)	(85)
Reserves:		
Capital grants unapplied reserve*	(1,647)	(1,190)
	(2,558)	**(2,430)**

*Comparative figures for 2018/19 restated to include S106 monies not reflected in closing balance.

Notes Supporting the Cash Flow Statement

33. Reconciliation of Net Cash Flow from Operating Activities

The cash flows for operating activities include the following items:

2018/19 £000s		2019/20 £000s
452	Interest received	549
(1,954)	Interest paid	(1,887)
441	Dividends received	718

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

2018/19 £000s		2019/20 £000s
4,545	Depreciation and impairment	4,758
6,024	Impairment and downward revaluations	6,105
45	Amortisation	35
50	Change in impairment for bad debts	119
(144)	Increase/(decrease) in creditors	(2,431)
160	(Increase)/decrease in debtors	1,833
2	(Increase)/decrease in inventories	(7)
2,243	Movement in pension liability	2,821
(21,857)	Movement in investment property values	1,431
1,058	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	764
(1,146)	Other non-cash items charged to the net surplus or deficit on the provision of services	3,544
(9,020)		**18,972**

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

2018/19 £000s		2019/20 £000s
(2,959)	Capital grants credited to the surplus or deficit on the provision of services	(1,758)
(2,307)	Proceeds from the sale of property, plant and equipment	(1,475)
(69)	Any other items for which the cash effects are investing or financing cash flows	(117)
(5,335)		**(3,350)**

34. Cash Flow Statement – Investing Activities

2018/19 £000s		2019/20 £000s
(8,829)	Purchase of property, plant & equipment, investment property and intangible assets	(55,049)
(45,000)	Purchase of short-term and long-term investments	(1,310)
(856)	Other payments for investing activities	(1,133)
2,314	Proceeds from the sale of property, plant & equipment, investment property and intangible assets	1,483
49,755	Proceeds from investments	10,000
4,592	Other receipts from investing activities	2,391
1,976	**Net cash flows from investing activities**	**(43,618)**

35. Cash Flow Statement – Financing Activities

2018/19 £000s		2019/20 £000s
500	Cash receipts of short- and long-term borrowing	40,000
(1,900)	Repayments of short- and long-term borrowing	(6,100)
(160)	Other payments for financing activities	860
(1,560)	**Net cash flows from financing activities**	**34,760**

Other Notes

36. Related Party Transactions

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

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

Details of transactions with government departments are set out in note 17 on page 54.

Members of the Council have direct control over the Council's financial and operating policies. The total of members allowances paid in 2019/20 is set out in note 14 (page 52). Members are required to observe the Code of Conduct for councillors, register financial interests in the Council's Register maintained under section 81(1) of the Local Government Act 2000 and register the receipt of any gifts/hospitality over £25.

Officers are required to observe the Code of Conduct for Officers and register the receipt of any gifts/hospitality. The Council had no material related party transactions with officers during 2019/20, other than those disclosed in note 15 (pages 52-53).

The Council is Corporate Trustee of the Folkestone Parks and Pleasure Grounds Charity. It is responsible for providing the majority of the Charity's funding by financing its net cost. The Corporate Trustee duties of the Council are carried out by its executive councillors. The Charity's management support and grounds maintenance is carried out by the Council officers. Further details of the Trust and the Council's contribution are set out in note 37 (page 92).

The Council is joint owner of East Kent Housing Limited, an arms-length management organisation, owning 25% of the company. 2011/12 was the first year of operation. Payment of £2.4m was made in 2019/20 to East Kent Housing Limited in respect of management fees and the Council received £142k from East Kent Housing Limited in respect of services supplied to it. Balances due to/from East Kent Housing Limited at 31st March 2020 are £9k and £5k respectively.

The Council wholly owns Oportunitas Limited, a company that commenced trading in 2014/15. Group financial statements, consolidating the results of the company with those of the Council, have been prepared and are set out on pages 108-113.

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

Related Parties	2018/19 £000s	2019/20 £000s
Amounts due to Central Government	2,210	3,589
Amount due to Kent County Council	2,369	79
Amount due to Oportunitas Limited	-	3
Amount due to Folkestone Parks Charity	243	181
Amounts due from Central Government	4,278	1,518
Amounts due from Kent County Council	144	1,862
Amount due from Oportunitas Limited	535	-
Amount due from Folkestone Parks Charity	32	3

37. Trust Funds

The Council's Executive acts as sole trustee for the Folkestone Parks and Pleasure Grounds Charity. The net expenditure of the Charity is treated as special expenses to be charged upon the Folkestone area. The funds do not represent assets of the Council and have not been included in the balance sheet; however the Council does hold £181k of investments and a £4k overdraft on behalf of the charity.

Funds for which the Executive of the Council act as sole trustee:

2018/19					2019/20			
Income £000s	Expenditure £000s	Assets £000s	Liabilities £000s		Income £000s	Expenditure £000s	Assets £000s	Liabilities £000s
(708)	708	4,306	(2,916)	Folkestone Parks and Pleasure Grounds Charity	(715)	715	4,845	(2,842)

The Council has used Section 35 of the Local Government Finance Act 1992 to apply a Special Expenses Rate, to recover the cost of its contribution to the charity, thus only residents of the former Borough of Folkestone are asked to contribute via their council tax bill.

The special expenses of £544k have been included under Cultural and Related Services, Environmental and Regulatory Services and Planning Services in the CIES (£535k 2018/19).

Income to the Charity therefore includes a contribution of £544k from the Council (£535k in 2018/19). The remainder of the charity's income is derived from charges for services, grants and investment income.

The Charity is required to produce an Annual Report and Account that sets out in detail its activities for that year. Copies of these can be obtained by contacting the Head of Paid Service, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY.

38. Interests in Companies and Other Entities

East Kent Housing Limited

The Council, together with Canterbury City Council, Dover District Council and Thanet District Council jointly owns East Kent Housing Limited, an Arms-Length Management Organisation (ALMO), whose principal activity is to manage each of the four council's council housing stock. For financial accounting purposes, East Kent Housing (the Company) is regarded as being a joint venture under joint control and each authority holds an equal 25% share in the Company.

Under the Code, authorities with interests in joint ventures shall prepare Group Accounts, in addition to their single entity accounts, unless their interest is considered not material. This Council considers that its interest in the company is not material therefore the Group Financial Statements do not include the results of East Kent Housing.

The financial results of the Company for 2019/20 and the Council's share are as follows:

	2018/19* £000s East Kent Housing Limited	2018/19* £000s Council share (25%)	2019/20 £000s East Kent Housing Limited	2019/20 £000s Council share (25%)
Turnover	(8,686)	(2,172)	(10,092)	(2,523)
Expenses	9,566	2,392	11,440	2,860
Operational loss	**880**	**220**	**1,348**	**337**

	2018/19* £000s East Kent Housing Limited	2018/19* £000s Council share (25%)	2019/20 £000s East Kent Housing Limited	2019/20 £000s Council share (25%)
Loss after taxation	1,156	289	3,360	840
Other comprehensive (income) and expenditure	(1,738)	(435)	(1,161)	(290)
Total comprehensive (income) and expenditure	**(582)**	**(146)**	**2,199**	**550**

Balance Sheet	2018/19* £000s East Kent Housing Limited	2018/19* £000s Council share (25%)	2019/20 £000s East Kent Housing Limited	2019/20 £000s Council share (25%)
Non-current assets	1,634	409	283	71
Current assets	942	236	1,075	269
Current liabilities	(696)	(174)	(2,279)	(570)
Non-current liabilities	(10,499)	(2,625)	(9,897)	(2,474)
Profit and loss reserve	(882)	(221)	921	230
Pensions reserve	9,501	2,375	9,897	2,474

*2018/19 comparative figures adjusted to reflect final reported figures for East Kent Housing
The Council's investment in the company is nominal.

In February 2020, after consultation with tenants and leaseholders about their view on the future of East Kent Housing, all four council owners agreed that the management of council housing stock should be brought back in-house and that a termination of the management agreement with EKH should be negotiated and concluded as soon as practicable. It is anticipated that the transfer of the majority of the staff will occur in October 2020 with the company winding up at some stage over the following six months.

Note 37 Related Party Transactions sets out the transactions that took place between the Council and East Kent Housing Limited over 2019/20. Note 3 Critical Judgements describes the guarantee the Council has entered into with East Kent Housing Limited over certain pension obligations.

Oportunitas Limited

The Council wholly owns Oportunitas Limited, a company set up for housing and regeneration purposes. The results of the company have been consolidated with those of the Council and are shown within the Group Financial Statements commencing on page 108.

The Council holds 955 shares in the company at a cost of £1.788m and has loans outstanding of £4.31m from it.

Company turnover was £275k in 2019/20 (£305k 2018/19). Oportunitas made a loss on ordinary activities of £42k in 2019/20 (loss of £32k in 2018/19*). Its holdings in investment property was £6.128m at 31st March 2020 (£4.563m 31/3/2019).

*The 2018/19 comparatives have been restated following a post-audit adjustment to Oportunitas accounts.

39. Contingent Liabilities

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

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

The Council is aware of a revaluation exercise being carried out on purpose built GP surgeries by the Valuation Office Agency (VOA) which is likely to result in reductions to rateable values. No provision has been made within the accounts for the potential reduction at this stage as the amount of the obligation cannot be measured reliably given the uncertainties around the criteria being applied by the VOA. However, it is estimated that the maximum impact could be in the region of £210k for the Council.

40. Events after the Balance Sheet Date

The date that the accounts were authorised for issue was the date that the Director of Corporate Services signed the Balance Sheet on page 24. That date was 18th June 2020. Events after the balance sheet date (31st March 2020) have only been considered up to the authorisation date.

Where events taking place before this date provided information about conditions existing at 31st March 2020, the figures in the financial statements and notes are adjusted in all material respects to reflect the impact of this information.

The financial statements and notes have not been adjusted for the following event which took place after 31st March 2020 as they provide information that is relevant to an understanding of the authority's financial position but do not relate to conditions at that date:

- In May 2020 the council completed on the purchase of the former Debenhams store in Folkestone town centre for £2.5m. The site has been acquired as part of the Council's commitment to the continued regeneration of Folkestone and the district as a whole.

