

Notice of a public meeting of

Audit and Governance Committee

To:	Councillors Hollyer (Chair), J Burton (Vice-Chair), Fisher, Mason, Whitcroft, Merrett, Rose, Leigh (Independent Member) and Binney (Independent Member)
Date:	Wednesday, 31 July 2024
Time:	5.30 pm
Venue:	West Offices - Station Rise, York YO1 6GA

AGENDA

1. **Declarations of Interest** (Pages 1 - 2)

At this point in the meeting, Members and co-opted members are asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

[Please see attached sheet for further guidance for Members].

2. **Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annexes 3-12 to Agenda Item 10 (Annual Report of the Head of Internal Audit and Counter Fraud Annual Report) on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information). This information is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes & Action Log (Pages 3 - 18)

To approve and sign the minutes of the meeting held on 9 July 2024 and to consider the Committee's action log.

4. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the Committee.

Please note that our registration deadlines are set as 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering at this meeting is 5:00pm on Monday, 29 July 2024.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this meeting will be webcast including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we made some changes to how we ran council meetings, including facilitating remote participation by public speakers. See our updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

- 5. External Audit Progress Report** (Pages 19 - 34)

To receive the latest audit progress report from Forvis Mazars, the Council's external auditors, included at Annex A.
- 6. Draft Annual Governance Statement 2023/24** (Pages 35 - 70)

To consider the draft Annual Governance Statement for the financial year ended 31 March 2024.
- 7. Draft Statement of Accounts 2023/24** (Pages 71 - 274)

To consider the draft pre-audit statement of accounts for the financial year ended 31 March 2024, included at Annex B.
- 8. Response to the LGA Assurance Report** (Pages 275 - 286)

To consider how the Council has responded to recommendations published in the Local Government Association's Assurance Report (2023).
- 9. Audit and Governance Committee Review of Effectiveness** (Pages 287 - 290)

To consider whether to arrange a review of the Committee's own effectiveness and, if so, the method and timing of such review.
- 10. Annual Report of the Head of Internal Audit and Counter Fraud Annual Report** (Pages 291 - 424)

To consider the Annual Report of the Head of Internal Audit, included at Annex 1, which summarises internal audit work undertaken in 2023/24 and provides an opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control. An annual report summarising counter fraud activity and performance is also included at Annex 2.
- 11. Audit and Governance Work Plan 2024/25** (Pages 425 - 428)

To consider the Committee's work plan.
- 12. Urgent Business**

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer: Louise Cook
Telephone: (01904) 551088
Email: democratic.services@york.gov.uk

Alternative formats

If you require this document in an alternative language or format (e.g. large print, braille, Audio, BSL or Easy Read) you can:



Email us at: cycaccessteam@york.gov.uk



Call us: **01904 551550** and customer services will pass your request onto the Access Team.



Use our BSL Video Relay Service:
www.york.gov.uk/BSLInterpretingService

Select 'Switchboard' from the menu.



We can also translate into the following languages:

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (ہولی) میں بھی میا کی جا سکتی ہیں۔ (Urdu)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

Declarations of Interest – guidance for Members

- (1) Members must consider their interests, and act according to the following:

Type of Interest	You must
Disclosable Pecuniary Interests	Disclose the interest, not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Directly Related) OR Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Affects) OR Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item <u>only if</u> the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations,

and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

City of York Council

Committee Minutes

Meeting	Audit and Governance Committee
Date	9 July 2024
Present	Councillors Hollyer (Chair), J Burton (Vice-Chair), Fisher, Mason, Whitcroft, Merrett and Rose
Apologies	Mr Leigh and Binney (Independent Persons)
In Attendance	Bryn Roberts, Director of Governance and Monitoring Officer Debbie Mitchell, Director of Finance and Section 151 Officer Mark Outterside, Partner, Mazars (remotely)

1. **Declarations of Interest (5:30 pm)**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they may have in respect of business on the agenda. None were declared.

2. **Minutes & Action Log (5:30 pm)**

Resolved: That the minutes of the meeting held on 22 May 2024 be approved and then signed by the Chair as a correct record.

In response to questions from Members it was confirmed that:

- A Constitution Review Update covering the Council Procedure Rules would be brought to the next meeting of the committee, with a view to having it signed off in advance of being considered by Council in September.
- The current draft version would be circulated to the committee.

Regarding the Action Log, with reference to outstanding items it was noted that:

- A breakdown of member allowances and expenses for 2023/24 would be added to Action 42, and officers would report back on progress.

- A breakdown of the figures under Action 46 (summary of Council assets) would also be provided to the committee.

3. Public Participation (5:34 pm)

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Gwen Swinburn questioned why the committee had so much business outstanding. She raised concerns about the transparency of the statutory accounts inspection process, including around the visibility of the notice given of the inspection period, and suggested that this process be codified and included in the Constitution and Forward Plan. She also requested that the terms of reference for independent persons be made available.

4. Monitor 4 2023/24 - Key Corporate Risks (5:38 pm)

Members considered a report that presented the key corporate risks (KCRs) for City of York Council (CYC), which were included at Annex A.

The Director of Finance provided an update, noting that since the last report no new or increased risks had been identified, and that the list of actions had been updated to reflect comments made by the committee.

In response to questions from the committee it was noted that:

- Under KCR2, failing to meet legal timescales for responding to Freedom of Information Act (FOIA) requests was likely to be an ongoing risk. Overall 85-90% of responses were on time but the legal timescale had recently been reduced to two weeks and the Council had to prioritise the use of limited resources.
- Cyber-attacks were a constant risk. CYC's firewall was up to date and its servers were secured, with hundreds of thousands of attempted attacks filtered out annually. With reference to a recent cyber-attack on a neighbouring authority, the ICO had closed its investigation without any action.
- Councillors could not be forced to use CYC email accounts, but these were far more secure than private

accounts with systems being backed-up regularly. The uses of private email accounts for CYC business would still form part of the Council's record and a court order could be applied for if access were required for a FOIA request.

- General governance was not considered under KCR2 because it did not entail significant financial risk and CYC generally adhered to its governance requirements. Failure to follow proper governance processes was covered by other KCRs, although officers would look again at this.
- KCR3 had been updated to include reference to the new Mayoral Combined Authority. There was no reason that Mayoral priorities should not align with those of CYC, but it was important to register the possibility.
- The next iteration of the report would reflect national changes around planning under KCR8.
- The net risk under KCR9 remained high despite mitigations as there was no new money available, while increasing the number of community groups being engaged with also increased risk; officers would consider additional actions.
- Officers would consider how upskilling the workforce in the context of the growth of AI could be incorporated under KCR10.
- Risk registers were maintained for department and major projects; only significant and ongoing issues were included in KCRs.
- The Council had met the legislative requirements around the statutory accounts inspection period including online notices; there was no capacity to extend this period without jeopardising the budget process and general financial management. Objections to the accounts could only be registered in the inspection period but questions could be asked at any time. Consideration would be given to expanding publicity for next year's inspection, including highlighting that the Annual Governance Statement was published and available alongside the accounts.
- The inspection period remained open until 19 July; interested members of the public could also engage directly with the committee.

Resolved:

- (i) That the key corporate risks, included at Annex A and summarised at Annex B of the report, be noted.

- (ii) That feedback from Members around general governance, upskilling, community engagement, and increased publicity be taken into account in future.

Reason: To provide assurance that the authority is effectively understanding and managing its key risks.

5. Treasury Management Annual Report & Review of Prudential Indicators 2023/24 (6:12 pm)

Members considered the Treasury Management Annual Report and Review of Prudential Indicators 2023/24, attached at Annex 1 of the report, which provided an update on treasury activity during the year and was due to be considered by Executive on 18 July 2024.

The Director of Finance provided an update and noted that:

- This was a statutory report required by the Prudential Code and would be considered by the next meeting of the Executive; any concerns the committee had could be raised then.
- The Council's Treasury Management strategy in recent years had been to use cash balances to delay borrowing. This had worked well and borrowing had recommenced at the end of the financial year on a 12 month basis, given relatively high interest rates.
- There was nothing of concern in the report to draw Members' attention to.

In response to questions from members it was noted that:

- With reference to the Council's debt maturity profile, interest rates were expected to be lower in 12 months' time; refinancing could take place at a similar level if they were not.
- The Council would not generally over-borrow to finance investment; the present emphasis was on liquidity and being able to forecast cash flow more accurately.
- Internal borrowing as referenced in Annex 1 referred to funding from existing cash balances.

Resolved: That the Treasury Management Annual Report and Review of Prudential Indicators 2023/24 at Annex 1 of the report be noted.

Reason: That those responsible for scrutiny and governance arrangements were updated on a regular basis to ensure that those implementing policies and executing transactions had properly fulfilled their responsibilities with regard to delegation and reporting.

6. Audit and Governance Work Plan 2024/25 (6:19 pm)

The committee considered their work plan for the 2024/25 municipal year and following discussion it was noted that:

- Several substantial items were scheduled for the 31 July meeting. The relevant Directors for the scheduled reports on Constitutional changes and the Salvation Army contract were unavailable on that date, but would be available on 8 August if Members wished to reschedule. Several Members indicated they would support splitting the scheduled items across two meetings on those dates.
- With reference to the update on Member Training, firsthand feedback from the newly elected Councillor for Hull Road Ward, who would soon be undertaking this training, could be considered.
- The Director of Governance intended to bring a report to consider comments on the functioning of the committee made by one of the Independent Persons to the next meeting.

Resolved: That the work plan be noted, and the Chair liaise with officers to schedule an additional meeting for 8 August.

Reason: To ensure the committee maintained a programme of work for 2024/25.

Cllr A Hollyer, Chair

[The meeting started at 5.30 pm and finished at 6.30 pm].

This page is intentionally left blank

Action Log

Action Number	Date of Meeting	Title	Action	Action Owner	Status/ Outcome	To be completed by	Completed
8	07/02/2023	LGA Recommendations Report	That the Council undertake a three year review reporting to the Audit and Governance Committee to review the Council's performance against the ten recommendations outlined by the LGA and to report on the progress of Member training	Claire Foale/Lindsay Tomlinson	Officers reviewing how to operate the review and would bring proposals to the first meeting of the Committee post the upcoming local elections. This was due to be reported at the A&G meeting on 29 November 2023 but was then deferred to 28 Feb 2024, 22 May 2024 and now 31 July, due to recommendations from the LGA Peer Challenge not being ready for the report and the general election.	31-Jul-24	No
14	19/07/2023	Review of the Constitution	The Committee requested that Officers drafted a procedure for how budget amendment proposals are considered by Council for inclusion to the Constitution, as part of the Constitution review	Bryn Roberts	Ongoing as part of the Constitution review	Ongoing	No
16	19/07/2023	Review of the Constitution	To inform the Monitoring Officer of any areas of the Constitution Committee Members would specifically like reviewing.	Committee Members	Ongoing as part of the Constitution review	Ongoing	No
31	08/11/2023	Corporate Governance Performance Report	Officers worked with the Business Intelligence Team to manage the corporate performance reports that were published on the council's open data platform. The Chair agreed to consult with the Business Intelligence Team to see if the data published could be consolidated to enable a more user friendly system	Chair/Lorraine Lunt	A York Open Data update is to be provided to A&G on 4 September	04-Sep-24	No
33	08/11/2023	Report of the Monitoring Officer on suggested Constitutional Changes	That a cross party working group be established to consider the Constitutional changes for onward endorsement by the Audit and Governance Committee and then Full Council.	Bryn Roberts	This is ongoing and an update will be provided to A&G on 8 August	Ongoing	No

35	08/11/2023	Publication of Internal Audit Reports	That the Access to Information procedure rules be included in the Constitution review, particularly around Members rights to information.	Bryn Roberts	Ongoing as part of the Constitution review	Ongoing	No
42	31/01/2024	Statement of Accounts	Provide members with a breakdown of the 2021/2022 and 2022/2023 member allowances and expenses.	Helen Malam Bryn Roberts	Will be emailed to Members	29/02/2024	No
46	31/01/2024	Statement of Accounts and Work Plan	That the committee receives a summary of all the assets the council owns and officers consider the best way for this to be reviewed	Helen Malam/Bryn Roberts	Will be emailed to Members	29/02/2024	No
49	31/01/2024	Work Plan	That an update report be received on the Member Induction Programme including feedback from the Joint Standards Committee	Claire Foale/Lindsay Tomlinson	An update report to be received at the A&G meeting on 31 July 2024	31/07/2024	No
50	28/02/2024	Update on Action Plan - No Purchase Order No Pay	That communication to all suppliers be issued as soon as possible and that officers liaise with the Council Management Team and Executive Member for Finance to consider the barriers and ways to improve.	Helen Malam		31/05/2024	No
51	28/02/2024	Update on Action Plan - No Purchase Order No Pay	Consider when an appropriate time would be for the Committee to receive an update report.	Chair and Helen Malam	Report to be received at the A&G meeting on 27 November 2024	27/11/2024	No
55	28/02/2024	Update on the Review of the Constitution	Ahead of the A&G meeting where the Constitution will be presented, the Constitution Working Group to consider the most appropriate way to circulate to Committee Members the changes and outstanding points.	Bryn Roberts, Constitution Working Group	Ongoing as part of the Constitution review.	Ongoing	No
59	22/05/2024	Auditor's Annual Report 2021/22 and 2022/23	Mazars to liaise with the Director of Finance regarding the inclusion of a timeline within the 2023/24 audit and the preventions in place to deter recommendations remaining as outstanding year on year	Mazar/Debbie Mitchell		31/07/2024	No

61	22/05/2024	Work Plan	A report of the Director of Governance and Monitoring Officer requires scheduling into the work plan and is to include the governance concerns raised by the Independent Person.	Bryn Roberts	Scheduled for the A&G meeting on 8 August	08/08/2024	No
----	------------	-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------	-------------------------------------------	------------	----

Completed Actions Archive

Action Number	Date of Meeting	Title	Action	Action Owner	Status/ Outcome	Completed by	Completed
1	29/06/2022	Issuing of Parking Permits	That the Committee request that CCSMC review how the Council issues parking permits.	Bryn Roberts	This has been referred to the Scrutiny Work Planning meeting, with a request that it be considered for inclusion on the forward work plan.	Bryn Roberts	Yes
2	07/09/2022	KCR updates	<p>Updates to the Committee be provided on:</p> <p>KCR 1 (financial pressures): Information was requested on the impact of inflation on business rates and council tax payments, the potential impact of the care cap, and any indications of additional government support.</p> <p>KCR 9 (communities): A suggestion was made to include relationships with parish councils in this KCR.</p> <p>KCR 12 (major incidents): It was suggested that an explanatory note be added against the new risk (relating to commercial power outages).</p>	Debbie Mitchell	Information requested has been included in the KCR3 report being presented to A&G on the 18th January.	Helen Malam	Yes
3	07/09/2022	Code of Conduct Training	That Members' comments regarding the training programme currently in preparation by officers be fed into the process, and that the committee have sight of the programme prior to the election period.	Bryn Roberts	Members' comments have been taken into account, and a report outlining the Members Induction Programme is to be considered by the Committee on 18 January 2023.	Bryn Roberts	Yes
4	30/11/2022	Final Statement of Accounts	Delegated authority to the Chair in consultation with the Vice Chair to approve and sign the final Statement of Accounts.	Debbie Mitchell	We are awaiting the outcome of technical discussions before the accounts can be finalised and approved.	Emma Audrain	Yes
5	18/01/2023	KCR updates	That report be added to the Committee work plan to review KCRs 8 The Local Plan and 12 Major Incidents.	Bryn Roberts/Debbie Mitchell	Added to work plan - 8 November, KCR Monitor 2 report - including review of KCR12 Major incidents and 31 January KCR Monitor 3 report including review of KCR 9 Local Plan.	Helen Malam	Yes

6	18/01/2023	KCR updates	That KCR 2 Governance include a control that the Committee will make recommendations to a meeting of Council following the Local Governance Association's report.	Debbie Mitchell	This has been actioned, with a control added to the latest version of the risk register.	Helen Malam	Yes
9	07/02/2023	LGA Recommendations Report	To recommend to the Chief Operating Officer and the Leader of the Council to engage the LGA about initiating a Corporate Peer Review.	Bryn Roberts	Taking place w/c 5 Feb 2024	Bryn Roberts Jan 2024	Yes
10	19/07/2023	Internal Audit Reports	That a report be brought to the Committee outlining the Council's process for determining what information should be kept exempt from the press and public in relation to internal audit reports.	Bryn Roberts	To close following the next meeting	Bryn Roberts Jan 2024	Yes
11	19/07/2023	Corporate Governance Report	That Q4 2022/23 data be included within the next Corporate Governance update report.	Lorraine Lunt	Included in the report on 8 November	Lorraine Lunt on 8/11/23	Yes
12	19/07/2023	Corporate Governance Report	That Officers provide an update to Committee Members via email into the progress on responding to Adult and Children's Social Care complaints.	Lorraine Lunt	Update provided in the report on 8th Nov	Lorraine Lunt on 08/11/2023	Yes
13	19/07/2023	Corporate Governance Report	That Officers review the ombudsman decisions and share with the Committee any additional decisions If not included within annex 3 to the report as intended.	Lorraine Lunt	Included in report on 8 Nov. Confirming duplicate case in Annex 3 of the July report and no additional decisions to include for that reporting period.	Lorraine Lunt on 08/11/2023	Yes
15	19/07/2023 and 12/09/23	Review of the Constitution	That the Monitoring Officer review, in the Constitution, the Public Participation Protocol, the language used and a specific point regarding incoming new Leaders of the Council, as part of the Constitution review.	Bryn Roberts	To close following the next meeting	Bryn Roberts on 8/11/2023	Yes
17	19/07/2023	Internal Audit Reports	That a report be added to the Committee work plan to review the policy and use of payment orders within the Council.	Debbie Mitchell	A report is included on the agenda for the November meeting	Debbie Mitchell	Yes
18	12/09/2023	Minutes	That the action log be reviewed to demonstrate a clearer control process.	Bryn Roberts	To also include the completed actions archive in the agenda	Bryn Roberts/Dem Services	Yes

19	12/09/2023	Minutes	That the full Key Performance Indicator range, discussed at the 19 July meeting, be split by directorates and circulated to Committee Members.	Lorraine Lunt	Will include updated format and content of KPI range in next report due on 28 February 2024 for further comment and feedback	Lorraine Lunt 28 Feb 2024	Yes
21	12/09/2023	Monitor 1 23/24 - Key Corporate Risks	Investigate what processes the council currently had in place for urgent extreme weather incidents and inform the Committee	Helen Malam	Update to be provided by email or at the next meeting	Helen Malam on 8/11/2023	Yes
22	12/09/2023	Monitor 1 23/24 - Key Corporate Risks	Consider expanding Key Corporate Risk 12 to include the impacts extreme weather incidents had on communities and people's wellbeing.	Helen Malam	Update to be provided by email or at the next meeting	Helen Malam on 08/11/2023	Yes
23	12/09/2023	Monitor 1 23/24 - Key Corporate Risks	Investigate if there were any government schemes in place to recover the lost council tax income, due to students being exempt.	Helen Malam	Update to be provided by email or at the next meeting	Helen Malam on 8/11/2023	Yes
24	12/09/2023	Monitor 1 23/24 - Key Corporate Risks	Consider the project management of the Castle Gateway Project and York Central to enable improved consultation and engagement with the general public. (KCR 7).	Helen Malam	Update to be provided by email or at the next meeting	Helen Malam on 08/11/2023	Yes
25	12/09/2023	Monitor 1 23/24 - Key Corporate Risks	Modify the wording used in relation to the adoption date of the Local Plan. (KCR 8).	Helen Malam	Completed	Helen Malam	Yes
26	12/06/2023	Treasury Management Monitor 1	That treasury management be included in the Member training schedule.	Debbie Mitchell	The explanation will be included in the next Corporate e Governance Performance report to Committee. Completed.	22-May-24	Yes
27	12/09/2023	Audit and Governance Work Plan	To receive a report that focused on implementing good practices in transparency, reporting, and audit, to deliver effective accountability.	Bryn Roberts	To close following the next meeting .	Bryn Roberts on 08/11/2023	Yes

28	12/09/2023	Urgent Business	That an initial response be provided to Committee Members on the strategy to clear the Freedom of Information backlog and then an update, from the Information Governance Team, be provided at the next meeting.	IG Team / Bryn Roberts	Ahead of next CGT report on 8th Nov, the progress and improvement plan has been published on the council website. https://www.york.gov.uk/freedom-information/information-commissioner's-office-ico-enforcement-notice-improvement-plan	Lorraine Lunt on 08/11/2023	Yes
29	08/11/2023	Corporate Governance Performance Report	Following the covert surveillance training provided to Members of the A&G committee on 8 November, Committee Members to provide any feedback on the content of the annual report to Lorraine Lunt.	Committee Members	Members had been reminded to send comments to officers.	Committee Members 08/03/2023	Yes
30	08/11/2023	Corporate Governance Performance Report	The Improvement Plan to be revised to ensure Members could monitor the progress of any improvements and completed outcomes.	Lorraine Lunt	An updated improvement plan has been published on the council website with progress and it will also be included in the next report on 28 February 2024. This has also been discussed with the ICO Group Manager.	Lorraine Lunt 28/02/2024	Yes
31	08/11/2023	Corporate Governance Performance Report	The Information Commissioners Office had confirmed the council had complied with their enforcement notice and this result would be published on their website. Once available, officers to share the uniform resource locator (URL) link with Members.	Lorraine Lunt	The ICO group manager confirmed that they will not publish until the end of the 6 month period of the Enforcement Notice. However, they did acknowledge that we had complied fully with the requirements of it i.e. send responses and publish plan. An update will be provided at the end of the 6 month period (13th March 2024)	Lorraine Lunt on 22 May 2024	Yes

32	08/11/2023	Corporate Governance Performance Report	The stretch target set by the ICO was 95% or above, further analysis to be included in future updates to clarify the council's position.	Lorraine Lunt	This will be included in the next report due on 28 February 2024 and review for future reports from comments and feedback at the next Committee.	Lorraine Lunt 28/02/2024	Yes
34	08/11/2023	Publication of Internal Audit Reports	To include details in a public summary report that highlights the key points and an overall conclusion of assurance levels for completed reports.	Veritau/Bryn Roberts	This will be ongoing. The information will be provided as part of all future internal audit & counter fraud progress reports brought to the committee.	Veritau/Bryn Roberts 01/02/2024	Yes
36	08/11/2023	Treasury Management Mid-Year Review and Prudential Indicators 2022/23	Explore the investment portfolio available on the council's current accounts.	Debbie Mitchell	Covered as part of member training	Debbie Mitchell 31/01/2024	Yes
37	08/11/2023	Treasury Management Mid-Year Review and Prudential Indicators 2022/23	Further information to be issued to Committee Members regarding the Public Works Loan Board (PWLB) certainty borrowing rates, (as noted in table 6 at point 42 of Annex 1 to the report).	Debbie Mitchell	Covered as part of member training	Debbie Mitchell 31/01/2024	Yes
38	08/11/2023	Update on No Purchase Order No Pay Process	More analysis in future reports, particularly relating to the: Exemption list, Value of invoice, PO invoice dates/approvals , Retrospective POs and the Action Plan.	Helen Malam	This will be included in the next report	Helen Malam on 28/02/2024	Yes
39	08/11/2023	Monitor 2 2023/24 - Key Corporate Risks	To include an update on the progress of the Local Plan (KCR 8).	Helen Malam	This will be reported at the A&G meeting on 31 January 2024	Helen Malam on 31/01/2024	Yes
41	31/01/2024	Local Government Association (LGA) Peer Challenge	That Members comments regarding the interviewee list and the LGA engaging with a broader spectrum of stakeholders be fed back to the LGA for consideration.	Clare Foale	Recommendations from Audit and Governance were taken on board with additional workshops arranged for Trade Unions, Elected Members, and Talkabout panel members invited as residents.	Claire Foale 09/02/2024	Yes

43	31/01/2024	Key Corporate Risks	The officers working on the Local Plan be asked to provide an update on the risks to committee members.	Helen Malam	This will come as part of the KCR monitor 4 update	09/07/2024	Yes
44	31/01/2024	Key Corporate Risks	Officers to consider if there were any key corporate risks associated with accessing and utilizing additional	Helen Malam	This will come as part of the KCR monitor 4 update	09/07/2024	Yes
45	31/01/2024	Key Corporate Risks	1) The major metric risk definition used in the gross impact score for KCR 1, Financial Pressures be reconsidered. 2) The original risk scores could be included above the matrix that categorises the KCRs according to their net risk evaluation.	Helen Malam	This will come as part of the KCR monitor 4 update	09/07/2024	Yes
47	31/01/2024	Treasury Management Training	The treasury management training recording would be circulated around committee members.	Louise Cook	Completed	Louise Cook 2/2/24	Yes
48	31/01/2024	Work Plan	That the workplan be populated to include the 2024/25 finance reports.	Debbie Mitchell	Completed	Helen Malam 12/03/2024	Yes
54	28/02/2024	Early Intervention and Prevention of Rough sleeping	That Members raise any specific matters within the report to the Director of Governance and Monitoring Officer.	Committee Members	Members had been reminded to send comments to the Director	Committee Members 10/05/2024	Yes
56	28/02/2024	Work Plan	Consider the timeframes required to produce the revised Salvation Army report and suggest a suitable meeting date.	Bryn Roberts, Chair and Vice Chair	Completed - arranged to take place on 22 May 2024	Bryn Roberts	Yes
58	22/05/2024	Counter Fraud Framework Report	Email Members more details on the courses/eLearning that were delivered to staff to raise the profile of fraud and the risks around it.	Max Thomas	Email sent to Committee Members on 26 June	26-Jun-24	Yes

60	22/05/2024	Work Plan	The Director of Governance and Monitoring Officer to consider how the general election will impact the work plan whilst ensuring the agenda for the committee meetings scheduled on 9 and 31 July remained substantial.	Bryn Roberts	Work Plan updated at the 9 July Cmt meeting	09-Jul-24	Yes
----	------------	-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------	---------------------------------------------	-----------	-----



Meeting:	Audit & Governance Committee
Meeting date:	31/07/2024
Report of:	Director of Finance (S151 Officer)
Portfolio of:	Councillors Lomas and Baxter (job-share), Executive Members for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Audit and Governance Committee Report: External Audit Progress Report

Subject of Report

1. The purpose of this report is to present the latest audit progress report from Forvis Mazars, the Council's external auditors. This can be found at Annex A.

Recommendation and Reasons

2. Note the matters set out in the Audit Progress Report presented by the external auditor.

Reason

To ensure the proper consideration of the progress of the external auditor in respect of the annual audit of accounts and review of the council's arrangements for ensuring value for money

Contact details

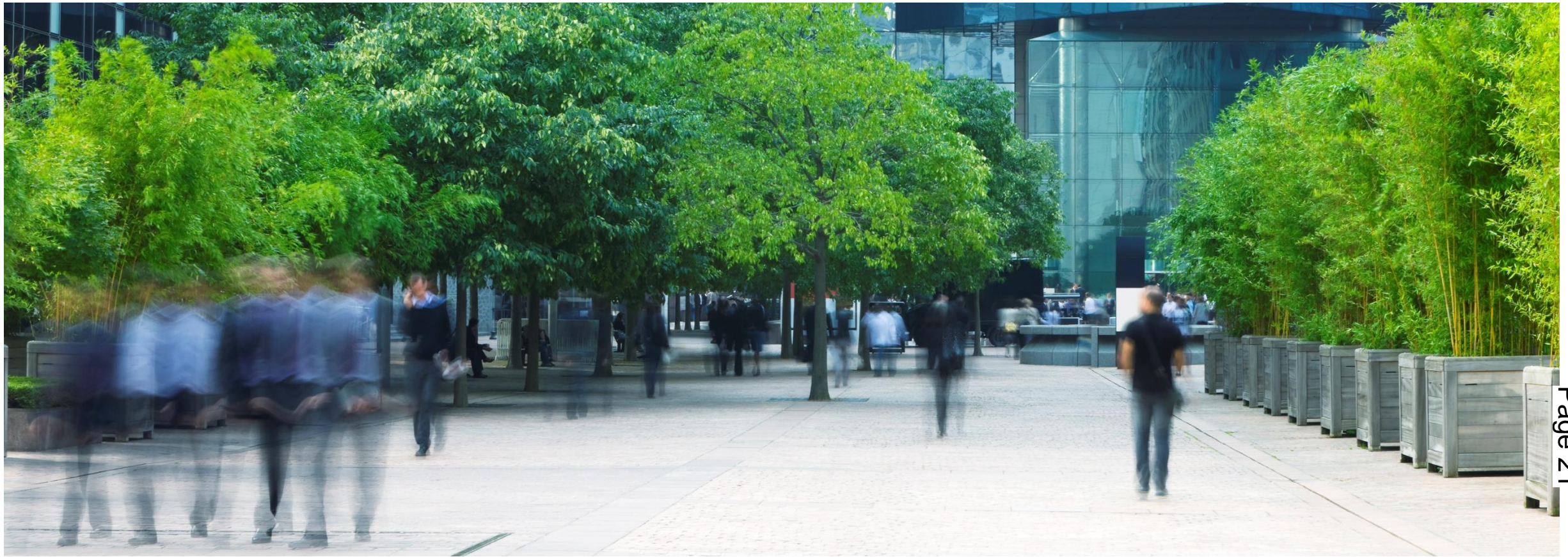
For further information please contact the authors of this Report.

Author

Name:	Helen Malam
Job Title:	Principal Accountant
Service Area:	Corporate Finance
Report approved:	Yes
Date:	12/07/2024

Annexes

A – External Audit Progress Report July 2024



Audit Progress Report City of York Council

July 2024

Contents

01 Audit progress

02 National publications

01

Audit progress

Audit progress

Purpose of this report

This report provides the Audit and Governance Committee with information about progress in delivering our responsibilities as external auditors for the Council.

Prior to the calling of the general election on 4 July 2024, the Department of Levelling Up, Housing and Communities ('DLUHC') had consulted on proposed arrangements which would implement a 30 September 2024 backstop date for all audits for the 31 March 2023 financial year and earlier, where these are not yet complete. Similar dates were being considered to bring the backstop date forward each year for the next five years. These considerations are now on hold until the new Government has been able to consider them.

We are committed to the delivery of both high quality and timely audits. In this context, we had planned to complete the 2022/23 audit by the end of June 2024 with the value for money arrangements work and Auditors Annual Report being issued shortly after, however, as previously stated we require assurance from the 2022/23 North Yorkshire Pensions Fund's auditors to complete the audit. As at the time of writing this report, this has not been received.

We will provide a verbal update to the Committee on the latest position for both 2022/23 and 2023/24 during the meeting of the Committee.

Forvis Mazars

We are delighted to introduce you to Forvis Mazars: a new global Top 10 network. Launching on 1 June 2024, Forvis Mazars has been designed for and around our clients. As a network of just two firms, and operating in over 100 countries, Forvis Mazars has been built with the scale, capacity, and expertise to support our clients' needs worldwide.

Your key contacts and our ways of working remain unchanged. For now, there will be no change to our contact email addresses.

Further information on Forvis Mazars can be found here: [Forvis Mazars Accountants - Audit, Tax and Advisory Services - United Kingdom](#)

02

National publications

National publications

	Publication/update	Key points
Chartered Institute of Public Finance and Accountancy ('CIPFA')		
1	CIPFA Bulletins	CIPFA have issued two Bulletins to provide further guidance on the financial reporting requirements.
National Audit Office ('NAO')		
2	NAO insight: Digital transformation in government: a guide for senior leaders and audit and risk committees	The NAO has published a guide for senior leaders and audit and risk committees on Digital transformation in government. The guide can support those tasked with overseeing large-scale digital change to understand the core issues and pitfalls to avoid.
3	NAO insight: Good practice in annual reporting	Transparent, timely, and clear annual reporting in the public sector has never been more important. A good annual report is a key opportunity for bodies in the public sector.
4	NAO report: Non-executive appointments	Non-executive directors ('NEDs') make an important contribution to the running of government. However, the government must do more to ensure the best quality of candidates are recruited.
5	NAO overview: Department for Levelling Up, Housing & Communities 2022-23	The NAO has published the Departmental Overview: Department for Levelling Up, Housing & Communities (DLUHC) 2022-23. It summarises the key information and insights that can be gained from the NAO's examinations of DLUHC and related bodies in the sector in England and DLUHC's Annual Report and Accounts.
Department for Levelling Up, Housing and Communities ('DLUHC')		
6	Addressing the local audit backlog in England: Consultation	This consultation seeks views on amending the Accounts and Audit Regulations 2015 as part of a package of cross-system measures to clear the backlog and put the system on a sustainable footing. The consultation closed on 7 March 2024.
7	Consultation on changes to statutory guidance and regulations: Minimum Revenue Provision	The duty to make Minimum Revenue Provision ('MRP') is an important component of the Prudential Framework. The purpose of this consultation is to seek views on the revised Guidance and final proposed amendments to the Regulations. The consultation ran from 21 December 2023 to 16 February 2024.
Other		
8	Financial Reporting Council ('FRC') – FRC report on quality of major local audits	Report on the quality of major local audits
9	Forvis Mazars – Preparing for the Procurement Act 2023	The Procurement Act 2023 is set to transform the procurement procedures for public sector bodies. Our latest article provides an in-depth overview of the new Procurement Act.
10	Forvis Mazars – Understanding the new 'Failure to Prevent Fraud' Offence in a Public Sector context	The UK Government has recently announced a new corporate criminal offence – the 'failure to prevent fraud' offence – within the Economic Crime and Corporate Transparency Act 2023.