Covid-19 Pandemic

The impact of the pandemic on the period covered by the Statement of Accounts was limited, with lockdown measures only taking effect on 24th March 2020. However, there will be a very significant financial impact in the financial year 2020/21, both from additional costs incurred by the Council in response to the pandemic and from a loss of income across almost all of the Council's revenue streams, including Council Tax, Business Rates and fees and charges for services provided.

Housing Revenue Account

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis upon which rents are raised, is shown in the Movement on the HRA Statement.

Housing Revenue Account (HRA) Income and Expenditure Statement

2018/19 £000s		2019/20 £000s
	Income	
(14,669)	Dwelling Rents (Gross)	(14,854)
(279)	Non dwelling rents (Gross)	(318)
(896)	Charges for services and facilities	(979)
(52)	Contributions towards expenditure	(52)
(15,896)		**(16,203)**
	Expenditure	
2,963	Repairs and maintenance	3,487
4,142	Supervision and management	4,610
36	Rents, rates, taxes and other charges	19
5,088	Depreciation and impairment of non-current assets (HRA Note 6)	5,511
3,286	Exceptional item – valuation change (HRA Note 10)	828
22	Debt management costs	22
101	Increase in bad debt provision (HRA Note 7)	140
15,638		**14,617**
(258)	**Net Surplus of HRA Services as included in the whole authority CIES**	**(1,586)**
155	HRA services share of Corporate and Democratic Core	160
(103)	**Net surplus of HRA services**	**(1,426)**
(1,120)	(Gain)/loss on sale of HRA non-current assets	(629)
1,597	Interest payable and similar charges	1,569
(89)	Interest and investment income	(78)
101	Net interest on the net defined liability (HRA Note 9)	43
386	**Deficit for the year on HRA Services**	**(521)**

Movement on the Housing Revenue Account Statement

2018/19 £000s		2019/20 £000s
386	Deficit on the HRA Income and Expenditure Statement	(521)
(13)	Difference between interest payable and similar charges including amortisation of premiums and discounts determined in accordance with the Code and those determined in accordance with statute	-
(5,810)	Difference between any other items of income and expenditure determined in accordance with the Code and determined in accordance with statutory HRA requirements (HRA Note 8)	(3,750)
1,120	Gain or (loss) on sale of HRA non-current assets	629
2,330	Capital expenditure funded by the HRA	1,387
(130)	HRA share of contributions to or from the Pensions Reserve (Note 5)	(56)
(2,117)	**Net (increase) or decrease before transfers to or from Reserves**	**(2,311)**
-	Transfer from the Major Repairs Reserve	-
(2,117)	**(Increase) or Decrease in year on the HRA**	**(2,311)**
(8,047)	Balance on the HRA at the end of the previous reporting period	(10,164)
(2,117)	(Increase) or Decrease in year on the HRA (as shown above)	(2,311)
(10,164)	**Balance on the HRA at the end of the current reporting period**	**(12,475)**

1. Housing Assets

At 31st March 2020, the Council was responsible for managing 3,377 units of accommodation (excluding shared ownership properties).

The stock was made up as follows:

Houses and bungalows: 1,875
Flats and Bedsits: 1,502

The change in the stock can be summarised as follows:

Stock	2018/19	2019/20
Stock at 1 April	3,371	3,381
Acquisitions	26	10
Sales	(16)	(14)
Stock at 31 March	**3,381**	**3,377**

The Balance Sheet value was as follows:

	2018/19 £000s	2019/20 £000s
Dwellings	164,931	165,183
Other Land and Buildings	5,805	5,924
Infrastructure	1,091	1,047
Vehicles, Plant, Furniture and Equipment	174	156
Total Operational Assets	**172,001**	**172,310**
Assets under construction	258	509
Total Non Operational Assets	**258**	**509**
Total Assets	**172,259**	**172,819**

2. Vacant Possession Value

The vacant possession value of dwellings within the HRA as at the 1st April 2019 was £499,796,882. Except for recent purchases and works made during the year, where the valuation reflects existing use, the Balance Sheet figure has been reduced to 33% to show existing use value as social housing, reflecting the economic cost of providing council housing at less than open market rents.

3. Major Repairs Reserve

	2018/19 £000s	2019/20 £000s
Balance on Major Repairs Reserve as at 1 April	(4,310)	(4,811)
Depreciation and impairment of non-current assets	(2,567)	(2,591)
Capital expenditure on land, houses and other property within the HRA	2,066	2,807
Balance on the Major Repairs Reserve as at 31 March	**(4,811)**	**(4,595)**

4. Capital Expenditure on Land, Houses and Other Property within the HRA

	2018/19 £000s	2019/20 £000s
Houses	5,241	4,721
Other Property	108	48
	5,349	**4,769**

5. Capital Financing

The capital expenditure detailed in Note 4 above was financed as follows:

	2018/19 £000s	2019/20 £000s
Capital receipts	953	575
Revenue	2,330	1,387
Major Repairs Reserve	2,066	2,807
	5,349	**4,769**

A summary of HRA capital receipts during the year is given below:

	2018/19 £000s	2019/20 £000s
Land	17	7
Houses and Flats	2,148	1,386
	2,165	**1,393**

6. Depreciation, Impairment and Valuation on Non-Current Assets

2018/19				2019/20		
Revaluation	Depreciation	Impairment		Revaluation	Depreciation	Impairment
£000s	£000s	£000s		£000s	£000s	£000s
-	-	-	Land			
(3,286)	2,336	2,489	Dwellings	(828)	2,356	2,896
-	118	32	Other Land and Buildings	-	125	24
-	78	-	Infrastructure	-	78	-
-	35	-	Vehicles, Plant, Furniture and Equipment	-	32	-
(3,286)	**2,567**	**2,521**		**(828)**	**2,591**	**2,920**

Impairment is in respect of capital expenditure not adding value to the asset base.
The revaluation gain is a reversal of previous revaluation losses recognised through the net cost of HRA services.

Additionally in 2019/20 £2.651m was posted to the Revaluation Reserve (£2.347m 2018/19) in respect of valuation gains and is disclosed in Other Comprehensive Income and Expenditure.

7. Rent Arrears

	31-Mar-19 £000s	31-Mar-20 £000s
Gross rent arrears	476	546
Current tenant arrears (excluding former tenants)	340	339
Provision for doubtful debts	101	140

Gross rent arrears include income related to properties leased by the Council to assist with providing services to prevent homelessness. Income relating to this service is credited to the General Fund. In respect of these leased properties the sums outstanding at 31st March 2020 are £1k for former tenants.

8. Difference between any other items of Income and Expenditure

	2018/19 £000s	2019/20 £000s
HRA impairment-capital expenditure not adding value	(2,521)	(2,920)
Net valuation changes	(3,286)	(828)
Other changes	(3)	(2)
	(5,810)	**(3,750)**

9. Housing Revenue Account Pension Costs

The following transactions have been made in the HRA Income and Expenditure Statement and Movement on the HRA Statement during the year in respect of pensions.

2018/19 £000s		2019/20 £000s
194	Current Service Cost	96
101	Net interest on net defined liability	43
295	Net charge to the HRA Income and Expenditure Statement	**139**
(130)	HRA share of contributions to or from the pensions reserve in the Movement on the HRA Statement	(56)
165		**83**
165	Employer Contributions	83
165	Actual amounts charged against the HRA balance for pensions	**83**

10. Exceptional Item – Valuation Change

Two valuation issues affecting council dwellings have required an exceptional item of a net £0.8m debit to be recognised in the CIES and is summarised in the table below:

Description	**£000s**
Valuation adjustment for council dwellings acquired during 2019/20 to reflect the statutory social housing factor of 33% compared to their open market value. (See Note 19)	1,146
On the advice of the council's external valuer, the council's dwelling value has increased by a further 0.38% over the year in line with regional property valuation changes. Again, a valuation gain has been taken reversing previous losses.	(318)
	828

11. Item 8 Credit and Item 8 Debit (General) Determination

The capital asset charges accounting adjustments calculated in accordance with the Regulations were as follows.

The Item 8 debit was calculated by multiplying the average HRA capital financing requirement by the consolidated rate of interest on the Council's borrowing for the year and amounted to £1.569m (£1.597m 2018/19).

The Item 8 credit was calculated by multiplying the average HRA balances for the year by the consolidated rate of interest on the Council's investments and amounted to £71k (£81k 2018/19).

Collection Fund

The Collection Fund Statement reflects the statutory obligations for billing authorities to maintain a separate Collection Fund. It shows the transactions in relation to collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates. It shows the impact of the Council retaining a proportion of the collected non-domestic rates.

2018/19 Council Tax £000s	2018/19 Business Rates £000s	2018/19 Total £000s		2019/20 Council Tax £000s	2019/20 Business Rates £000s	2019/20 Total £000s
			Amounts required by statute to be credited to the Collection			
(69,910)		(69,910)	Council Tax (Note 1)	(74,013)		(74,013)
14		14	Council Tax benefit	22		22
	(29,109)	(29,109)	Business Rates income (Note 2)		(26,534)	(26,534)
	408	408	Business Rates transitional protection		371	371
(69,896)	(28,701)	(98,597)	And then moving down to Final	(73,991)	(26,163)	(100,154)
			Amounts required by statute to be debited to the Collection			
			Council tax precepts and demands:			
47,418		47,418	Kent County Council	50,752		50,752
6,481		6,481	Kent Police and Crime Commissioner	7,544		7,544
2,893		2,893	Kent and Medway Fire and Rescue	3,037		3,037
12,183		12,183	Folkestone & Hythe District Council	12,598		12,598
250		250	Contribution towards previous year's estimated Council Tax	683		683
210		210	Council Tax bad debts written off	322		322
310		310	(Decrease)/Increase in provision for Council Tax bad debts	(228)		(228)
			Payment of Business Rates			
	147	147	Cost of Business Rates collection		146	146
			Share of Business Rates income:			
	-	-	Central Government (central share)		13,783	13,783
	16,372	16,372	Kent County Council		2,481	2,481
	277	277	Kent and Medway Fire and Rescue		276	276
	11,100	11,100	Folkestone & Hythe District Council		11,027	11,027
	397	397	Surplus / Deficit distrbution		(1,736)	(1,736)
	175	175	Business Rates bad debts written off		171	171
	(108)	(108)	(Decrease)/Increase in provision for Business Rates bad debts		28	28
	(369)	(369)	(Decrease)/Increase in provision for Business Rates appeals		1,731	1,731
69,745	27,991	97,736		74,708	27,907	102,615
(151)	(710)	(861)	**(INCREASE)/DECREASE IN FUND BALANCE FOR THE YEAR**	717	1,744	2,461
(116)	2,243	2,127	(Surplus)/Deficit brought forward	(267)	1,533	1,266
(267)	1,533	1,266	(Surplus)/Deficit carried forward	450	3,277	3,727

1. Council Tax

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

2018/19 £		2019/20 £
1,237.68	Kent County Council	1,299.42
169.15	Kent Police Commissioner	193.15
75.51	Kent Fire and Rescue Service	77.76
258.39	Folkestone & Hythe District Council (including Special Expenses charged on Folkestone)	263.34
59.60	Town and Parish Councils	59.22
1,800.33		**1,892.89**

The amount of income generated in 2019/20 by each council tax band was as follows:

Band	Chargeable Dwellings	Band D Equivalent	Income £'000
A	4,229	2,819	(5,336)
B	8,986	6,989	(13,229)
C	11,396	10,130	(19,175)
D	7,052	7,052	(13,348)
E	4,594	5,615	(10,628)
F	2,493	3,601	(6,816)
G	1,760	2,934	(5,554)
H	65	130	(245)
	40,575	39,270	**(74,331)**
	Contributions from the Ministry of Defence in lieu of council tax		(714)
	In year adjustments		1,032
	Income collectable from council tax payers		**(74,013)**

The 2019/20 tax base approved by Council was 39,057. This figure was arrived at after allowing for contributions in lieu of council tax and provision for bad debts.

2. Income Collectable from Business Rate Payers

The Council collects non-domestic rates for its area based on local rateable values multiplied by a uniform national rating multiplier. Since April 2015 Folkestone & Hythe District Council have been a member of the Kent Business Rates Pool with Kent County Council, Kent Fire and Rescue and nine other Kent local authorities in order to minimise the levy payment due to central government and thereby maximise retention of locally generated business rates. In 2019/20 the total amount, less certain reliefs and other deductions, was shared between Central Government (50%), Folkestone & Hythe District Council (40%), Kent County Council (9%) and Kent and Medway Fire and Rescue (1%).

2018/19 £000s		2019/20 £000s
76,627	Non domestic rateable value as at 31 March	76,982
48.0p	Non-domestic rate multiplier	49.1p
(36,781)	**NNDR income before allowances and other**	**(37,798)**
7,672	Allowances, reduced assessments and other adjustments, including small business rate relief	11,264
(29,109)	**Income collectable from business rate payers**	**(26,534)**

The non-domestic rate multiplier for 2019/20 was 49.1p for qualifying properties of less than £51,000 rateable value and 50.4p for all others (2018/19 48.0p and 49.3p respectively).

Group Accounts

GROUP MOVEMENT IN RESERVES STATEMENT

	Note	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied Account	Total Usable reserves	Unusable Reserves	Total Authority Reserves	Council Share of subsidiary	Total Group reserves
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
2019/20											
Balance at 31 March 2019		**(22,706)**	**(10,164)**	**(9,073)**	**(4,811)**	**(4,422)**	**(51,176)**	**(118,658)**	**(169,834)**	**(51)**	**(169,885)**
Movement in reserves during 2019/20											
Total Comprehensive Income and Expenditure		10,207	(521)	-	-	-	**9,686**	(21,404)	**(11,718)**	(168)	**(11,886)**
Adjustments between accounting basis and funding basis under regulations	5	(11,492)	(1,790)	942	216	70	**(12,054)**	**12,054**	**-**	-	-
Increase or Decrease in 2019/20		**(1,285)**	**(2,311)**	**942**	**216**	**70**	**(2,368)**	**(9,350)**	**(11,718)**	**(168)**	**(11,886)**
Balance at 31st March 2020 carried forward		**(23,991)**	**(12,475)**	**(8,131)**	**(4,595)**	**(4,352)**	**(53,544)**	**(128,008)**	**(181,552)**	**(219)**	**(181,771)**
2018/19											
Balance at 31 March 2018		**(18,899)**	**(8,047)**	**(7,339)**	**(4,310)**	**(2,446)**	**(41,041)**	**(81,481)**	**(122,522)**	**25**	**(122,497)**
Movement in reserves during 2018/19											
Total Comprehensive Income and Expenditure*		(25,488)	386	-	-	-	**(25,102)**	(22,210)	**(47,312)**	(76)	**(47,388)**
Adjustments between accounting basis and funding basis under regulations	5	21,681	(2,503)	(1,734)	(501)	(1,976)	**14,967**	(14,967)	**-**	-	-
Increase or Decrease in 2018/19		**(3,807)**	**(2,117)**	**(1,734)**	**(501)**	**(1,976)**	**(10,135)**	**(37,177)**	**(47,312)**	**(76)**	**(47,388)**
Balance at 31st March 2019 carried forward		**(22,706)**	**(10,164)**	**(9,073)**	**(4,811)**	**(4,422)**	**(51,176)**	**(118,658)**	**(169,834)**	**(51)**	**(169,885)**

*2018/19 comparatives restated following a post-audit adjustments to Oportunitas accounts

GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2018/19* Gross Expenditure	Income	Net Expenditure		2019/20 Gross Expenditure	Income	Net Expenditure
£000s	£000s	£000s		£000s	£000s	£000s
			Continuing Operations			
910	(16)	894	Leadership Support	1,013	(89)	924
9,764	(3,118)	6,646	Governance & Law	10,549	(3,375)	7,174
837	(45)	792	Human Resources	835	(138)	697
42,241	(37,469)	4,772	Finance, Strategy & Corporate Services	37,361	(32,163)	5,198
2,963	(2,610)	353	Strategic Development	1,800	(681)	1,119
610	(112)	498	Economic Development	673	(147)	526
1,081	(699)	382	Planning	1,387	(1,105)	282
8,618	(5,411)	3,207	Operations	10,798	(6,183)	4,615
2,168	(2,118)	50	Housing	3,312	(2,325)	987
914	(20)	894	Transition & Transformation	1,462	(18)	1,444
12,633	(16,022)	(3,389)	Local Authority Housing (HRA)	14,066	(16,320)	(2,254)
3,286	-	3,286	Local Authority Housing (HRA) - exceptional item (Note 5)	828	-	828
86,025	**(67,640)**	**18,385**	**(Surplus)/Deficit on Continuing Operations**	**84,084**	**(62,544)**	**21,540**
2,955	(1,249)	1,706	Other operating expenditure (Note 10)	2,995	(711)	2,284
5,408	(25,389)	(19,981)	Financing and investment income and expenditure (Note 11)	7,801	(2,168)	5,633
5,794	(30,949)	(25,155)	Taxation and non-specific grant income (Note 12)	6,462	(26,191)	(19,729)
100,182	**(125,227)**	**(25,045)**	**(Surplus) or Deficit on Provision of Services**	**101,342**	**(91,614)**	**9,728**
-	-	(14,291)	(Surplus) or deficit on revaluation of non-current assets (Note 29)	-	-	**(16,847)**
-	-	-	(Surplus) or deficit on revaluation of Available for Sale assets	-	-	-
-	-	(8,052)	Re-measurement of net defined liability (Note 27)	-	-	**(4,767)**
-	-	**(22,343)**	**Other Comprehensive Income and Expenditure**	-	-	**(21,614)**
-	-	**(47,388)**	**TOTAL Comprehensive Income and Expenditure**	-	-	**(11,886)**

*2018/19 comparatives restated following post-audit adjustments to Oportunitas accounts

GROUP BALANCE SHEET

2018/19* £000s		Note	2019/20 £000s
	Non current assets		
45,676	Property, plant and equipment		60,171
164,931	Council dwellings		165,183
36,404	Investment property	1	82,048
58	Intangible assets		61
19,842	Long term investments		13,636
3,886	Long term debtors		2,794
270,797	**Long term assets**		**323,893**
10,051	Short term investments		3,510
9	Inventories		15
11,162	Short term debtors		10,314
13,539	Cash and cash equivalents		10,776
34,761	**Current assets**		**24,615**
(1,705)	Short term borrowing		(31,921)
(12,496)	Short term creditors		(10,928)
(80)	Grants receipts in advance - capital		(80)
(1,659)	Current Provisions		(2,351)
(15,940)	**Current liabilities**		**(45,280)**
(54,755)	Long term borrowing		(58,455)
(64,881)	Other long term liabilities		(62,935)
(97)	Non-current provisions		(67)
(119,733)	**Long term liabilities**		**(121,457)**
169,885	**Net assets**		**181,771**
(51,227)	Usable reserves		(53,763)
(118,658)	Unusable reserves		(128,008)
(169,885)	**Total Reserves**		**(181,771)**

*2018/19 comparatives restated following post-audit adjustments to Oportunitas accounts

2018/19* £000s		2019/20 £000s
25,070	Net surplus or (deficit) on the provision of services	(9,728)
(8,400)	Adjustments to net surplus or (deficit) on the provision of services for non-cash movements	19,137
(5,335)	Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	(3,270)
11,335	**Net cash flow from operating activities**	**6,139**
1,219	**Net cash flow from investing activities**	**(42,884)**
(1,560)	**Net cash flow from financing activities**	**33,982**
10,994	**Net increase or decrease in cash and cash equivalents**	**(2,763)**
2,545	Cash and cash equivalents at the beginning of the reporting period	13,539
13,539	**Cash and cash equivalents at the end of the reporting period**	**10,776**

*2018/19 comparatives restated following post-audit adjustments to Oportunitas accounts

Explanation of Group Financial Statements

Group MiRS

This statement shows the movement in the year on the different reserves held by the Council and its subsidiary Oportunitas Limited, analysed into usable reserves i.e. those that can be applied to fund expenditure or reduce local taxation and other reserves. The Surplus or Deficit on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Group CIES. This is different from the statutory amounts required to be charged to the General Fund balance for council tax setting. The 'Net Increase/Decrease' line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves.

Group CIES

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Group MiRS. The statement shows the consolidated position of the Council and incorporates its subsidiary, Oportunitas Limited.