National publications

CIPFA

1. CIPFA Bulletins

Bulletins issued by CIPFA, with the assistance of CIPFA panels, provide practitioners with topical guidance on specific issues and accounting and reporting developments. CIPFA has issued the following Bulletin's in recent months:

CIPFA Bulletin 17 Closure of the 2023/24 Financial Statements

This bulletin covers the closure of accounts for the 2023/24 year and provides further guidance and clarification to complement the 2023/24 Code of Practice on Local Authority Accounting in the United Kingdom: Guidance Notes for Practitioners (Code Guidance Notes). It addresses, where relevant, frequently asked questions and other issues that have arisen since the publication of the 2023/24 Code Guidance Notes.

Link: [CIPFA Bulletin 17 Closure of the 2023/24 Financial Statements](#)

CIPFA Bulletin 16 Local audit delays and the publication of the annual governance statement

CIPFA Bulletin 16 Local audit delays and the publication of the annual governance statement is intended to provided clarity to those authorities with at least one set of unaudited financial statements for prior years, and their external auditors, on the update of the annual governance statement ('AGS').

Link: [CIPFA Bulletin 16 Local audit delays and the publication of the annual governance statement](#)

National publications

NAO

2. NAO insight: Digital transformation in government: a guide for senior leaders and audit and risk committees

The NAO has published a guide for senior leaders and audit and risk committees on Digital transformation in government. The guide can support those tasked with overseeing large-scale digital change to understand the core issues and pitfalls to avoid. The guide identifies seven areas where the more persistent obstacles stand in the way of successful digital transformation in government and have grouped them into three themes:

- constraints of the existing environment;
- under-estimating the scope of early work; and
- lack of skills and leadership.

[Digital transformation in government: a guide for senior leaders and audit and risk committees](#)

3. NAO insight: Good practice in annual reporting

Transparent, timely, and clear annual reporting in the public sector has never been more important.

A good annual report is a key opportunity for bodies in the public sector to:

- weave a compelling narrative that resonates with the public;
- serve as a tool for accountability by shedding light on how taxpayer's money has been spent; and
- equip stakeholders with information to hold organisations to account.

The list is not definitive but should provide ideas on content and format for all bodies in both the public and private sector as they plan their annual reporting for 2023-24.

[Good practice in annual reporting](#)

National publications

NAO

4. NAO report: Non-executive appointments

Non-executive directors ('NEDs') are crucial to the effective running of government. They are individuals who sit on governing boards of government departments and arm's-length bodies, including non-departmental public bodies and government companies, to provide external expertise. They provide strategic leadership, scrutinise performance, promote transparency and take a long-term perspective.

NEDs make an important contribution to the running of government, providing an independent perspective, expertise, and challenge where needed. However, the government must do more to ensure the best quality of candidates are recruited. This includes fixing the often long and drawn-out appointments and re-appointments process, which poses risks to the quality and diversity of boards, as well as to the governance of those organisations when vacancies are not filled.

[Non-executive appointments](#)

5. NAO overview: Department for Levelling Up, Housing & Communities 2022-23

The NAO has published the Departmental Overview: Department for Levelling Up, Housing & Communities (DLUHC) 2022-23. It summarises the key information and insights that can be gained from the NAO's examinations of DLUHC and related bodies in the sector in England and DLUHC's Annual Report and Accounts. DLUHC spends around £33 billion each year to support people, places and communities.

[Department for Levelling Up, Housing & Communities 2022-23](#)

6. Addressing the local audit backlog in England: Consultation

The external auditing of local bodies is vital in supporting democratic accountability and providing assurance for local people and their elected representatives. The consultation sought views on amending the Accounts and Audit Regulations 2015 as part of a package of cross-system measures to clear the backlog and put the system on a sustainable footing. The draft statutory instrument covers the core elements of the proposed amendments to the Regulations. The Joint Statement, agreed with system partners, provides vital context and explains the cross-system proposals and how the various elements are intended to interact.

The consultation ran from 8 February 2024 to 7 March 2024. Documents relating to the consultation are still available for download at the link below, which is also the place where the outcome to the public feedback will be available.

[Addressing the local audit backlog in England: Consultation](#)

7. Consultation on changes to statutory guidance and regulations: Minimum Revenue Provision

The duty to make Minimum Revenue Provision ('MRP') is an important component of the Prudential Framework. Where local authorities finance capital expenditure from debt, they must set aside an amount of money each year to ensure their debt liabilities can be repaid. In practice, the application is more complex, but when it operates effectively it should ensure that local authorities do not borrow more than they can afford.

The purpose of the consultation was to seek views on the revised Guidance and final proposed amendments to the Regulations. The proposed changes to the Regulations remain substantively the same as previously consulted on in the June-July 2022 consultation, with some minor changes to reflect responses. The Guidance provides detailed interpretation and outlines the government's expectations of how the Regulation requirements should work in practice.

The consultation ran from 21 December 2023 to 16 February 2024 however the link provides information on the key issues that were consulted on.

[Consultation on changes to statutory guidance and regulations: Minimum Revenue Provision](#)

National publications

Other

8. Financial Reporting Council ('FRC') - FRC report on quality of major local audits

The FRC has published its report on the quality of major local audits which summarises the FRC's regulatory approach for financial years up to and including the year ended 31 March 2023 and sets out the findings from the 2022-23 inspections cycle.

The FRC reviews in the 2022-23 inspection cycle comprised six health and four local government audits. The audits inspected had year-ends in March (or in one case May) 2021 (local government) and March 2022 (health). For local government audits, inspections were selected from those finished in the 2022 calendar year (regardless of the financial year the audit related to) due to the challenges brought on by the backlog. Therefore, more audits were inspected from the health sector and as a result, the findings in the report are more indicative of audit quality in the health sector. Across all suppliers, all financial statement audits were assessed as "good" or "limited improvements required". Areas requiring limited improvements included:

- audit procedures regarding completeness and accuracy of expenditure; and
- on the audit of one NHS Trust, the inspection concluded that audit procedures were not sufficiently tailored to address the impact of backlog maintenance on property, plant and equipment valuations.

In terms of value for money ('VfM') inspections, six related to health and three local government bodies. This is less than the number of financial statement audits inspected because the auditor's work on VfM arrangements was not complete on one audit that was inspected. All VfM inspections were assessed as good or limited improvements required. Areas requiring limited improvements included:

- risk assessment procedures not being performed in a timely manner;
- not considering the arrangements in place at the body to manage, monitor and oversee its subsidiaries; and
- the audit team not updating their initial risk assessment or reporting to consider how the body had achieved its outturn financial position.

Examples of good practice have also been included in the report regarding risk assessment, execution of the audit, and audit completion and reporting.

[FRC publishes report on the quality of major local audits amid delays in local government](#)

National publications

Other

9. Forvis Mazars – Preparing for the Procurement Act 2023

The Procurement Act 2023 is set to transform the procurement procedures for public sector bodies in the UK by:

- enhancing transparency in procurement processes, requiring greater disclosure of information about procurement opportunities;
- improving efficiency by introducing new measures such as electronic procurement platforms; and
- promoting fairness to ensure all suppliers have equal access to government contracts.

Our latest article provides an in-depth overview of the new Procurement Act, including when it will be implemented, key provisions and how public sector organisations can prepare.

[Preparing for the Procurement Act 2023](#)

10. Forvis Mazars – Understanding the new ‘Failure to Prevent Fraud’ Offence in a Public Sector context

The UK Government has recently announced a new corporate criminal offence – the 'failure to prevent fraud' offence – within the Economic Crime and Corporate Transparency Act 2023.

Fraud is currently the most common crime in the UK, and this new offence is designed to drive a cultural shift, encouraging organisations to improve their prevention procedures and reduce instances of fraud. It strengthens existing powers to fine and prosecute organisations for fraud committed by their employees and agents, closing loopholes that have allowed organisations to avoid prosecution in the past.

This new offence holds large organisations, both in the public and private sectors, accountable for fraudulent activities committed by their employees or agents.

['Failure to Prevent Fraud' in the Public Sector](#)

Contact

Forvis Mazars

Mark Kirkham

Partner

Mark.Kirkham@mazars.co.uk

Mark Outterside

Director

Mark.Outterside@mazars.co.uk

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

© Forvis Mazars 2024. All rights reserved.

This page is intentionally left blank



Meeting:	Audit & Governance Committee
Meeting date:	31/07/2024
Report of:	Director of Finance (S151 Officer)
Portfolio of:	Councillors Lomas and Baxter (job-share), Executive Members for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Audit and Governance Committee Report: Annual Governance Statement 2023/24

Subject of Report

1. The purpose of this report is to present for information the draft 2023/24 Annual Governance Statement.

Policy Basis

2. The Annual Governance Statement sits within the Council's Statement of Accounts. The production of the Council's statement of accounts results from all of the council's business processes and helps support the administration's key commitments and priorities as outlined in the Council Plan 2023-2027.

Recommendation and Reasons

3. That Audit & Governance Committee comment on and note the draft Annual Governance Statement for the financial year ended 31 March 2024.

Reason: To ensure that Members have had the opportunity to review the draft Annual Governance Statement.

Background

4. The Accounts and Audit Regulations (2015) requires Local Authorities to publish draft Accounts by 31st May. Due to delays in

prior year audits the majority of Local Authorities across the country signalled they would not meet this earlier deadline. At York Council, our draft Accounts were published on 7th June and were available for inspection on 10th June.

5. The accounts include the Council’s Annual Governance Statement (AGS), following the annual review of the governance framework and processes. Any significant control issues are identified within the AGS.
6. The AGS is currently in draft, and some changes have already been made to the version that was published on 7th June. These changes include details of the enforcement notice received from the Information Commissioner in respect of the backlog of Freedom of Information requests and the delay in publication of the 2022/23 AGS.
7. Further updates, including the LGA peer review actions will be made before the statement is brought for approval later this year and Members will be given a further opportunity to review the final version.

Contact details

For further information please contact the authors of this Report.

Author

Name:	Debbie Mitchell
Job Title:	Director of Finance
Service Area:	Corporate Finance
Report approved:	Yes
Date:	22/07/2024

Annexes

A – Draft Annual Governance Statement

ANNUAL GOVERNANCE STATEMENT

Financial Year 2023-2024

DRAFT

DRAFT

2023-2024 ANNUAL GOVERNANCE STATEMENT – 7 JUNE 2024**Introduction**

City of York Council is a unitary Council with 47 councillors elected for a four-year term (2023-2027) to represent 21 local wards. All out elections were held in May 2023 and a change of political leadership led to the Labour Group forming an Executive. Since that time the make-up of the Council has been as follows:

- 24 Labour
- 19 Liberal Democrat
- 3 Conservatives
- 1 Independent

There are 31 Parish and Town Councils established within the boundary of City of York Council.

The 2023-24 financial year is set against a backdrop of challenging economic conditions where the UK slipped into a short recession, high levels of inflation and interest rates continued, and the cost-of-living crisis deepened.

What is Governance in City of York Council?

City of York Council (“the 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 on behalf the of York council taxpayers.

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.

In order to discharge this responsibility, the Council must put in place proper arrangements for the governance of its affairs.

Governance is about how we ensure we are doing the right things, in the right way, for the right people in a timely, inclusive, open, honest, and accountable manner. Good governance leads to effective:

- Leadership and management;
- Performance and risk management;
- Stewardship of public money for York council taxpayers; and
- Public engagement and outcomes for residents and service users.

The Council has adopted a Local Code of Corporate Governance which is consistent with the seven principles set out in “proper practice” for the public sector, namely Delivering Good Governance in Local Government: Framework published by CIPFA/SOLACE 2016.

The overall aim of the Local Code of Corporate Governance is to ensure that:

- Resources are directed in accordance with agreed policy and according to priorities;

- There is sound and inclusive decision making;
- There is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

A copy of our Local Code is available on our website at www.york.gov.uk/CorporateGovernance

This Annual Governance Statement (“AGS”) for 2023-2024 demonstrates how we have complied with our local code and met the requirements of Regulation 6(1)(b) of the Accounts and Audit Regulations 2015, which requires us to prepare an annual governance statement.

What is the purpose of our Governance Framework?

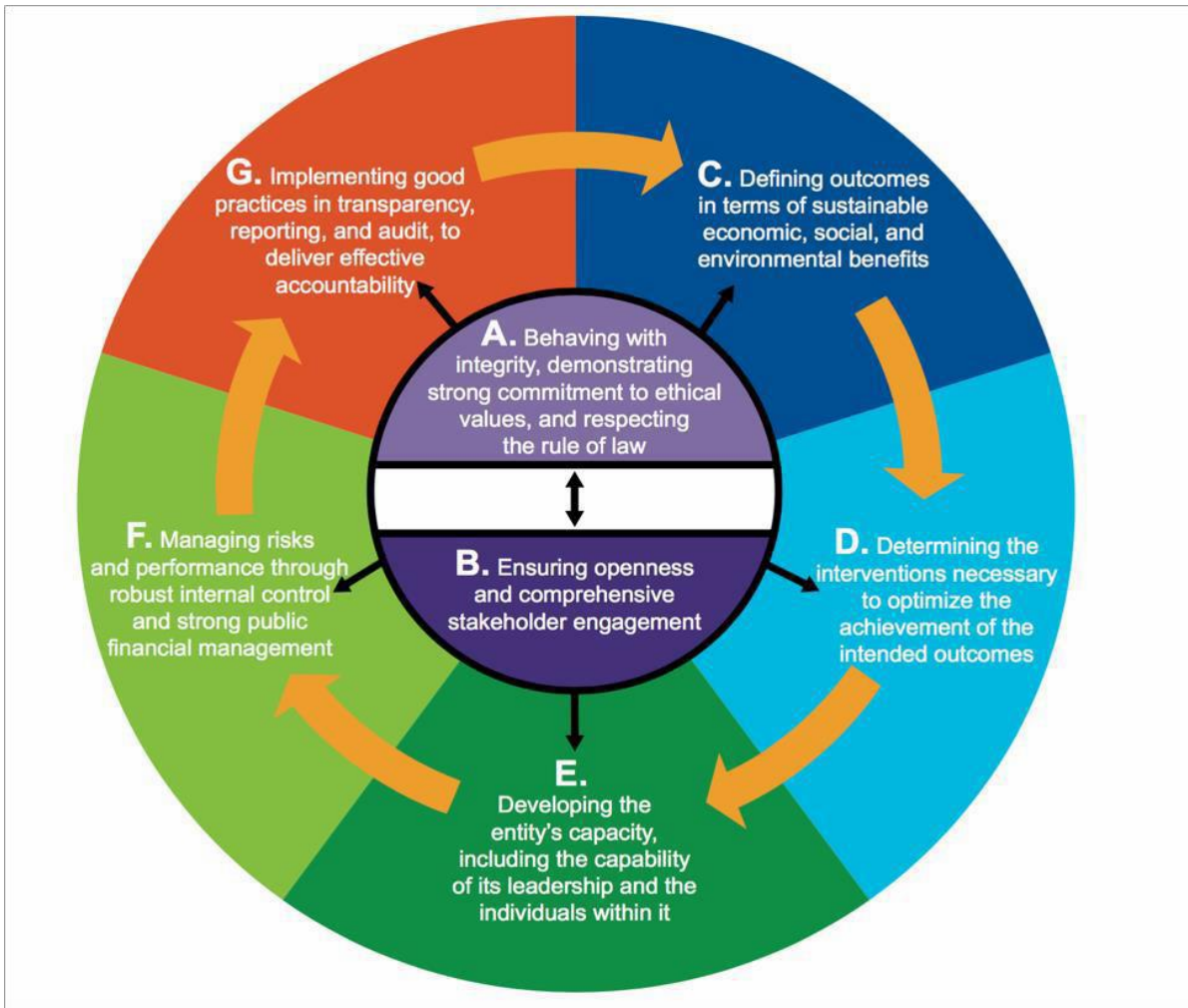
Our governance framework aims to ensure that in conducting our business, we:

- operate in a lawful, open, inclusive, and honest manner;
- make sure public money is safeguarded, properly accounted for, and spent wisely;
- have effective arrangements in place to manage and control risk;
- secure continuous improvements in the way we operate.

Our governance framework is comprised of the culture, values, systems, and processes by which we are directed and controlled. It brings together an underlying set of legislative and regulatory requirements, good practice principles and management processes.

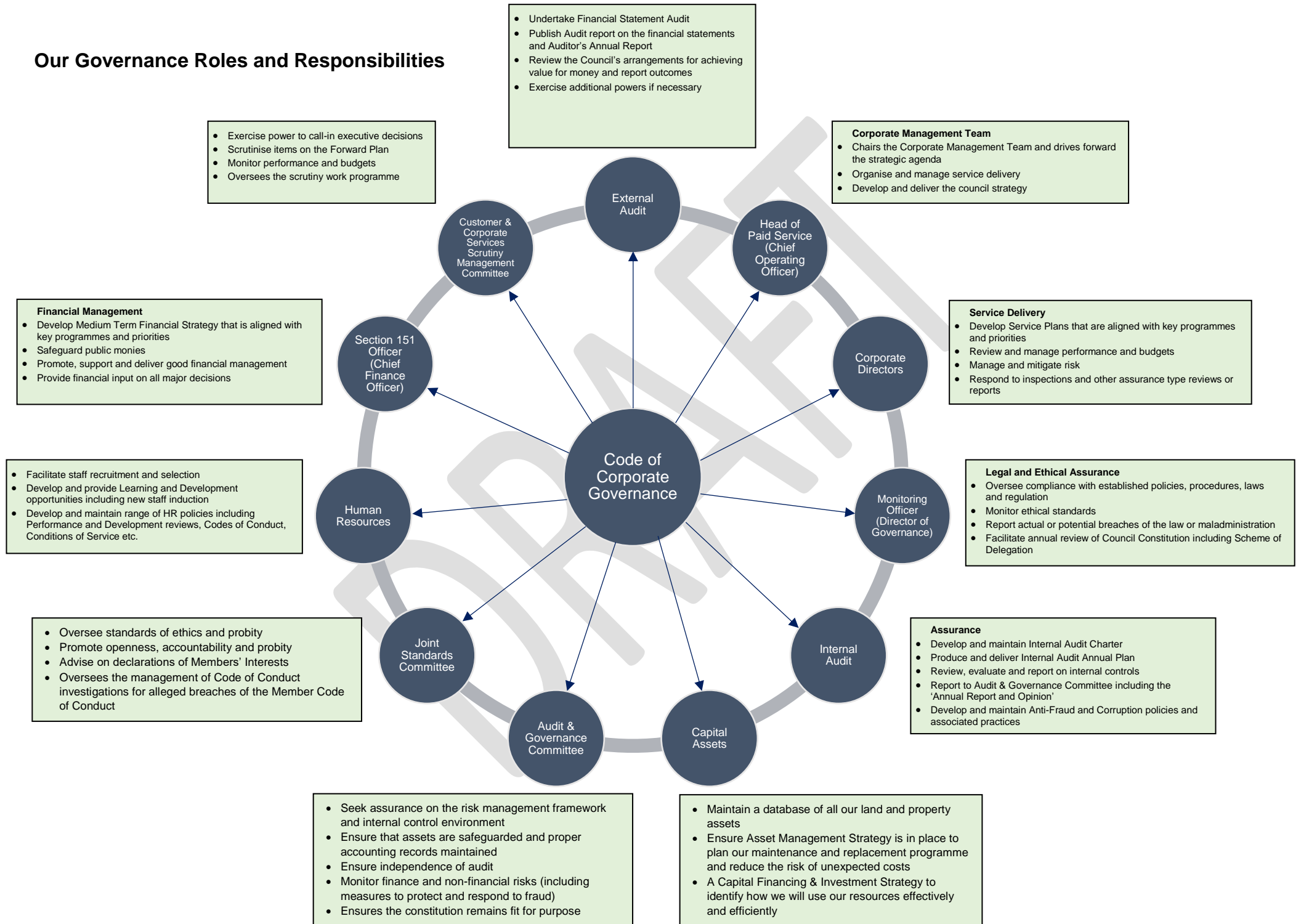
Our system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of Internal Control is based on an on-going process designed to identify and prioritise risks, evaluate the likelihood and impact should risks be realised, and efficiently, effectively, and economically manage such risks.

The "Delivering Good Governance" framework below envisages it will be a continuous process of seven principles with a core of A and B being about the behaviours of integrity, demonstrating a strong commitment to ethics and respecting the rule of law with practices being carried out in the spirit of openness and comprehensive stakeholder engagement.



DRAFT

Our Governance Roles and Responsibilities



What is our Governance Framework?

<p><i>What we do</i></p> <p>Constitution and decision-making framework Finance and Contract Procedure Rules Roles and Responsibilities Policy Framework Promote Employee Standards</p>	<p><i>How we deliver</i></p> <p>Executive and scrutiny framework Project management Risk management Performance management</p>
<p><i>How we set priorities for change</i></p> <p>Medium Term Financial Strategy Community Engagement Partnership working/framework Strategic planning</p>	<p><i>How we behave</i></p> <p>Codes of conduct Employee values Leadership behaviours Whistleblowing, Standards and complaints procedures Behavioural standards</p>

What Does Our Governance Assurance Framework look like?

Good assurance in any organisation provides confidence, based on sufficient evidence, that internal controls are in place and are operating effectively and that objectives are being achieved.

Our assurance framework is the structure within which Councillors and Senior Management identify the principal risks to the Council in meeting its key objectives, and through which we map out both the key controls to manage them and how they have gained sufficient assurance about the effectiveness of those controls. Our assurance framework underpins the statements made within this Annual Governance Statement.

Assurance can come from many sources, including:

- Internal: Self Assurance Statements, Corporate Management Team, Internal Audit Reviews, Scrutiny, Audit and Governance Committee, Service Reviews and performance intelligence, Governance Risk and Assurance Group (membership is key Statutory Officers), Corporate Governance;
- External: Inspections, External Audit, National Fraud Initiative, Partnerships, Trade Unions, stakeholders, and local forums

How has this Annual Governance Statement for 2023-2024 been prepared?

In preparing this Annual Governance Statement we have:

- Reviewed our existing governance arrangements against the CIPFA / SOLACE 'Delivering Good Governance in Local Government framework - 2016 Edition' good practice guidance;
- Assessed the effectiveness of our governance arrangements against the Local Code of Corporate Governance;

- Reviewed External Assessments; and
- Sought Self-Assurance Statements from all Directors.

How do we monitor and evaluate the effectiveness of our governance arrangements?

We continue to review the effectiveness of our governance arrangements on an ongoing basis and report on the position annually. The key sources of assurance that inform this review are outlined below:

- The work of Councillors (the Executive, and the Audit and Governance Committee) and Senior Officers (Corporate Management Team) who, individually and collectively, have responsibility for good governance;
- Consideration of the council's constitution and decision-making framework;
- The three statutory officers, being the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer;
- The Head of Internal Audit's annual report on Internal Audit Activity 2023-2024, which provides independent assurance that key risks (financial and non-financial) are being adequately controlled and provides an opinion on the effectiveness of these arrangements;
- Consideration of any control weaknesses or issues identified by the Head of Internal Audit as part of the Audit Plan and as reported to the Audit & Governance Committee;
- Consideration of the council's counter fraud strategy and the level of conformance to the CIPFA code of practice on managing the risk of fraud and corruption;
- Regular updates to Audit and Governance Committee on the council's risk register and any other issues highlighted through the council's risk management arrangements;
- Performance monitoring of key deliverables in the Council Plan as well as key performance indicators which are reported quarterly to Executive;
- Challenge through Overview and Scrutiny (for example review of the work programmes, recommendations to the Executive, call-in's, etc. as can be seen in the reports to Corporate Services, Climate Change and Scrutiny Management Committee);
- Inspections and assessments (such as Ofsted Inspection of Local Authorities Children's Services Framework and Sector Led Improvement activity in Children's and Adults Services, NHS data security and protection toolkit);
- Any comments made by our External Auditors in their Annual Report or as a result of their review of the Council's arrangements for securing economy, efficiency, and effectiveness (value for money);
- Recommendations and comments made by any other review agencies and

inspectors; and

- Regular updates to Audit and Governance Committee on complaints, concerns, comments and compliments and FOI/EIR, data protection and information governance

DRAFT

How do we know that our arrangements are working?

The table below details the seven principles of the CIPFA/SOLACE Delivering Good Governance framework. It provides an analysis of the effectiveness of how we conform with each element of the framework, and identifies areas where improvements are required. These are then listed in the action plan at the end of the statement.

Governance Principle	Sub-Principle	Assurance on Compliance
Acting in the public interest requires a commitment to effective arrangements for:		
<p>Principle A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</p>	<p>1. Behaving with integrity</p>	<ul style="list-style-type: none"> ➤ The political and managerial leadership sets the tone. ➤ Through this leadership we ensure that the required policies are put into place and monitored. ➤ The Employee Code of Conduct forms part of the Council’s Constitution and sets out the behaviours expected of employees. ➤ The Protocol on Officer Member Relations which forms part of the Constitution sets out the way Councillors and Officers should interact. ➤ Training has been made available to all Councillors following the whole-Council elections, including specialist training for those Councillors who are involved in a number of committees including Licensing, Audit & Governance Committee and Planning A. ➤ Joint Standards Committee produces an Annual Report to Council which includes a synopsis of Code of Conduct related complaints received during the Municipal Year in respect of Councillors (both City of York and Parish Councillors).
	<p>2. Demonstrating strong commitment to ethical values</p>	<ul style="list-style-type: none"> ➤ In accordance with the Localism Act 2011, and in common with the majority of Councils, we have adopted the LGA Model Code of Conduct for our Councillors, which is in keeping with the general principles of public life. All Councillors and co-opted Members undertake that they will observe the Code of Conduct. Members and key Officers have been trained on the Model Code, including training as part of the Members Induction Programme.

		<ul style="list-style-type: none"> ➤ The Joint Standards Committee monitors and reviews the Councillors' Code of Conduct and prepares an annual statement to Full Council. ➤ The Employee Code of Conduct provides guidance to our employees on the ethical framework within which we seek to conduct activities; and on the processes that the Council uses to ensure compliance with the highest ethical standards. City of York Council has adopted an Ethics Statement that reflects similar principles to the Nolan Principles which form the basis of the Members' Code of Conduct, and it is included in the constitution.
	3. Respecting the rule of law	<ul style="list-style-type: none"> ➤ Codes of Conduct set out the standards of behaviour that are expected of our Councillors and Officers. Should these standards be breached, they will be dealt with, either through the Members' Code of Conduct complaints process or, in relation to Officers, action taken under our capability and/or disciplinary procedures. ➤ The Whistleblowing Policy adopted by the Council ensures its effectiveness from a safeguarding perspective and to make it easier for staff to raise concerns about malpractice or illegal activity. The Policy contains clear guidance about how to report a concern, who to contact and sources of internal and external support. ➤ The Whistleblowing Policy is complemented by the Counter Fraud and Corruption Policy, Fraud and Corruption Prosecution Policy, Counter Fraud Strategy, Anti-Money Laundering Policy, and Anti-Bribery Policy.
Principle B Ensuring openness and comprehensive stakeholder engagement	1. Openness	<ul style="list-style-type: none"> ➤ We are committed to openness and publish information online in accordance with the provisions of the Local Government Transparency Code and the Freedom of Information Publication Scheme. ➤ We provide regular performance updates relating to information requests and complaints to management teams and the Audit & Governance Committee. ➤ We have in place procedures which allow, within certain parameters, the recording and filming of Council meetings, and for public participation in the majority of meetings.

		<ul style="list-style-type: none"> ➤ Only those reports which are considered exempt are dealt with in closed session (known as Part II), and for the majority of these reports there is a public facing report (known as Part I) which sets out the matter to be decided upon, but without the information that is exempt from publication.
	<p>2. Engaging comprehensively with institutional stakeholders</p>	<ul style="list-style-type: none"> ➤ We engage with large numbers of stakeholders. We have a comprehensive engagement system with statutory stakeholders such as the NHS, Humber and North Yorkshire Health and Care Partnership (which was established in July 2022), North Yorkshire Police, Fire and Rescue Service. We have further subject based stakeholders particularly regional economic development such as the newly established York and North Yorkshire Mayoral Combined Authority (which came into being on 1st February 2024), Local Enterprise Partnership (LEP), West Yorkshire Combined Authority and have strategic links with North Yorkshire Council. Locally, we regularly engage with key institutions such as the universities, colleges, business representative and environmental groups, education system partners such as the academies, together with health and care partners in the NHS, private sector, and community sector. We have a comprehensive approach to working with key city leaders through the monthly partnership group. We also engage and consult extensively with our Local Trade Unions in respect of employment related issues. ➤ To shape the Climate Change plan, a group of sector specific stakeholders shared their views in roundtable discussions, and we continue to engage with institutional stakeholders through the independent York Climate Commission. ➤ We regularly engage with professional leads at the Head of Communications Group, the Higher Education Group, the Bus Group and the Sustainability Leads Group. Each of these groups provide rich insight about the challenges facing their sectors as we recover from the Coronavirus Pandemic and respond to the challenges of climate change and the cost of living.

	<p>3. Engaging with individual citizens and service users effectively</p>	<ul style="list-style-type: none"> ➤ Local focus and community engagement are successfully promoted through a number of different activities: ➤ The Talk About Panel: a group of self-selected residents who comment on surveys throughout the year, the council actively promotes engagement in the panel through too hard to reach groups and those who are underrepresented. ➤ Our Big Conversation: invites residents to participate in different on and offline engagement activities designed to inform major council strategies such as the 10-year plan, the economic development, local transport plan and climate change strategies and related action plans. This has included targeted focus groups to encourage feedback from people who don't typically engage in council consultations, such as the disabled community, LGBTQi community, younger people not in work, etc. ➤ Annual Budget plan consultation invites residents to confirm their own priorities for council spend and growth. ➤ The Council Plan was consulted on prior to publication. ➤ Major capital programmes activities are heavily consulted on allowing residents to inform the build, structure, and shape of key developments across the city, influencing and adapting masterplans to meet their needs. ➤ Citizen's panel: Following a successful engagement activity that used focus groups to help set and inform waste recycling policy, we trialled a more regular approach to focus groups by inviting Talk About participants to join a citizens panel which was designed to explore key strategic issues presented through the budget consultation. We are reviewing whether to progress this for future budget consultations and have used the same approach to inform the 10-year plan. ➤ Statutory consultation also takes place in advance of all major traffic/highways schemes, changes to services and to support the Local Plan examination. ➤ Public consultation is undertaken on specific areas of service, or on matters that may have a substantive impact on residents, facilitated by our Communications and Consultation Teams. ➤ The Communications Team ensure that specific matters are promoted
--	---------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>via the media and engage with the media over enquiries on specific matters.</p> <ul style="list-style-type: none"> ➤ The complaints, comments, concerns, and compliments (the 4Cs) supports customer customers, residents and service users to have a more flexible manner to share their comments, complaints, concerns, and compliments with us. This enables us to identify themes and lessons learned for service providers across the council. Individual members of the public are able to participate in the majority of meetings, through the Council’s Public Participation Protocol.
<p>In addition to the overarching requirements for acting in the public interest found in principles A and B, achieving good governance also requires a commitment to, and effective arrangements for:</p>		
<p>Principle C Defining outcomes in terms of sustainable economic, social, and environmental benefits</p>	<p>1. Defining outcomes</p>	<ul style="list-style-type: none"> ➤ Following the 2023 local elections, the Council adopted a new 10-Year Plan, which was developed in partnership with city stakeholders and will respond to resident feedback. This was approved by Council on 21st September 2023. ➤ Resident feedback and stakeholder engagement is informing the outcomes which will be detailed in the economic development strategy, climate change strategy (and carbon reduction action plan) together with the Local Transport Strategy. ➤ Delivery of partnership priorities through partnership boards and strategies (for example Health and Well-being strategy, Children and Young People’s Plan). ➤ The Council Plan 2023-2027 “One City, for all” sets out our vision and priorities. Over the next 4 years, the council will establish the conditions that would make the city of York a healthier, fairer, more affordable, more sustainable and more accessible place, where everyone feels valued, creating more regional opportunities to help today’s residents and benefit future generations. The Council Plan identifies 4 core commitments: Equalities and Human Rights; Affordability; Climate and Health ➤ The fourth Monitor report presented to Executive provides an annual report with evidence about the council plan achievements and progress made in delivering the priorities and demonstrating value for money. ➤ A more robust Medium Term Financial Plan (MTFP) which aligns

		available resources to the activities of the Council Plan and setting out the financial plans for the next 3-4 years is currently being developed.
	2. Sustainable economic, social and environmental benefits	<ul style="list-style-type: none"> ➤ Service plans have been agreed which include clear objectives, measures and risks that are actively managed during the year and inform the setting of individual objectives. ➤ Service plans feed into and align with both Directorate plans and in response to the Council Plan's priorities.
Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes	1. Determining interventions	<ul style="list-style-type: none"> ➤ Corporate Management Team and Executive review the council's performance on a quarterly basis. ➤ Review and challenge through directorate management team (DMTs) led Improvement Boards in key areas and regularly reporting to Corporate Management Team in respect of the provision of children's and adults' services. Peer reviews are undertaken where necessary and appropriate to inform senior leaders. ➤ Creation of cross council performance groups (e.g., enhanced corporate support for Adult Social Care provision). ➤ Quality assurance - examples of good practice exist at service level e.g., Children's Services. ➤ Regular challenge from inspectorates such as Ofsted and Care Quality Commission (CQC). Annual Conversations with Ofsted make sure that progress of our services is tracked and challenged in between inspections. ➤ Sector Led Improvement (SLI) challenge from regional peers in Children's and Adults' services and Public Health. ➤ Overview and Scrutiny has a planned work programme that they scrutinise throughout the year.
	2. Planning interventions	<ul style="list-style-type: none"> ➤ Performance, audit, risk, and finance information is used to identify areas of concern and plan required interventions. ➤ There is an annual cycle of meetings that are planned through the municipal year, but internal procedures are flexible enough for Councillors to intervene, such as via call-in or the calling of extraordinary meetings, at

		any point in the year.
	3. Optimising achievement of intended outcomes	<ul style="list-style-type: none"> ➤ Outcomes are monitored on a regular basis and open to scrutiny. Matters which are formally project managed are required to be reported upon via published highlight reports at regular intervals. The performance framework ensures capacity is considered in balancing priorities against affordability and social value. ➤ Service planning and objectives set for the year for services and individual members of staff and the outcomes of these are reviewed regularly as part of the performance review process. ➤ Major Projects Board to oversee major capital projects and seek assurances from project teams and advisors. ➤ Our Corporate Management Team has strategic oversight of major issues affecting the Council with a tightly managed forward plan. ➤ The project management toolkit “all about projects” provides a framework for delivering projects which includes identifying clear and achievable outcomes.
Principle E Developing its capacity, including the capability of its leadership and the individuals within it	1. Developing the entity’s capacity	<ul style="list-style-type: none"> ➤ The Head of Paid Service is responsible for the organisation of the staff. ➤ Leadership and Management is delivered through Corporate Management Team (meeting once a week) and Leading Together and The Corporate Leadership Group Network. ➤ The Council has a performance management framework for all of its staff. The process also involves appraisal by way of regular reviews of performance of those objectives including formal mid-year and end of year performance reviews which are formally recorded.

	<p>2. Developing the capability of the entity's leadership and other individuals</p>	<ul style="list-style-type: none"> ➤ We have a programme of training available for both Councillors, by way of the Induction Programme delivered after the May 2023 elections, and Officers (at all levels). ➤ All new starters are required to undertake an induction programme, which is available both virtually and face to face, together with an evaluation of the sessions after they have been delivered. Induction is also supported by starter checklists for managers and employees to ensure all mandatory training and key Corporate and local information is cascaded. ➤ There is mandatory training for all staff on key policies via the e-Learning system. ➤ Professional members of staff are required to undertake additional training requirements (continuing professional development) as set by their professional bodies.
<p>Principle F Managing risks and performance through robust internal control and strong public financial management</p>	<p>1. Managing risk</p>	<ul style="list-style-type: none"> ➤ We have adopted a formal system of risk management overseen by the Corporate Finance Team. ➤ This ensures that the council's assets are adequately protected, losses resulting from hazards and claims against the council are mitigated through the effective use of control measures, and that our managers are adequately supported in their responsibilities in respect of risk management. ➤ Departments maintain risk registers which include corporate, operational, reputational, project and partnership risks in accordance with best practice. ➤ Key staff receive training on risk management principles. ➤ We maintain a Corporate Risk Register containing the council's key strategic risks and these are monitored by the Corporate Management Team, and by the Audit & Governance Committee. ➤ We conduct robust and quality risk assessments for data protection and privacy issues to ensure we comply with the fundamental principles and requirements of legislation.

	<p>2. Managing performance</p>	<ul style="list-style-type: none"> ➤ Principal performance targets are captured within our Performance management system and are subject to review (including Council Delivery Plan, Council Scorecard, and Departmental business and service plans). ➤ Individual projects have their own targets and performance reviews set within them and are reported via the projects teams as required. Major Projects are tracked through the Place Executive Recovery Group. ➤ Performance management is reported on a quarterly basis to the Executive, the Corporate Management Team, and the Corporate Services, Climate Change, and Scrutiny Management and Economy, Place, Access, and Transport Scrutiny Committees. Complaints, FOI/EIR, data protection and associated regulator feedback are included in these reports and are also reported to the Governance, Risk and Assurance Group, Corporate Management Team, and to Audit and Governance Committee.
	<p>3. Robust internal control</p>	<ul style="list-style-type: none"> ➤ Preventative procedures are in place which include the segregation of duties, approval/authorisation process, security of assets and regular reconciliations. ➤ Assurance is gained through regular internal audits and reporting. ➤ Our Internal Audit Service has received an independent external review which demonstrates that the service conforms with the Public Sector Internal Audit Standards (PSIAS). The Head of Internal Audit also presents the results of the Quality Assurance and Improvement Programme as part of the annual report to the Audit and Governance Committee.
	<p>4. Managing data</p>	<ul style="list-style-type: none"> ➤ We have in place a suite of Policies and Procedures covering information governance and information security that are managed and monitored by the Corporate Governance Team and ICT. ➤ We have senior officers who fulfil the roles of the Senior Information Risk Owner, Caldicott Guardians, and Information Asset Owners and Administrators. ➤ All officers and Councillors are required to undertake mandatory e-Learning training on data protection and information security.

		<ul style="list-style-type: none"> ➤ Regular council wide communications and targeted awareness sessions with teams are provided to ensure the need, and process, for reporting of all potential breaches of Data Protection legislation is clearly understood and also that lessons are learned and implemented from them.
	5. Strong public financial management	<ul style="list-style-type: none"> ➤ We have a budget setting process with the Budget and Medium Term Financial Plan decided annually by Council. ➤ Budget setting includes resident and business engagement. ➤ The Finance Strategy sets the overall direction for how we will fund our activities and invest in the future. ➤ We have in place a statutory Section 151 Officer with finance teams that support the budget holders. ➤ Financial Procedure Rules and Contract Procedure Rules are in place and are regularly updated.
Principle G Implementing good practices in transparency, reporting, and audit to deliver effective accountability	1. Implementing good practice in transparency	<ul style="list-style-type: none"> ➤ Agendas for all Council meetings are publicly available on the website. ➤ We comply with the local Government Transparency Code 2015, publishing required information at https://www.yorkopendata.org/ ➤ We comply with The Openness of Local Government Bodies Regulations 2014 and the Freedom of Information Act publication scheme. ➤ We have a Whistleblowing Policy in place which is actively publicised.
	2. Implementing good practices in reporting	<ul style="list-style-type: none"> ➤ We have in place comprehensive procedures for the making of decisions, either by Full Council, Committees, the Executive, or individual decisions made by Chief Officers or Executive Members. ➤ All reports are taken through Democratic Services and require clearance by legal and finance as a minimum. ➤ Reports for Council, Committees and Executive business and minutes of these meetings are available on our website, save for reports which

		contain information that is exempt from publication.
	3. Assurance and effective accountability	<ul style="list-style-type: none"> ➤ The Constitution has been fully reviewed and a refreshed version was implemented in May 2022, following its approval by Full Council in April 2022. A rolling review of the Constitution is underway. ➤ The Constitution sets out the executive arrangements and the roles and responsibilities of the Leader of the Council, the Executive and each of the Cabinet Members and the roles and responsibilities of other Council Members. ➤ The Constitution sets out the functions of Council, Executive and the various committees. ➤ We have an effective Scrutiny function with a number of Scrutiny Committees whose responsibilities are also set out in the Constitution. ➤ The principal roles and responsibilities of the Chief Operating Officer and senior officers, including the Section 151 Officer and the Monitoring Officer, are also set out in the Constitution.

What specific assurances do we receive?

Whilst a number of assurances have been obtained to support this conclusion, it is important that we consider the following specific assurances to support this statement:

1. Chief Finance Officer (Section 151 Officer)

The CIPFA Statement on the Role of the Chief Finance Officer (CFO) in Local Government (2016) requires that assurance is provided on a number of governance arrangements relating to the organisation including financial control, reporting, the approach to decision making, compliance with relevant codes and the influence of the CFO within the organisation. These have been considered within the context of this Statement and it has been established that our arrangements conform to the CIPFA requirements and the Section 151 Officer has no significant concerns.

2. Monitoring Officer

The Monitoring Officer is required to report to the Council in any case where it appears that any proposal, decision, or omission by the authority has given rise to or is likely to or would give rise to any contravention of any enactment, rule of law or code of practice or maladministration or injustice in accordance with Sections 5 and 5A of the Local Government and Housing Act 1989; (LGHA 1989). These have been considered within the context of this statement and the Monitoring Officer has no significant concerns to report.

3. Head of Internal Audit

In accordance with the Accounts and Audit Regulations 2015, the CIPFA Statement on the Role of the Head of Internal Audit 2019 and the Public Sector Internal Auditing Standards (PSIAS), the Head of Internal Audit provides an annual opinion on the overall adequacy and effectiveness of our risk management, internal control, and governance processes.

The Head of internal Audit is satisfied that sufficient work has been undertaken to allow him to draw a reasonable conclusion on the adequacy and effectiveness of our arrangements. Based on the work performed during 2023-2024, the Head of Internal Audit has provided the following opinion on our risk management, internal control and governance processes, in operation during the year to 31 March 2024:

*The overall opinion of the Head of Internal Audit on the framework of governance, risk management and control operating at the council is that it provides **Reasonable Assurance**.*

The opinion given is based on work that has been undertaken directly by internal audit, and on the cumulative knowledge gained through our ongoing liaison and planning with officers. No reliance was placed on the work of other assurance providers in reaching this opinion, and there are no significant control weaknesses which, in the opinion of the Head of Internal Audit, need to be considered for inclusion in the Annual Governance Statement.

Full details on the assurance provided by the Head of Internal Audit are detailed within the Internal Audit Annual Report for 2023-24 will be presented to the Audit & Governance Committee on 31 July 2024.

Under the Public Sector Internal Audit Standards (the Standards), we are required to undertake a review of the effectiveness of our Internal Audit function and to report the results to the Audit and Governance Committee. An independent assessment against the Public Sector Internal Audit Standards must be carried out every five years. The most recent independent assessment was completed in September 2023 by the Chartered Institute of Internal Auditors. The assessment concluded that the Internal Audit function generally conforms to the Standards. This is the highest rating that can be awarded. The Standards also require us to perform a self-assessment each year. The outcome of the recently completed self-assessment, included in the Internal Audit Annual Report for 2023-24, demonstrates that the service continues to generally conform to the Standards, including the Code of Ethics. The Council can therefore continue to place reliance on the work of internal audit and the opinions given.

4. External Audit

External Audit of the Council is undertaken by Mazars LLP. They presented their Audit Completion Report for the year ending 31st March 2023 to Audit & Governance Committee on 31st January 2024. At the time of writing, their work on the 2022/23 accounts is substantially complete, awaiting assurance on one area. The 2023/24 audit will commence in July 2024.

Mazars also took the Auditor's Annual Report to Audit & Governance Committee on 22nd May 2024 which provided conclusions on the value for money (VFM) arrangements for the Council in 2022/23. Following the recommendations arising from the Public Interest Report, a significant weakness was identified in the 21/22 VFM arrangements. In the latest report it was noted that the recommended actions had been addressed and the significant weakness no longer applied.

5. SIRO and Data Protection

The Director of Governance is the Council's Senior Information Risk Officer (SIRO) and Senior Responsible Officer (SRO) for surveillance systems and use of investigatory powers. The Corporate Governance Team support these roles and is responsible for data protection, information governance, records management and oversight of the surveillance systems framework and use of investigatory powers policy and procedures.

There have been small decreases in the number of reported potential and actual personal data breaches in 2023-24 financial year from the previous year. The reporting of potential as well as actual breaches indicates the ongoing awareness that timely reporting ensures the Council can take the necessary actions in a timely way, to safeguard information, inform individuals and regulators where it has been determined appropriate to do so, conduct robust investigations and make recommendations to reduce the risk of further breaches.

The number of significant breaches reported to Information Commissioners Office has remained the same i.e., 1 in 2022-2023 and one in 2023-2024.

The Council maintains the required level of assurance on the annual NHS Digital data security and protection toolkit.

The Council received positive assurances in respect of its use of investigatory powers and covert surveillance e.g., RIPA in its last inspection by the Investigatory Powers Commissioner Office (IPCO) inspection that took place on 27th August 2021. These are undertaken by the IPCO every three years. Updates on the required work and ongoing actions from this inspection were reported to Audit and Governance Committee and training was provided for the Committee to enable their oversight of the council's use of covert surveillance, acquisition of communications data and use of a Covert Human Intelligence Source (CHIS).

The Council continues to provide mandatory data protection and information security e-learning for all staff including agency staff and Elected Members. The requirement for this training to be completed annually is reinforced by regular all staff communications and targeted messages to senior managers. There is also ongoing targeted guidance and support provided for the roles of SIRO, information asset owners, Caldicott Guardians, and for investigatory powers/covert surveillance applying and authorising officers.

Ongoing work continues in the Council's ICT infrastructure to strengthen against Cyber-attacks, improve disaster recovery arrangements and record retention.

6. Senior Management Assurance Statements

Senior Management Assurance Statements were produced by all Directors for the financial year 2023-24 . In the Assurance Statements, the Directors' self-assessed compliance and detailed the basis of Assurance and the frequency of testing and review. Most of these statements/assurances evidenced full compliance with the principles of good governance. Areas for development are detailed at the end of this statement.

Significant Governance Issues

The governance and internal control arrangements can provide a reasonable assurance but not an absolute assurance against material misstatement, safeguarding of assets or loss. This Statement is intended to provide reasonable assurance. In concluding this review of the Council's Governance Framework and Internal Control arrangements, new issues identified have been included in the tables below. There are also three issues that have previously been identified that have been progressed sufficiently and no longer require disclosure in this statement, although have been included for completeness this year.

A detailed plan to address existing weaknesses and ensure continuous improvement in the system of internal control has been produced in response and this will be subject to regular monitoring by the Council's Corporate Management Team and the Audit & Governance Committee, where appropriate.

DRAFT

COMPLETED Governance issues arising from the previous Annual Governance Statement (2022-23)

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24												
2021-22	<p>Absence Management Following the introduction of the one-day reporting system for absence, manager have had a consistent and easy tool to manage, update and report employee absences which is now an embedded process. Training for all new managers with staff responsibilities takes place. The system went live in Sept 2019 and was valuable during the COVID periods. This system is now due to be reconsidered and expires in late 2022. Options for an alternative inhouse system with similar or appropriate electronic recording and live real time alerts is not available in iTrent and the risk of not having a</p>	<p>Executive approval granted in November 2022 to re procure one day reporting system alongside the Occupational Health contract. Work has been undertaken to assess the “iTrent” absence module and this is not functional or accurate to allow managers to see live up to date absence information.</p>	<p>The access and use of the absence system is now business as usual.</p> <p>The new contract with Medigold for absence management was implemented in July 2023 and is now integrated within the council’s Occupational Health service. Efficiencies are being met with the two services under one contract and employee and managers are able to access new dashboards and tool to assist with absence management. This is in addition to training and support from HR to manage absence.</p> <p>Service reviews with the contractor take place monthly to raise any system issues.</p> <p>Latest data published for “Average Sickness Days per FTE - CYC (Excluding Schools) - (Rolling 12 Month)” is:</p> <table border="1" data-bbox="1438 1177 2074 1230"> <thead> <tr> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>11.3</td> <td>11.6</td> <td>8.8</td> <td>11.8</td> <td>11.9</td> <td>11.3</td> </tr> </tbody> </table>	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	11.3	11.6	8.8	11.8	11.9	11.3
2018/19	2019/20	2020/21	2021/22	2022/23	2023/24										
11.3	11.6	8.8	11.8	11.9	11.3										

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
	<p>system for the future could mean that managers do not have effective and efficient tool to assist to manage absence and absence may not be recorded consistently across the Council</p>		
2022/23	<p>Robust Delivery of the City Election in May 2023</p>	<p>Extensive preparatory work and regular involvement from the Returning Officer, together with the Monitoring Officer, electoral staff, communications team, and representatives from the Electoral Commission ensured a safe and well-run election in May 2023, with no challenges to results and with an increased postal vote base and turnout.</p> <p>A Members Induction Programme was prepared by the Assistant Director, Policy, and Strategy, and was delivered by a variety of officers and outside agencies, ensuring returning and new members had access to essential and desirable training in a timely manner. This was particularly aided by each session being filmed and made available after the event for those members who were unable to attend the face-to-face training sessions</p>	<p>Following the success of the 2023 election, continued preparation is underway in the electoral team to deliver the 2024 Combined Authority Mayoral Election and the 2024 General Election. This has been boosted by the arrival of the Head of Democratic Governance.</p>

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
2022/23	Impact of North Yorkshire devolution and creation of combined authority	<p>Work with colleagues in NYC, LEP and OPFCC to define and implement effective and compliant governance arrangements for the new Combined Authority, subject to Executive approval. A new Joint Committee for devolution with NYC was established.</p> <p>Significant work has been undertaken by the Chief Operating Officer, Chief Finance Officer, and Head of Human Resources, together with other Corporate Directors and Directors, to prepare the Council for the forthcoming YNYCA.</p>	<p>The Combined Authority was officially launched on 1st February 2024. A significant amount of work has been undertaken to reach the creation date, with key officers adding to the success.</p> <p>Work continued up to May 2024 when the Mayor was elected. Preparation for the Mayor included ensuring an appropriate induction was available to welcome them, a suitable staffing structure is in place for the Mayor to serve York and North Yorkshire, funding sources are in place, a safe and legal constitution with appropriate governance structures and the efficient transition of the Office of the Police Fire and Crime and Fire Service to the Combined Authority.</p> <p>As its own legal entity the Combined Authority now has its own Audit and Governance structure.</p> <p>Work will continue to take place to develop new relationships with officers across City of York Council as new funding opportunities become available as a result of the Devolution deal.</p>

CURRENT Governance issues arising from the 2023-24 Annual Governance Statement

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
1 – Existing Issue, updated	<p>Financial Risks</p> <p>(i) Pressures - Impact of funding reductions -</p> <p>The council continues to face significant funding pressures and changes to both national and regional funding regimes which naturally present a potential risk to the council's overall governance arrangements and financial resilience.</p> <p>There is currently uncertainty around any future government funding and the long-term impact on income streams, including business rates and council tax.</p> <p>The financial position of the health economy in York, and the impact that may bring for the Better Care Fund, and implications on the Adult Services budget</p>	<p>The outturn position for 2021/22 was an overspend position and therefore this remains a significant risk. The Council again set a balanced budget for 2022/23 and made proper provision for growth along with a contingency to support continued recovery from the pandemic.</p> <p>The Medium-Term Financial Strategy (MTFS) reflects the expected need to make future savings over the medium term taking into account anticipated changes in financing. This continues to be updated and refreshed. This informs the budget process for future years. There remain significant challenges to deliver savings and outturn within the approved budget.</p> <p>The uncertainty around central government funding remains an issue.</p> <p>Ongoing discussions with Health Organisations in York, and reporting to Health & Wellbeing board</p>	<p>The outturn position for 2022/23 was also an overspend position and there is again an overspend in 2023/24, therefore this remains a significant risk. A balanced budget was set for 2023/24 and 2024/25. Significant provision for growth were made as well as allocations to support the increased cost from high inflation throughout 2023.</p> <p>The Medium-Term Financial Strategy continues to be updated and presented to CMT and Executive.</p> <p>The uncertainty around central government funding remains an issue. The 2024/25 settlement was again a one-year deal, with no longer term indication of local government finance reform.</p> <p>Further development of the medium-term financial plan will be needed during the year to ensure continued financial resilience.</p>
Existing Issue			

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
	<p>(ii) Major capital projects The council has a number of major capital projects at different stages, including Guildhall, York Central, York Outer Ring Road, and the Housing Delivery Programme. As outlined above, the Coronavirus pandemic will have a significant, ongoing financial impact on the capital programme.</p>	<p>There are significant risks associated with the range of major schemes which have been identified in various reports, including the potential implications for both capital and revenue budgets. Key programmes include Housing Delivery and York Central. Ongoing regular reporting to various member meetings, alongside effective project management continues to be essential to ensure risks can be mitigated/ managed.</p> <p>The council has put in place dedicated project management expertise for its major projects and invested in a project management system to manage programme / cost risks attached to these major projects.</p> <p>Major projects will need to be reviewed to assess any new risks and to ensure that the financial assumptions are still sound. Clarity of delineation of the roles of those Members and Officers concerned with the delivery of projects and those concerned with regulatory decisions has been factored into the project management and protocols are in place in respect of decision making to provide necessary ethical walls within the organisation and in line with the council's constitution.</p>	

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
2 – Existing Issue, updated	<p>Local Plan The Council has submitted a draft Local Plan for inspection, however a final version is yet to be approved. Planning policy sits within a national regulatory framework; non-compliance with that framework means that planning decisions by the local authority can be successfully challenged both in the Courts and through the Secretary of State. In addition, failure to adopt a compliant Local Plan, given the expectations embodied in the National Planning Policy Framework (NPPF) leaves undeveloped areas of the city vulnerable to development proposals which the council will be unable to stop. Also given Ministerial statements failure to progress a plan could lead to interventions by Government into the City's planning services</p>	<p>At an extraordinary meeting of Full Council on 17th May 2018 members resolved to submit the Local Plan to the Planning Inspectorate for examination. The Local Plan was submitted on 25th May 2018. The Council will have proceeded through three phases of the public inquiry by the end of July 2022 with a fourth and final stage being held in September 2022. This is significant progress however the Local Plan making process is highly procedural and still needs to progress through multiple statutory processes before adoption which will if successfully completed be in 2023. Updates to the Local Plan examination timetable and correspondence with the Inspectors can be found at www.york.gov.uk/localplanexamination</p>	<p>The Council continues to respond to the requests of the planning Inspectors in respect of their requirements in the Local Plan public enquiry process. Clearly the Council is not in control of the process and there remains risks with the adoption of the plan and the associated timetable. In respect of resources the Councils 2021 budget provided permanent ongoing funding for the Councils forward Strategic Planning team beyond the Local Plan process. The Corporate Director of Place has also taken direct responsibility for the next phase of the public enquiry and whilst interim staffing arrangements have been made the skills remain in high demand and capacity is stretched within the team.</p> <p>Following on from a hearing on the 6th March 2024 regarding the Gypsy and Traveller policies / site provision the Council is expecting the Examination process to conclude in 2024. New Legislation is anticipated with regard to the Local Planning framework and all political parties at a national level have identified this as an issue for the next Government.</p>

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
3 – Existing issue, updated	Embedding Good Governance across the Council – To continue to promote a culture of good governance across the council by continuing to embed the revised constitution and ensure it remains fit for purpose; to continue to embed member development following the city Election in 2023.	<p>The work of embedding good governance continued throughout 2022-2023, with no significant governance issues identified (although occasional human errors required remedial action to be taken). As a consequence, the Audit and Governance Committee noted the completion of the Governance Action Plan in November 2022.</p> <p>Subsequently, the Local Government Association undertook a review of the culture of the organisation, which has resulted in a requirement to develop a further cultural change programme, to be reported to the Audit and Governance Committee in the new municipal term, and to be implemented over the following years.</p>	<p>Good progress has been made over the year 2023-24 in embedding good governance, supplemented by increased stability within the Democratic Services team brought on by the arrival of the new Head of Democratic Governance.</p> <p>The Audit and Governance Committee received an update on the cultural change programme at its meeting on 19 July 2023, and endorsed the proposed approach of incorporating the necessary change training into the overall Members' Induction and ongoing training programme.</p> <p>Further reports will be brought to the Committee across the 2024-25 year, in order to ensure that progress is maintained, and that all actions identified by the Local Government Association are included in the ongoing Member training programme.</p>
4- New Issue for 2023/24	Contract Management arrangements – To reestablish the correct contract management procedures for both officers and members ensuring there is clarity around any issues arising.	<i>New issue</i>	

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
5- New Issue for 2023/24	<p>Resourcing and capacity – the Council has an ambitious set of major projects, as well as key developments in regional devolution alongside the provision of key services to residents. All are competing demands on the limited resources available which creates risk in achieving objectives. This is a cross cutting issue that impacts on the progress of all the governance issues identified.</p>	<p><i>New issue</i></p>	

DRAFT

What Are Our Key Governance Development Priorities for 2024-25 ?

City of York's key governance priorities for 2024-25 are:

2024-25 Priority	Planned/Proposed Action	Responsible Officer(s)
Financial Risks/MTFS/Financial sustainability	<i>Existing priority</i>	Director of Finance (Section 151 Officer)
Local Plan	<i>Existing priority</i> To secure the adoption and implementation of the Local Plan.	Director of City Development
Embedding Good Governance across the Council	<i>Existing priority</i> To continue to promote a culture of good governance across the council by continuing to embed the revised constitution and ensure it remains fit for purpose. Implementation of new Corporate Improvement Framework will be key.	Head of Paid Service Monitoring Officer Section 151 Officer CO HR & Support Services
Embedding good contract management across the authority	<i>New priority</i>	Head of Paid Service Monitoring Officer Section 151 Officer
Resourcing & Capacity	<i>New priority</i>	Head of Paid Service CO HR & Support Services

Assurance Opinion of the Leader of the Council and the Chief Operating Officer

We have been advised on the effectiveness of the governance framework by senior management. The arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

It is our opinion that the Council's governance arrangements in 2023-24 were sound and provide a robust platform for achieving the Council's priorities and challenges in 2024-25 .

Having considered all the principles contained in the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption, we are also satisfied that the Council has adopted a response that is appropriate for its fraud and corruption risks and commits to maintain its vigilance to tackle fraud.

.....
Councillor C Douglas
Leader of the City of York Council

.....
Ian Floyd
Chief Operating Officer



Meeting:	Audit & Governance Committee
Meeting date:	31/07/2024
Report of:	Director of Finance (S151 Officer)
Portfolio of:	Councillors Lomas and Baxter (job-share), Executive Members for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Audit and Governance Committee Report: Statement of Accounts 2023/24

Subject of Report

1. The purpose of this report is to present for information the draft 2023/24 Statement of Accounts before they are audited.

Policy Basis

2. The production of the Council's statement of accounts results from all of the council's business processes and helps support the administration's key commitments and priorities as outlined in the Council Plan 2023-2027.

Recommendation and Reasons

3. Audit & Governance Committee note the draft pre-audit statement of accounts, for the financial year ended 31 March 2024.

Reason: To ensure that, in line with best practice, Members have had the opportunity to review the draft pre-audit Statement of Accounts.

Background

4. The Accounts and Audit Regulations (2015) requires Local Authorities to publish draft Accounts by 31st May. Due to delays in prior year audits the majority of Local Authorities across the country signalled they would not meet this earlier deadline. At York Council, our draft Accounts were published on 7th June and were available for inspection on 10th June.
5. The Council has to prepare an annual Statement of Accounts and present them to Audit & Governance Committee. Members are not being asked, at this stage, to approve these draft pre-audit accounts. The Chief Financial Officer has signed the draft accounts, and the audited accounts will be brought back to this Committee later in the year for approval on behalf of the Council.
6. Following the authorisation of the Chief Finance office, the accounts have been available for public inspection for a period of 30 working days from 10th June until 19th July. During this period local government electors for the area are able to exercise their rights to question the auditor about the accounts. At the time of writing, 47 questions about the accounts had been received from 3 local residents.
7. Mazars are the Council's external auditors and they expect to issue a report and opinion by the end of November 2024.
8. The pre-audit Statement of Accounts 2023/24 has been prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the UK and is produced in line with International Financial Reporting Standards (IFRS) which are the accounting standards used across the world making Local Authorities' Accounts more comparable with the private sector and worldwide.
9. The first section of the accounts (the Narrative Report) explains the main information included in the accounts, gives an overview of the Council and provides further information about the most significant matters reported in the accounts, along with an analysis of the pressures and risks that may impact on future financial performance.

10. The accounts also include the Council's Annual Governance Statement (AGS), following the annual review of the governance framework and processes. Any significant control issues are identified within the AGS.

Conclusion

11. The production and publication of the statement of accounts is a statutory requirement that provides members and interested parties with the chance to see the full financial position of the Council.
12. Bringing the statement of accounts to audit & governance provides an opportunity for Member led debate and compliance with defined best practice. It is an important part of member involvement in corporate governance that scrutiny is undertaken of the Council's accounts.

Contact details

For further information please contact the authors of this Report.

Author

Name:	Helen Malam
Job Title:	Principal Accountant
Service Area:	Corporate Finance
Report approved:	Yes
Date:	11/07/2024

Annexes

A – Explanation of core statements

B – Draft Statement of Accounts 2022/23

Abbreviations used in this report:

IFRS – International Financial Reporting Standards

CIPFA – Chartered Institute of Public Finance and Accountancy

IAS - International Accounting Standard

AGS – Annual Governance Statement

A brief explanation on the constituent parts of the Annual Financial Report

Narrative Report

1. This is designed to help give readers an understanding of the accounts. It sets out a description of all the individual sections, gives an overview of the revenue and capital position in the year, identifies the position on the Council's borrowing powers and reserves and future issues that may influence how the Council is run. It also provides the opportunity to explain any changes in accounting policies that have been used in the preparation of the Accounts.

Auditors' Report

2. This is the auditor's certificate on the accuracy or otherwise of the authority's accounts and is issued at the end of the audit process. This will be inserted into the Statement of Accounts for approval by Members of Audit & Governance Committee at the end of September.

Annual Governance Statement

3. The 2007 guidance also introduced the requirement on local authorities to prepare an Annual Governance Statement (AGS) instead of a Statement of Internal Control (SIC) for 2007/08, and future accounting years. In preparing the AGS, the Council must address the overall governance arrangements of the organisation rather than specifically the systems of internal control.

Statement of Responsibilities

4. This is a simple statement that sets out the different legal responsibilities of the Council and the 'Section 151 Officer' / Chief Finance Officer). It is where the certificate has to be signed by the CFO to authorise the draft pre-audit Statement of Accounts to state that the accounts represent fairly the position of the Council.

Statement of Accounting Policies

5. This statement sets out all the policies that have been followed in preparing the accounts. It is also intended to demonstrate where, if at all, the policies followed by Council differ from either the best practice or the CIPFA guidelines.

Comprehensive Income and Expenditure Statement

6. The Income and Expenditure Statement shows the net cost of all the functions for which the Council is responsible. It compares the cost of service provision with the income raised by fees and charges, from specific Central Government grants and from the Collection Fund. The surplus or deficit on this account represents the amount by which income is greater than or less than expenditure, where income and expenditure are measured using essentially the same accounting conventions that a large (but unlisted) company would use in preparing its audited annual financial statements.

7. This statement also attempts to analyse changes in the council's asset base due to:
 - Surplus or deficits on income and expenditure
 - The revaluation of the council's fixed assets
 - Changes in pension liabilities due to actuarial revaluationIn many instances these revaluations impact primarily on the council's balance sheet.

Movement in Reserves Statement

8. This account reconciles the amounts that must be taken into account when determining the Council Tax of the Council in accordance with statute and non-statutory proper practices and the sums included in the Income and Expenditure Account.

Balance Sheet

9. The balance sheet shows the overall financial position of the Council with external bodies by bringing together the year-end balances of all the Council's accounts. It shows the balances and reserves at the Council's disposal, the long-term indebtedness, the net current assets and summary information on the fixed assets held.