Group Balance Sheet

The Group Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (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 is those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve, where amounts would only become available to provide services if the assets were sold); and reserves that hold timing differences shown in the Group MiRS line 'Adjustments between accounting basis and funding basis under Regulations'. The Group Balance Sheet shows the consolidated position incorporating the Council's subsidiary Oportunitas Limited.

Group Cash Flow Statement

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

Notes to the Group Financial Statements

For the Group Financial Statements, there are no material differences to the Council's own notes to the accounts (including its accounting policies) except that in respect of Investment Properties.

Note 1 – Investment Properties

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

	2018/19 £000's	2019/20 £000's
Cost or Valuation		
At 1 April	11,677	36,404
Additions – acquisitions	2,947	47,067
Disposals	-	-
Transfers to PPE	(210)	-
Net gain from fair value adjustments	21,990	(1,221)
Impairment	-	(202)
At 31 March	**36,404**	**82,048**

Sensitivity Analysis Fair Value Hierarchy for Investment Properties

Details of the authority's Investment Properties and information about the fair value hierarchy as at 31st March 2020 are as follows:

2019/20 Recurring fair value measurements using:	Other significant observable inputs (Level 2) £'000	Significant unobservable inputs (Level 3) £'000	Fair value at 31-Mar-20 £'000
Residential Units	10,178	-	10,178
Agricultural Land	51,382	-	51,382
Commercial Units	17,000	1,617	18,617
Total at Fair Value	**78,560**	**1,617**	**80,177**
Assets Under Contruction	-	-	1,871
Total Investment Properties	**78,560**	**1,617**	**82,048**

Independent auditor's report to the members of Folkestone and Hythe District Council

Annual Governance Statement 2019/20

1. SCOPE OF RESPONSIBILITY

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

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

1.3 The Council has a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA / SOLACE framework “Delivering Good Governance in Local Government.” A copy of the code is on our website or a copy can be obtained from the Council offices. This statement explains how the Council has complied with the code and also meets the requirements under the Accounts and Audit Regulations 2015 (SI 2015/184).

2. THE PRINCIPLES OF GOOD GOVERNANCE

2.1 The CIPFA/SoLACE Delivering Good Governance publication (2016) defines the various principles of good governance in the public sector. The document sets out seven core principles that underpin the governance framework and these are set out below:

- A. Behave with integrity
- B. Ensuring openness and comprehensive stakeholder engagement
- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits
- D. Determining the interventions necessary to optimise the achievement of the intended outcomes
- E. Developing the entity’s capacity, including the capability of its leadership and the individuals within it
- F. Managing risks and performance through robust internal control and strong public financial management
- G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

3. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

3.1 The governance framework comprises the systems and processes, culture and values, by which the Council is directed and controlled. It also comprises the activities through which the Council accounts to, engages with and leads the community. The governance framework enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

3.2 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. It 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 risks to the achievement of the Council's aims and objectives.
- Evaluate the likelihood and impact of those risks.
- Manage those risks efficiently, effectively and economically.

3.3 The information provided in the governance framework includes matters to the year ending 31 March 2020, and up to the date of approval of the annual report and statement of accounts.

Table 1: Overview of the Council's governance framework

<table>
<tr><td colspan="3"><u>Cabinet</u>
Responsible for:
Discharging executive functions in accordance with the policy framework and budget
Approving the authority's risk management policy statement and strategy, and for reviewing the effectiveness of risk management
Approving the Anti-Fraud and Corruption Framework
Receiving quarterly performance updates to monitor achievement of key priorities, customer charter standards, performance indicators and spend against the planned budget.</td></tr>
<tr><td><u>Overview & Scrutiny</u>
Responsible for:
Reviewing the work and decisions of the Cabinet, and all areas of the Council's work.
Carrying out specific projects and investigations and considering matters or services provided by an outside organisation that could affect local residents.
Exercise the power to call in a decision of the cabinet or a cabinet member.</td>
<td><u>Council</u>
Responsible for:
Adopting the authority's Constitution, including codes of conduct and approving the budget and policy framework.
Setting the budget and determining the level of Council Tax
All the authority's non-executive functions. Functions which have not been delegated, remain the sole responsibility of the whole or full Council.</td>
<td><u>Audit and Governance</u>
Responsible for:
Promoting and maintaining the highest standards of conduct by Councillors.
Monitoring the operation of the Councillors' Code of Conduct.
Advising, training or arranging to train Councillors on matters relating to the Code where necessary.
Considering and recommending to Council, when necessary, changes to the financial procedure rules and contract standing orders.
Providing independent assurance on the adequacy of the risk management framework.</td></tr>
</table>

Decision Making

- All decisions are made in line with legislation and rules set out in Council's Constitution.
- Reports, decisions and minutes of committee meetings published on the Council's website.
- All committee meetings are held in public and webcast. Webcast recordings of previous meetings are available to the public for six months.

Risk Management

- The Councils' Risk management Strategy ensures proper management of risks
- Risk registers identify both strategic and operational risks
- Quarterly updates on the management of risk are provided to the Corporate Leadership Team, Audit and Governance Committee and Cabinet.

Statutory Chief Officers

- **Head of Paid Service:** This role has a duty to monitor and review the operations of the Constitution to ensure its aims and principles are given full effect. The Authority keeps the appropriateness of the Constitution under review.

- **Chief Finance Officer (Section 151):** The Director for Corporate Services holds the role of Chief Finance Offer, a fundamental building block of good corporate governance. The two critical aspects of the role are stewardship and probity in the use of resources; and performance, extracting the most value from the use of those resources.

- **Monitoring Officer:** The Assistant Director for Governance & Law holds the role of Monitoring Officer and is responsible for:

    - Maintaining and interpreting the Councils constitution, ensuring lawfulness and fairness of decision-making.
    - Providing advice to all councillors, on the scope of powers and authority to take decisions; maladministration; financial impropriety; probity; and Budget and Policy Framework issues.
    - Conducting investigations, or arrange for investigations to be conducted, into complaints concerning alleged breaches of the councillor's Code of Conduct.

Work has been undertaken during 2019/20 reviewing the governance structure of the Council and changes to the Overview & Scrutiny Committee are anticipated during 2020/21.

Strategic Planning

3.4. The Council identifies and communicates its aims and ambitions for the district through its Corporate Plan. The most recent plan covers the period 2017 to 2020, and was agreed by both Cabinet and Council in April 2017.

The Corporate Plan sets out the Council's vision for improving the lives for all those who live and work in the district for the next three years.

The vision for Folkestone & Hythe is **'Investing for the next generation – delivering more of what matters'**.

To help achieve the vision for the district, the Council has six strategic objectives:

- More homes

- More jobs
- Appearance matters
- Health matters
- Achieving stability
- Delivering excellence

3.5 For each strategic objective, the Council has committed to a number of priorities within the Corporate Plan. The priorities are monitored regularly to ensure they are being delivered effectively. Work is currently underway for a new Corporate Plan for the period 2021 – 2030.

3.6 Elected Members of the council are ultimately responsible for the delivery of the council's corporate objectives. The council has strong communication channels between Members and officers. Meetings are regularly held between officers and Cabinet Members to discuss specific issues relating to their individual portfolios and the progression towards defined corporate objectives.

3.7 Effective communication, both within departments and across the council is continually supported through the Wider Management Team, consisting of the Head of Paid Service, Corporate Directors, Chief Officers and Service Managers to help ensure consistent delivery of corporate messages.

3.8 On annual basis, managers are required to develop a departmental service plan setting out the priorities and key outcomes for the coming year. Service plans form an integral part of the overall corporate planning process, linking the Council's strategic aspiration (Corporate Plan) to team performance (service plans) and individual performance (performance reviews), in order to effectively manage resources and deliver high quality services for our residents.

Transparency

3.9 In 2015, the Government introduced the Local Government Transparency Code. The Code is designed to ensure data is made more readily available by local authorities to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services.

3.10 Folkestone and Hythe District Council as public funded organisation is fully committed to principles of openness and accountability. In line with the Transparency Code, the Council publishes a series of data sets including;

- Senior Staff Salaries
- Organisational Structure Chart
- Payment to suppliers (over the value £250)
- Purchase Orders (£5,000 and over)

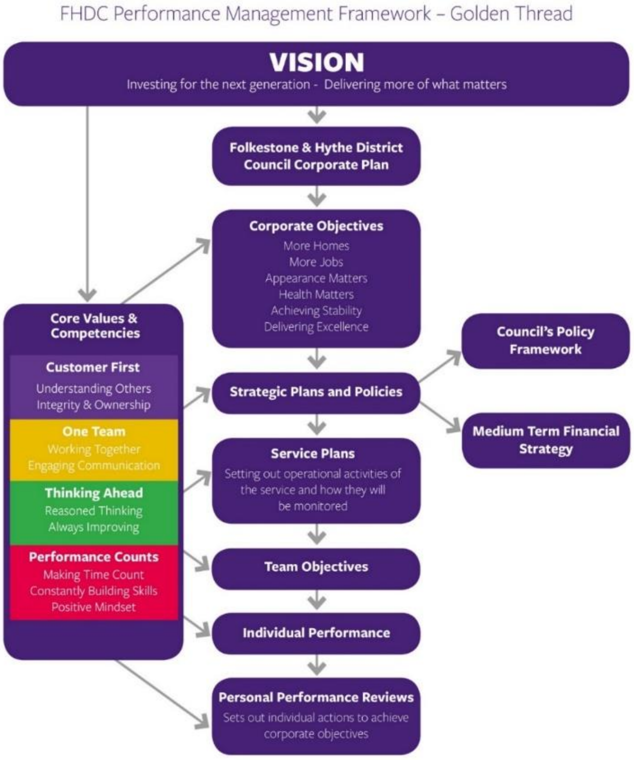
- Pay Multiples - The ratio between the earnings of the highest paid employee and the median earnings figure of our employees.
- Grants to Voluntary, Community and Social Enterprise Organisations
- Parking Accounts
- Local Authority Land Assets

Performance Management

3.11 The Council has an established Performance Management Framework (PMF) in place to keep the Council on track and focused on delivery of its key priorities, by providing elected members, managers and staff with the information and tools they need to deliver high-quality and high-performing services which help to achieve good outcomes for residents.