Cash Flow Statement

10. This statement provides a link between the Balance Sheet at the beginning of the year, the revenue accounts for the year and the Balance Sheet at the end of the year. It summarises on a subjective basis the expenditure and income of the Council for revenue and capital purposes.

Housing Revenue Account Income and Expenditure

11. This account summarises the income and expenditure of providing Council houses. There is a statutory requirement to keep this account separate from other Council activities.

Statement of Movement on the Housing Revenue Account Balance

12. This statement shows how the deficit on the Housing Revenue Account Income and Expenditure Account for the year reconciles to the surplus for the year on the Statutory Housing Revenue Accounts.

Collection Fund

13. This fund shows the transactions of the Council acting as Charging Authority in relation to Council Tax, Community Charge and Non-Domestic Rating in aid of local services and shows how much has been distributed to the Council, North Yorkshire Police Authority, North Yorkshire Fire and Rescue Authority and parish councils.

This page is intentionally left blank



Statement of Accounts

2023/24

DRAFT

BLANK

STATEMENT OF ACCOUNTS

Contents	Page
NOTES INDEX.....	3
NARRATIVE REPORT.....	6
STATEMENT OF ACCOUNTS	23
STATEMENT OF RESPONSIBILITIES	24
MAIN FINANCIAL STATEMENTS.....	26
Comprehensive Income and Expenditure Statement	27
Movement in Reserves Statement	28
Balance Sheet	31
Cash flow Statement.....	33
NOTES TO THE MAIN FINANCIAL STATEMENTS.....	34
OTHER STATEMENTS.....	135
HOUSING REVENUE ACCOUNT.....	136
COLLECTION FUND	149
ANNUAL GOVERNANCE STATEMENT	154
GLOSSARY.....	181

NOTES INDEX

1. ACCOUNTING POLICIES.....	35
2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED	56
3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES	57
4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY	58
5. MATERIAL ITEMS OF INCOME AND EXPENSE	58
6. EVENTS AFTER THE REPORTING PERIOD	58
7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS	59
8. TRANSFERS TO/FROM EARMARKED RESERVES.....	64
9. OTHER OPERATING EXPENDITURE	65
10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE	65
11. TAXATION AND NON SPECIFIC GRANT INCOME	66
12. PROPERTY, PLANT AND EQUIPMENT	67
13. HERITAGE ASSETS.....	71
14. INVESTMENT PROPERTY.....	73
15. INTANGIBLE ASSETS.....	74
16. FINANCIAL INSTRUMENTS.....	76
17. INVENTORIES.....	82
18. TRUST FUNDS.....	83
19. DEBTORS.....	83
20. LONG TERM DEBTORS.....	84
21. CASH AND CASH EQUIVALENTS	84
22. ASSETS HELD FOR SALE	84
23. CREDITORS.....	85
24. PROVISIONS.....	85
25. USABLE RESERVES	86

26. UNUSABLE RESERVES	86
27. CASH FLOW STATEMENT – OPERATING ACTIVITIES	93
28. CASH FLOW STATEMENT – INVESTING ACTIVITIES	93
29. CASH FLOW STATEMENT - FINANCING ACTIVITIES.....	94
30. EXPENDITURE AND INCOME ANALYSED BY NATURE	96
31. ACQUIRED AND DISCONTINUED OPERATIONS.....	96
32. TRADING OPERATIONS.....	96
33. AGENCY SERVICES.....	97
34. ROAD CHARGING SCHEMES	97
35. POOLED BUDGETS.....	97
36. MEMBERS ALLOWANCES	98
37. OFFICERS' REMUNERATION	99
38. EXTERNAL AUDIT COSTS	103
39. DEDICATED SCHOOLS GRANT.....	103
40. GRANT INCOME	104
41. RELATED PARTIES	107
42. CAPITAL EXPENDITURE AND FINANCING	112
43. LEASES.....	113
44. PFI AND SIMILAR CONTRACTS.....	115
45. IMPAIRMENT LOSSES	117
46. CAPITALISATION OF BORROWING COSTS	117
47. TERMINATION BENEFITS	117
48. PENSIONS SCHEMES ACCOUNTED FOR AS DEFINED CONTRIBUTION SCHEMES	118
49. DEFINED BENEFIT PENSION SCHEMES.....	119
50. CONTINGENT LIABILITIES.....	124
51. CONTINGENT ASSETS	124
52. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS...	125
53. EXPENDITURE AND FUNDING ANALYSIS (EFA).....	132

OTHER STATEMENTS.....	135
HOUSING REVENUE ACCOUNT.....	136
COLLECTION FUND	149
ANNUAL GOVERNANCE STATEMENT	154
GLOSSARY.....	181

DRAFT

NARRATIVE REPORT

DRAFT

1. INTRODUCTION

These accounts set out the financial results of the City of York Council activities for the year ending 31st March 2024. They are prepared in accordance with the Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice on Local Authority Accounting (the Code) which requires that the accounts show a true and fair view of the financial position of the Council. Suitable accounting policies have been adopted and applied consistently. Where necessary judgements and estimates have been made which comply with the Code.

This narrative report explains the main information included in the accounts, gives an overview of the Council as at 31st March 2024 and provides further information about the most significant matters reported in the accounts, along with an analysis of the pressures and risks that may impact on future financial performance.

The structure of the accounts is as follows:

Statement of Responsibilities

This discloses the respective responsibilities of the Council and the Chief Finance Officer in relation to the proper administration of the Council's financial affairs.

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations and this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

Movement in Reserves Statement

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

Balance Sheet

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

Cash Flow Statement

This statement shows the changes in cash and cash equivalents of the Council during the reporting period.

Notes and Accounting Policies

The notes to the financial statements are important in the overall presentation of the accounts. They aim to assist understanding and have 3 key roles;

- Presenting information about the basis of preparation of the statements and the accounting policies used
- Disclosing information required by the Code that is not presented elsewhere

NARRATIVE REPORT

- Disclosing information that is not presented elsewhere but is relevant to understanding the statements

Expenditure and Funding Analysis (EFA)

The objective of the EFA is to demonstrate to council tax payers how the funding available to the authority (i.e. government grants, rents, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices.

The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the authority's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Housing Revenue Account Income and Expenditure Statement

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.

Movement on the Housing Revenue Account Statement

This statement shows how the surplus or deficit on the Housing Revenue Account Income and Expenditure Account for the year reconciles to the movement on the Statutory Housing Revenue Accounts balance for the year.

Collection Fund

This fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the Council in relation to the collection from taxpayers and distribution to the Council, the Police and Crime Commissioner for North Yorkshire, North Yorkshire Fire and Rescue Authority, parish councils and central government of council tax and national non-domestic rates.

Annual Governance Statement (AGS)

This statement gives assurance that the Authority has conducted a review of the effectiveness of its systems of internal control and that the appropriate mechanisms are in place for the maintenance of good governance across the activities of the Authority.

Glossary

This is included to explain the technical terms used in the financial statements.

2. ABOUT THE COUNCIL

The policies of the Council are directed by the political leadership and implemented by the Corporate Management Team and officers of the Council. There are 47 Councillors who are elected every four years by local residents on a ward by ward basis. The May 2023 elections resulted in a new administration with the Labour party now forming the Executive to lead the council from 2023/24.

The Council Plan 2023 – 2027 'One City for All' sets out our vision that over the next 4 years, we will establish the conditions that would make the city of York a healthier, fairer, more affordable, more sustainable and more accessible place, where everyone feels valued, creating more regional opportunities to help today's residents and benefit future generations. We've focused our plan on our core commitments which are the 4 outcomes we believe will achieve our vision of a healthier, fairer, more affordable, more sustainable, and more accessible city where everyone feels valued. They inform the decisions we make, and describe how we then work with partners, residents and communities to deliver our priorities for residents, communities and businesses; they're the tests we'll use to ensure we move ever closer to achieving our vision:

- Equalities & Human Rights – equality of opportunity
- Affordability – tackling the cost-of-living crisis
- Climate - Environment and the climate emergency
- Health & Wellbeing

These 4 core commitments run through each of our 7 priorities:

- Health and wellbeing: A health generating city, for children and adults
- Education and skills: High quality skills and learning for all
- Economy and good employment: A fair, thriving, green economy for all
- Transport: Sustainable accessible transport for all
- Housing: Increasing the supply of affordable housing
- Sustainability: Cutting carbon, enhancing the environment for our future
- How the council operates

3. REVIEW OF THE FINANCIAL POSITION

Funding Context and Financial Planning

The Council's Medium Term Financial Strategy is set within a robust and well established planning framework and is based on an analysis of the key influences on the financial position and an assessment of the main financial risks facing the Council. This framework has enabled the Council to deliver significant performance improvements in many areas, whilst maintaining effective control and use of its limited financial resources. As part of the financial strategy, consideration is given to the likely savings required in future years and services are actively working to develop plans which will change the way services are provided, and deliver budget reductions in the future.

However, the council will need to continue to secure further savings and to manage cost pressures effectively. In doing so, the council will also need to provide capacity for additional investment in unavoidable costs and priorities. The continued development of the Medium Term Financial Strategy will ensure that the Council prepares effectively for these challenges.

Locally demand for council services continues to increase, with an ageing population and increased complex needs in respect of elderly care and there is continued pressure on many of the council's income budgets. There are also significant challenges in the health sector, including challenging financial positions for health partners which are in turn a significant financial risk to the Council.

NARRATIVE REPORT

The cost of living crisis has deepened during 2023/24 and levels of inflation remained stubbornly high for much of the financial year, both of which continue to have a significant impact on the Council's financial position. And the financial impact was felt directly by residents, businesses and local authorities across the country.

After starting the year at 4.25%, interest rates continued to rise until August 2023, when they levelled off at 5.25% for the remainder of 2023/24. Although inflation rates have now come down to 2.3% (at the time of writing, May 2024) as the reductions have taken longer than anticipated, the expected cuts to interest rates have been delayed and are now forecast later in 2024.

In shaping the budget all the issues are carefully considered to ensure a budget that is both prudent and protects vulnerable people. Ensuring that there is the capacity to invest is a critical part of the budget deliberations. In relation to council tax, in the 2023/24 settlement, the Government allowed Council's to increase council tax up to 5% and therefore York's 2023/24 budget included a council tax increase in of 2.99%, plus an additional increase of 2% in line with the Government's Adult Social Care precept.

Revenue Outturn 2023/24

The Council's General Fund budget for its own net expenditure was set at £142m. To this sum the parish precepts added a further £0.9m. Band D Council Tax, including both Police and Fire Authority precepts, was set at £1,946.12. This was a 4.99% increase on the previous year.

Comprehensive revenue and capital budget monitoring is carried out during the year and is supplemented by quarterly combined finance and performance reports presented to the Executive. This robust financial management has helped the Council to maintain good financial health, despite the continuing pressures on the public sector.

As outlined in reports to Executive throughout the year, the Council is experiencing financial pressures across all service areas, but especially across social care. The outturn improved slightly from the Quarter 3 forecast, predominantly because of significant work by officers across the Council to control and reduce costs.

However, there again remain considerable financial challenges looking ahead into 2024/25 and beyond due to the underlying pressures in both adults and children's social care alongside the delivery of £14m of ongoing savings as outlined in the annual budget report considered by Executive in February of this year. The 2024/25 budget provides for significant growth in adults and children's services budgets and made proper provision for all known cost increases at that time.

Full details on the individual service areas position for 2023/24 will be reported to Executive in June 2024.

The overall outturn position for the Council is shown below (note that + indicates an overspend against budget):

Directorate	2023/24 Net Budget	Outturn
	£'000	£'000
Children & Education	32,701	+2,609
Adult Social Care & Integration	50,093	+6,051
Place	33,206	-2,310
Customers & Communities, Public Health and Corporate Services	8,935	-89
Central budgets	17,189	-2,600
Use of contingency	-500	-500
Use of earmarked reserves		-3,161
Total	141,624	nil

NARRATIVE REPORT

Reserves

At the end of the financial year 2023/24 the useable reserves stood at £142m, compared to £154m at the end of 2022/23. Further details can be found in note 8. The table below summarises the position on useable reserves (note brackets indicate a reduction in reserve):

	Opening Balance	Net movement in year	Closing Balance at 31/03/2024
	£'000	£'000	£'000
General Fund balance	11,875	(2,247)	9,628
Earmarked General Fund Reserves	44,305	5,679	49,984
Housing Revenue Account	29,427	538	29,965
Earmarked Housing Revenue Account Reserves	4,271	(983)	3,288
Major Repairs Reserve	1,506	2,448	3,954
Capital Receipts Reserve	14,665	(1,731)	12,934
Capital Grants Unapplied	48,485	(16,541)	31,944
Total	154,534	(12,837)	141,697

The Council takes a risk based approach to the management of useable reserves and as part of setting the annual budget, the s151 Officer undertakes a review of risks and known commitments to calculate a minimum level for the General Fund reserve, and this was incorporated into the Council budget reports. For 2023/24, it was determined that a level of £6.8m is an appropriate figure. However in light of the risks facing the council, in particular the scale of future reductions on top of those already made, it was also considered that headroom should remain above the minimum level.

The General Fund reserve balance of £9.6m in the table above also includes individual school balances of £2.2m. These earmarked reserves are not for Council use and the level of reserve, in accordance with the Code, forms part of the Movement in Reserves Statement. In compliance with the Education Reform Act 1988, individual school balances will be carried forward into 2024/25.

The other usable reserves are set aside to cover future expenditure, including capital schemes. Capital grants unapplied are grants received but not yet used and the capital receipts reserve holds the balance of receipts from the disposal of assets. These funds are considered in the annual capital programme report presented to Executive and Full Council in February each year.

The Housing Revenue Account, Major Repairs Reserve and Earmarked Housing Revenue Reserves are considered as part of the business planning process and are held for future use on maintaining existing council homes, as well as investment in developing new build schemes.

Risks and opportunities

The Council has continued to support economic growth, recognising the significant financial benefits in the form of retained business rates, and creation of jobs. Ensuring that there is a strong link between the capital and revenue budgets to support the delivery of council priorities is essential. The Capital Strategy sets out continuing significant capital investment, and details regarding some of the major capital schemes that will impact on the economy of the city.

At a time of significant reductions in grants and rising demand it is absolutely essential to set a prudent, stable and achievable budget. Many councils across the country are now experiencing very severe financial challenges. Whilst the challenges for this council are significant, through sound financial planning, and in year management, the council retains strong financial health. In response to a shift in demand led expenditure pressures and reductions in grant funding, the council is taking

NARRATIVE REPORT

steps to enable itself, residents and communities to work together as equal partners to meet their future needs and priorities.

The scale of future budget reductions required will inevitably affect all services and all residents to some extent. In considering what savings can be made we have taken long term approaches to the development of future services and this approach will help to protect the needs of the most vulnerable people in York.

Alongside the revenue budget, there are proposals for further major investment in a variety of schemes. These continue the council's approach to prioritise investment in the economy, housing, transport, and to invest to save. In addition, the council is continuing to make a significant investment in Information and Communications technology (ICT), recognising that the need for high quality technology will be crucial to delivering services in the most effective manner in the future, particularly in relation to continued hybrid working.

Key performance indicators

In relation to the new Council Plan (2023-27), the Executive agreed a core set of indicators to help monitor the council priorities and these provide the structure for performance updates in this report. The indicators have been grouped around the eight outcome areas included in the Council Plan

Further detailed performance information is provided on a quarterly basis via www.yorkopendata.org.uk

4. HOUSING REVENUE ACCOUNT (HRA)

In April 2012 the Localism Act introduced a significant change to the way that council housing is financed by replacing the old HRA subsidy system with a new system of self-financing. This resulted in a number of changes which have had a significant impact on the Council's HRA business plan and its stock retention strategy and involved the Council borrowing £122m to pay central government. This was a one off payment and in return the Council obtained greater independence and responsibility for the management of its housing stock as it now has the ability to actively manage the debt and its financial impact on the HRA.

The 2023/24 HRA budget was set as a surplus of £342k prior to debt repayment of £1,900k. The 2022/23 outturn report agreed to carry forward underspends in that year totalling £1,611k leaving a revised deficit budget totalling £3,169k. The year end position was a surplus of £537k which was an underspend of £3,706k compared to budget. However, this position includes £1,926k underspend relating to capital financing that has slipped into 2024/25 which means the adjusted year end position is therefore a deficit of £1,389k giving an underspend of £1,780k compared to budget. The underspend is made up of credit interest on the HRA balances (£2.2m) planned repairs (external painting) (£366k) and general management (£627k) offset by higher depreciation charges (£1.1m) and a shortfall in rental income due to voids (£721k).

5. BUSINESS RATES AND COUNCIL TAX

The main aim of the Business Rates scheme is to give Councils a greater incentive to grow business in their area. However, it also increases financial risk to the Council through additional liabilities in respect of backdated appeals and risks from non-collection.

The Council is a member of the Leeds City Region Business Rates Pool. The pool is a voluntary arrangement which allows local authorities to retain locally a proportion of any growth in business rates income. The pool was established on 1st April 2021 with the aim of furthering economic development activities across the region. It is funded from "levies" on business rates growth which

NARRATIVE REPORT

would otherwise be paid over to central government. In this scheme the pool retain 50% of retained business rates.

The operation of the pool is governed by a formal agreement between the authorities. The pool is led by a Joint Committee made up of the leaders from some of the authorities and is administered by Leeds City Council. The Joint Committee is responsible for making decisions about the use of pool receipts.

As outlined in the introduction, the Collection Fund is an agent's statement. The Council is required by statute to maintain this separate fund for the collection and distribution of amounts due in respect of Council Tax and Business Rates.

The account shows a deficit on Council Tax and Business Rates at 31 March 2024; as it did on 31 March 2023. Collection rates have continued to improve since the pandemic, particularly on Business Rates, with 98% of the total sum collectable for 2023/24. 2023 saw the implementation of a national ratings revaluation, which resulted in a 3.7% reduction in York's gross rateable value. This year also saw a large number of outstanding appeals to the previous list (from 2017) settled, resulting in a reduction of net rates collectable as a result of prior year adjustments. This has been the main driver in the increase in the deficit for Business Rates. The collection rate for Council Tax was 97% which was a small improvement on last year. However, overall the deficit on Council Tax has increased, largely as a result of bad debt write offs and an increase in the allowance for bad debts. This is as a result of the large reduction in arrears during the year which had increased significantly during the pandemic, as well as the ongoing impact from the cost of living crisis. This is covered in further detail in the Collection Fund notes section of the Accounts.

6. CAPITAL EXPENDITURE

Capital expenditure for the year totalled £98.377m (2022/23 £79.321m). This was funded by capital receipts, internal borrowing, Government Grants and other contributions and revenue contributions.

A summary of where the money was spent in 2023/24 and how it was funded is shown below:

	2023/24 Outturn £m
Capital Expenditure	
Children's services	7.685
Adult Social Care	0.804
Housing & Community Safety	34.155
Transport, Highways & Environment	46.773
Property Services	1.682
Community Stadium & other major projects	0.000
Customer & Corporate Services	0.006
ICT	3.619
Communities, Culture & Public Realm	3.630
Climate Change	0.023
Total expenditure	98.377
Funding	
Prudential Borrowing	30.467
HRA & RTB Receipts	12.966
Capital Receipts	0.000
Grants and other contributions	45.559
Earmarked Reserves	9.385
Total Funding	98.377

NARRATIVE REPORT

Over the last year there has been significant progress made on a number of major projects.

York Outer Ring Road Dualling - The planning application to dual the York Outer Ring Road was heard at Planning Committee on Tuesday 19th March 2024. Committee were unanimously minded to approve the application, and as per the planning processes the application has been sent to the Secretary of State for consideration. A milestone review will now be undertaken, and other work is continuing for example on the business case.

York Station Gateway - The York Station Gateway scheme is now progressing with delivery, with Package 1 (Utility Diversionary Works) now complete, and Package 2 (Highways Works) midway through construction. A further highways package 4 (Loop Road Works) is expected to commence in Summer 2024 and Packages 2 and 4 programmed for completion in March 2025. The Package 3 (Station Works) will commence in March 2025 and run for approximately two years. Meanwhile, the multi-storey car park that is funded and will be delivered by Network Rail will commence delivery in August 2024 with a one-year delivery programme.

Package 2 of the scheme required the acquisition of two areas of land: an area of the station long stay car park owned by Network Rail; and an area of land to the front of George Stephenson House owned by Canada Life. Both parcels of land have been acquired in August and September 2023 at a total cost of £2.54m (excluding fees). A further parcel of land currently in the station car park is required for the delivery of Packages 3 and 4 of the scheme and negotiations are taking place for completion in Spring 2024

Haxby Station - The year 2023/24 saw some significant progress, including approval of the outline business case by DfT and the subsequent commitment to fund the scheme (to delivery) by Government, in a series of announcements pertaining to Network North and the Local Transport Fund. The Prime Minister visited the proposed site of the new station in February 2024 and which coincided with the planning application for this scheme being formally submitted (expected determination summer 2024). Outline design has now been concluded, with procurement for a detailed design and build contractor taking place during the spring/summer 2024. Subject to planning consent, construction work on-site is now expected to proceed from the beginning of 2025, with the station being complete and open for public use by the beginning of 2026.

York Central - The York Central scheme has seen good progress on the delivery of the access infrastructure, with significant works evident on site and with Homes England / Network Rail managing the construction contract which includes; the new bridge across the East Coast Main Line; the spine road with access into the site from Water End; dedicated / segregated pedestrian and cycle routes along the full length of the route, and associated landscaping. The Funding Agreement for allocating £35m of Enterprise Zone (EZ) backed borrowing to the delivery of the York Central Infrastructure is still pending, however a review of the business case shows that the income assumptions and risks are broadly comparable with previous decisions. The York and North Yorkshire devolution deal has also provided a further 10 years of business rates retention which gives a significant benefit to the council. Spend against the Enterprise Zone funding is not anticipated until Q2 2024/25 and later years.

Good progress continues to be made on the delivery of site access infrastructure by Homes England and Network Rail. A formal developer agreement is now in place with McLaren Property and Arlington Real Estate, which represents a really significant milestone for the project and the City.

Castle Gateway - In November 2023 Executive agreed the way forward to deliver some of the masterplan proposals, and work has now commenced to revise designs for the Castle / Eye of York and assess the potential for the delivery of Affordable Housing at Castle Mills. The strategic importance of St George's Field as a parking location was acknowledged and proposals for improving

NARRATIVE REPORT

parking provision there, with coach drop off facilities, are being progressed. The proposals, including a business case, must be reported back to Executive for approval prior to delivery.

Following the Executive decision in November 2023 approving the write off of up to £1million for the St George's field car park project (SGF), a detailed review of the total costs for SGF from 2016/17 to 2022/23 was carried out and an analysis made of any costs which could definitely be useful against retained capital asset. The final calculated amount to be written off for St. George's Field in the 2023/24 financial statements is £778k.

Lowfield Green – Final works to complete the adoptable highways at Lowfield Green are ongoing, with final road surfacing expected in late Spring/early Summer. This work has been delayed due to pending Yorkshire Water approval. Works to widen the site access via Dijon Avenue will follow on from the completion of the highways surfacing. All 140 homes at the Lowfield Green site are now complete along with two areas of public open space for the enjoyment of new and existing residents. There remain a small number of market sales properties that are expected to be sold in 2024/25.

Duncombe Barracks and Burnholme - Construction continues to progress on the two certified Passivhaus sites, Duncombe Barracks and Burnholme led by contractor Caddick Construction. Duncombe Barracks commenced in late 2022 and the construction of the superstructure is now significantly advanced. The site team have successfully achieved the required airtightness on a number of plots which is significant milestone in the delivery of Passivhaus projects and progress to internal fit-out is imminent. The site will deliver 34 new homes with first handovers anticipated in late 2024. Burnholme will deliver 78 new homes across 11 terraces. This site is also anticipated to handover the first homes in 2024. Both sites are 60% affordable housing supported by grant funding from Homes England. The site team have encountered delays with the timber frame construction however, by adapting the process and increasing the off-site construction they have significantly increased the pace of timber frame erection which will continue to benefit Burnholme and increase the efficiency of delivery in the coming financial year.

Following the commitment for all future council housing sites to be developed as 100% affordable, Ordnance Lane has undergone a process of evaluation and redesign in order to achieve this target. The types of housing has been altered to reflect affordable housing need which has increased the number of smaller homes and the overall number of properties on the development has increased from 85 to 101 homes. All new homes on Ordnance Lane will be built to Passivhaus standards and utilise renewable technologies to ensure the homes are affordable for new residents. The retained Married Quarters building is to be refurbished and retrofitted to a high standard. The project received OPE grant funding of £2.4m to carry out enabling works. Utility diversions have been ongoing and caused some delay with entering the enabling contract which is now anticipated to commence late Spring 2024. Work to assemble the tender for the main works contractor is ongoing and the tender issue is planned for Summer 2024.

In November 2023, an additional £1.3m of grant funding was secured through the Local Authority Housing Fund to support the purchase of an additional 10 homes, 7 homes for Afghan resettlement households and a further 3 homes to contribute towards meeting wider temporary accommodation needs in the city. At year end, all homes are either under offer and progressing through the conveyancing process or purchased.

The Housing Delivery programme continue to deliver low-cost home ownership through two grant funded schemes; Homes England's Second-Hand Shared Ownership and YNY Devolution funded Second Hand Shared Ownership with retrofit. Combined these two schemes will deliver 40 new affordable homes and to date 34 homes have been acquired and matched to purchasers. The final 4 properties in the YNY funded programme are expected to be secured by the end of Q2 2024.

7. TREASURY MANAGEMENT

The Council's year end treasury debt position for 2023/24 compared to 2022/23 is summarised in the table below:

Debt	31/03/2024 £000	31/03/2023 £000
Balance brought forward	302,621	307,269
Reversal of previous years carrying value	(1,356)	(1,304)
Add new loans taken	30,000	-
Less loans matured in year	(6,215)	(4,700)
Total debt as per Treasury Management Outturn Report	325,050	301,265
In year carrying value adjustment	3,437	1,356
Total Debt at 31st March	328,487	302,621

Four new PWLB loans were taken during the year totalling £30.000m with interest rates on the loans ranging from 4.99% to 5.46%. All four loans have maturity dates of 1 year. Five PWLB loans totalling £6.215m were repaid during the year.

The Council maintained an average investment balance of £23,238m in 2023/24 compared to £52.422m in 2022/23. The surplus funds earned an average rate of return of 4.86% in 2023/24 compared to 2.02% in 2022/23.

8. PENSIONS

The cost of pensions to the Council continues to increase year on year and remains a major item of expenditure. The Council participates in the Local Government Pension Scheme (LGPS) as a scheduled body and is a member of the North Yorkshire Pension Fund (NYPF) which is administered by North Yorkshire Council. The last full actuarial valuation of the fund was carried out as at 31st March 2022. The next triennial valuation of the LGPS will be as at 31st March 2025.

The Council's funded LGPS net defined benefit position is nil (a decrease from a £70.939m surplus in 2022/23) at the balance sheet date. The Council also had historic long-term pension liabilities in relation to unfunded discretionary LGPS benefits totalling £1,071k (2022-23 £1,252k) unfunded discretionary Teachers Pensions benefits totalling £8,209k (2022-23 £8,769k).

Surplus restriction under paragraph 64 of IAS 19

Following the recent economic backdrop over the past couple of years an increasing number of Local Government Pension Scheme funds have seen significant improvements to funding levels, primarily owing to rises in asset values following interest rate increases which has led to improved expected future returns (also known as the discount rate assumption). This has meant that an increasing number of LGPS employers are now seeing net defined benefit accounting surpluses at the balance sheet date.

Under the IAS 19 accounting standard a defined benefit scheme asset (surplus) can only be recognised to the extent that an employer can receive an economic benefit from that surplus. This limitation is known as the "asset ceiling".

The Council's IAS 19 balance sheet position as at 31 March 2024 was showing a net pensions asset before consideration of a surplus restriction.

NARRATIVE REPORT

Paragraph 64 of IAS 19 states that "when an entity has a surplus in a defined benefit plan, it shall measure the net defined benefit asset at the lower of: (a) the surplus in the defined benefit plan; and (b) the asset ceiling, determined using the discount rate (IAS 19)."

The asset ceiling is calculated as being "the present value of any economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan."

The actuary carried out additional calculations of the potential surplus that could be recognised 'through reduced contributions in the future'. The actuary did not consider whether a surplus could be recognised through future refunds, however it should be noted that refunds to employers are only possible when the employer exits the Fund and it's generally accepted that scheduled bodies cannot normally obtain refunds of surplus during the normal life of the plan. As a scheduled body of the fund, which is open to new entrants, the actuary has assumed that the Council's participation in the fund is indefinite. Additionally scheduled bodies are not normally able to wind up a pension plan and thereby obtain refunds, as in the event of the discontinuation of a local authority the pension fund assets and liabilities would be transferred to a successor authority.

The actuary calculated the asset ceiling to be £nil and therefore the accounting surplus of £141.596m for the funded LGPS defined benefit scheme as at the balance sheet date is not realisable by the Council in the form of either refunds or reduction in employer's contributions and has therefore been limited entirely by the effects of the asset ceiling.

Other contributing factors affecting the value of the funded net defined benefit obligation before the asset surplus restriction were as follows:

Asset Returns

Asset returns over the accounting period have been higher than expected. This has led to a gain on assets over the accounting period and an improvement in the balance sheet position.

Financial Assumptions

There has been a change to the financial assumptions over the period. The discount rate has increased by 0.10%, the CPI inflation assumption has reduced by 0.10% and the salary increase assumption has reduced by 0.10%. This has resulted in a more positive balance sheet position than if the financial assumptions at the start of the period had been used. The impact of this change is recognised in Other Comprehensive Income.

Demographic assumptions

There has been a change to the demographic mortality assumptions at the accounting date. The impact of this change has been recognised in Other Comprehensive Income.

The assumptions in relation to pensions that the Council makes about the future, and other major sources of estimation uncertainty at the end of the reporting period, could lead to a significant risk of resulting in a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Further details can be found in Note 49, Defined Benefit Pension Schemes.

9. NON CURRENT ASSETS

The council holds various non current assets which are categorised as follows:

- property, plant and equipment (PPE) – this includes council dwellings, land & buildings, infrastructure assets, community assets, surplus assets, assets under construction and tangible plant, vehicle and equipment assets
- intangible assets
- heritage assets
- investment property
- assets held for sale

The accounting standard IFRS 13 Fair Value Measurement was adopted by the council in 2015/16. In accordance with this accounting standard, the council's Investment Properties and Surplus Assets are valued at fair value and measured at their highest and best use. Assets Held for Sale are measured at the lower of the carrying value on reclassification to this category, or the fair value less costs to sell. The fair value measurements are carried out in accordance with IFRS 13.

All other property, plant and equipment assets, with the exception of assets under construction, community assets and infrastructure assets, are carried at current value. Further details of the measurement bases used are provided in the accounting policies section. Infrastructure and community assets are measured at depreciated historic cost, whilst assets under construction are measured at historic cost. Heritage assets are measured at market value where this exists, or replacement cost. Intangible assets are measured initially at cost and then usually carried at amortised cost.

The Valuation techniques adopted for each category of non current assets are in accordance with the requirements set out in the CIPFA Code of Practice.

The 2023/24 balance sheet value of the council's non current assets (including current assets held for sale) is £1,499.636m. This has increased by £41.99m from the 2022/23 value of £1,457.646m.

Capital enhancements to the value of £80.308m were made to these assets during 2023/24 and Assets to the value of £13.893m were disposed of during the year.

Non current assets were depreciated by £35.880m during 2023/24. This figure includes amortisation of intangible assets.

Valuations on the council's properties are carried out by qualified valuers within the council's Asset and Property Management Team. A revaluation programme exists which set out when each category of Asset will be valued and during 2023/24 this programme included Admin Accommodation, Allotments and Community Centres. In addition, Schools have been revalued again in 2023/24.

Allerton Waste site is normally valued by external valuers due to its specialist nature. During 2023/24 an external valuation was undertaken which increased the value of the asset on the Council's balance sheet by £6.550m. The asset had previously been valued by external valuers in 2020/21 and a desktop valuation was undertaken by the council's valuers during 2022/23.

The council's housing stock normally has a full revaluation every 5 years, and desktop revaluations are undertaken on the interim years. In 2023/24, a desktop valuation was undertaken at 31/01/2024. The value of the council's housing stock decreased by £4.116m as a result of the 31/01/2024 desktop valuation.

NARRATIVE REPORT

The HRA has increased the type of housing offered with the Shared Ownership Programme. In total, 95 properties have been purchased to date, with 21 being purchased in 2023/24. In addition, we have built 23 new shared ownership properties on the Lowfield Green site, and a further 4 properties on this site are now in shared ownership. As at the 31 March 2024, equity shares in 115 properties have been sold with 7 properties remaining unsold. Six customers have now purchased 100% of their property. This has reduced the current active stock numbers to 116. The total cost of the 21 properties purchased by the council for shared ownership during 2023/24 was £5.3m, funded by grant funding from Homes England and DLUHC of £1.5m matched to council funds of £3.8m.

The revaluation of some investment properties led to a decrease in their valuation of £1.244m. This reflected in note 14 and in the Comprehensive Income and Expenditure statement.

The council's heritage assets increased in value by £0.270m during 2023/24. This increase is reflected in note 13 and also in note 26.

10. OTHER ISSUES

Mayoral Combined Authority

On 1 August 2022, the Secretary of State for Levelling Up, Housing and Communities announced the Government was "minded to" enter into a Devolution Deal based on the asks approved by both councils, with York and North Yorkshire to benefit from £540 million of new Government investment to spend on local priorities for economic growth, together with a range of devolved powers for example covering transport, housing, skills and digital connectivity.

Representatives from the constituent councils continued to meet regularly with Government Officials to consider the Order that created the legal and legislative basis for the Combined Authority. All the relevant work was completed with Government and the necessary debates held in Parliament and in late December 2023 Ministerial sign-off was completed that enabled the legal establishment of the Combined Authority.

The election for the mayor of York and North Yorkshire took place on 2 May 2024 and the Combined Authority is now a Mayoral Combined Authority with the new mayor also taking on the functions of the Police Fire and Crime Commissioner for North Yorkshire.

Both constituent Councils continue to provide support to the Combined Authority and will work closely to realise the opportunities the additional Government investment will bring to the region.

DSG Safety Valve

During 2021/22 the Council was successful in gaining financial support from the DfE as part of the Safety Valve Programme. This resulted in an additional payment of £7.6m of DSG on the 31st March 2022 with further payments of £4.5m during 2022/23 and £2.04m during 2023/24, as a result of the Council meeting the financial targets set out in the Management Plan for these financial years. This has continued to reduce the cumulative deficit to carry forward, which is £0.291m at 31st March 2024 (£2.723m 31st March 2023). This Safety Valve agreement commits the local authority to bring the DSG into an in-year balanced position by 2025/26. Further payments are conditional on the local authority continuing to meet the targets set out in the Management Plan, and reporting quarterly to the DfE on progress, with the eventual aim of eliminating the in-year deficit by the target date, with additional payments by the DfE eliminating the historic deficit at that point. The Council expects to continue to make good progress in this area and remains on target to deliver the targets set out in the Management Plan.

NARRATIVE REPORTLGA Corporate Peer Challenge

In February 2024, a Local Government Association (LGA) Peer Challenge took place at the Council and set out to understand how the council operates, exploring the council's leadership at place and organisational level, governance, culture, financial management and capacity to improve, with a focus on improving customer service and working closely with regional partners to best represent York's interests. The LGA report presented strengths the council can celebrate, together with areas for improvement, collated through both interviews and background reading.

Informed by the LGA Peer Challenge, and already planned in response to the Council Plan strategic theme "how the council operates", the council has prepared a corporate improvement framework setting out the activities that will address the recommendations of the peer review. This framework builds on existing strengths with a view to continuous improvement being very much a part of how the council operates.

The LGA Peer Challenge recommendations have helped to inform the development of the Corporate Improvement Framework which responds to the Council Plan priority theme - How the Council Operates, with the recommendations supporting action to improve customer experience and prepare for regional opportunities

New Chief Officer Structure

A report to Staffing Matters and Urgency in January 2024, followed by further report in June, set out a proposed restructure of the Corporate Management Team. As well as seeking to deliver savings in senior management it will also deliver a structure that can deliver the Council Plan and ensure focus on the key priorities of the Council.

External Audit Backlog & Backstop Dates

There is a significant national backlog in the audit of local authority accounts. In February 2024 the Government launched a consultation on their proposal to clear the backlog. This outlined measures to reset the system through the implementation of a backstop date of 30 September 2024 to publish all outstanding years up to and including 2022/23. If audits are not completed by this deadline modified opinions will be issued (qualified or disclaimers). At the time of writing, the audit of York's 2021/22 Accounts has been completed and signed off. The audit of the 2022/23 accounts is substantially complete with one area awaiting sign off.

DRAFT

INDEPENDENT AUDITORS REPORT

INDEPENDENT AUDITORS REPORT

The Audit Report for 2023/24 will appear here when the external audit has been completed.

DRAFT

STATEMENT OF ACCOUNTS

DRAFT

STATEMENT OF RESPONSIBILITIES

DRAFT

STATEMENT OF RESPONSIBILITIES

1. THE COUNCIL'S RESPONSIBILITIES

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council that officer is the Chief Finance Officer Services (section 151 officer).
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

2. THE SECTION 151 OFFICER'S RESPONSIBILITIES

The Section 151 officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Council Accounting in the United Kingdom (the Code) and the Update to the Code and Specifications for Future Codes for infrastructure Assets.

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

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

The Section 151 officer has also:

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

3. CERTIFICATION OF THE ACCOUNTS

I certify that the Statement of Accounts presents fairly the position of the City of York Council at 31 March 2024 and its income and expenditure for the year ended 31 March 2024.

Signed *Debbie Mitchell*

Dated 07.06.2024

Debbie Mitchell, ACMA
Chief Finance Officer

4. APPROVAL OF THE ACCOUNTS

I certify that the Statement of Accounts has been approved by a resolution of the Audit & Governance Committee of City of York Council in accordance with the Accounts and Audit Regulations 2015.

The Statement of Accounts was approved by Audit and Governance Committee on:

Signed

Dated

Cllr A. Hollyer
Chair, Audit and Governance Committee

MAIN FINANCIAL STATEMENTS

DRAFT



Comprehensive Income and Expenditure Statement

	Note	2023/24			2022/23		
		Gross Exp.	Income	Net Exp.	Gross Exp.	Income	Net Exp.
		£000's	£000's	£000's	£000's	£000's	£000's
Service Costs							
Public Health		9,394	(10,697)	(1,303)	9,708	(8,972)	736
Housing Revenue Account		37,282	(44,885)	(7,603)	35,625	(37,765)	(2,140)
Adult Social Care and Integration		110,764	(40,027)	70,737	106,496	(35,121)	71,375
Children and Education		126,295	(96,992)	29,303	143,226	(109,877)	33,349
Place Corporate Services and Governance		102,186	(65,873)	36,313	90,143	(44,700)	45,443
Customer and Communities		56,089	(30,459)	25,630	75,952	(32,009)	43,943
		39,490	(11,147)	28,343	41,269	(10,680)	30,589
Cost of Services		481,500	(300,080)	181,420	502,419	(279,124)	223,295
Other Operating Expenditure	(9)			3,521			594
Financing and Investment Income and Expenditure	(10)			6,452			29,607
Taxation and Non-Specific Grant Income	(11)			(192,534)			(207,591)
(Surplus)/Deficit on Provision of Services	(30)			(1,141)			45,905
Revaluation (gains) on non current assets	(26)			(7,077)			(57,964)
Impairment losses on non current assets							
Surplus or deficit from investments in equity instruments designated at fair value through other comprehensive income	(16)			(885)			(484)
Collection Fund Balance write off							(2)
Fair value not recycled through Surplus or deficit on provision of services on derecognition							
Re-measurement of net defined benefit/ liability	(49)			69,294			(178,578)
Other Comprehensive Income and Expenditure				61,332			(237,028)
Total Comprehensive Income and Expenditure				60,191			(191,123)

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations and this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

MOVEMENT IN RESERVES STATEMENT

Movement in Reserves Statement

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

2023/24

	Note	General Fund Balance	Earmarked General Fund Reserves	Housing Revenue Account	Earmarked HRA Reserves	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2023		(11,875)	(44,306)	(29,427)	(4,270)	(1,506)	(14,665)	(48,485)	(154,534)	(1,023,499)	(1,178,033)
Movement in Reserves during 2023/24											
(Surplus) /Deficit on Provision of Services		7,761		(8,902)					(1,141)		(1,141)
Other Comprehensive Income and Expenditure movement									-	61,332	61,332
Total Comprehensive Expenditure and Income		7,761	-	(8,902)	-	-	-	-	(1,141)	61,332	60,191
Adjustments between accounting basis & funding basis under regulations	7	(11,191)		9,346		(2,448)	1,731	16,541	13,979	(13,979)	-
Net Increase/Decrease before Transfers to Earmarked Reserves		(3,430)	-	444	-	(2,448)	1,731	16,541	12,838	47,353	60,191
Transfers to/from Earmarked Reserves	8	5,677	(5,677)	(982)	982				-		-
Increase/Decrease in Year		2,247	(5,677)	(538)	982	(2,448)	1,731	16,541	12,838	47,353	60,191
Balance at 31 March 2024 carried forward		(9,628)	(49,983)	(29,965)	(3,288)	(3,954)	(12,934)	(31,944)	(141,696)	(976,146)	(1,117,842)

MOVEMENT IN RESERVES STATEMENT

2022/23

	Note	General Fund Balance	Earmarked General Fund Reserves	Housing Revenue Account	Earmarked HRA Reserves	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2022		(12,130)	(62,972)	(29,569)	(6,086)	(497)	(10,277)	(45,064)	(166,595)	(820,315)	(986,910)
Movement in Reserves during 2022/23											
(Surplus) /Deficit on Provision of Services		49,074	-	(3,169)	-	-	-	-	45,905	-	45,905
Other Comprehensive Income and Expenditure movement		-	-	-	-	-	-	-	-	(237,028)	(237,028)
Total Comprehensive Expenditure and Income		49,074	-	(3,169)	-	-	-	-	45,905	(237,028)	(191,123)
Adjustments between accounting basis & funding basis under regulations	7	(30,153)	-	5,127	-	(1,009)	(4,388)	(3,421)	(33,844)	33,844	-
Net Increase/Decrease before Transfers to Earmarked Reserves		18,921	-	1,958	-	(1,009)	(4,388)	(3,421)	12,061	(203,184)	(191,123)
Transfers to/from Earmarked Reserves	8	(18,666)	18,666	(1,816)	1,816	-	-	-	-	-	-
Increase/Decrease in Year		255	18,666	142	1,816	(1,009)	(4,388)	(3,421)	12,061	(203,184)	(191,123)
Balance at 31 March 2023 carried forward		(11,875)	(44,306)	(29,427)	(4,270)	(1,506)	(14,665)	(48,485)	(154,534)	(1,023,499)	(1,178,033)

<u>Split of General Fund Balance between Schools and GF</u>	31-Mar-24 £000's	31-Mar-23 £000's
Amount of General Fund Balance held by governors under schemes to finance schools	(2,187)	(4,434)
Amount of General Fund Balance generally available for new expenditure	(7,441)	(7,441)
Total General Fund Balance	(9,628)	(11,875)

DRAFT

Balance Sheet

	Note	31 March 2024 £000's	31 March 2023 £000's
Property, Plant and Equipment	(12)	1,303,197	1,260,164
Investment Property	(14)	72,166	72,826
Intangible Assets	(15)	1,713	2,366
Heritage Assets	(13)	122,560	122,290
Long - Term Investments	(16)	5,965	5,080
Long - Term Debtors	(20)	4,077	4,210
Net Asset related to Defined Benefit Pension Scheme	(26) / (49)	0	69,687
LONG - TERM ASSETS		1,509,678	1,536,623
Short-Term Investments	(16)	53	251
Inventories	(17)	391	360
Short-Term Debtors	(19)	55,670	50,462
Cash and Cash Equivalents	(21)	1,814	13,292
CURRENT ASSETS		57,928	64,365
Short-Term Borrowing	(16) / (52)	(47,288)	(8,084)
Provisions due to be settled within 12 months	(24)	(753)	(831)
Short-Term Creditors	(23)	(64,354)	(62,083)
Other Short-Term Liabilities	(23)	(4,398)	(5,306)
CURRENT LIABILITIES		(116,793)	(76,304)
Provisions	(24)	(1,964)	(1,776)
Long-Term Borrowing	(16) / (52)	(281,069)	(294,365)
Other Long-Term Liabilities	(16)	(40,658)	(41,741)
Liability related to Defined Benefit Pension Scheme	(26) / (49)	(9,280)	(8,769)
LONG-TERM LIABILITIES		(332,971)	(346,651)
NET ASSETS		1,117,842	1,178,033
RESERVES			
<u>Usable Reserves</u>			
Capital Receipts Reserve		(12,934)	(14,665)
General Fund Balance		(9,628)	(11,875)
Housing Revenue Account Reserve		(29,965)	(29,427)
Major Repairs Reserve		(3,954)	(1,506)
Capital Grants Unapplied		(31,944)	(48,485)
Earmarked Reserves	(8)	(53,271)	(48,576)
	MIRS	(141,696)	(154,534)
<u>Unusable Reserves</u>			
Revaluation Reserve		(548,888)	(550,975)
Capital Adjustment Account		(454,988)	(431,225)
Financial Instruments Adjustment Account		1,214	1,127
Financial Instruments Revaluation Reserve		(3,545)	(2,660)
Dedicated Schools Grant Adjustment Account		9,940	9,940
Pensions Reserve		9,280	(60,918)
Collection Fund Adjustment Account		7,526	6,970
Employee Benefit Adjustment Account		3,315	4,242
	(26)	(976,146)	(1,023,499)
TOTAL RESERVES		(1,117,842)	(1,178,033)

The 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.

DRAFT

Cash flow Statement

	Note	2023/24 £000's	2022/23 £000's
Net (Surplus)/Deficit on the provision of Services		(1,141)	45,905
Adjustments to the Net (Surplus)/Deficit on the Provision of Services for non-cash movements	(27)	(42,690)	(93,544)
Adjustments for items included in the Net (Surplus)/Deficit on the Provision of Services that are investing and financing activities	(27)	39,145	50,945
Net Cash Flows from Operating Activities		(4,686)	3,306
Investing Activities	(28)	37,832	16,135
Financing Activities	(29)	(21,668)	6,315
Net (Increase)/Decrease in Cash and Cash Equivalents		11,478	25,756
Cash and Cash Equivalents at the beginning of the reporting period	(21)	(13,292)	(39,048)
Cash and Cash Equivalents at the end of the reporting period	(21)	(1,814)	(13,292)

This statement shows the changes in cash and cash equivalents of the Council during the reporting period.

NOTES TO THE MAIN FINANCIAL STATEMENTS

DRAFT



1. ACCOUNTING POLICIES

I. General

The Statement of Accounts summarises the Council's transactions for the 2023/24 financial year and its position at the year-end of 31 March 2024. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2023/24 and Update to the Code and Specifications for Future Codes for Infrastructure Assets (published November 2022) supported by International Financial Reporting Standards (IFRS) and statutory guidance issued by government.

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

II. Accruals of Income and Expenditure

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

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when 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 the income that might not be collected.

III. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than 30 days or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

IV. Exceptional Items

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

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

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

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

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

VI. Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding non-current assets during the year:

- depreciation attributable to the assets used by the relevant service,
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off,
- amortisation of intangible non-current assets attributable to the service.

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

VII. Employee Benefits

Benefits Payable during Employment

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

Termination Benefits

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

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

Post Employment Benefits

Employees of the Council are members of three separate pension schemes:

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

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

However, the arrangements for the teachers' and NHS schemes mean that liabilities for these benefits cannot ordinarily be identified specifically to the Council. These schemes are therefore accounted for as if they were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Children's and Education Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year. The Public Health Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to the NHS Pension Scheme in the year.

The Local Government Pension Scheme

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

- The liabilities of the North Yorkshire Pension Fund (NYPF) attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – ie 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 projected earnings for current employees. Further information can be found in NYPF's Annual Report that is available upon request from Financial Services, County Hall, Northallerton, DL7 8AL.
- Liabilities are discounted to their value at current prices, using a discount rate of 4.8% as at 31st March 2024.
- The assets of the NYPF attributable to the Council are included in the Balance Sheet at their fair value:
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value
- The change in the net pensions liability/asset is analysed into the following components:
 - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement

- net interest on the defined benefit liability/asset i.e. net interest expense/income for the Council – the change during the period in the net defined benefit liability/asset that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability/asset at the beginning of the period, taking into account any changes in the net defined benefit obligation during the period as a result of contribution and benefit payments.
- Re-measurement comprising
 - o the return on plan assets – excluding amounts included in net interest on the net defined benefit liability/asset charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
 - o actuarial gains and losses – changes in the net pensions liability/asset that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve
 - o contributions paid to the NYPF – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.
 - o decrease of assets and liabilities as a result of disposals following academy conversions
 - o Restriction of the net pension asset under paragraph 64 of IAS 19

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 according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative 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.

Discretionary Benefits

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 (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the NYPF.

VIII. Events After the Balance Sheet Date

Events after the Balance Sheet date 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 date of authorisation for issue are not reflected in the Statement of Accounts

IX. Fair Value Measurement of Non-Financial Assets

The authority’s accounting policy for fair value measurement of financial assets is set out in note 1 - Accounting Policy X (Financial Instruments). The Council also measures some of its non-financial assets such as surplus assets, investment properties and some of its financial instruments (where applicable) at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

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

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

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

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

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

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the Council can access at the measurement date. It is considered that no property is identical and hence Level 1 observable inputs do not exist in the property market as opposed to say shares in private companies
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly
- Level 3 – unobservable inputs for the asset or liability

X. Financial Instruments

In the 2018/19 Statement of Accounts the Council transitioned to the accounting standard IFRS 9 Financial Instruments which introduced new classifications and measurement of financial assets along with a new model for impairing financial assets based on expected credit loss. The accounting policy that follows recognises the IFRS 9 standard and further information detailing the judgements and classifications for the Council’s Financial Instrument assets can be found in Note 16.

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument. Such instruments are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement 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 estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For the majority of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

For loans taken out at concessionary rates, either interest free or at less than prevailing market rates, the effective interest rate is calculated. The value of the loan is discounted using a prevailing market rate at the date of drawdown to reflect the benefit obtained by the Council. The fair value of the loan is taken to the Financial Instruments Adjustment Account and amortised based on the assumed interest rate per annum. The balance on the Financial Instruments Adjustment Account is written down annually in line with the loan amortisation until the value of the loan at redemption equals the value of the loan originally drawn down. Notional interest is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement reflecting the prevailing market rate used to discount the loan, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. The reconciliation of amounts between the Comprehensive Income and Expenditure Statement and Balance Sheet is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics. There are three main classes of financial assets measured at:

- Amortised Cost
- Fair Value through Profit or Loss (FVPL)
- Fair Value through Other Comprehensive Income (FVOCI)

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

Financial Assets measured at Amortised Cost

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

receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

For loans made at less than market rates (soft loans) a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal.

Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Expected Credit Loss Model

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

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

For financial assets carried at amortised cost impairment and expected credit loss is netted off from the gross value of the asset to reduce its carrying amount in the balance sheet and a charge is made to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Financial Assets measured at Fair Value through Profit of Loss

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arise in the Surplus or Deficit on the Provision of Services under Financing and Investment Income and Expenditure.

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

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

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

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

- Level 3 inputs – unobservable inputs for the asset.

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Financial Assets measured at Fair Value through Other Comprehensive Income

Financial assets that are measured at FVOCI are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arise in Other Comprehensive Income and Expenditure.

Changes in impairment over the lifetime of the instrument are credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

When an instrument measured at FVOCI is derecognised the fair value is transferred out of the Financial Instruments Revaluation Reserve Account and credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. Any gains or losses on derecognition are also credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Financial Assets designated to Fair Value through Other Comprehensive Income

IFRS 9 permits equity instruments not held for trading to be considered for designation to FVOCI. The decision to designate is based on which accounting treatment and presentation of fair value best reflects the Council's reason for investment and the business model for holding the investment. Designation can only be made at initial recognition and the decision to designate an equity instrument is irrevocable.

For equity instruments designated to FVOCI the Council holds these at fair value on the Balance Sheet. The fair value measurements of the financial assets are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – IFRS 13 Adjusted Net Asset Value method.

The fair value is measured annually with increases and decreases credited or debited to Other Comprehensive Income and Expenditure in the Comprehensive Income and Expenditure Statement. In order that gains and losses from movements in fair value are not reflected in the General Fund Balance, the movement in fair value is balanced off in the Financial Instruments Revaluation Reserve Account in the Movement in Reserves Statement.

When an equity instrument designated FVOCI is derecognised the fair value is reversed out of the Financial Instruments Revaluation Reserve Account and transferred to the General Fund balance in the Movement in Reserves Statement. Any gains or losses on derecognition are credited or debited to the Financing and Investment Income and Expenditure line within the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Further information on equity instruments designated to FVOCI can be found in the Financial Instruments section of the Statement of Accounts under Note 16.

XI. Government Grants and Contributions

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

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

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

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

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

XII. Heritage Assets

The Council's Heritage Assets are grouped into four main areas:

- (a) Heritage properties
- (b) Art Collection
- (c) Mansion House Collection and Civic Regalia
- (d) Museum Collections

All categories of heritage assets increase the knowledge, understanding and appreciation of the Council's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets, further detail is provided below.

The accounting policies in relation to intangible heritage assets are not included in this document as no intangible heritage assets have been identified. All heritage assets are tangible.

Records for Heritage Properties are maintained by the Council's Asset & Property Management team, whilst records for the contents of the Art Gallery are held by York Museums Trust. Items from the Museum, Art Gallery and Mansion House collections are on view for members of the public to see at these sites.

The Council's collections of heritage assets are accounted for as follows.

Heritage properties – assets are valued in accordance with the property RICS guidance and for heritage assets where a market value exists, the assets are valued at fair value market value. Where no market value exists, the value stated is replacement cost. All valuations are recorded on a valuation certificate.

The code recognises that it may not be possible to value all heritage assets due to their size and unique historical importance. Four such assets have been identified and are consequently not included in the council's balance sheet:

- (a) Medieval City Walls
- (b) Yorkshire Museum and Gardens and Hospitium
- (c) Abbey Walls – Marygate and Bootham
- (d) Roman Multangular Tower and adjoining Walls

Art Collection - including paintings (both oil and watercolour) and sketches, is reported in the Balance Sheet at insurance valuation which is based on market values. The art collection is deemed to have indeterminate life and a high residual value, hence the Council does not consider it appropriate to charge depreciation.

The collection is relatively static, and acquisitions and donations are rare. If acquisitions did occur, they would initially be recognised at cost and donations would be recognised at valuation provided by external valuers and with reference to appropriate commercial markets for the paintings using the most relevant and recent information from sales at auctions.

Mansion House Collection and Civic Regalia – are recorded on the 2023/24 balance sheet using the valuations provided by an antiques and fine art external valuation expert who revalued the assets in the collection in March 2023. The Regalia and items in the Mansion House are deemed to have indeterminate lives and the Council does not consider it appropriate to charge depreciation. The policy for acquisitions, made by purchase or donation, is the same as for the art collection.

Museum Collections – both Castle Museum and Yorkshire Museum are held in Trust but the collections are insured by the Council. For Castle Museum, the collection is of social history value and therefore has a relatively low insurance valuation which is included on the balance sheet.

Yorkshire Museum, the Council considers that obtaining valuations for the vast majority of items and artefacts exhibited within the museum would involve a disproportionate cost in comparison to the benefits to the users of the Council's financial statements. This is because of the diverse nature of the assets held and the lack of comparable values. The Council does not recognise this collection of heritage assets on the Balance Sheet. The Council does not consider that reliable cost or valuation information can be obtained for items held as a result of archaeological investigations. The diverse nature of the assets held, the lack of comparable market values, the length of time the items have existed results in the Council not recognising these assets on the balance sheet. The Council does not (normally) make any purchases of archaeological items.

Acquisitions are again initially recognised at cost or, if bequeathed or donated at nil consideration, at valuation.

Heritage Assets – General

Impairment: The carrying amounts of heritage assets are reviewed and where there is evidence of impairment e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity, it is recognised and measured in accordance with the Council's general policies on impairment. See section on impairment in note 1 – Accounting Policy XX (Property, Plant & Equipment).

Disposal: disposal of heritage assets are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Heritage asset disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (again see note 1 – Accounting Policy XX (Property, Plant & Equipment)).

XIII. Intangible Assets

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

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

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

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

XIV. Interests in Companies and Other Entities

An assessment of the Council's interests has been carried out during the year, in accordance with the Code of Practice, to determine the group relationships that exist. Inclusion in the group is dependent upon the extent of the Council's control over the entity demonstrated through ownership, such as a shareholding in an entity or representation on an entity's board of directors. The Council does have a number of interests in companies and other entities, which are not material and thus the production of group accounts is not required for these interests. The main Council interests relate to CYT Ltd which is fully disclosed within the Related Parties disclosure.

The Council has interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures but, due to the values involved, these do not require the Council to prepare Group Accounts. Further detail on all these arrangements can be found within the Related Parties note 41.

XV. Joint Arrangements

Joint arrangements are arrangements by which two or more parties have joint control bound by contract. A Joint Arrangement can be classified as follows:

- A Joint Venture
- A Joint Operation

Joint Venture

A joint Venture is an arrangement under which two or parties have contractually agreed to share control, such that decisions about the activities of the arrangement are given unanimous consent from all parties.

Joint Operation

A Joint Operation is an arrangement by which the parties that have joint control of the arrangement have the rights to the assets and obligations for the liabilities relating to the arrangement. All parties have joint control with decisions of the activities of the arrangement requiring unanimous consent from all parties. The Council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

XVI. Inventories and Long Term Contracts

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

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

XVII. Investment Property

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. 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 properties are measured initially at cost and subsequently at fair value, based on the price that would be received to sell 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 reviewed annually by the Council's Property and Asset Management team (Royal Institute of Chartered Surveyors registered valuer) according to market conditions at the year-end. Properties over £0.5m are revalued annually whilst properties below this level are revalued under the rolling programme or in the intervening periods if there is considered to be a material difference between the carrying value and the fair value of the property reflecting market conditions at the balance sheet date. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

XVIII. Leases

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

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

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

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

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

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease,

the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

XIX. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 23/24 (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of costs relating to the Council's status as a multifunctional, democratic organisation which are charged under Corporate and Customer Services in the Comprehensive Income and Expenditure Statement.

XX. Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item 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 a de minimis level of £10k for Property assets. Any properties valued at less than this are not generally added to the Council's balance sheet. The exception to this is when capital money has been used to buy the property, and it would then be included on the balance sheet.

The Council recognises schools in line with the provisions of the Code of Practice, consequently schools are recognised on the balance sheet only if the future economic benefits or service potential associated with the school will flow to the Council. The Council regards that the economic benefits or service potential of a school flows to the Council where the Council has the ability to employ the staff of the school and is able to set the admission criteria.

Voluntary Aided, Voluntary Controlled and Academy schools are not recognised within the Council's financial statements as the Council does not exercise sufficient influence on the governing bodies to warrant recognition. The Council does, however, include the playing fields for Voluntary Aided and Voluntary Controlled schools where these are owned by the Council and have not been included in any Academy conversion.

All elements of the 15 Local Authority controlled schools are shown in the Council's financial statements.

Measurement

Assets are initially measured at cost, comprising:

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

The 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 acquisition does not have commercial substance (ie 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.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

- Community assets & Infrastructure assets – depreciated historical cost

- assets under construction – historical cost
- dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH)
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant’s perspective
- Specialised assets, for example school buildings, residential homes and hostels, and sports facilities – current value, but because of their specialist nature, are measured at depreciated replacement cost which is used as an estimate of current value
- all other assets:
 - – equipment is measured using depreciated historical cost as a proxy for current value
 - – buildings and land are measured at current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

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

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement 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 Comprehensive Income and Expenditure Statement.

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

Componentisation

All Property assets containing a building are split into two components - Land and Buildings. The buildings are then further reviewed to assess if there are additional components which should be recognised. This assessment is based on the value of the building and the value of the components. A materiality level has been set, below which this additional review will not be done. Only buildings with a valuation greater than £1m will be considered for componentisation, which accounts for approximately 86% of depreciation charged to the Comprehensive Income & Expenditure Account for buildings. The cost of the component should be at least 20% of the value of the building.

Components whose value is under this level will be considered if the circumstances are deemed appropriate. Componentisation will only be done either at the full 5 yearly valuations or when major capital improvements are undertaken.

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 Comprehensive Income and Expenditure Statement.

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

Depreciation

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

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- Mechanical and electrical components for Allerton Waste Recycling plant – reducing balance or straight-line over the life of the components as advised by the valuer.
- vehicles, plant, furniture and equipment – straight-line allocation over 3-10 years

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

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

Disposals and 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 Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on 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.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to a housing disposal 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 (the capital financing requirement). Receipts are appropriated to the reserve from the General Fund balance in the Movement in Reserves Statement.

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

XXI. Private Finance Initiative (PFI) and Similar Contracts

PFI and similar contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI contractor. As the Council is deemed to control the services that are provided under its PFI schemes, and as ownership of the property, plant and equipment will pass to the Council at the end of the contracts for no additional charge, the Council carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment.

The original recognition of these assets at fair value (based on the cost to purchase the property, plant and equipment) was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the capital investment. For the Schools PFI, the liability was written down by an initial capital contribution of £4.2m. Four schools are incorporated in the PFI scheme – Hob Moor Primary, Hob Moor Oaks, St Barnabas Primary and St Oswalds Primary. St Barnabas and St Oswalds Primaries belong to the Church of England Diocese and were never included on the LAs balance sheet. However, the two Hob Moor schools was previously owned by the council and were recognised as assets. These two schools became Academies during 2018/19, therefore the accounting treatment is now the same as the two other schools and they are no longer included as assets.

The amounts payable to the PFI operators each year are analysed into five elements:

- **fair value of the services received during the year** – debited to the relevant service in the Comprehensive Income and Expenditure Statement
- **finance cost** – an interest charge on the outstanding Balance Sheet liability, debited to the **Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement**

- **contingent rent** – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the **Comprehensive Income and Expenditure Statement**
- **payment towards liability** – applied to write down the Balance Sheet liability towards the PFI operator (the profile of write-downs is calculated using the same principles as for a finance lease)
- **lifecycle replacement costs** – proportion of the amounts payable is posted to the Balance Sheet as a prepayment and then recognised as additions to Property, Plant and Equipment when the relevant works are eventually carried out.

XXII. Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

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

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

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council 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 Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

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

Contingent Assets

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

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

XXIII. Reserves

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

The category of Unusable Reserves includes those reserves that are kept to manage the accounting processes for non-current assets, financial instruments, and retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant notes.

Earmarked Reserves

Amounts set aside for purposes falling outside the definition of provisions, e.g. for future policy purposes or to cover contingencies, have been accounted for as reserves. In line with the code the creation of a reserve is shown by an appropriation entry on the Movement in Reserves. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year, and shown in the Net Cost of Services in the Income and Expenditure Account. The use of the reserve is then appropriated back into the General Fund Balance statement so that there is no net charge against council tax for the expenditure.

The earmarked reserves held by the Council are shown in the Core Statements and detailed in note 8.

Usable Reserves

In addition to those funds under the Earmarked Reserves classification there are a number of usable reserves for specific and non specific purposes.

Councils are required by the Accounts and Audit Regulations 2015 to maintain the Major Repairs Reserve (MRR), which controls an element of the capital resources required to be used on HRA assets or for capital financing purposes. Under the new arrangements in the self-financing HRA, to establish the resources available on an annual basis in the Major Repairs Reserve, the regulations require the MRR to be credited with an amount equivalent to the total depreciation charges for all HRA assets.

Unusable Reserves

Certain reserves are kept to manage the accounting processes for non-current assets and retirement benefits and that do not represent usable resources for the Council. These reserves are shown in Note 26.

XXIV. Revenue Expenditure Funded from Capital under Statute

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

XXV. Schools

The Code confirms that the balance of control for local authority maintained schools (ie those categories of school identified in the School Standards and Framework Act 1998, as amended) lies with the local authority. The Code also stipulates that those schools' assets, liabilities, reserves and cash flows are recognised in the local authority financial statements (and not the group accounts). Therefore schools' transactions, cash flows and balances are recognised in each of the financial statements of the authority as if they were the transactions, cash flows and balances of the authority.

XXVI. Value Added Tax (VAT)

The Comprehensive Income and Expenditure Account excludes amounts relating to VAT and will be included as an expense only if it is not recoverable from HMRC. VAT receivable is excluded from income within the Council's income and expenditure account.

XXVII. Highways Infrastructure Assets

Highways infrastructure assets include carriageways, footways and cycle tracks, structures (e.g. bridges, underpasses), street lighting, street furniture (e.g. illuminated traffic signals, bollards), traffic management systems and land which together form a single integrated network.

Recognition

Expenditure on the acquisition or replacement of components of the network is capitalised on an accrual basis, provided that it is probable that the future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably.