3.12 The Performance Management Framework demonstrates how the Council's corporate vision and objectives are cascaded down through the organisation in what is known as the 'Golden Thread' (See diagram 1). The objectives defined with the corporate plan and our core values help drive the development of strategic policy, operational service plans and the performance of both teams and individual members of staff.

Diagram 1: FHDC Golden Thread of Performance Management:



3.13 The Council has established performance reporting procedures to Members. The Cabinet receive Quarterly Performance Reports enabling them, along with other Members of the Council and the public to scrutinise the performance of the Council against strategic deliverables and key indicators in accordance with the approved

Corporate Plan. All performance reports presented are made publically available through the Council's website.

3.14 A key component of performance management for the Council is the overall quality of the service provided to the customer and the customer's perception of the council. The Council's Customer Charter sets out the council's commitment to customer service for its residents. In December 2019, the Council successfully retained its Customer Service Excellence (CSE) accreditation, a Government standard developed to offer a practical tool for driving customer-focused change within organisations and was awarded full compliance and 12 compliance plusses by an independent assessor.

Risk

3.15 The Council's revised Risk Management Strategy (Adopted by Cabinet in December 2019) is reviewed on annual basis to reflect any future changes in the council's risk management arrangements. The strategy sets out the approach that has been adopted for identifying, evaluating, managing and recording risks to which the council is exposed.

3.16 In preparing the Council's Corporate Risk Register a detailed review of the risks already identified is undertaken by Directors and Chief Officers with consideration given to the emergence of potential new risks alongside those previously identified as part of the business planning process. Progress made against any required action in relation to the risks identified within the Corporate Risk Register is reported to the council's Corporate Leadership Team on a quarterly basis.

3.17 The Audit and Governance Committee are responsible for considering the effectiveness of the authority's risk management arrangements, and to seek assurance that action is being taken to mitigate those risks identified. The Corporate Risk Register is presented at each Quarterly Audit and Governance Committee. In addition the committee will review the council's Risk Policy and Strategy and Corporate Risk Register annually, ahead of these documents being presented to Cabinet for adoption.

3.18 Diagram 2 below provides an overview of the revised governance and reporting arrangements in place for both the Risk Management Policy and Strategy and the Corporate Risk Register to ensure risk remains at the forefront of the Council's operations:

Diagram 2: Reporting Arrangements for Risk Management

Risk Policy and Strategy	Corpoate Risk Register	Operational Risk Registers
• Annual Review by CLT • Annual Review by Cabinet • Annual Review by Audit & Governance Committee	• Quarterly review by CLT • Quarterly Review by Audit & Governance Committee • Annual Review by Cabinet • Emerging/Changing risks highlighted by Directors and Chief Officers	• Ongoing: Maintained and reviewed by Managers, Chief Officers and Directors • Key Risks discussed at Portfollio Holder meetings.

Finance

3.19 Section 151 of the Local Government Act 1972 requires a council to ensure that one of their officers has responsibility for the proper administration of its financial affairs. During 2019-20, this responsibility was held by the Corporate Director – Customers, Support & Specialist Services until January 2020 after which it was held by the Director of Corporate Services. Directors, Assistant Directors and Service Managers are responsible for the financial management of service areas within the council, which includes the effective monitoring of financial performance against budget.

3.20 The council's financial management arrangements conform to the governance requirements of CIPFA's Statement on the Role of the Chief Financial Officer in Local Government as set out in '*Delivering Good Governance in Local Government'.*

3.21 The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document which puts the financial perspective on the council's Corporate Plan priorities. The MTFS was updated and approved by Council in October 2019 and expresses the aims and objectives of various plans and strategies in financial terms over a four year period ending 31st March 2024. The MTFS is a key element of sound corporate governance and financial management.

3.22 In addition, the Overview & Scrutiny Committee recommended to Cabinet the adoption of the Treasury Management Strategy for the 2019-20 financial year at its meeting in February 2019; Cabinet endorsed this at its subsequent meeting.

3.23 A mid-year Treasury Management monitoring report was presented to the Overview & Scrutiny Committee at its meeting in October 2019 which provided an update on the council's treasury management activities that had taken place during the year against the agreed strategy and an update on the treasury management indicators.

3.24 Regular budget monitoring took place in 2019-20 in order to manage the council's net revenue budget. Regular meetings are held between officers and the Cabinet Portfolio Holders to discuss any specific budget issues and budget monitoring reports were presented to the Overview & Scrutiny Committee and Cabinet on a quarterly basis.

3.25 The level of reserve balances is reviewed annually in line with the budget setting process but is reported to Overview & Scrutiny Committee and Cabinet as part of the quarterly budget monitoring reports.

Partnership and Joint-working

3.26 The Council is continuously looking at innovative solutions to deliver its range of services, including the processes associated with service delivery, the ongoing requirements for the scale of services and any associated income opportunities. This approach to service design ensures consideration is given to partnership working with public bodies and local agencies, including identification of shared service opportunities.

3.27 The Partnership Policy sets out the Council's vision and scope for partnership working; providing clarity of the types of partnership the Council is involved with and guidance to assist in making decisions regarding setting up or joining partnerships. All partnerships entered into by the Council over the value of £5,000 are recorded within the Grants & Partnerships Register and published on the Council's website for public transparency.

Internal and External Audit

Internal Audit

3.28 The Internal Audit function is performed by the East Kent Audit Partnership (EKAP) and aims to provide management with a level of assurance on the adequacy of internal controls and of risks to the Council's functions and systems.

3.29 The Head of Internal Audit plays a critical role in delivering the organisation's strategic objectives by: championing best practice in governance, objectively assessing the adequacy of governance and management of existing risks, commenting on responses to emerging risks and proposed developments; and giving an objective and evidence based opinion on all aspects of governance, risk management and internal control.

3.30 As at 31st March 2020 the Internal Auditors completed 286 days of review equating to 91% of planned completion, the remaining audits being carried over as work in progress at the year end. The East Kent Audit Partnership (EKAP) undertake a regular schedule of follow up audits to ensure that management have implemented the action plans arising from each audit. Members can see full details within the Internal Audit Annual Report that will be presented to the Audit and Governance Committee in July 2020.

External Audit

3.31 The external audit work of the Council is undertaken by Grant Thornton UK LLP. The main duties are governed by section 15 of the Local Government Finance Act 1982, and the Local Audit and Accountability Act 2015 section 4.

3.32 Each year the Council receives a report from its external auditor on the quality of its financial and management administrative arrangements. This is considered both by Cabinet and the Audit and Governance Committee.

3.33 The 2018/19 Audit Findings Report gave an unqualified opinion on the Council's financial statements. The 2018/19 Annual Audit Letter from Grant Thornton UK LLP remains pending as there is an outstanding objection to the accounts to be considered. The auditors were also able to certify the pooling of housing capital receipts return without amendment or qualification, and the Housing Benefits Subsidy return was certified by the auditor and submitted to Department of Work & Pensions.

Counter Fraud Arrangements

3.34 The Council is firmly opposed to any form of fraud and corruption and will take prompt and decisive action to deal equally with perpetrators from inside and outside the Council. To ensure the highest standards of conduct are upheld, the Council has an established Anti-Fraud and Anti-Corruption Framework in place that is designed to:

- encourage fraud deterrence and prevention
- raise awareness of fraud and corruption and promote their detection
- perform investigations and facilitate recovery in a prompt, thorough and professional manner
- invoke disciplinary proceedings and further action as appropriate.

3.35 The Anti-Fraud & Anti-Corruption Framework is formed of five documents, including the Anti-Fraud & Anti-Corruption Strategy, the Fraud Response Plan, the Whistle Blowing Protocol, the Anti-Money Laundering Policy and the Anti Bribery Policy.

3.36 The responsibility for the prevention of fraud and corruption lies with management, who ensure that adequate controls, including policies and procedures, are in place to prevent and detect fraud and corruption. The Council has developed systems and procedures that incorporate effective and efficient internal controls, and management ensure that controls minimise risk to an appropriate level. Controls are regularly reviewed to ensure they remain appropriate and effective. The internal and external auditors independently monitor the existence, effectiveness and appropriateness of these controls.

3.36 The Chief Finance Officer (Section 151 Officer) is responsible for the proper administration of the authority's financial affairs. Under Section 114 of the Local Government Finance Act 1988, the Chief Finance Officer is required to report to the full Council, Cabinet and the external auditor if the Council or one of its officers

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

3.37 The Assistant Director for Governance & Law is the 'Monitoring Officer' for the Council. Under 5(2) of the Local Government and Housing Act 1989, the Monitoring Officer is required to report to Cabinet and Council where it appears to him/her that the Cabinet or Council and/or officers appointed by them:

- has made or is about to make a decision which contravenes any enactment, or rule of law
- has made or is about to make a decision that would give rise to maladministration or injustice as referred to in Part III of the Local Government Act 1974.

3.38 The Council was non complaint with regards to its LGSR landlord duties for its housing stock, managed by EKH during 2019/20. A Section 5 report was issued by the Monitoring Officer to all Councillors on 12 July 2019 and reported to Cabinet through paper C/19/15. Close liaison with the regulator has been undertaken and a voluntary undertaking has been agreed. The Council has put in place a number of actions and is currently compliant with the LGSR regulations. One instance of litigation is currently being explored in respect of a previous contractor.

4. REVIEW OF EFFECTIVENESS

4.1 The Council has responsibility for conducting, at least annually, a review of effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of East Kent Audit Partnership's annual report and also by comments made by the external auditors and other review agencies and inspectorates.

4.2 In maintaining and reviewing the effectiveness of the governance framework, the key elements are as follows:

- The Audit and Governance Committee, which has responsibility to provide independent assurance on the adequacy of the risk management framework and the associated control environment. The committee provides independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk. It also oversees the financial reporting process and oversees the work of the East Kent Audit Partnership.
- The council's internal management processes, such as performance monitoring and reporting; budget monitoring and reporting; the staff performance appraisal framework and monitoring of policies, such as the corporate complaints and health and safety policies.
- The opinion on the overall adequacy and effectiveness of the council's overall control environment from the Head of Internal Audit.
- An annual self-assessment and management assurance statement signed by Directors and senior managers, confirming that the Code of Conduct, Financial

Regulations and other corporate governance processes have operated as intended within their directorates throughout the year.

- Reviews carried out by Internal Audit, External Audit and other review bodies which generate reports commenting on the effectiveness of the systems of internal control employed by the council.