Measurement

Highways infrastructure assets are generally measured at depreciated historical cost. However, this is a modified form of historical cost – opening balances for highways infrastructure assets were originally recorded in balance sheets at amounts of capital undischarged for sums borrowed as at 1 April 1994 (England), which was deemed at that time to be historical cost.

Where impairment losses are identified, they are accounted for by the carrying amount of the asset being written down to the recoverable amount.

Depreciation

Depreciation is provided on the parts of the highways network infrastructure assets that are subject to deterioration or depletion and by the systematic allocation of their depreciable amounts over their useful lives. Depreciation is charged on a straight-line basis.

Annual depreciation is the depreciation amount allocated each year. The useful lives of all Highways Infrastructure assets are reviewed annually and for 2023/24 they are as follows:

- Carriageways, Footways and Cycleways – 30 years
- Structures – 115 years
- Street Lighting and Street Furniture – 35 years
- Bus Shelters – 25 years
- Traffic Management systems – 10 years

Disposals and derecognition

When a component of the network is disposed of or decommissioned, the carrying amount of the component in the Balance Sheet is written off to the 'Other operating expenditure' line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts

from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement, also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal).

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

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard which has been issued but is yet to be adopted by the 2023/24 Code.

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

IFRS16 Leasing

On 1st April 2024 accounting standard IFRS 16 Leases will be replacing the previous lease accounting standards and introduces an accounting model based on 'right of use' assets. A main recognition criteria of IFRS 16 is the focus on the control and right to use an asset. Leases will be classified as 'residual' and 'non-residual' leases and there will no longer be a distinction in lease type between 'Operating' and 'Finance' leases.

For the lessee, a single accounting model will require all right of use assets with a term greater than 12 months, unless the underlying value of the asset is low, to be recognised on the balance sheet as a capital asset along with a corresponding liability, measuring the value of the right of use over the remaining term. As right of use assets will be accounted for under capital requirements this will increase the Capital Financing Requirement.

The main impact of IFRS 16 Leases for the Council is expected to be where the Council is the lessee and currently holds Operating leases under IAS 17 which are treated as revenue. These lease transactions will become capital assets on the balance sheet, and this will in turn increase the Council's Capital Financing Requirement.

Accounting changes that are introduced by the 2023/24 Code are:

- Reporting of pensions surpluses to IAS 19/IFRIC 14, issued in November 2023.
- Updating IAS8 with regard to the distinction of materiality between accounting estimates and accounting policies.
- The temporary relief in relation to infrastructure assets, specifically that Local Authorities are not required report the gross book value and accumulate depreciation in respect of this class of asset.
- Updating a Reference to the Conceptual Framework (IFRS 3)
- Guidance on the application of IAS 1 in terms of the selecting and presenting of accounting policies.

These changes are not expected to have a material impact on the Council's Statement of Accounts.

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.

Accounting for schools – Consolidation - In line with the requirements of the Code of Practice on Group Accounts, all maintained schools are now considered to be entities controlled by the Council. Rather than prepare group accounts however, the income, expenditure, liabilities, reserves and cash flows of each schools are recognised in the Council's single entity accounts.

Accounting for schools – Balance sheet recognition – The Council recognises schools in line with the provisions of the Code of Practice, consequently schools are recognised on the balance sheet only if the future economic benefits or service potential associated with the school will flow to the Council. The Council regards that the economic benefits or service potential of a school flows to the Council where the Council has the ability to employ the staff of the school and is able to set the admission criteria. The Council has undertaken a detailed review to assess the level of control it exercises in relation to both the VA & VC schools. The analysis undertaken considered the governing bodies majority appointment rights and concluded that in all cases the Council did not exercise sufficient influence to warrant recognition of assets in relation to the schools on its balance sheet.

Accounting for schools – Transfer to Academy status – When a school that is held on the Council's balance sheet transfers to Academy status the Council accounts for this as a disposal and subsequent creation of a finance lease (at nil consideration) on the date that the school converts to Academy status.

Further information on the treatment of Voluntary Aided and Voluntary Controlled schools can be found under Note 1 - Accounting Policy XX (Property, Plant & Equipment).

Group Accounts Boundaries – The Councils group boundaries have been assessed using the criteria outlined in the Code of Practice, which has confirmed the Council has a number of interests in other entities which therefore fall within the boundary. However, the Council's interests in aggregate are not sufficiently material to warrant producing consolidated financial statements when reviewing both quantitative and qualitative information. The Council therefore considers that the reader of the accounts is better served by expanding the related party disclosure note in respect of these interests rather than completing separate group accounts statements. The enhanced related parties note can be found at Note 41.

Allerton Waste Recycling Plant – Componentisation and Depreciation – The Council holds a share in Allerton Waste Recycling Plant which is included in the Council's accounts in Other Land and Buildings (Note 12). Following an external valuation of the site in 2020/21, a judgement was made to continue show the whole asset, including the mechanical and electrical components, under Other Land and Buildings as it is felt that components are an integral part of the site. However, within the Other Land and Buildings header, the asset is split into land, building, and mechanical and electrical component for the purpose of depreciation to reflect their different useful economic lives. The various mechanical and electrical components identified in the valuation have been grouped together as one component but are depreciated separately using the methods and asset lives provided by the valuer. The accounting treatment for Allerton Waste Recycling Plant will be reviewed regularly to ensure the accuracy of depreciation.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

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

The items in the Council's Balance Sheet at 31 March 2024 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Pensions

Estimation of the net obligation 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. Variations in the key assumptions would have the following impact on the funded LGPS defined benefit obligation:

- A 0.1% increase in the discount rate would reduce the funded defined benefit obligation by £10.402m
- A 0.1% increase in the assumed level of pension increases will increase funded defined benefit obligation by £10.402m
- An increase in one year of longevity would increase the funded defined benefit obligation by £18.030m

Further details of the impact of changing the key assumptions on the present value of the funded defined benefit obligation as 31 March 2024 can be found in Note 49.

Property, Plant & 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 will 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. The closing Net Book Value of all Property, Plant & Equipment assets (including Infrastructure) at 31 March 2024 is £1,303.197m. Of this, £715.286m relates to buildings and their components (excluding land) which were depreciated during 2023/24. The depreciation charge for 2023/24 for these assets was £21.079m (as shown in the Council Housing and Other Land & Buildings columns in the table in note 12). It is estimated that the annual depreciation charge for these buildings and components would increase by £0.781m for every year that useful lives are reduced.

5. MATERIAL ITEMS OF INCOME AND EXPENSE

This note identifies material items of income and expenditure that are not disclosed on the face of the Comprehensive Income and Expenditure Statement. For 2023/24 there were no material items of income and expenditure.

6. EVENTS AFTER THE REPORTING PERIOD

Events after the Balance Sheet date 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:

Adjusting Events:

Adjusting events after the balance sheet date are those that are indicative of conditions that existed at the balance sheet date. The Code sets out that where material the financial statements should be amended to reflect the impact of these events.

Non- adjusting Events:

Non Adjusting events after the balance sheet date are those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect these events however material items are disclosed in terms of the nature of the events and their financial effects.

No adjusting or non-adjusting events were identified between the end of the reporting period and the accounts being authorised for issue on 07/06/2024 by the S151 officer.

7. 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. The movement in reserves statement includes the totals shown in this note.

Adjustments between Accounting Basis and Funding Basis under Regulations – 2023/24

2023/24

	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:						
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Charges for depreciation and impairment of non-current assets	(24,066)	(11,039)	-	-	-	35,105
Revaluation losses on Property Plant and Equipment	3,217	2,405	-	-	-	(5,622)
Movements in the market value of Investment Properties	(1,244)	-	-	-	-	1,244
Amortisation of intangible assets	(608)	(166)	-	-	-	774
Capital grants and contributions applied	40,840	3,547	-	-	-	(44,387)
Revenue expenditure funded from Capital under statute	(17,267)	-	-	-	-	17,267
Amounts of non-current assets written off on disposal or sale as part of the gain/ loss on disposal to the Comprehensive Income and Expenditure Statement	(3,901)	(9,992)	-	-	-	13,893
<u>Insertion of items not debited or credited to the Comprehensive income and Expenditure Statement:</u>						
Statutory provision for the financing of capital investment	7,451	1,900	-	-	-	(9,351)
Capital expenditure charged against the General Fund and HRA balances	169	1,797	-	-	-	(1,966)
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	6,487	1,050	-	-	(7,537)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(21,912)	(2,166)	-	-	24,078	-
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/ loss on disposal to the Comprehensive Income and Expenditure Statement	219	11,081	-	(11,300)	-	-
Transfer of cash loan repayment to the Capital Receipts Reserve	-	-	-	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	-	12,966	-	(12,966)
Contribution from the Capital Receipts Reserve towards revenue costs under Capital Receipts flexibility	-	-	-	-	-	-

	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Contribution from the Capital Receipts Reserve to finance the payments to the Government Capital receipts pool	-	-	-	-	-	-
Contribution from the Capital Receipts Reserve to finance disposal costs	-	(65)	-	65	-	-
Contribution from the Capital Receipts Reserve to finance repayment of 141 RTB receipts	-	-	-	-	-	-
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	11,039	(11,039)	-	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	8,591	-	-	(8,591)
Adjustment primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(87)	-	-	-	-	87
Adjustments primarily involving the Financial Instruments Revaluation Reserve						
Movement in fair value of Financial Instruments	-	-	-	-	-	-
Adjustment primarily involving the Pensions Reserve:						
Employer's pensions contributions and direct payments to pensioners payable in the year	12,995	526	-	-	-	(13,521)
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(13,854)	(571)	-	-	-	14,425
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(556)	-	-	-	-	556
Adjustments primarily involving the Dedicated Schools Grant Adjustment Account:						
Transfer of deficit in respect of schools budget	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	926	-	-	-	-	(926)
Total Adjustments:	(11,191)	9,346	(2,448)	1,731	16,541	(13,979)

Adjustments between Accounting Basis and Funding Basis under Regulations – 2022/23

2022/23

	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of non-current assets	(22,866)	(10,386)	-	-	-	33,252
Revaluation losses on Property Plant and Equipment	97	(1,029)	-	-	-	932
Movements in the market value of Investment Properties	(18,635)	-	-	-	-	18,635
Amortisation of intangible assets	(1,025)	(165)	-	-	-	1,190
Capital grants and contributions applied	27,350	1,318	-	-	-	(28,668)
Revenue expenditure funded from Capital under statute	(13,136)	-	-	-	-	13,136
Amounts of non-current assets written off on disposal or sale as part of the gain/ loss on disposal to the Comprehensive Income and Expenditure Statement	(4,100)	(14,484)	-	-	-	18,584
Insertion of items not debited or credited to the Comprehensive income and Expenditure Statement:						
Statutory provision for the financing of capital investment	6,763	-	-	-	-	(6,763)
Capital expenditure charged against the General Fund and HRA balances	482	2,865	-	-	-	(3,347)
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	13,525	1,947	-	-	(15,472)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(11,918)	(133)	-	-	12,051	-
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/ loss on disposal to the Comprehensive Income and Expenditure Statement	2,950	15,906	-	(18,856)	-	-
Transfer of cash loan repayment to the Capital Receipts Reserve	-	-	-	(602)	-	602
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	-	15,001	-	(15,001)
Contribution from the Capital Receipts Reserve towards revenue costs under Capital Receipts flexibility	-	-	-	-	-	-

	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Contribution from the Capital Receipts Reserve to finance the payments to the Government Capital receipts pool	-	-	-	-	-	-
Contribution from the Capital Receipts Reserve to finance disposal costs	-	(69)	-	69	-	-
Contribution from the Capital Receipts Reserve to finance repayment of 141 RTB receipts	-	-	-	-	-	-
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	10,386	(10,386)	-	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	9,377	-	-	(9,377)
Adjustment primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	19	-	-	-	-	(19)
Adjustments primarily involving the Financial Instruments Revaluation Reserve						
Movement in fair value of Financial Instruments	-	-	-	-	-	-
Adjustment primarily involving the Pensions Reserve:						
Employer's pensions contributions and direct payments to pensioners payable in the year	12,756	522	-	-	-	(13,278)
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(36,275)	(1,552)	-	-	-	37,827
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	14,331	-	-	-	-	(14,331)
Adjustments primarily involving the Dedicated Schools Grant Adjustment Account:						
Transfer of deficit in respect of schools budget	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(471)	1	-	-	-	470
Total Adjustments:	(30,153)	5,127	(1,009)	(4,388)	(3,421)	33,844

8. 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 amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2023/24:

	Transfers Out During Year £000's	Transfers In During Year £000's	Net mov't During Year £000's	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
General Fund					
Developers Contributions Unapplied	918	(1,633)	(715)	(11,101)	(10,386)
Venture Fund	650	(161)	489	(4,049)	(4,538)
Waste Management Reserve	500	(500)	-	(829)	(829)
Yearsley Pool Reserve	218	-	218	(377)	(595)
Mental Health Accommodation Programme	140	-	140	(654)	(794)
DSG Reserve	7,217	(9,649)	(2,432)	(9,649)	(7,217)
NNDR Reserve	9,345	(12,922)	(3,577)	(12,915)	(9,338)
Miscellaneous	19,483	(19,283)	200	(10,408)	(10,608)
Subtotal General Fund	38,471	(44,148)	(5,677)	(49,982)	(44,305)
HRA					
Miscellaneous	-	(49)	(49)	(141)	(92)
53rd Week Rent	237	-	237	565	328
HRA Investment Reserve	794	-	794	(3,713)	(4,507)
Subtotal HRA	1,031	(49)	982	(3,289)	(4,271)
Total Earmarked Reserves	39,502	(44,197)	(4,695)	(53,271)	(48,576)

Reserves

The most significant item held within **Developers Contributions** relates to the Community Stadium.

Venture Fund - This fund was established with an initial capital balance of £4m. The fund makes monies available for Council projects that have the ability to generate expenditure savings or increased income. Advances from the fund are required to be repaid over an appropriate life of the project in relation to the life of the asset

Waste Management Reserve – When the Long Term Waste Contract was agreed by Council, it was agreed to set aside additional funds in order to build up sufficient budget to fund the contractual obligations. These increased budgets have funded waste contractual increases such as Landfill Tax and the balance has been added to a Waste Reserve. This reserve has funded and will continue to fund one off costs relating to the Waste Project such as s106 obligations, highway improvements and lease payments.

DSG Reserve - This reserve represents the surplus achieved on the Dedicated Schools Grant in the two years since the MHCLG ring-fencing of deficits at 31/03/2021. To understand the overall DSG position, reference to Note 39 and the Unusable Reserves section of the Statement of Accounts is required.

Yearsley Pool Reserve – This reserve was created following a Council decision in February 2015 to approve a sum of £1.5m over a 5 year period towards support for maintaining Yearsley Pool, to be funded from unallocated New Homes Bonus monies

Mental Health Accommodation Programme - Mental Health Accommodation Programme. This reserve holds the Tees, Esk & Wear Valleys NHS Foundation Trust's initial contribution to the development of specialist mental health housing and support for people with multiple and complex needs in York. The programme was agreed by the Executive in August 2020, with work starting in 2021/22

NNDR reserve - The NNDR Reserve was created to account for 'timing differences' between NNDR receipts in the Collection Fund and General Fund, which occur mainly due to S31 grants. When central government provide a discount on a business sector's NNDR liability, central government compensates the Council by providing a S31 grant equivalent to the discount given, which is allocated to the General Fund. This 'discount' results in a deficit on the Collection Fund and a corresponding surplus on the General Fund. The surplus on the General Fund is transferred to the NNDR earmarked reserve to use in the following year against the Collection Fund deficit. In both 2022/23 and 2023/24, the government provided increased reliefs to retail and hospitality businesses. The transfers in and out during 2023/24 allow for the release of S31 grants in respect of these reliefs.

Miscellaneous reserves include a range of earmarked reserves to hold monies over the year end period pending investment, such as Care Act funds and the York Financial Assistance Scheme.

In 2012 the Localism Act introduced a significant change to the way that Council Housing is financed by dismantling the previous system of HRA subsidy and introducing self financing. As part of the self financing HRA Business Plan a reserve was created for HRA investment in new build / redevelopment opportunities.

9. OTHER OPERATING EXPENDITURE

	2023/24	2022/23
	£'000's	£'000's
Parish council precepts	928	866
Payments to the Government Housing Capital Receipts Pool	-	-
Gains/losses on the disposal of non-current assets	2,593	(272)
Total	3,521	594

10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	2023/24	2022/23
	£'000's	£'000's
Interest payable and similar charges	14,202	14,335
Net interest on the net defined benefit liability	(3,187)	2,336
Interest receivable and similar income	(1,283)	(1,181)
Income and expenditure in relation to investment properties and changes in their fair value	(2,790)	14,621
Other investment income	(490)	(504)
Total	6,452	29,607

11. TAXATION AND NON SPECIFIC GRANT INCOME

	2023/24	2022/23
	£'000's	£'000's
Council tax income	(107,965)	(102,259)
Non domestic rates	(33,300)	(47,845)
Non-ringfenced or government grants	(38,139)	(35,638)
Capital grants and contributions	(13,130)	(21,849)
Total	(192,534)	(207,591)

DRAFT



NOTES TO THE MAIN FINANCIAL STATEMENTS

12. PROPERTY, PLANT AND EQUIPMENT

2023/24	Council Dwellings	Other Land & Buildings	Plant / Vehicle / Equipment	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment	Service concession assets included in Property, Plant & Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
<u>Cost or Valuation (GCA)</u>								
At 1 April 2023	593,601	389,154	42,986	284	25,826	74,997	1,126,848	50,662
Additions	10,934	9,193	3,567	-	-	41,644	65,338	-
Acc Dep & Imp WO to GCA	(9,893)	(12,535)	-	(2)	-	-	(22,430)	(3,701)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(4,116)	11,398	-	(8)	(467)	-	6,807	6,549
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	5,622	-	-	-	-	5,622	-
Derecognition - Disposals	(3,936)	(7,179)	(3,986)	-	(170)	-	(15,271)	-
Derecognition – Other	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	-	(2,648)	-	-	-	-	(2,648)	-
Assets reclassified (to)/from Investment Property	-	(65)	-	-	-	-	(65)	-
Other movements in Cost or Valuation	1,298	11,095	119	-	(1,290)	(14,615)	(3,393)	-
At 31 March 2024	587,888	404,035	42,686	274	23,899	102,026	1,160,808	53,510
<u>Accumulated Depreciation & Impairment</u>								
At 1 April 2023	-	(6,114)	(23,628)	-	-	-	(29,742)	-
Depreciation Charge for 2023/24	(9,893)	(11,186)	(4,086)	(2)	-	-	(25,167)	(3,701)
Acc. Depreciation WO to GCA	9,893	12,535	-	2	-	-	22,430	3,701
Acc. Impairment WO to GCA	-	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Derecognition - Disposals	-	74	3,962	-	-	-	4,036	-
Assets reclassified (to)/from Investment Property	-	12	-	-	-	-	12	-
Other movements in Depreciation and Impairment	-	-	-	-	-	-	-	-
At 31 March 2024	-	(4,679)	(23,752)	-	-	-	(28,431)	-
Net Book Value								
At 31 March 2024	587,888	399,356	18,934	274	23,899	102,026	1,132,377	53,510
At 31 March 2023	593,601	383,040	19,358	284	25,826	74,997	1,097,106	50,662

NOTES TO THE MAIN FINANCIAL STATEMENTS

Comparative Movements in 2022/23:

2022/23	Council Dwellings	Other Land & Buildings	Plant / Vehicle / Equipment	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment	Service concession assets included in Property, Plant & Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
<u>Cost or Valuation (GCA)</u>								
At 1 April 2022	568,268	369,558	42,187	115	27,495	89,020	1,096,643	47,233
Additions	11,269	6,000	4,472	-	-	31,738	53,479	-
Acc Dep & Imp WO to GCA	(9,471)	(13,538)	-	(7)	-	-	(23,016)	(6,099)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	25,476	26,692	-	60	1,464	-	53,692	9,528
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	(620)	-	(14)	(113)	(186)	(933)	-
Derecognition – Disposals	(4,334)	(2,926)	(4,589)	-	(3,020)	-	(14,869)	-
Derecognition – Other	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	-	(8,259)	-	-	-	-	(8,259)	-
Assets reclassified (to)/from Investment Property	-	-	-	-	-	(23,446)	(23,446)	-
Other movements in Cost or Valuation	2,393	12,247	916	130	-	(22,129)	(6,443)	-
At 31 March 2023	593,601	389,154	42,986	284	25,826	74,997	1,126,848	50,662
<u>Accumulated Depreciation & Impairment</u>								
At 1 April 2022	-	(9,312)	(24,045)	(6)	-	(2)	(33,365)	(3,182)
Depreciation Charge for 2022/23	(9,471)	(10,337)	(4,123)	(1)	-	-	(23,932)	(2,917)
Acc. Depreciation WO to GCA	9,471	13,530	-	7	-	-	23,008	6,099
Acc. Impairment WO to GCA	-	8	-	-	-	-	8	-
Impairment Losses/(Reversals) recognised in the Surplus/Deficit on the Provision of Services	-	(8)	-	-	-	-	(8)	-
Derecognition - Disposals	-	5	4,540	-	-	-	4,545	-
Assets reclassified (to)/from Investment Property	-	-	-	-	-	2	2	-
Other movements in Depreciation and Impairment	-	-	-	-	-	-	-	-
At 31 March 2023	-	(6,114)	(23,628)	-	-	-	(29,742)	-
<u>Net Book Value</u>								
At 31 March 2023	593,601	383,040	19,358	284	25,826	74,997	1,097,106	50,662
At 31 March 2022	568,268	360,246	18,142	109	27,495	89,018	1,063,278	44,051

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

- Council Dwellings & Shared Ownership Properties – 45 years
- Other Land and Buildings – As advised by the valuer, up to maximum of 90 years
- Vehicles, Plant, Furniture & Equipment – 3-10 years
- Infrastructure (shown in separate table below) – 30 years for Carriageways, Footways and Cycleways; 115 years for Structures; 35 years for Street Lighting and Street Furniture; 25 years for Bus Shelters; 10 years for Traffic Management Systems.

Capital Commitments

- At 31 March 2024, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2024/25 and future years budgeted to cost c£6.931m. Similar commitments as 31 March 2023 were c£7.031m.

Revaluations

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at current value is revalued at least every five years. All valuations are carried out internally with the exception of Allerton Waste Recycling Plant. This was valued in 2023/24 by external valuers due to its specialist nature. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment are based on depreciated cost. The effective date for Property, Plant and Equipment valuations is usually 31st March, with the exception of Housing Revenue Account assets which have an effective valuation date of 31st January.

The council's housing stock normally has a full revaluation every 5 years, with the latest full revaluation undertaken at 31/03/2022. On the interim years, desktop revaluations are normally undertaken. This year a desktop valuation was undertaken at 31/01/2024. The value of the council's housing stock decreased by £4.116m as a result of the desktop revaluation at 31/01/2024.

	Council dwellings £000's	Other land and buildings £000's	Vehicles, plant etc. £000's	Community £000's	Surplus Assets £000's	Asset under Construction £000's	TOTAL £000's
Carried at historical cost	-	-	42,686	-	-	98,660	141,346
Valued at Current Value as at:							
31-Mar-24	587,888	286,520	-	274	23,899	440	899,021
31-Mar-23	-	11,915	-	-	-	1,290	13,205
31-Mar-22	-	43,611	-	-	-	1,636	45,247
31-Mar-21	-	16,058	-	-	-	-	16,058
31-Mar-20	-	45,931	-	-	-	-	45,931
Total Cost or Valuation	587,888	404,035	42,686	274	23,899	102,026	1,160,808

Fair Value measurement of Non-operational Property, Plant and Equipment (Surplus Assets)

All of the Council’s Surplus Properties have been categorised as Level 2 within the fair value hierarchy as at 31 March 2024. The fair value of Surplus Properties as at 31 March 2024 is £23.899m. There were no transfers between Levels 1 and 2 during the year.

Valuation Techniques used to determine Level 2 Fair Values for Surplus Properties

The fair value for surplus properties has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar properties 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.

In estimating the fair value of the Council’s surplus properties, the highest and best use of the properties is their current use.

There has been no change in the valuation techniques used during the year for surplus properties.

HIGHWAYS INFRASTRUCTURE ASSETS

Movements on balances

In accordance with the temporary relief offered by the Update to the Code on infrastructure assets this note does not include disclosure of gross cost and accumulated depreciation for infrastructure assets because historical reporting practices and resultant information deficits mean that this would not faithfully represent the asset position to the users of the financial statements.

The Council has chosen not to disclose this information as the previously reported practices and resultant information deficits mean that gross cost and accumulated depreciation are not measured accurately and would not provide the basis for the users of the financial statements to take economic or other decisions relating to infrastructure assets.

Movement in Highways Infrastructure balances:

	2023/24	2022/23
	£000	£000
Net Book Value at 1st April	163,058	155,623
Additions	14,436	11,055
Derecognitions	-	-
Depreciation	(9,939)	(9,312)
Impairment	-	-
Other Movements in cost	3,265	5,692
Net Book Value at 31st March	170,820	163,058

The Council has determined in accordance with Regulation 30M of the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2022 that the carrying amounts to be derecognised for infrastructure assets when there is replacement expenditure is nil.

The total for Property, Plant and Equipment as seen on the Balance Sheet is made up as follows:

	31 March 2024 £000	31 March 2023 £000
Infrastructure assets	170,820	163,058
Other PPE assets	1,132,377	1,097,106
Total PPE assets	1,303,197	1,260,164

13. HERITAGE ASSETS

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

	Heritage Properties £000	Art Collection £000	Mansion House Collection & Civic Regalia £000	Castle Museum Collections £000	TOTAL £000
Cost or Valuation					
1 April 2022	1,636	106,629	8,517	1,236	118,018
Revaluations	-	3,113	1,046	113	4,272
31 March 2023	1,636	109,742	9,563	1,349	122,290
Cost or Valuation					
1 April 2023	1,636	109,742	9,563	1,349	122,290
Revaluations	-	-	-	270	270
31 March 2024	1,636	109,742	9,563	1,619	122,560

All heritage assets in the Council are tangible assets and have been reported at valuation rather than cost. The different heritage assets have been valued in accordance with the nature of the category.

Heritage Properties

The Council's valuer, values assets in accordance with the property RICS guidance and for heritage assets where a market value exists, the assets are valued at current value market value. Where no market value exists, the value stated is replacement cost. All valuations are recorded on a valuation certificate.

The code recognises that it may not be possible to value all heritage assets due to their size and unique historical importance. Four such assets have been identified:

- (a) Medieval City Walls
- (b) Yorkshire Museum and Gardens and Hospitium
- (c) Abbey Walls – Marygate and Bootham
- (d) Roman Multangular Tower and adjoining Walls

Art Collection

The Council's collection of art is located at the City Art Gallery and is reported in the Balance Sheet at insurance valuation which is based on market values. The insurance valuation is reviewed annually and used to update the values as necessary.

Mansion House Collection and Civic Regalia

An external Antiques & Fine Art valuer carried out a full valuation of the Mansion House collection and Civic Regalia in March 2023. The valuation for the Mansion House Collection and Civic Regalia is included at the Balance Sheet date.

The valuation details all contents of the Mansion House and details all items individually including furniture, pictures, works of art, ceramics & glassware, etc. Specifically, the Regalia includes the Bowes Sword, the Emperor Sigismund's Sword, the Great Mace, the Lady Mayoress' staff of Honour, the Lord Mayor's gold chain of office.

Museum Collections

Both Castle Museum and Yorkshire Museum are incorporated into Museums Trust which is a separate charitable organisation. The Museum's collections have been considered as part of the Council's heritage assets as the ownership / responsibility for the collections is with the Council.

The Castle Museum collection has a relatively low insurance valuation included on the Balance Sheet as the nature of the museum is that of a social history collection and therefore many items are of low value. Insurance valuations are reviewed annually.

Yorkshire Museum collection has not been included on the Balance Sheet as no monetary value is available. There are many unique items held at Yorkshire Museum where it would be difficult to obtain an insurance valuation, for example. The CIPFA Code recognises that in some circumstances it is not possible to gain a valuation without considerable cost to the Council, where by it would not be beneficial to obtain one.

14. INVESTMENT PROPERTY

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement:

	2023/24	2022/23
	£000's	£000's
Commercial rental income from investment property	(5,498)	(5,188)
Commercial direct operating expenses arising from investment property	2,821	19,809
Net Income	(2,677)	14,621

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

	2023/24	2022/23
	£000's	£000's
Balance at start of the year	72,826	66,466
Additions:		
Acquisitions	-	-
Enhancements	531	1,552
Disposals	-	-
Net gain or loss on Fair Value	(1,244)	(18,635)
Transfers:		
to/ from Property, Plant & Equipment	53	23,443
Balance at end of year	72,166	72,826

Fair Value measurement of Investment Property

All of the Council's Investment Properties have been categorised as Level 2 within the fair value hierarchy as at 31 March 2024. The fair value of Investment Properties as at 31 March 2024 is £72.166m. There were no transfers between Levels 1 and 2 during the year.

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

The fair value for investment properties has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar properties 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.

In estimating the fair value of the Council's investment properties, the highest and best use of the properties is normally their current use. This is the case for all of the Council's investment Properties.

There has been no change in the valuation techniques used during the year for investment properties.

Valuation Processes for Investment Properties

The fair value of the council’s investment property is measured annually at each reporting date. Properties valued at over £0.5m are subject to a full revaluation annually whilst those less than £0.5m are subject to a full revaluation every 5 years as part of the rolling programme, and a desktop review is undertaken on the interim years. All valuations are carried out internally, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

15. INTANGIBLE ASSETS

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

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The useful lives assigned to the major software suites used by the Council are:

	Internally Generated Assets	Other Assets
1 - 3 years	None	Schools & Children's Services, Corporate, Financial & Audit, Property, Legal, Highways, Environmental, Leisure, Adult Services
4 - 5 years	None	Schools & Children's Services, Corporate, Financial & Audit, Highways, Environmental, Leisure, Adult Services, Housing
6 - 10 years	None	Highways, Human Resources, Schools & Children's Services, Adult Services

The carrying amount of intangible assets is amortised on a straight-line basis and the amortisation charge in 2023/24 was £774k (2022/23 was £1,190k), contained in this figure is £166k relating to HRA assets.

The movement on Intangible Asset balances during the year is shown in the following table:

	2023/24			2022/23		
	Internally Generated Assets £000	Other Assets £000	Total £000	Internally Generated Assets £000	Other Assets £000	Total £000
Balance at start of year:						
- Gross carrying amounts	-	8,505	8,505	-	8,065	8,065
Category Adjustments	-	128	128	-	751	751
- Revised Gross carrying amounts	-	8,633	8,633	-	8,816	8,816
- Accumulated amortisation	-	(6,139)	(6,139)	-	(5,360)	(5,360)
Net carrying amount at the start of the year	-	2,494	2,494	-	3,456	3,456
Purchases	-	3	3	-	100	100
Other disposals	-	(10)	(10)	-	-	-
Amortisation for the period	-	(774)	(774)	-	(1,190)	(1,190)
Net carrying amount at the end of year	-	1,713	1,713	-	2,366	2,366
Comprising:						
- Gross carrying amounts	-	8,016	8,016	-	8,505	8,505
- Accumulated amortisation	-	(6,303)	(6,303)	-	(6,139)	(6,139)
	-	1,713	1,713	-	2,366	2,366

16. FINANCIAL INSTRUMENTS

Categories of Financial Instruments

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

Financial Assets	Non-Current				Current				Total
	Investments		Debtors		Investments		Debtors		
	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	
Fair Value through profit or loss	-	-	-	-	-	-	-	-	-
Amortised cost	-	-	4,077	4,210	53	251	29,846	30,311	33,976
Fair value through other comprehensive income - designated equity instruments	5,965	5,080	-	-	-	-	-	-	5,965
Fair value through other comprehensive income - other	-	-	-	-	-	-	-	-	-
Total financial assets	5,965	5,080	4,077	4,210	53	251	29,846	30,311	39,941
Non-financial assets	-	-	-	-	-	-	25,824	20,151	25,824
Total	5,965	5,080	4,077	4,210	53	251	55,670	50,462	65,766

Financial Liabilities	Non-Current				Current				Total
	Borrowings		Creditors		Borrowings		Creditors		
	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	31-Mar-24 £'000	31-Mar-23 £'000	
Fair Value through profit or loss	-	-	-	-	-	-	-	-	-
Amortised cost	(281,069)	(294,365)	-	-	(47,288)	(8,084)	(39,361)	(35,426)	(367,718)
PFI	(40,658)	(41,741)	-	-	(1,083)	(1,065)	-	-	(41,741)
Total financial liabilities	(321,727)	(336,106)	-	-	(48,371)	(9,149)	(39,361)	(35,426)	(409,459)
Non-financial liabilities	-	-	-	-	-	-	(24,993)	(26,657)	(24,993)
Total	(321,727)	(336,106)	-	-	(48,371)	(9,149)	(64,354)	(62,083)	(434,452)

Note 1 – Under accounting requirements the carrying value of the financial instrument value is shown in the balance sheet which includes the principal amount borrowed or lent and further adjustments for breakage costs or stepped interest loans (measured by an effective interest rate calculation) including accrued interest. Accrued interest is shown separately in current assets/liabilities where the payments/receipts are due within one year. The effective interest rate is effectively accrued interest receivable under the instrument, adjusted for the amortisation of any premiums or discounts reflected in the purchase price.

Note 2 - The above table does not include cash held by the authority that is either on call, instant access or on a notice period of 30 days or less. These amounts are included in Note 21 Cash and Cash Equivalents totalling £1.814m in 2023/24 (£13.292 in 2022/23). Short term investments within Note 21 Cash and Cash Equivalents total £4.622m in 2023/24 (£10.182m in 2022/23).

Fair value of Equity Instruments designated to Fair Value through Other Comprehensive Income

With the introduction of IFRS 9 in 2018/19 the authority designated the following equity at 1st April 2018 as Fair Value through Other Comprehensive Income:

	Nominal	Gain / (Loss) within equity	31-Mar-24 Fair Value	31-Mar-24 Dividend	31-Mar-23 Dividend
	£'000s	£'000s	£'000s	£'000s	£'000s
Yorwaste	1,008	855	1,863	0	33
Veritau Shares	-	962	962	0	-
Municipal Bonds Agency Shares	40	(40)	-	0	-
Make It York	-	-	-	25	-
City of York Trading Ltd	-	1,672	1,672	300	154
Leeds City Region Revolving Investment Fund	1,372	96	1,468	20	162
Total	2,420	3,545	5,965	345	349

- **Yorwaste** – Equity instrument not held for trading and is held as part of a business model to meet a service objective. Following government legislation in 1992/93 all local authorities had to outsource their waste disposal functions. Yorwaste Limited created and owned by NYCC. Upon local government reorganisation at 01/04/96 CYC gained 22.27% shareholding in Yorwaste (based on % of population).
- **Veritau Shares** - Equity instrument not held for trading and is held as part of a business model to meet a service objective - provision of internal audit and counter-fraud services. The company is jointly owned by City of York Council and North Yorkshire County Council, with each Council holding 50% of the shares.
- **Make It York** - Equity instrument not held for trading and is held as part of a business model to meet a service objective. The objects of the Company are to carry on activities which benefit the City of York and its functioning economic area within the areas of marketing, culture, tourism and business development
- **City of York Trading Ltd** - Equity instrument not held for trading and is held as part of a business model to meet a service objective – supply of temporary staff to the Council.

- **Leeds City Region Revolving Investment Fund** - Equity instrument not held for trading and is held as part of a business model to meet a strategic objective. The Leeds City Region Revolving Investment Fund provides short term loans of over £1m to support businesses to accelerate economic growth and job creation within the Leeds City Region.
- **Municipal Bonds Agency** - Equity instrument not held for trading and is held as part of a business model to meet a strategic objective. The UK Municipal Bonds Agency PLC was set up in June 2014 with the primary aim of helping to reduce local authority finance costs, backed by 56 local authority shareholders and the Local Government Association (LGA).

Fair value of Equity Instruments designated to Fair Value through Other Comprehensive Income disclosures on derecognition

No equity instruments were derecognised in 2023/24 and none were derecognised in 2022/23.

Fair value

Basis for recurring fair value measurements:

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

Fair value of Financial Assets

Some of the authority's financial assets are measured at fair value on a recurring basis and are described in the following table, including the valuation techniques used to measure them.

Financial assets measured at fair value

Recurring fair value measurements	Input level in fair value hierarchy	Valuation technique used to measure fair value	As at 31/03/24 £'000s	Investment / Redemption £'000s	As at 31/03/23 £'000s	Gain / (Loss) posted to Other Comprehensive Income and Expenditure £'000s
Equity Shareholding in Yorwaste	Level 3		1,863		1,976	(113)
Equity Shareholding in Veritau Shares	Level 3		962		5	957
Equity Shareholding in Make It York	Level 3	IFRS 13 Fair Value Measurement	-		-	-
Equity Shareholding in City of York Trading Ltd	Level 3	- Adjusted Net Asset Value Method	1,672		1,540	132
Equity Shareholding in Leeds City Region Revolving Investment Fund	Level 3		1,468		1,559	(91)
Equity Shareholding in UK Municipal Bonds Agency PLC	Level 3		-		-	-
Total			5,965	-	5,080	885

Note 3 – Fair value has been measured with reference to IFRS 13 Fair Value Measurement - Adjusted Net Asset Value Method. The adjusted net asset method involves deriving the fair value of an equity instrument by reference to the fair value of the investees assets and liabilities. The adjusted net asset method requires an investor to measure the fair value of the individual assets and liabilities recognised in an investee’s statement of financial position. This method is deemed appropriate to measure the Councils equity investments as they are not held for trading and are part of specific service or strategic business models.

The fair values of Financial Assets and Financial Liabilities that are not measured at fair value (but for which fair value disclosures are required)

Except for the financial assets carried at fair value (described in the table above), all other financial liabilities and financial assets, including Long-term debtors and creditors are represented by Amortised Cost in the Balance Sheet. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the PWLB payable, PWLB premature repayment rates have been applied to provide the fair value under PWLB debt redemption procedures. An additional note to the table sets out the alternative fair value measurement applying the borrowing rates (the alternative to the above), highlighting the impact of the alternative valuation;
- For non-PWLB loans payable, PWLB premature repayment rates have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans taken out at concessionary rates the value of the loans are discounted using a prevailing market rate to reflect the fair value. For more information see Note 26 Unusable Reserves - Financial Instruments Adjustment Account;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months the fair value is taken to be the carrying amount;

- The fair value of trade and other receivables and payables is taken to be the invoiced or billed amount.
- Short-term debtors and creditors are carried at cost as this is a fair approximation of their value.

The fair values calculated are as follows:

	31 March 2024		31 March 2023	
	Carrying Amount £'000s	Fair Value £'000s	Carrying Amount £'000s	Fair Value £'000s
Financial Liabilities held at amortised cost:				
PWLB debt	(317,249)	(294,422)	(293,403)	(282,366)
Interest on PWLB debt	(3,791)	(3,791)	(1,773)	(1,773)
Market debt	(5,000)	(5,446)	(5,000)	(5,670)
Interest on Market debt	(97)	(97)	(96)	(96)
WYCA debt	(2,220)	(2,350)	(2,177)	(2,350)
Interest on WYCA debt	-	-	-	-
Short-term creditors	(39,361)	(39,361)	(35,426)	(35,426)
Long-term creditors	-	-	-	-
PFI liabilities	(41,741)	(41,741)	(42,806)	(42,806)
Finance lease liabilities	-	-	-	-
Total	(409,459)	(387,208)	(380,681)	(370,487)

The fair value of the liabilities is lower than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is lower than the rates available for similar loans in the market at the balance sheet date. This shows a notional future gain (based on economic conditions at 31 March 2024) arising from a commitment to pay interest to lenders below current market rates.

The fair value of Public Works Loan Board (PWLB) loans of £298.212m measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount of £321.039m and the fair value of £298.212m is £-22.827m; £-23.278m PWLB fair value amount and £0.451m PWLB carrying value adjustment. The £-23.278m measures the reduced interest that the authority will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates.

The authority has a continuing ability to borrow at concessionary rates from the PWLB rather than from the markets. A supplementary measure of the additional or reduced interest that the authority will pay as a result of its PWLB commitments for individual fixed rate loans is to compare the terms of these individual loans with the new borrowing rates available from the PWLB. If a value is calculated on this basis, the existing PWLB loans principal amount £317.700m (Carrying value £321.039m plus £0.451m PWLB carrying value adjustment and less £3.790m accrued interest) would be valued at £274.511m, the fair value being £-43.189m. But, if the authority were to seek to realise the overall projected gain by repaying the loans to the PWLB, the PWLB would raise a penalty charge for early redemption in addition to giving a discount for the reduced interest income that will be avoided. The exit price for the PWLB loans including the penalty charge would be £-22.827m.

Financial Assets

	31 March 2024		31 March 2023	
	Carrying Amount £'000s	Fair Value £'000s	Carrying Amount £'000s	Fair Value £'000s
Financial Assets held at amortised cost:				
Cash (current bank accounts and held)	(2,808)	(2,808)	3,110	3,110
Cash callable in less than 30 days	4,600	4,600	10,150	10,150
Investment Interest	22	22	32	32
Investments less than 365 days	53	53	251	251
Investments greater than 365 days	-	-	-	-
Short-term debtors	29,846	29,846	30,311	30,311
Long-term debtors	4,077	4,077	4,210	4,210
Total	35,790	35,790	48,064	48,064

Fair value hierarchy for Financial Assets and Financial Liabilities that are not measured at fair value

	31 March 2024			Total £'000
	Quoted prices in active markets for identical assets (Level 1) £'000	Other significant observable inputs (Level 2) £'000	Significant unobservable inputs (Level 3) £'000	
Recurring fair value measurements using:				
Financial Liabilities				
Financial Liabilities held at amortised cost:				
PWLB debt		(298,213)		(298,213)
Market debt		(5,543)		(5,543)
WYCA debt		(2,350)		(2,350)
Short-term creditors			(39,361)	(39,361)
Long-term creditors			-	-
PFI liabilities			(41,741)	(41,741)
Finance lease liabilities			-	-
Total	-	(306,106)	(81,102)	(387,208)

Financial Assets

Financial Assets held at amortised cost:

Cash and Cash Equivalents	1,814		1,814
Investments	53		53
Short-term debtors			29,846
Long-term debtors			4,077
Total	1,867	-	33,923

Comparator year 2022/23:

31 March 2023

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1) £'000	Other significant observable inputs (Level 2) £'000	Significant unobservable inputs (Level 3) £'000	Total £'000
Financial Liabilities				
Financial Liabilities held at amortised cost:				
PWLB debt	(284,139)			(284,139)
Market debt	(5,766)			(5,766)
WYCA debt	(2,350)			(2,350)
Short-term creditors			(35,426)	(35,426)
Long-term creditors			-	-
PFI liabilities			(42,806)	(42,806)
Finance lease liabilities			-	-
Total	-	(292,255)	(78,232)	(370,487)
Financial Assets				
Financial Assets held at amortised cost:				
Cash and Cash Equivalents	13,292			13,292
Investments	251			251
Short-term debtors			30,311	30,311
Long-term debtors			4,210	4,210
Total	13,543	-	34,521	48,064

17. INVENTORIES

	Consumable Stores		Total	
	31-Mar-24 £000's	31-Mar-23 £000's	31-Mar-24 £000's	31-Mar-23 £000's
Balance Outstanding at 1 April	359	507	359	507
Purchases	1,430	1,510	1,430	1,510
Recognised as an Expense in the Year	(1,398)	(1,657)	(1,398)	(1,657)
Balance Outstanding at 31 March	391	360	391	360

18. TRUST FUNDS

The Council administers various trust/third party funds. These funds do not represent assets of the Council and are therefore not included in the Council's Balance Sheet. The balances of these funds are invested with the Council. There are over 20 funds; the table shows the movements in the year, with details on the main trusts following.

	Expenditure During Year £000's	Income During Year £000's	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Haughton/Gardiner Trust	-	(3)	(60)	(57)
Staff Lottery	-	(5)	(27)	(22)
Other Funds	14	(20)	(35)	(29)
	14	(27)	(122)	(109)

In August 2009 a new Trust Fund was established for the **Staff Lottery** Scheme, half of the money from ticket sales is paid out in prize money and the balance is used for funding staff benefits. In the years where not all funds have been used up, then the balance of staff contributions is transferred to a trust fund at the end of the year.

The **Haughton/Gardiner Trust** Fund was amended by 'power of resolution' on 8 August 2001, with consolidation being on 1 September 2002, from the original foundation regulated by will dated 23 July 1770. It also now incorporates six other funds. The income is to be used for the benefit of young people under 25, who are in need of financial assistance.

19. DEBTORS

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Trade Receivables	33,604	34,327
Prepayments	4,878	4,345
Other receivable amounts	26,656	22,225
Sub-total	65,138	60,897
Impairment	(9,468)	(10,435)
Total Debtors	55,670	50,462

Other receivable amounts include statutory debtors of £10.711m due for Council Tax and NNDR (£11.225m in 2022/23) and £1.765m due from HMRC (£2.133m in 2022/23). All other amounts included in other receivable amounts are for Collection Fund. These balances are treated as non-financial assets within the Financial Instruments Note 16. The £10.711m Council Tax and NNDR has an impairment allowance of £5.710m (£6.419m in 2022/23) which assumes a collection rate of 97.1% for Council Tax and 98.1% for NNDR (96.8% for Council Tax and 98.0% for NNDR in 2022/23). The £5.710m is included in the £9.468m impairment allowance (£10.435m in 2022/23) shown in the table above. The £1.765m due from HMRC is VAT owed and has no impairment against it.

20. LONG TERM DEBTORS

	Expenditure During Year £000's	Income During Year £000's	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Housing Loans	-	-	9	9
Yorwaste Loan	-	-	1,000	1,000
Finance Lease Receivables	-	(7)	158	165
PFI Schemes	-	(114)	2,864	2,978
Other	-	(12)	46	58
	-	(133)	4,077	4,210

21. CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Cash Held by the Authority	2,529	5,536
Bank Current Accounts	(5,337)	(2,426)
Short Term Deposits	4,622	10,182
Total Cash and Cash Equivalents	1,814	13,292

22. ASSETS HELD FOR SALE

	2023/24 £000's	2022/23 £000's
Balance outstanding at start of year	-	-
<u>Assets newly classified as held for sale:</u>		
- Property, Plant and Equipment	2,648	8,259
Revaluation losses	-	-
<u>Assets declassified as held for sale:</u>		
- Property, plant and Equipment	-	-
Assets sold	(2,648)	(8,259)
Balance outstanding at year-end	-	-

Fair Value measurement of Assets Held for Sale

The Council's Assets Held for Sale are usually categorised as Level 2 within the fair value hierarchy. The fair value of Assets Held for Sale as at 31 March 2024 is nil, so there are no assets categorised as level 2 at this date. The fair value can be higher than the balance sheet value for Assets Held for Sale as, in line with accounting policies, Assets Held for Sale are held on the balance sheet at the lower of the carrying value on transfer to this category and fair value less costs to sell.

23. CREDITORS

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Trade Payables	(39,361)	(35,426)
Receipts in Advance	(11,478)	(12,935)
Other Payables	(13,515)	(13,722)
Total Creditors	(64,354)	(62,083)
Other Short-Term Liabilities	(4,398)	(5,306)
Total Short-Term Liabilities	(68,752)	(67,389)

Other payable amounts include statutory creditors of £3.787m for Council Tax and NNDR (£3.745m in 2022/23), £4.985m for payroll taxes and pension payments to HMRC and the Pension Funds (£4.825m in 2022/23), and £0.09m for CIS taxes to HMRC (£0.013m in 2022/23). All other amounts included in other payables are for Collection Fund. These balances are treated as non-financial liabilities within the Financial Instruments Note 16.

Other Short term liabilities contain liabilities in relation to accumulated absences and PFI.

This note contains £0.00m of Capital Grants received in advance (£0.00m in 2022/23) and £8.698m of Revenue Grants received in advance (£9.630m in 2022/23). Further details can be found in Note 40.

24. PROVISIONS

Total Provisions:

	Insurance Fund £000's	Business Rates £000's	Other Provisions £000's	Total £000's
Balance at 1 April 2023	(1,683)	(687)	(237)	(2,607)
Additional provisions made in 2023/24	(624)	(741)	-	(1,365)
Amounts Used In 2023/24	350	545	67	962
Unused amounts reversed in 2023/24	293	-	-	293
Unwinding of discounting in 2023/24	-	-	-	-
Balance at 31 March 2024	(1,664)	(883)	(170)	(2,717)

of which the following are due to be settled within 12 months:

	Insurance Fund £000's	Business Rates £000's	Other Provisions £000's	Total £000's
Balance at 1 April 2023	(496)	(98)	(237)	(831)
Additional provisions made in 2023/24	(338)	(98)	-	(436)
Amounts Used In 2023/24	350	98	67	515
Unused amounts reversed in 2023/24	-	-	-	-
Unwinding of discounting in 2023/24	-	-	-	-
Balance at 31 March 2024	(484)	(98)	(170)	(752)

Insurance Fund

The general insurance provision is based on information provided by the Council's insurers and is held to meet future potential liabilities in respect of claims outstanding but not received covering a period of several years.

Business Rates

Provision in relation to backdated revaluations arising from the Business Rates retention scheme.

Other Provisions

All other provisions are individually insignificant.

25. USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and note 7.

26. UNUSABLE RESERVES

	Balance at 2023/24 £000's	Balance at 2022/23 £000's
Revaluation Reserve	(548,888)	(550,975)
Capital Adjustment Account	(454,988)	(431,225)
Financial Instruments Adjustment Account	1,214	1,127
Financial Instruments Revaluation Reserve	(3,545)	(2,660)
Dedicated Schools Grant Adjustment Account	9,940	9,940
Pensions Reserve	9,280	(60,918)
Collection Fund Adjustment Account	7,526	6,970
Accumulated Absences Account	3,315	4,242
Total Unusable Reserves	(976,146)	(1,023,499)

Revaluation Reserve

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

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

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

	2023/24 £000's	2022/23 £000's
Balance at 1 April	(550,975)	(503,412)
Upward revaluation of assets	(13,469)	(63,788)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services	6,393	5,824
(Surplus)/deficit on revaluation of non-current assets not posted to the (Surplus)/Deficit on the Provision of Services	(7,076)	(57,964)
Difference between fair value depreciation and historical cost depreciation	6,801	6,190
Accumulated gains on assets sold or scrapped	2,362	4,211
Amount written off to the Capital Adjustment Account	9,163	10,401
Properties RR movement with CAA		
Balance at 31 March	(548,888)	(550,975)

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 Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council.

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

Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2023/24	2022/23
	£000's	£000's
Balance at 1st April	(431,225)	(443,999)
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	35,106	33,252
Revaluation losses on Property, Plant and Equipment	(5,622)	932
Amortisation of intangible assets	774	1,190
Revenue expenditure funded from capital under Statute	17,267	13,136
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	13,893	18,584
	61,418	67,094
Adjusting amounts written out of the Revaluation Reserve	(9,163)	(10,401)
Net written out amount of the cost of non-current assets consumed in the year	52,255	56,693
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(12,966)	(15,001)
Use of the Major Repairs Reserve to finance new capital expenditure	(8,591)	(9,377)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(20,309)	(16,639)
Application of grants to capital financing from the Capital Grants Unapplied Account	(24,078)	(12,029)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(9,351)	(6,161)
Statutory provision for the financing of the HRA subsidy	-	-
Capital expenditure charged against the General Fund and HRA balances	(1,967)	(3,347)
	(77,262)	(62,554)
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	1,244	18,635
Balance at 31 March	(454,988)	(431,225)

Financial Instruments Adjustment Account

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

The Council uses the Account to manage premiums paid on the early redemption of loans. Premiums are debited to the Comprehensive Income and Expenditure Statement when they are incurred, but reversed out of the General Fund Balance to the Account in the Movement in Reserves Statement. Over time, the expense is posted back to the General Fund Balance in accordance with statutory arrangements for spreading the burden on council tax. In the Council's case, this period is the unexpired term that was outstanding on the loans when they were redeemed.

The Financial Instruments Adjustment Account is also used to manage the fair value / notional interest payable on loans at concessionary rates. For loans taken out at concessionary rates the value of the loan is discounted using a prevailing market rate to reflect the benefit obtained by the Council. The fair value is taken to the Account and amortised based on the assumed interest rate per annum and the balance on the Account is gradually written down as the value of the loan is amortised, until the value of the loan at redemption equals the value of the loan originally drawn down.

	2023/24		2022/23	
	£000's	£000's	£000's	£000's
Balance at 1st April		1,127		1,146
Premiums incurred in the year and charged to the Comprehensive Income and Expenditure Statement		(17)		(120)
Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements		61		59
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements		44		(61)
NPV / Fair Value adj. for WYCA 0% loan (loan at concessionary rate) charged to CIES		-		-
Concessionary rate loan interest charged to CIES		43		42
Fair Value adjustment write up to reflect the benefit of having a loan at a concessionary rate		43		42
Balance at 31st March		1,214		1,127

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.

	2023/24		2022/23	
	£000's	£000's	£000's	£000's
Balance at 1st April		(2,660)		(2,176)
Upward revaluation of investments	(1,089)		(484)	
Downward revaluation of investments	204			
Change in impairment loss allowances				
		(885)		(484)
Accumulated gains or losses on assets sold and maturing assets written out to the Comprehensive Income and Expenditure Statement as part of Other Investment Income			-	-
Accumulated gains or losses on assets sold and maturing assets written out to the General Fund Balances for financial assets designated to fair value through other comprehensive income			-	-
Balance at 31st March		(3,545)		(2,660)

Pensions Reserve

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

	31-Mar-24	31-Mar-23
	£000's	£000's
Balance at 1 April	(60,918)	93,111
Actuarial gains or losses on pensions assets and liabilities	69,529	(178,578)
Net increase in assets & liabilities from disposals	(235)	-
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	14,425	37,827
Employer's pensions contributions and direct payments to pensioners payable in the year.	(13,521)	(13,278)
Balance at 31 March	9,280	(60,918)

Collection Fund Adjustment Account

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

	31-Mar-24	31-Mar-23
	£000's	£000's
Balance at 1 April	6,970	21,303
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	556	(14,331)
Write off of balance		(2)
Balance at 31 March	7,526	6,970

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, eg 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.

	2023/24		2022/23	
	£000's	£000's	£000's	£000's
Balance at 1 April		4,242		3,772
Settlement or cancellation of accrual made at the end of the preceding year	(4,242)		(3,772)	
Amounts accrued at the end of the current year	3,315		4,242	
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		-927		470
Balance at 31 March		3,315		4,242

Dedicated Schools Grant Adjustment Account

The Dedicated Schools Grant Adjustment Account is a new statutory ring-fenced account introduced in 2020/21 for those authorities with a deficit on the schools budget, to allow separation of such deficits from the general fund. This is in response to the School and Early Years Finance (England) Regulations (2020) setting out that a schools budget deficit must be carried forward to be funded from future Dedicated Schools Grant income, unless permission is sought from the Secretary of State for Education to fund the deficit from general resources.

	31-Mar-24	31-Mar-23
	£000's	£000's
Balance at 1 April		
Deficit amount accumulated at 1st April	9,940	9,940
Amount by which expenditure chargeable to the DSG was exceeded by actual DSG Grant received for the financial Year 2023/24	-	-
Balance at 31 March	9,940	9,940

DRAFT



27. CASH FLOW STATEMENT – OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

	Balance at 31-Mar-24	Balance at 31-Mar-23
	£000's	£000's
Interest received	(1,212)	(1,225)
Interest paid	7,709	9,766
Dividends received	(477)	(433)

The analysis for the adjustments to the net surplus or deficit on the provision of services for non cash movements

	31-Mar-24	31-Mar-23
	£000's	£000's
Depreciation, Impairment and Amortisation of fixed assets	(30,257)	(35,374)
(Increase)/decrease in impairment for bad debt	(967)	766
Increase/(decrease) in stocks and works in progress	31	(147)
Increase/(decrease) in debtors	4,340	(13,724)
(Increase)/decrease in creditors	496	16,529
Pension Liability:		
Net Charge to the CIES	(14,425)	(37,827)
Employers contributions to pension funds and direct payments to pensioners	13,521	13,278
Carrying amount of non-current assets sold	(13,893)	(18,584)
Other non-cash items charged to the net Surplus or Deficit on the Provision of Services:		
Provisions	(110)	330
Movements in the value of investment properties	(1,244)	(18,635)
Movements in the value of Finance Leases and PFI	(121)	(97)
Movement in the FIAA	(61)	(59)
Adjustment to the Net Surplus or Deficit on Provision of Services for non-cash movements	(42,690)	(93,544)

The analysis for the adjustments to the net surplus or deficit on the provision of services that are investing and financing activities are illustrated below:

	31-Mar-24	31-Mar-23
	£000's	£000's
Proceeds from sale of property, plant and equipment, investment property and intangible assets	11,299	18,856
Grants applied to the financing of capital expenditure	27,846	32,089
Adjustments for items included in the net surplus or deficit on the Provision of Services that are investing and financing activities	39,145	50,945

28. CASH FLOW STATEMENT – INVESTING ACTIVITIES

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Purchase of property, plant and equipment, investment property and intangible assets	77,176	66,880
Purchase of short-term and long-term investments	343,451	282,100
Other payments for investing activities	-	-
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(11,299)	(18,856)
Proceeds from short-term and long-term investments	(343,650)	(281,900)
Other receipts from investing activities	(27,846)	(32,089)
Net cash flows from investing activities	37,832	16,135

29. CASH FLOW STATEMENT - FINANCING ACTIVITIES

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Cash receipts of short-term and long-term borrowing	(30,000)	-
Other receipts from financing activities	(12)	(607)
Cash payments for the reduction of the outstanding liabilities relating to finance leases and on-balance sheet PFI contracts	1,064	1,201
Repayments of short-term and long-term borrowing	6,215	4,700
Other payments for financing activities	1,065	1,021
Net cash flows from financing activities	(21,668)	6,315

Reconciliation of borrowing and PFI liabilities arising from financing activities:

2023/24:

	2023/24	Financing		Changes which are not	2023/24
	01 April	cash flows	Acquisition	financing cash flows	31 March
	£000's	£000's	£000's	£000's	£000's
Long-term borrowings	(295,050)	13,400	-	-	(281,650)
Short-term borrowings	(6,215)	(37,185)	-	-	(43,400)
- Lease liabilities	-	-	-	-	-
- On balance sheet PFI liabilities	(42,806)	1,065	-	-	(41,741)
Total liabilities financing activities	(344,071)	(22,720)	-	-	(366,791)

2022/23:

	2022/23	Financing		Changes which are not	2022/23
	01 April	cash flows	Acquisition	financing cash flows	31 March
	£000's	£000's	£000's	£000's	£000's
Long-term borrowings	(301,265)	6,215	-	-	(295,050)
Short-term borrowings	(4,700)	(1,515)	-	-	(6,215)
- Lease liabilities	-	-	-	-	-
- On balance sheet PFI liabilities	(44,007)	1,201	-	-	(42,806)
Total liabilities financing activities	(349,972)	5,901	-	-	(344,071)

PFI liabilities include long term liabilities of £40.658m (£41.741m in 2022/23) as shown in the balance sheet under 'Other Long-Term Liabilities' and short term liabilities of £1.083m (£1.065m in 2022/23) as shown in the balance sheet under 'Other Short-Term Liabilities'. Borrowings are included in the table above at their principal amounts.

30. EXPENDITURE AND INCOME ANALYSED BY NATURE

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

	2023/04	2022/23
	£000	£000
Expenditure/Income		
Expenditure		
Employee benefits expenses	156,777	183,732
Other services expenses	285,017	314,192
Support service recharges	765	770
Depreciation, amortisation, impairment	30,258	35,374
Interest payments	14,202	14,336
Precepts and levies	927	866
Payments to Housing Capital Receipts Pool	-	-
Loss on the disposal of assets	2,593	-
Total Expenditure	490,539	549,270
Income		
Customer and client receipts	(100,760)	(95,092)
Interest and investment income	(1,773)	(1,686)
Income from council tax and non domestic rates	(141,266)	(150,103)
Government grants and contributions	(205,584)	(217,723)
Other Operating Income	(42,297)	(38,489)
Gain on the disposal of assets	-	(272)
Total Income	(491,680)	(503,365)
Surplus or Deficit on the Provision of Services	(1,141)	45,905

31. ACQUIRED AND DISCONTINUED OPERATIONS

All council operations are categorised as continuing operations.

32. TRADING OPERATIONS

The Council had no significant external trading operations in 2023/24. The Council has established a number of internal trading units where the service manager is required to operate in a commercial environment and balance their budget by generating income from other parts of the Council or other organisations.

Trading operations are incorporated into the Comprehensive Income and Expenditure Statement. Some are an integral part of one of the Council's services to the public (eg refuse collection), whilst others are support services to the Council's services to the public (eg school governor support such as advice, training and clerking). The expenditure of these operations is allocated or recharged to headings in Net Cost of Services.

33. AGENCY SERVICES

The Council, as a billing Council, both bills and collects income on behalf of the central government, the Police and Crime Commissioner for North Yorkshire and the North Yorkshire Fire and Rescue Council for National Non-Domestic Rates and Council Tax. This statutory arrangement is treated in the Council's accounts as an agency agreement.

The Council provides payroll services to external organisations, although the numbers buying the service have reduced in recent years. In 2023/24 payroll services were provided to 2 charity organisations.

	2023/04 £000's	2022/23 £000's
Expenditure incurred providing Payroll Services	35	57
Fee income earned	(9)	(21)
Net Position	26	36

34. ROAD CHARGING SCHEMES

There were no schemes under the Transport Act 2000 in 2023/24.

35. POOLED BUDGETS

Better Care Fund (BCF) and Improved Better Care Fund (IBCF)

City of York Council (CYC) and Humber and North Yorkshire Integrated Care Board (ICB) entered into a pooled budget arrangements under section 75 of the Health Care Act 2006 for the management of commissioning resources related to the Better Care Fund (BCF) and Improved Better Care Fund (IBCF).

The parties to this agreement contribute to a pooled commissioning budget which is overseen by the City of York Health and Wellbeing Board. The ICB host the pooled budget. The Adult Social Care Discharge Fund is a new grant for 2022/23 that must also be pooled in the Better Care Fund.

	2023/24 £000s	2022/23 £000s
Contributions to the Better Care fund		
Council – Disabled Facilities Grant	1,596	1,468
Council – Improved Better Care Fund Grant	5,369	5,368
Vale of York CCG/Humber and North Yorkshire ICB	14,883	14,086
Adult Social Care Discharge Fund	1,765	1,728
	23,613	22,650
Expenditure from the Better Care Fund		
City of York Council Commissioned Schemes	12,301	11,764
Vale of York CCG/Humber and North Yorkshire ICB commissioned schemes	9,547	9,158
ASC Discharge Fund	1,765	1,728
	23,613	22,650
Net Surplus arising on the Pooled budget during the year	-	-

¹Clinical Commissioning Groups were replaced by Integrated Commissioning Boards on 1st July 2022

36. MEMBERS ALLOWANCES

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

	2023/24 £000's	2022/23 £000's
Allowances	786	835
Expenses	8	7
Total	794	842

37. OFFICERS' REMUNERATION

Senior Officers' Remuneration

The Accounts and Audit Regulations (2015) requires authorities to include a note of the remuneration and the authority's contribution to the person's pension of senior officers in respect of their employment, whether on a permanent or temporary basis. Senior Officers are required to be listed individually and identified by way of job title only (except for persons whose salary is £150,000 or more per year, who must also be identified by name).

In addition, authorities must include in their statement of accounts, a note of the number of other employees in the financial year to which the accounts relate whose remuneration fell in each bracket of a scale in multiples of £5,000 starting with £50,000.

The remuneration paid to the Council's senior employees in 2023/24 was:

	Notes	£ Salary, fees and allowances ¹	£ Expenses ²	£ Compensation for loss of office	£ Total excluding employer's pension contribution ³	£ Employer's pension contribution	£ Total Remuneration Package
Ian Floyd - Chief Operating Officer		159,743	-	-	159,743	23,003	182,746
Corporate Director Children & Education		119,953	151	-	120,104	17,273	137,377
Corporate Director of Adults and Integration – Officer A	A	75,029	213	-	75,242	10,804	86,046
Director of Adults Safeguarding – Officer B	A	103,449	-	-	103,449	14,897	118,346
Corporate Director of Adults and Integration - Officer C	A	4,514	-	-	4,514	650	5,164
Corporate Director Economy & Place		119,953	-	-	119,953	17,273	137,226
Director of Public Health – Officer D	B	80,919	-	-	80,919	11,652	92,571
Director of Public Health – Officer E	B	33,372	-	-	33,372	4,806	38,178
Director of Governance		101,829	170	-	101,999	14,663	116,662
Director Customer and Communities		103,542	-	-	103,542	14,910	118,452
Chief Finance Officer – Officer F	C	96,806	-	-	96,806	13,940	110,746
Head of HR & Organisational Development – Officer G	D	72,678	-	-	72,678	9,355	82,033
Total							1,225,547

NOTES TO THE MAIN FINANCIAL STATEMENTS

1. No bonuses or benefits in kind were paid to any senior officer during the 2023/24 financial year
2. Expenses include any expenses claimed during the 2023/24 financial year
3. Employer pension contributions are not payments made directly to officers, rather they are payments made to the relevant pension fund. The employer contribution rate for 2023/24 was 14.4%.