5. GOVERNANCE ARRANGEMENTS IN RESPONSE TO COVID-19 PANDEMIC

5.1 In the wake of the Government's emergency response to tackle the Coronavirus pandemic, Folkestone and Hythe District Council, like all other local authorities across the UK has had to adjust the way essential services are delivered to residents.

5.2 To help meet the needs of those most vulnerable within the District, the Council swiftly funded the establishment of three community hubs serving Folkestone, Hythe and the Romney Marsh. Charity, volunteer groups, town and parish councils and council staff have supported the day to day operations of these hubs, which have included the collection and delivery of essential food and medicines. Fortnightly updates on the operational progress and activities of the community hubs are provided to Corporate Leadership Team and Members by Democratic Services and Elections Lead Specialist acting as the Council's operational lead for the hubs.

5.3 In order to ensure the Council remains effective in managing and delivering its 'business continuity' obligations in response to the pandemic, virtual meetings have been undertaken on a daily basis with a senior team of staff, including those leading on a number of themes relating to service delivery and managing responses to requests from both Central Government and the Kent Resilience Forum.

5.4 The Council's Leader and Cabinet members have actively participated in regular virtual meetings with the Corporate Leadership Team and senior officers to manage the corporate response to the emergency. To ensure essential decision making and the democratic processes of the Council can continue to operate in these unprecedented circumstances, the legislative changes introduced as part of the Coronavirus Act 2020 have ensured that virtual committee meetings can take place until May 2021. The Committee Services team have taken steps in light of the legislative change by piloting virtual committee meetings through the Zoom conferencing platform with a schedule of meetings due to commence from May 2020.

5.5 As part of the wider emergency response to the Coronavirus pandemic, the Council is an active member of Kent Resilience Forum (KRF) formed of emergency responders and supporting agencies that are required to plan for emergencies. The Council has ensured key staff have been actively contributing to the strategic and tactical planning group meetings of the KRF on a daily basis as well as participating in the work of established recovery cells that focus on a range of themes including the economy, district/community and finance.

5.6 The future easing of lockdown conditions imposed by Central Government will require the Council to develop a recovery plan for the District that will engage with local stakeholders to establish a series of key priorities to support the needs of our local communities. A framework for the recovery plan will be presented to Cabinet in summer 2020.

6. EAST KENT HOUSING

6.1 In February 2020 the Council agreed that the management of its housing stock should be brought back in-house and that a termination of the management agreement with EKH should be negotiated and concluded as soon as practicable. The housing management service will be brought back in-house on the 1st October 2020. A housing transition board has been set up to manage the transition with the Director of Housing and Operations, The Director of Transformation and Transition and the Assistant Director for Housing forming the main board membership. The Director of Transformation and Transition and the Cabinet Member for Housing, Transport and Special Projects have delegated authority for all decisions made throughout the transition period. Following the transition board meeting the Directors from the board report into the Council's wider Transformation Board which includes all members of the Corporate Leadership Team to update them of the decisions taken and transition progress.

7. CONCLUSION

7.1 In line with the council's responsibilities for its internal control and overall governance environment (paragraph 1.1), the conclusion to the annual review process for the year ended 31 March 2020 and up to the date of approval of the Statement of Accounts is that the arrangements in place are considered to be fit for purpose and in accordance with the council's governance framework, with no significant areas requiring attention.

7.2 Set out in Appendix 1 is the action plan outlining the steps the Council proposes to take over the coming year to further enhance our governance arrangements.

7.3 The findings of the annual review of the governance framework will be reported to Members of the Audit and Governance Committee on 30th July 2020.

Signed	Signed
Cllr David Monk Leader of the Council	Dr Susan Priest Head of Paid Service

Date: 30 July 2020

Appendix 1 - Action plan for improvement following review of effectiveness of governance arrangements 2020/21

	Action	Who	Date
1	**Annual Review of Corporate Governance** At the end of the year, the Council will produce its statement on governance, which includes end of year assurance statements by Assistant Directors/Chief Officers and internal audit's opinion report	Monitoring Officer	May 2021
2	**Governance Arrangements** To keep under review, the Council's governance arrangements.	Monitoring Officer	March 2021
3	**Data Retention Policy and General Data Protection Regulation** To keep under review, the Data retention policy and the new General Data Protection Policy.	Monitoring Officer	March 2021
4	**Review of the Overview & Scrutiny Committee function** To implement the revised governance and working arrangements of the committee.	Monitoring Officer	Ongoing
5	**Review of Corporate Risk Policy for the Council** Encourage all services to have up to date Departmental / Project Risk Registers that comply with the Corporate Policy. Undertake the annual review of the Policy alongside the Audit & Governance Committee and make recommendations to Cabinet.	Director of Corporate Services	March 2021
6	**Financial Management Code** Review and assess conformity with the CIPFA Statement of Principles of Good Financial Management, raise awareness in the organisation and make appropriate changes to processes to ensure compliance with the Financial Management Code for 2020/21.	Lead Accountant & Monitoring Officer	April 2021
7	**Folkestone & Hythe Accelerated Delivery Board** Existing governance arrangements for the board will be reviewed in light of the council's approach to COVID-19 recovery and new Corporate Plan.	Corporate Director of Place	March 2021
8	**Performance Management Framework** The existing Performance Management Framework will be reviewed to ensure it aligns with the strategic objectives of the new Corporate Plan.	Performance & Improvement Specialist	March 2021

Glossary of Terms

Abbreviations – The following abbreviations are used throughout this report:

CIES – Comprehensive Income and Expenditure Statement
MiRS – Movement in Reserves Statement
FVOCI – Fair Value through Other Comprehensive Income
FVPL – Fair Value through Profit and Loss

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

Actual - The final amount of expenditure or income which is recorded in the council's accounts.

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

Assets – resources controlled by the authority as a result of past events and from which future economic benefits or service potential is expected to flow to the authority.

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

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

Capital Expenditure – Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.

Capital Receipts - Proceeds from the sale of fixed assets, repayments of grants or the realisation of certain investments. Capital receipts are available to finance other items of capital expenditure or to repay debt on assets originally financed from loan.

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

Community Assets - Assets that the council intends to hold in perpetuity that have no determinable finite useful life, and in addition may have restrictions on their disposal, e.g. parks and cemetery land.

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

Current Service Cost (Pensions) – The increase in the present value of a defined scheme's liabilities, expected to arise from employee service in the current period.

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

Depreciation - The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period.

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

Exit Packages – can include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex gratia payments and other departure costs.

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.

Finance Lease – a lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

General Fund (GF) - The main revenue fund of the council from which are made payments to provide services and into which receipts are paid, including the district council's share of council tax.

Heritage Assets – assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for its contribution to knowledge and culture.

Housing Revenue Account (HRA) - The statutory account to which are charged the annual revenue costs of providing, maintaining and managing council dwellings financed by rents, grants and other income.

Impairment – A reduction in the value of a fixed asset below its carrying amount on the balance sheet.

Infrastructure Assets - Inalienable assets, expenditure on which is only recoverable by continued use of the asset created, i.e. there is no prospect of sale or alternative use, e.g. coast protection works.

Investment Assets – those assets that are held solely to earn rentals or for capital appreciation or both.

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

Liabilities – present obligations of an authority arising from past events, the settlement of which is expected to result in an outflow from the authority of resources embodying economic benefits or service potential.

Minimum Revenue Provision – A prudent annual provision has to be made for the repayment of debt in accordance with Capital Finance Regulations.

Net Book Value – The amount at which property, plant and equipment are included in the balance sheet i.e. their historical cost or fair value less the cumulative amounts provided for depreciation and impairment.

Net defined liability – also known as the net pension liability.

Net Service Expenditure - Comprises of all expenditure less all income, other than income from council tax and revenue support grant, in respect of a particular service.

Non-Current Asset – Any asset which is not easily convertible to cash, or not expected to become cash within the next year.

Non-Domestic Rates - Businesses contribute to local government expenditure on the basis of a uniform rate, decided by the Government, levied on the rateable value of the business premises.

Non-specific Grant Income – grant that cannot be attributed to a specific revenue Service (e.g. New Homes Bonus).

Past Service Cost – The increase in the present value of the pension scheme liabilities, related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Precept - The demand on the collection fund by one authority (e.g. Kent County Council) which is collected from the council tax payer by another (e.g. Folkestone & Hythe District Council). Precepts on Folkestone & Hythe are also made by town and parish councils in the district, which are charged to the General Fund.

Prior Period Adjustments – Those adjustments applicable to prior years arising from the correction of material errors.

Provisions - Amounts set aside for liabilities of uncertain timing or amount that have been incurred.

Public Works Loans Board - A government agency which provides longer term loans to the public sector at interest rates only slightly higher than those at which the government itself can borrow.

Remuneration – all sums paid to or receivable by an employee and sums due by way of expenses allowances and the money value of any other benefits received other than in cash (excludes employer pension contributions).

Reserves - The general capital and revenue balances of the council. There are two types of reserves which might be described as either available or not available to finance expenditure. Revenue reserves which result from monies being set aside or surpluses or delayed expenditure can be spent or earmarked at the discretion of the council (e.g. General Fund and HRA General Reserves). The capital receipts reserve is also available to the extent allowed for by statute. However, other capital reserves are not available to meet expenditure, e.g. the capital adjustment account.

Revenue Expenditure - The day-to-day running costs of services including salaries, running expenses and capital charges

Folkestone & Hythe District Council

CS/FN/SOA/0320/V1

This Report will be made public on 22 September 2020

Report Number **AuG/20/09**

To:	**Audit & Governance**
Date:	**30 September 2020**
Status:	**Non key decision**
Head of service:	**Charlotte Spendley, Director – Corporate Services – Section 151 Officer**
Cabinet Member:	**Cllr David Monk, Leader of the Council**
SUBJECT:	**REVIEW OF CORPORATE RISK REGISTER**

SUMMARY: This report provides an update to the Corporate Risk Register.

REASONS FOR RECOMMENDATIONS:
It is essential that the Committee regularly review the Risk Register to consider progress made against agreed actions, and consider the key risks faced by the organisation.

RECOMMENDATIONS:
1. **To receive and note the updated Corporate Risk Register.**

1. BACKGROUND

1.1 The Risk Management Policy and Strategy was updated and agreed by Cabinet in December. Both Cabinet and this committee considered the Risk Register at their December meetings.

1.2 Effective risk management is a key framework in the management of a complex organisation such as Folkestone & Hythe District Council. The strategy seeks to provide Members and officers with a clear framework by which to work within, as well support the development of a risk management culture within the Council.

2. UPDATE TO CORPORATE RISK REGISTER

2.1 The updated Corporate Risk Register has been appended in full to this report (Appendix 1). For ease of reference the changes to the Risk Register have been highlighted. Additionally the Risk Matrix, which is a pictorial snapshot of the current level of risks faced by the Council is available within Appendix 2.

2.2 The current Corporate Risk Register identifies 14 risks (following the addition of two risks), which can be categorised as 2 low level risks, 3 moderate and 5 high and 4 extreme level risk (previously 1 low level risks, 5 moderate and 4 high and 2 extreme level).

2.3 The key changes made include:

C1 – Organisational Instability – the impact has been reduced to 2 (moderate) from 3 (significant) bringing the overall level of risk to a low level risk, following completion of a further phase of the transformation programme, changes to the job market, and progress on the corporate plan and governance workstreams.

C2 – Shortage of Skills to deliver agenda – the overall score has been increased to a high level risk to reflect the impact of the additional duties being placed with the Council as a result of the pandemic.

C4 – Medium Term Financial Uncertainty – the overall risk has been increased to reflect the impact of the pandemic on the Councils own financial resources and the delays to announcements on changes to Local Government funding reform. Work is underway to reassess the MTFS to help manage this risk.

C5 – Brexit / Wider Market Conditions– this risk has been reinstated following the decision to exit in December 2020, additionally COVID-19 has had added further complexities to the economic market the Council operates within.

C7 – Capacity & Financial Resilience of key partners – this risk has increased to reflect the wider impacts of COVID-19 on key partners such as the NHS, voluntary sector, leisure trusts etc

C8 – Failure to deliver Transformation – this risk has been reduced to a low level risk to reflect the project progress to date

C10 – Risk of non-compliance – this risk has been reduced (and is anticipated to continue to reduce based on work undertaken) to reflect the improvements to LGSR compliance. Additionally the Council adopted its Local Plan in September 2020.

C13 - Landlord failure – this risk has been reduced to reflect the work undertaken to date to return the service in house on 1 October and is also anticipated to continue to reduce based on work undertaken.

C14 – COVID 19 – this is a new risk identified on the register at a high level, whilst the impact of the pandemic has been reflected within the individual risks where relevant, because of the significance of the risk it was felt appropriate to include a specific risk to monitor and manage the overall impact.

Other narrative changes have been made to the register to reflect the current position, but they will not in every instance require a change in scoring.

3. SUMMARY & NEXT STEPS

3.1 The Risk register will continue to be monitored, and will be updated and reported to the next Audit & Governance Committee in December. The Risk Register should be a fluid document that will see risks be rescored often to reflect current circumstances.

3.2 There are a number of changes both in terms of scoring and in actions that reflect the work ongoing in respect of the identified risks for the organisation.

4. RISK MANAGEMENT ISSUES

4.1

Perceived risk	Seriousness	Likelihood	Preventative action
Failure to have a current Risk Management Policy & Strategy in place will cause inconsistencies in approach across the Council	Medium	Low	Policy & Strategy document is in place, relevant officers consulted, and organization wide training delivered. Work is ongoing to ensure all aspects risk are managed in line

			with the framework.
Failure to manage risks effectively could affect the Councils ability to deliver effectively on its Corporate Plan objectives, impact upon its deployment of resources or impact upon its reputation	High	Low	An up to date strategy framework is in place, training delivered and regular reporting occurring to both CLT and Audit & Governance Committee. CLT have also given a commitment to continue to develop the attitude towards Risk Management within the organisation.

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

Legal Officer's Comments (AK)

There are no legal implications arising directly from this report

Finance Officer's Comments (CS)

There are no direct financial implications of this report.

Diversities and Equalities Implications (CS)

There are no direct implications of this report.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Charlotte Spendley, Director – Corporate Services
Telephone: 07935 517986
Email: charlotte.spendley@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

Appendices:
Appendix 1: Corporate Risk Register
Appendix 2: Risk Matrix

Corporate Risk Register

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score: Likelihood	Pre-mitigation Score: Impact	Pre-mitigation Score: Total	Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score: Likelihood	Post mitigation Score: Impact	Post mitigation Score: Total
C1	Organisational Instability	Susan Priest (HoPS); Cllr David Monk (Leader)	High levels of staff turnover & loss of professional/organisational expertise in some key roles. Changes in political make-up of the Council, greater political complexity. Impact of Coronavirus on council services from staff issues.	Phase 1 & 2 Transformation completed & integrated into service. Phase 3 currently being consulted on until October '20. New Member training has been concluded & training continues in specific areas e.g. Scruitiny. Corporate Plan Working Group established, inital proposals discussed at O&S in July, timescale for Corporate Plan late 2020. Collaboration on Cabinet agreed with Green and Liberal Democrat parties. Three new Corporate Directors appointed. Emergency response well tested throughout pandemic, areas of strain within organisation but all key services maintained. Difficult job market likely to result in lower staff turnover.	2	2	**4**	Treat	Staff have all being undertaking behavioural assessments to develop bespoke training matrix. Public consultation to be undertaken to inform Corporate Plan during Autumn 20. Recovery Plan considers Councils Operations as a key theme.	December 20 & ongoing	2	2	**4**
C2	Shortage of skills to deliver agenda	Susan Priest (HoPS); Cllr David Monk (Leader)	Geographical location restricts available pool; shortage of specialist skills including project management, insight, business case preparation and evaluation, commercial appraisal. Emerging skills required at a time many organisations are looking due to national / international issues (such as Brexit Emergency Planning & Climate Emergency). Additional duties being placed on Local Authorities through COVID-19 pandemic	Alternative staff incentives on offer such as flexible working, F&H Rewards. Pay agreement has secured improved terms for existing and new staff. Currently key roles such as Climate Emergency, Brexit role and Case Team Leaders have been successfully recruited to.	3	3	**9**	Treat	Local Authorities were being asked to undertake additional duties during the intiial COVID 19 response and now through the recovery role. In some instances these have come with additional funding and in others not. The Council has a recovery plan in draft and it will seek to address how the Council can adapt and respond to these requirements	Ongoing	1	2	**2**

Corporate Risk Register

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score			Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score		
					Likelihood	Impact	Total				Likelihood	Impact	Total
C3	Failure to deliver Otterpool Park development	John Bunnett (Strategic Director); Cllr David Monk (Leader)	Delivery of a Garden Town which will present complex planning issues, financial exposure risks and require new connections to be established with key partners to enable delivery e.g.inward Investment required to facilitate infrastructure	Experienced dedicated projects team with embedded Legal & Financial representation on working group. Connections with Homes England and MHCLG have been made. Legal, Financial and Commercial advisors in place. Financial model has been developed. Full Council decision to earmark funds for project to commence and control of all major landholdings / options achieved. Further grant funding bid made to Homes England. LLP to develop the site has been established and Directors appointed with broad range of skills applicable to the project. Internal Corporate Oversight Group established.	2	3	**6**	Treat	Continue to engage specialist advice where required. Specific advice has been commissioned to develop the LLP's first Business Plan, due to be considered alongside the Strategic Land Agreement in early 2021. Funding options will need to be assessed ahead of commencement of delivery of project. Ensure adequate Planning resources and access appropriate specialist advice.	Ongoing	1	3	**3**
C4	Medium Term Financial Uncertainty	Charlotte Spendley (S151 Officer) Cllr David Monk (Leader)	Fair funding review will fundamentally change LG funding but detail unknown at present. Will need to plan with within climate of uncertainty. Lack of certainty on Business Rates Localisation/Retention and other funding streams. COVID 19 has placed an additional financial burden within 2020/21 which is likley to also impact on at least 2021/22.	Officers regularly attending briefings on future LG funding. Updated MTFS was considered by Cabinet/Council in October and Budget Strategy considered in November. S151 Officer part of Kent Finance Officers Group. Balanced budget for 2020/21.	4	3	**12**	Treat	Officers will continue to attend briefings on LG Funding and brief members. Fundamental review of Councils MTFS currently underway. Assessment of impact in 2020/21 undertaken and revised budget to be proposed in Autumn. Recovery Plan to also consider Financial position of Council.	Ongoing	2	2	**4**
C5	Brexit & Wider Market Conditions	Andy B (Housing & Operations Director)/ Ewan Green (Place); Cllr D Monk (Leader) / Cllr Wimble (Economy)	Recession. Labour issues (most relevant to Housing Responsive Repairs & Waste contracts). Volatility of housing market (Impact on key Strategic Project delivery). Economic risk to district of Brexit due to key infrastructure links to Europe eg M20/Eurotunnel/Stack. Major disruption to Kent road network. Issues with ability to carry out essential and statutory services during Brexit implementation.	Project plans in place for retender of Responsive Repairs & Waste Contracts. Key Strategic Projects modelled with tolerances for market volatility. Attending local and regional contingency planning meetings on Brexit. Further multi-agency planning exercise undertaken during September (third desk top exercise). FHDC working closely with KRF and other stakeholders to ensure plans are effective. Key staff have received tactical and strategic training. Business continuity plans have been updated. Impact on staff reduced due to continued home-working.	3	3	**9**	Treat	Continue working closely with KRF and other Key Stakeholders. Clear communication through the South East Chief Execs group and central Gov. Attendance / dial in with strategic and tactical meetings as required. Progress with Strategic Projects, ensure market conditions evaluated at full business case apprisal stage. Model scenarios of economic impact within revision to MTFS. Development of Recovery Plan with Economic theme.	Ongoing	2	3	**6**

Corporate Risk Register

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score			Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score		
					Likelihood	Impact	Total				Likelihood	Impact	Total
C6	Capacity to deliver competing demands	Susan Priest (HoPS); Cllr David Monk (Leader)	Balance between business as usual activity and aspiration including emerging agendas (including High Streets fund, Climate Change Emergency, Governance Review, Pesticides motion) leading to stretched resource base (staffing & financial). Additional pressures placed on LA's during pandemic.	Corporate Plan Working Group established, work progressing well, O&S considered draft proposals in July. Recovery Plan being drafted alongside new Corporate Plan.	3	3	**9**	Treat	Public consultation to be undertaken to inform Corporate Plan. Recovery Plan being drafted to identify lessons learnt & future plans	December 20 & Ongoing	2	2	**4**
C7	Capacity & Financial Resilience of key partners	Susan Priest (HoPS); Cllr J Hollingsbee (Communities); Cllr Godfrey (Housing)	Pressures faced by many public services impact upon our ability and capacity to deliver against Corporate Plan including Police who are key to ASB duties; "Health Matters"links to NHS & GP issues locally, coastal district with natural & historic sites so Appearance matters outcome partially reliant on other agencies. Outsourced Landlord service difficulties (see C13). Issues exabserated by impact of COVID-19 on all public service providers. Financial difficulties for some providers such as leisure trusts.	Key Strategic Partnerships established including Folkestone & Hythe Community Safety Partnership, Local Children's Partnership Group and South Kent Coast Health and Wellbeing Board. Regular close liaison with EKH Chief Executive, EK Chief Executives now act as Board of EKH. Housing service to be returned in house on 1 October. Links to community and voluntary sector strengthed during response to intial COVID-19 peak. Creation of Housing project team to manage trabsition. Appointment to all key housing roles	4	3	**12**	Treat	Revision of Corporate Plan; creation of Recovery Plan; continue to liaise with partners to support where feasible	Ongoing	3	1	**3**
C8	Failure to deliver Transformation change including key components of ICT & People Strategy	Susan Priest (HoPS); Cllr David Monk (Leader), Cllr Field (Transformation)	Transformational change is not delivered by the agreed timescales, to agreed budget, project objectives or fails to make required savings. IT delivered is not customer focused or fit for the future (as well as current requirements). The People Strategy does not deliver cultural change required to support new operating model.	Transformation Board established to track project progress against milestones and budget. IT Strategy agreed and implementation commenced. Experienced Project Manager appointed to lead transformation. Implementation of Phase 1 & 2 completed, phase 3 currently out to consultation. Skype for Business, new Customer Contact Centre, Staff Hub, Built Environment and launch of My Account & Customer Access Strategy all completed.	1	3	**3**	Treat	Phase 3 consultation underway; Phase 4 scheduled to be completed by March 21. Continued work on Customer Access Strategy to be undertaken by cross departmental Officer Group. Further phases of My Account roll out planned for 2020 and 2021. Transformation Board continue to have oversight.	Mar-21	1	3	**3**

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score			Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score		
					Likelihood	Impact	Total				Likelihood	Impact	Total
C9	Failure to deliver Strategic Projects due to complexity	Andy B (Housing & Operations Director; Cllr David Godfrey (Housing, Transport & Special Projects)	Ambitious Strategic Development & housing development projects agenda identified of a complex nature presenting planning risks, financial exposure risks and require new connections to be established with key partners to enable delivery e.g.inward Investment required to facilitate infrastructure	Experienced dedicated Strategic Development projects team. Work has commenced building connections with Homes England and MHCLG with some funding already agreed. Engaging specialist advice where required.	2	3	**6**	Treat	Stakeholder map to be drafted to identify connections that exist and need to be built. Detailed Business cases to be developed and considered by Cabinet ahead of project commencement. Continue to engage specialist advice where required.	Ongoing	1	3	**3**
C10	Risk of non compliance	Susan Priest (HoPS); Cllr David Monk (Leader)	FHDC operates in a complex regulatory and legislative environment. Risk of challenge over Planning decisions (Secretary of State or Judicial Review) or potential intervention into Core Strategy Review and Places and Policies Local Plan that would delay projects and landlord statutory obligations. Issues arising from landlord statutory functions.	Legal support embedded in project teams for key projects. External Advice sought where required. LGSR arrangements procured and commissioned and service being delivered and monitored. LGSR activity now fully compliant with other key compliance areas being actioned. Voluntary undertaking with Housing regulator agreed. Compliancy resource identified and recruited to within new Housing Service. Local Plan adopted by Full Council in September 2020.	3	4	**12**	Treat	Continued External Advice sought when required. Use of professional specialists (Legal, Finance, Procurement) in key projects (e.g. Waste Contract, Strategic Development). Ongoing monitoring and regular reporting on compliancy built into CLT monitoring reporting from day 1 of new Housing service. Risk of challenge to Examination in Public (EIP) to be manged through appointment of experienced barrister.	Ongoing	1	3	**3**
C11	Reputational Risks	Susan Priest (HoPS); Cllr David Monk (Leader)	Failure to deliver key Corporate objectives and Financial plans. Key contracts to deliver (2020/21 Waste & Recycling and Housing Responsive Repairs) risks include procurement challenge, Member agreement to proposals, effective shared working with EK Councils/EKH, financial impact. Reputational risks associated with implementation of Strategic Projects. Customer satisfaction falls during Transformation changes and / or through COVID-19 operational changes. Risk of partner / service failure, referral / investigation from regulatory body.	Quarterly KPI monitoring and exception reporting to CLT, OSC and Cabinet. Internal Audit reporting quarterly to Audit & Governance. Working Groups established early to progress key contract delivery by agreed timeframes. Procurement expertise on working group with external advice being sought as required. Application for Judicial Review on Princes Parade rejected but is subject to oral appeal. Local Plan adopted by Full Council in September 2020. Staff survey undertaken to assess impact on customers of COVID-19 operational changes.	3	3	**9**	Treat	Project Governance and oversight of key contracts to be agreed with CLT. Housing project plan for transition of service on 1 October well progressed with ket resources in place and induction programme agreed.	Ongoing	2	2	**4**

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Corporate Risk Register

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score			Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score		
					Likelihood	Impact	Total				Likelihood	Impact	Total
C12	Non-compliance with ESIF regulations for the Folkestone Community Works (FCW) programme	Katharine Harvey (Chief officer) & Cllr Wimble (Economy)	FHDC is the accountable body with management responsibilities for the FCW programme. As a result it forward funds approved project spend and recoups quarterly from DWP and MCHLG, as the managing authorities for ESF and ERDF. Any non-compliance could result in financial risk to the council	In-depth scrutiny of ability and systems of project lead organisations to undertake EU compliant projects; FHDC decision panel to scrutinise assessments of lead organisations and projects prior to approval; robust Grant Funding Agreements with project lead organisations; regular quarterly monitoring by the programme management team and oversight by the LAG; LAG to regularly monitor the more detailed operational risk register for the FCW programme	3	2	**6**	Treat	Ensure that the mechanisms in place to reduce the risk are operationalised by undertaking checks. PMT resources increased to include a Project Support Officer, to ensure project compliance. Quarterly claim checks by Managing Authorities ensure satisfactory processes and evidence in place. Managing Authorities are satisfied with process during annual On the Spot Inspection Visits.	Ongoing	1	2	**2**
C13	Landlord Service Failure	Susan Priest (HoPS); Cllr David Monk (Leader) & Cllr Godfrey (Housing) & Cllr Collier (Estates & Assets)	The council is a landlord and has tenants in its own buildings, in those owned by Oportunitas, and its social landlord functions are managed by East Kent Housing Ltd, a jointly owned Council company. Significant statutory compliancy issues have been identified with EKH, in addition to issues being identified with contract management within the organisation. The issues present legal & moral issues for the Council in its role as landlord, in addition to potential financial issues, reputational damage. Discharging all landlord functions appropriately is necessary, as is acting immediately to reports of non-compliance across a variety of health and safety issues.	The Council has designed and recruited to a new Housing Management structure with experience across all housing asset based functions. Robust estate and asset management functions for properties managed by the council are being put in place. Contractual arrangements are in place for asset management functions for our social housing stock, Oportunitas and and our corporate estate. Following our submission of a voluntary undertaking to the regulator of social housing to address identified recognised weaknesses an action plan was developed with the support of Penningtons, a specialist housing consultancy. This is being adhered to and ongoing liaison with the Housing Regulator takes place.	3	4	**12**	Treat	The new staffing structure will be fully embedded within the council over the next 12 months. This will flex and change depending upon the needs of the service embracing continuous improvement. A new asset management framework will be designed and implemented in the following 12 months from transition of the service along with a new stock condition survey. New policies and procedures are being put in place to cover all areas of compliance and housing management. Work is underway to split the EKH single system to provide the Council with the latest cloud based version of Northgate which will receive further upgrades of full compliance modules within the next 12 months.	Ongoing	1	2	**2**

Corporate Risk Register

Risk ID	Risk Name	Risk Owner	Risk Description & Triggers	Actions in place	Pre-mitigation Score			Mitigation scheme (Tolerate, Treat, Transfer, Terminate)	Proposed Actions	Timeframe	Post mitigation Score		
					Likelihood	Impact	Total				Likelihood	Impact	Total
C14	COVID 19 - Organisational Instability	Susan Priest (HoPS); Cllr David Monk (Leader)	There has been a substantial escalation of the Coronavirus and this has had an impact on the district, its residents, economy, as well as council services & finances. There is a current risk of a second wave.	Regular online staff and manager briefings undertaken by Cex and CLT. Regular stafff surveys. Staff requests for equipment fufilled. Additional IT resource put in place. Regular communications messages. Community Hubs supported (financially and resources) during height of first wave of pandemic. Resources deployed to priority areas e.g. Area Offices, Environmental Protection Officers etc. Business Continuity Plans.	3	3	**9**	Treat	Update to MTFS to be undertaken. Recovery Plan work underway with lessons learnt & steps for future. Revision to 2020/21 Budget. Cashflow monitoring.	March 20 & ongoing	2	2	**4**

Matrix - Corporate Risk Register

Likelihood				
Very Likely (4)			C4 - Financial Uncertainty C7 - Key Partner Capacity	
Likely (3)		C12 - FCW ESIF regulations	C2 - Shortage of Skills C5 - Brexit C6 - Competing demands C11 - Reputational Risks C14 - COVID -19	C10 - Non-Compliance C13 - Landlord Service Failure
Unlikely (2)		C1-Organisational Instability	C3 - Otterpool Park delivery C9 - Complexity of Projects	
Rare (1)			C8 - Transformation	
	Minor (1)	**Moderate (2)**	**Significant (3)**	**Severe (4)**
	Impact			

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