Notes

- A. On 30th November 2023 the Corporate Director of Adults and Integration (Officer A) left the Council. The Director of Adults Safeguarding (Officer B) was appointed as the interim Corporate Director of Adults and Integration, covering the statutory Director of Adult Social Services (DASS) until the Council appointed a permanent Corporate Director of Adults and Integration (Officer C) on 18th March 2024. The annualised remuneration package for this position is between £108,789 and £119,721, excluding employer pension contributions.
- B. On 31st December 2023 the Director of Public Health (Officer D) retired from the Council and was replaced a new Director of Public Health (Officer E) who initially joined the Council on 1st December 2023. The annualised remuneration package for this position is between £96,574 and £106,857, excluding employer pension contributions.
- C. On 2nd October the Council's Staffing Matters and Urgency Committee approved two temporary additional responsibility allowances (TARA) for the Chief Finance Officer (Officer F). The first TARA was covered the period 1st April 2023 to 31st December 2023 for reasons associated with leading the finance workstream and being accountable for the finances for the creation of the York and North Yorkshire Mayoral Combined Authority. The second TARA commenced from 1st January 2024 for reasons relating to the officer being appointed the interim role of Section 73 officer for the Combined Authority which was approved by the Devolution Joint Committee. This second allowance is envisaged to be for approximately 3 months or until the appointment of the permanent Director of Resources is recruited to. The total value of the TARA paid to this officer during the 2023-24 financial year was £8,813.04 and these costs (including oncosts) will be recharged entirely to the Combined Authority.
- D. On 9th November 2023 the Council approved a temporary additional responsibility allowance (TARA) for the Head of Human Resources & Organisational Development (Officer G). The TARA commenced from 1st April 2023 for reasons associated with leading the HR and Organisational Development workstream for the creation of the York and North Yorkshire Mayoral Combined Authority and will remain in place until the Combined Authority has appointed its own Head of Human Resources. The total value of the TARA paid to this officer during the 2023-24 financial year was £6,516.00 and these costs (including oncosts) will be recharged entirely to the Combined Authority.

NOTES TO THE MAIN FINANCIAL STATEMENTS

The remuneration paid to the Council's senior employees in 2022/23 was:

	Notes	Salary, fees and allowances ¹	Expenses ²	Compensation for loss of office	Total excluding employer's pension contribution ³	Employer's pension contribution	Total Remuneration Package
		£	£	£	£	£	£
Ian Floyd - Chief Operating Officer		152,267	-	-	152,267	23,297	175,564
Corporate Director Economy & Place		115,897	-	-	115,897	17,732	133,629
Corporate Director of Adults and Integration		105,335	-	-	105,335	16,116	121,451
Corporate Director Children and Education – Officer A	A	72,903	31	-	72,934	11,295	84,229
Director of Public Health		111,129	-	-	111,129	17,003	128,132
Director of Governance - Officer B	B	52,809	229	-	53,038	6,948	59,986
Director of Governance - Officer C	B	53,471	27	-	53,498	8,288	61,786
Chief Finance Officer		82,028	-	-	82,028	12,550	94,578
Assistant Director Customer Services & Digital		96,731	-	-	96,731	14,800	111,531
Head of HR & Organisational Development		61,518	-	-	61,518	9,412	70,930
Total							1,041,816

1. No bonuses or benefits in kind were paid to any senior officer during the 2022/23 financial year
2. Expenses include any expenses claimed during the 2022/23 financial year
3. Employer pension contributions are not payments made directly to officers, rather they are payments employer contribution rate for 2022/23 was 15.3%.

Notes

- A. The Council appointed the Corporate Director Children and Education (Officer A) on 15/08/2022 with an annualised salary (excluding pension contributions) of £115,672.00. The statutory role of Director of Children's Services was being covered by an interim employed through WorkWithYork prior to the appointment of this officer.
- B. The Council's Director of Governance (Officer B) resigned on 11/09/2022. The Council appointed a new Director of Governance (Officer C) on 12/09/2022. The annualised salary (excluding pension contributions) for this position is £96,506.00.

Other Officers' Remuneration

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

Remuneration band	2023/24		2022/23	
	Non-Schools	Schools	Non-Schools	Schools
£50,000 - £54,999	99	59	79	58
£55,000 - £59,999	30	19	10	18
£60,000 - £64,999	27	18	27	13
£65,000 - £69,999	10	8	8	6
£70,000 - £74,999	8	7	1	10
£75,000 - £79,999	1	5	1	3
£80,000 - £84,999	1	3	0	0
£85,000 - £89,999	2	1	2	0
£90,000 - £94,999	0	0	0	0
£95,000 - £99,999	0	0	3	3
£100,000 - £104,999	2	1	0	0
£105,000 - £109,999	1	2	0	1
Total	181	123	131	112

Exit packages

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

Exit package cost band (including special payments)	(a)		(b)		(c)		(d)		(e)	
	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band [(b) + (c)]		Total cost of exit packages in each band			
	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23	£	£
£0 - £20,000	3	5	5	1	8	6	32,255	51,446		
£20,001 - £40,000	1	0	0	0	1	0	20,446	-		
£40,001 - £60,000	0	0	0	0	0	0	-	-		
£60,001 - £80,000	0	0	0	0	0	0	-	-		
£80,001 - £100,000	1	0	0	0	1	0	93,026	-		
£100,001 - £150,000	0	1	0	0	0	1	-	144,436		
Total	5	6	5	1	10	7	145,727	195,882		

The total cost of £146k (2022/23: £196k) in the table above includes £146k (2022/23: £102k) for exit packages that have been charged to the authority's comprehensive income and expenditure statement in the current year. The table above includes 6 exits from local authority maintained schools.

38. 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:

	2023/24 £000's	2022/23 £000's
Fees payable to Mazars LLP with regard to external audit services carried out by the appointed auditor	284	149
Fees payable in respect of other services provided by Mazars LLP	27	22
	311	171

The 2023/24 scale fee is £284k. The accrued fees for other services in 2023/24 relate to assurance work on the Teachers' Pensions return and certification of grants claims and returns (£27k).

The 2022/23 scale fee is £97k. In 2022/23 the Council paid a revised scale fee for the 2020/21 accounts of £52k.

The accrued fees for other services in 2022/23 relate to assurance work on the Teachers' Pensions return and certification of grants claims and returns (£22k).

39. DEDICATED SCHOOLS GRANT

The Council's expenditure on schools is funded primarily by grant monies provided by the Department for Education, the Dedicated Schools Grant (DSG). DSG is ring fenced and can only be applied to meet expenditure properly included in the Schools Budget, as defined in the School Finance and Early years (England) Regulations 2021.

The Schools Budget includes elements for a range of educational services provided on an authority-wide basis and for the Individual Schools Budget (ISB), which is divided into a budget share for each maintained school.

Details of the deployment of the DSG receivable for **2023/24** are as follows:

	Central Expenditure £000's	Individual Schools Budget £000's	DSG Total £000's
Final DSG for 2023/24 before Academy recoupment			160,739
Academy and High Needs recoupment for 2023/24			(87,104)
Total DSG available after recoupment			73,635
Brought forward from 2022/23			7,217
Carry forward to 2024/25 agreed in advance			-
DSG resources available for distribution in 2023/24	27,818	53,034	80,852
In year adjustments	2,040	- 189	1,851
Final resources available for distribution in 2023/24	29,858	52,845	82,703
Less actual central expenditure	(26,848)		(26,848)
Less actual ISB deployed to schools		(46,206)	(46,206)
Plus Local Authority contribution for 2023/24	-	-	-
Carry forward to 2024/25 agreed in advance	3,010	6,639	9,649

In-year adjustments includes a £2.04m Safety Valve grant receipt during 2023/24

Prior year comparator – 2022/23

	Central Expenditure £000's	Individual Schools Budget £000's	DSG Total £000's
Final DSG for 2022/23 (before recoupment)			153,673
Academy and High needs recoupment for 2022/23			(77,227)
Total DSG available after recoupment			76,446
Brought forward from 2021/22			4,097
Carry forward to 2023/24 agreed in advance			-
DSG resources available for distribution in 2022/23	30,919	49,624	80,543
In year adjustments	4,500	20	4,520
Final resources available for distribution in 2022/23	35,419	49,644	85,063
Less actual central expenditure	(28,338)		- 28,338
Less actual ISB deployed to schools		(49,508)	- 49,508
Plus Local Authority contribution for 2022/23	-	-	-
Carry forward to 2023/24	7,081	136	7,217

In-year adjustments includes a £4.5m Safety Valve grant receipt during 2022/23

40. GRANT INCOME

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2023/24:

	2023/24 £000's	2022/23 £000's
Credited to Taxation and Non Specific Grant Income		
Government Grants:		
Capital Grants	(13,130)	(21,849)
Demand on Collection Fund	(107,965)	(102,259)
Non-Domestic Rates	(33,300)	(47,845)
DLUHC Business Rates Retention Grant	(13,858)	(15,272)
DLUHC Social Care	(10,905)	(12,049)
Covid Grants	-	(26)
DWP Household Support Fund	(2,200)	(2,071)
DOH Grants	(176)	(219)
DLUHC Grants	(1,680)	(461)
DLUHC Troubled Families Support Grants	(502)	(407)
DLUHC & DFE Homes for Ukraines Grant	(891)	(864)
DFE Education Grants	(795)	(956)
DLUHC Improved Better Care Fund	(4,764)	-
DLUHC Market Sustainability & Improvement Fund	(1,113)	-
Other Government Grants	(1,072)	(3,113)
Non-Government Grants:		
Other Non-Government Grants	(183)	(200)
TOTAL	(192,534)	(207,591)
Credited to Services		
Government Grants:		
DFE Dedicated Schools Grant Base	(75,486)	(80,966)
DWP Council Tax, Housing Benefit & Administration Grant	(24,935)	(24,307)
DFE Education Grants	(2,607)	(8,294)
DFE Covid 19 Schools Grant	(608)	(438)
DOH Public Health Grant	(8,977)	(8,733)
DLUHC New Homes Bonus	(63)	(1,838)
DFE Pupil Premium Grant	(2,296)	(2,382)
DFE Education Services Grant	(3,615)	(41)
DFE Universal Infant Free Schools Meals - Revenue Funding	(783)	(718)
DFE Skills Funding Agency - Adult and Community Learning	(586)	(1,260)
DFE PFI Revenue Support	(1,186)	(1,186)
Homes England Grants	(102)	(25)
DFE Adoption Support Fund	(154)	(194)
DFT Grants	(616)	(864)
DWP Access to Work Grant	(108)	(61)
Homes Office Grants	(2,463)	(438)
DOH Adult Social Care Discharge Programme	-	(610)
DLUHC & DFE Homes for Ukraines Grant	(291)	(468)
DLUHC UK Shared Prosperity Fund and Community Grants	(1,186)	(752)
DLUHC Homelessness Grants	(1,213)	(865)
DEFRA Air Quality Grants	(175)	(81)
DLUHC Council Tax Energy Bills Rebate	(4)	(503)
BIES Energy Bills Support Scheme / Alternative Fuel Payment Scheme	(123)	-
DFT Bus Service Improvement Plan Grant	(1,782)	(164)

DLUHC Domestic Abuse Support	(678)	-
DFE High Needs, 6th Form funding	(2,588)	-
DLUHC Market Sustainability & Fair Cost of Care Fund	(1,714)	-
DLUHC Adults Discharge Fund	(753)	-
DOH Urgent Emergency Care & Support	(343)	-
Other Government Grants	(666)	(572)
Non-Government Grants:		
Trading Standards Institute Grant	(1,781)	(1,544)
WYCA Grants	(144)	(314)
NHS	(154)	(81)
Integrated Care Board (ICB) Grants	(2,876)	(2,496)
Other Non-Government Grants	(921)	(1,331)
TOTAL	(141,977)	(141,526)

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver.

	2023/24	2022/23
	£000's	£000's
Current Liabilities		
Grants Receipts in Advance (Capital Grants)		
Miscellaneous other grants (capital)	-	-
TOTAL	-	-

Grants Receipts in Advance (Revenue Grants)		
Government Grants:		
DFE Adoption Support Fund	5	82
DFT Opening Data Grant	57	59
DFE Pupil Premium Grant	250	175
DLUHC Domestic Abuse Support	-	514
DFE Grant Improvement Fund	1,191	948
DLUHC Homes England	250	262
DEFRA Air Quality Grants	213	312
DFT Travel Grants	247	340
DLUHC UK Shared Prosperity Fund and Community Grants	57	-
DFE Education Funding	862	187
DLUHC & DFE Homes for Ukrainians Grant	1,958	2,319
DFT Bus Service Improvement Plan Grant	2,555	2,036
DLUHC Homelessness Grants	117	-
DLUHC Digital Planning Improvement Grant	100	-
Other Government Grants	222	579
Non-Government Grants:		
Integrated Care Board (ICB) Grants	326	1,175
Other Non-Government Grants	288	642
TOTAL	8,698	9,630

41. RELATED PARTIES

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

Central Government

Central government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides 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 (eg council tax bills, housing benefits). Grants received from government departments and Grant receipts outstanding at 31 March 2024 are shown in Note 40.

Members

Members of the Council have direct control over the Council’s financial and operating policies. The total of members’ allowances paid in 2023/24 is shown in Note 36.

During 2023/24 the Council made the following transactions with entities not controlled or significantly influenced by the Council which members have been appointed to in their capacity as CYC councillors:

Entity	Number of Members	Role	Exp £'000	Inc £'000	Outstanding Creditors at 31st March 2024 £'000	Outstanding Debtors at 31st March 2024 £'000
SNAPPY	1	Trustee	44	20	0	2
York Museums And Gallery Trust	2	Trustees (Registered Directors)	311	0	0	0
York Wheels Ltd	1	Trustee (Registered Director)	151	0	0	0

During 2023/24 the Council made the following transactions with entities not controlled or significantly influenced by the Council which members were acting in a non-CYC capacity:

Entity	Number of Members	Role	Exp £'000	Inc £'000	Outstanding Creditors at 31st March 2024 £'000	Outstanding Debtors at 31st March 2024 £'000
Rowley & Sons Family Funeral Services	1	Director (Senior Partner)	0	166	0	72

In all instances, the grants and works/services commissioned were made with proper consideration of declarations of interest. Details of all these transactions are recorded in the Register of Members’ Interest, open to public inspection at West Offices during office hours.

Senior Officers

During 2023/24 the Council made the following transactions with entities not controlled or significantly influenced by the Council which senior officers have been appointed to in their capacity as CYC Officers:

Entity	Number of Officers	Role	Exp £'000	Inc £'000	Outstanding Creditors at 31st March 2024 £'000	Outstanding Debtors at 31st March 2024 £'000
York Cares	1	Director	0	5	0	0

During 2023/24 no grants, works or services of a significant value were commissioned from companies in which officers had an interest outside of their Council responsibilities (2022/23 £0k).

No payments were made to organisations whose senior management included close family members of any chief officer (2022/23 £0k).

In all instances, the grants and works/services commissioned were made with proper consideration of declarations of interest.

Entities Controlled or Significantly Influenced by the Council

The Council has interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures, but due to the values involved these do not require the Council to prepare Group Accounts.

For detailed information relating to Yorwaste Limited, Veritau Limited, CYT and Make it York please see Long Term Investments section of this note.

Other

The following are not entities that are controlled or significantly influenced by the Council. However, there are elected members on the board and therefore this additional information has been included below to enhance transparency.

Yorkshire Purchasing Organisation

YPO (formerly known as the Yorkshire Purchasing Organisation) was established as a joint committee of Local Authorities in 1974 and City of York Council is one of the thirteen founder member authorities. One elected member is on the board of YPO Procurement Holdings Ltd. There is no remuneration for this role.

York BID

A Business Improvement District is a specifically designated area where businesses within it work together to invest in services, special projects and events with the aim to increase economic development and growth. BID projects and programmes are in addition to services provided by the City of York Council and funded by an annual contribution of 1% of the rateable value from businesses that are within the BID area. The current BID term levy is based on 2017 business rates evaluation. The York BID was voted in by businesses by a 86.1% majority in January 2021. This establishes the BID to operate for five years requiring all businesses within the BID area (of rateable value threshold which is currently £17,500 and above) to pay the mandatory levy

The York BID Board oversees the delivery of the BID initiatives set out in the BID business plan. As outlined in the Company Articles of Association, the Board is comprised of representatives from levy-paying business and representatives from the local authority and Make It York.

The Council collects income from ratepayers on behalf of the York BID and there are 2 Councillors on the board. There is no remuneration for these roles.

West Yorkshire Combined Authority

The WYCA brings together local councils and businesses so that everyone in the region can benefit from economic prosperity and a modern, accessible transport network. York is an associate member of the combined authority, which works closely with the private sector through the Leeds City Region Enterprise Partnership (LEP) to ensure that their work meets the needs of employers in the region. It is led by Combined Authority members and the LEP Board. The Council has one elected member on each of the following committees:

Committee	Remuneration
Board	None
Transport committee	£2,616
Overview & scrutiny committee	£648

York and North Yorkshire Mayoral Combined Authority

The York and North Yorkshire Mayoral Combined Authority has been created by the City of York Council and North Yorkshire Council and is a legally recognised, single body. It was launched on 1 February 2024. This followed an inaugural meeting on 22 January 2024 where the constitution, budget and statutory officers were confirmed. A mayor was elected on 2nd May 2024. The Council has 2 elected members on the Combined Authority board although as this wasn't formed until May 2024, no allowances were paid in 2023/24.

LONG TERM INVESTMENTS

The Council holds a number of investments for the medium / long term. They comprise mainly share investments in three companies: Yorwaste (£1,008k), Veritau (a nominal £1), City of York Trading (a nominal £1) and Make it York (a nominal £1). The shares are included in the balance sheet at Fair value which differs to the nominal value as detailed in Note 16.

Yorwaste

The Council has, as a result of the local government reorganisation in the area at 1 April 1996, a 22.27% shareholding in Yorwaste Ltd. The majority shareholder is North Yorkshire County Council who hold the remaining 77.73%. The Company's profit and loss account is not included as part of the Comprehensive Income and Expenditure Account. No dividends were received in 2023/24 (£33k in 2022/23). Similarly, the Company's assets and liabilities are not in the Consolidated Balance Sheet.

With effect from 1 October 2015 the Council has a service agreement with Yorwaste Limited for waste disposal services and is charged on a cost recovery basis. Prior to this contract prices were negotiated on an arms length commercial basis.

The Director of Economy and Place is also a director of Yorwaste, however no remuneration is paid for this role.

Member Directors on Yorwaste are entitled to an allowance established in accordance with North Yorkshire County Council's (NYCC's) remuneration arrangements which are paid for by the Company. One member sits on the board of this company and this position is remuneration. During 2023/24 two members held this role (due to the change in political administrations) – one member received £1.6k (£8.9k 2022/23) and the incumbent member on the board received £9.23k (£0k 2022/23) No amounts were paid directly by the Council.

Veritau

Since 1 April 2009, internal audit and counter-fraud services have been provided by Veritau Limited. The company is jointly owned by City of York Council and North Yorkshire County Council, with each Council holding 50% of the shares. Contract prices are negotiated on an arms length commercial basis. The Council is represented on the Board by the Chief Finance Officer and one Member of the Council. There is no remuneration for either of these roles.

City of York Trading

City of York Trading was incorporated as a private company on the 18th November 2011 and the company is 100% owned by the Council. The company has a Chief Executive and a Board of Directors, made up of the Chief Executive, 3 Members of the Council and 2 other independent non executive directors. No Council employees are on the Board. The company started trading in June 2013. The company provides temporary staff to the Council, schools and other external organisations.

Make it York

Make it York is a company limited by shares created on 1 April 2015 and the Council is the sole shareholder. Of the 12 directors, 2 will represent the Council and these representatives are currently 2 members of the Council. No remuneration is paid for either of these roles.

Net Value of Transactions and Balances at Year End

The net value of transactions during the year with entities the Council has a related party relationship with are as follows:

	2023/24			2022/23		
	Expenditure £'000	Income £'000	Net Exp £'000	Expenditure £'000	Income £'000	Net Exp £'000
City of York Trading Ltd	5,475	(107)	5,368	8,948	(96)	8,852
Make it York	620	(612)	8	747	(680)	67
Veritau	622	(39)	583	603	(27)	576
Yorwaste Ltd	4,770	(1,208)	3,562	5,187	(1,713)	3,474
YPO	18	-	18	15	-	15
	11,505	(1,966)	9,539	15,500	(2,516)	12,984

The following amounts were due to related parties at 31 March 2024 and are included in debtors:

	2023/24 £'000	2022/23 £'000
City of York Trading Ltd	1	0
Make it York	40	260
Veritau	8	8
Yorwaste Ltd	0	183
	49	451

The following amounts were due from related parties at 31 March 2024 and are included in creditors:

	2023/24 £'000	2022/23 £'000
Veritau	1	2
Yorwaste Ltd	7	36
YPO	1	2
	9	40

The values associated with these companies are not deemed to be material to provide group accounts.

42. CAPITAL EXPENDITURE AND FINANCING

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

	2023/24 £000's	2022/23 £000's
Opening Capital Financing Requirement	481,932	465,878
PFI prepayment adjustments		(105)
Restated Opening Capital Financing Requirement	481,932	465,773
Capital Investment		
Property, Plant and Equipment	79,774	64,534
Investment Properties	530	1,551
Intangible Assets	3	100
Revenue Expenditure Funded from Capital under Statute	17,267	13,136
Sources of Finance		
Capital Receipts	(12,966)	(15,001)
Government Grants and Other Contributions	(44,387)	(28,668)
Direct Revenue Contributions	(1,966)	(3,347)
Major Repairs Reserve	(8,591)	(9,377)
MRP (Minimum Revenue Repayment)	(8,176)	(5,446)
PFI / PPP payments	(1,182)	(1,323)
Movement in Year	20,306	16,159
Closing Capital Financing Requirement	502,238	481,932
Explanations of movement in year		
Increase in underlying need to borrow (unsupported by government financial assistance)	29,664	22,928
MRP (Minimum Revenue Repayment)	(8,176)	(5,446)
PFI / PPP payments	(1,182)	(1,323)
Increase/ (decrease) in Capital Financing Requirement	20,306	16,159

The Capital Financing Requirement increased in 2023/24 as a result of the level of borrowing required to fund capital expenditure being greater than the provision set aside for the repayment of debt.

43. LEASES

COUNCIL AS LESSEE

Finance Leases

The Council currently has no leased assets classified as finance leases, or assets acquired under these leases carried as Property, Plant and Equipment in the Balance Sheet.

Operating Leases

The Council has acquired the right to use a number of assets through entering into agreements with external suppliers. These agreements contain operating lease arrangements as well as maintenance charges and cost of materials. Examples of the assets that have been acquired include:

- Fleet of light commercial vehicles
- IT equipment in ICT managed services,
- Various property assets,

The future minimum lease payments due (including payments for non-lease elements) under non-cancellable leases in future years are:

	31-Mar-24	31-Mar-23
	£000's	£000's
Not later than one year	245	356
Later than one year and not later than five years	517	433
Later than five years	688	782
	1,450	1,571

The expenditure charged (including payments for non-lease elements) in the Comprehensive Income and Expenditure Statement during the year in relation to these leases in 2023/24 was £400k (2022/23 £479k)

COUNCIL AS LESSOR

Finance Leases

The Council acts as lessor for a small number of property leases. The Council has a gross investment in the lease, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end.

The minimum lease payments comprise settlement of the long-term debtor for the interest in the property acquired by the lessee and finance income that will be earned by the Council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

	2023/24 £000's	2022/23 £000's
Finance lease debtor (net present value of minimum lease payments)		
- Current	8	7
- Non-current	111	118
Unearned finance income	25	29
Gross Investment in the lease	144	154

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

	Gross Investment in the Lease 2023/24 £000's	Gross Investment in the Lease 2022/23 £000's	Minimum Lease payments 2023/24 £000's	Minimum Lease payments 2022/23 £000's
Not later than one year	11	11	8	7
Later than one year and not later than five years	55	55	41	40
Later than five years	78	89	70	78
	144	155	119	125

The minimum lease payments include rents that are contingent on events taking place after the lease was entered into. There were £0k contingent rents in relation to finance leases in 2023/24 (£0k 2022/23).

Operating Leases

The Council leases out property under operating leases for the following purposes:

- for the provision of community and leisure services.
- for income generation purposes

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

	2023/24 £000's	2022/23 £000's
Not later than one year	3,414	2,943
Later than one year and not later than five years	9,720	8,533
Later than five years	48,157	46,191
	61,291	57,667

The minimum lease payments receivable does not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2023/24 contingent rents of £386k were receivable by the Council (2022/23 £343k).

44. PFI AND SIMILAR CONTRACTS

PFI - Schools

The Council has one PFI scheme for the provision of 3 primary schools and one special school, with Sewell Education (York) Ltd. PFI contracts are agreements to receive services, where the responsibility for making available the fixed assets needed to provide the services passes to the PFI contractor. The accounting requirements for PFI require that where ownership reverts to an entity at the end of the contract, PFI properties should be recognised on the Council's Balance Sheet along with a liability for the financing provided by the PFI operator. Payments made by the Council under a contract are generally charged to revenue to reflect the value of services received in each financial year and also relate to the repayment of the liability and finance costs associated with the asset. A prepayment of £4.032m was made prior to service commencement. Under the terms of the contract the Council has granted Sewell a licence for use of the land for 30 years.

Property Plant and Equipment

Prior to 2018/19, the asset used to provide the services at two of the schools (Hob Moor Primary School and Hob Moor Oaks Special School, both on one site) was recognised on the Council's Balance Sheet, with movements in the value over the year detailed in the analysis of the movement on the Property, Plant and Equipment balance in Note 12. The other 2 schools are voluntary aided where the asset does not revert back to the Council at the end of the contract. These assets are not included on the face of the Balance Sheet and the associated costs have been removed. However, on 1st May 2019 both Hob Moor schools converted to academy status. This means that, although still part of the PFI contract, these schools are no longer recognised on the Council's balance sheet. All the entries have therefore been removed, with treatment now consistent with the two VA schools.

Payments

The Council makes an agreed payment each year which is increased each year by inflation and can be reduced if the contractor fails to meet availability and performance standards in any year but which is otherwise fixed. Payments remaining to be made under the PFI contract at 31 March 2024 (excluding any estimation of inflation and availability/ performance deductions) are as follows:

	Payment for Services £000's	Finance Payment £000's	Liability Repayment £000's	Total Payments £000's
Within 1 Yr	1,519	365	302	2,186
Between 2 Yrs and 5 Yrs	6,475	1,243	1,175	8,893
Between 6 Yrs and 10 Yrs	7,625	1,774	2,202	11,601
Between 11 Yrs and 15 Yrs	2,947	710	1,183	4,840
	18,566	4,092	4,862	27,520

The payments made to the contractor are described as unitary payments and they have been calculated to compensate the contractor for the fair value of the services they provide.

PPP – Allerton Waste

Financial close for the Long Term Waste Services contract with Amey Cespa was achieved on 30th October 2014. Construction of the Allerton Waste Recovery Park commenced in January 2015 and the facility was completed becoming fully operational on 1st March 2018. The Council's commitments on the contract are: North Yorkshire County Council has entered into a contract with Amey Cespa and the City Council has entered into a Joint Waste Management Agreement with North Yorkshire which commits the City Council into the obligations set out in the main contract with Amey Cespa the main requirement being to provide a guaranteed minimum number of tonnes of municipal waste into the facility. Under the Joint Waste Management Agreement the City Council is responsible for paying 21% of the overall unitary charge.

The contract is to provide the services for 25 years at which time the asset transfers to the councils. The Council has therefore recognised 21% of the overall cost of the facility within its non current assets included on the Balance sheet during the year.

The Councils financial commitments under this are

	Repayment of Liability	Interest Payments	Provision of Services	Lifecycle costs	Total
	£'000	£'000	£'000	£'000	£'000
less than one year	783	3,727	3,089	364	7,963
between 2 and 5 years	3,460	13,434	13,201	2,483	32,578
between 6 and 10 years	5,724	13,420	18,561	4,810	42,514
between 11 and 15 years	12,060	7,988	21,105	3,339	44,492
between 16 and 20 years	14,852	508	17,918	1,827	35,105
	36,879	39,077	73,873	12,822	162,651

The value of assets and liabilities for both PFI Schools and PPP Allerton Waste are as follows

Value of PFI Assets

	2023/24			2022/23		
	Schools £'000	Waste £'000	Total £'000	Schools £'000	Waste £'000	Total £'000
Opening Balance	-	50,662	50,662	0	44,051	44,051
Depreciation	-	(3,701)	(3,701)	-	(2,917)	(2,917)
Additions	-	-	-	-	-	0
Revaluations	-	6,549	6,549	-	9,528	9,528
Disposals	-	-	-	-	-	0
Closing Balance	-	53,510	53,510	-	50,662	50,662

Value of PFI Liabilities

	2023/24			2022/23		
	Schools £'000	Waste £'000	Total £'000	Schools £'000	Waste £'000	Total £'000
Opening Balance	5,164	37,642	42,806	5,485	38,522	44,007
Payments/Repayments	(302)	(763)	(1,065)	(321)	(880)	(1,201)
Additions	-	-	-	-	-	-
Closing Balance	4,862	36,879	41,741	5,164	37,642	42,806

45. IMPAIRMENT LOSSES

Impairment losses are where a physical loss to the asset occurs. In comparison a revaluation loss is a reduction in market value of the asset. In 2023/24 there was no impairment losses charged to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. In 2022/23, the Council recognised an impairment loss of £8k in relation to a property asset. The recoverable amount of the asset was reduced to its existing use value and the impairment loss was charged to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement during 2022/23.

46. CAPITALISATION OF BORROWING COSTS

No borrowing costs were capitalised during 2023/24.

47. TERMINATION BENEFITS

The Council terminated the contracts of a number of employees in 2023/24, incurring liabilities of £146k (£196k in 2022/23) of which £146k (2022/23 £102k) has been charged to the Authority's Comprehensive Income and Expenditure Statement in the current year. See Note 37 for further details of the number of exit packages and total cost per band. This sum consists of termination benefits payable to officers across all of the Council's directorates, including the pension strain payable to the relevant pension fund where applicable. The note includes 6 exits from schools controlled by the authority.

48. PENSIONS SCHEMES ACCOUNTED FOR AS DEFINED CONTRIBUTION SCHEMES

Teachers Pension Scheme

Teachers employed by the Council are members of the Teachers' Pension Scheme, which is administered by Capita Teachers' Pensions (CTP) on behalf of the Department for Education (DfE). The scheme provides teachers with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is a multi-employer defined benefit scheme. The scheme is unfunded and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by local education authorities. However, it is not possible for the Council to identify its share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of the Statement of Accounts it is therefore accounted for on the same basis as a defined contribution scheme.

In 2023/24 the Council paid £5.659m (2022/23 £6.220m) to CTP in respect of teachers' retirement benefits, representing 23.68% (including a 0.08% administration levy) of pensionable pay since September 2019. The contributions due to be paid in the next financial year are estimated to be £6.810m. The employer contribution rate will increase from 23.68% to 28.68% from 1st April 2024. This includes the 0.08% administration levy.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These amounted to £576k (2022/23 £528k) and are fully accrued in the pensions liability described in the figures that follow in Note 49. The Council is not liable to the scheme for any other entities obligation under the plan.

NHS Staff Pension Scheme

NHS Staff transferred to the Council over recent years have maintained their membership in the NHS Pension Scheme. The Scheme provides these staff with specified benefits upon their retirement and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is an unfunded defined benefit scheme. However, the Council is not able to identify its share of the underlying financial position and performance of the Scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2023/24, the Council paid £68k (2022/23 £72k) to the NHS Pension Scheme in respect of former NHS staff retirement benefits, representing 14.38% (2022/23 14.38%) of pensionable pay. There were no contributions remaining payable at the year end. The contributions due to be paid in the next financial year are estimated to be £65k. The Council is not liable to the scheme for any other entities obligation under the plan.

49. DEFINED BENEFIT PENSION SCHEMES

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits are not payable until the employees retire, the Council has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The North Yorkshire Pension Fund, which is a Local Government Pension Scheme, is treated as a defined benefit scheme, since the Council's liabilities to its current and former employees can be identified within the fund, and the Council will be liable to meet these, irrespective of the future performance of the fund. This is a funded 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 information below relates to the cost of pension arrangements borne by this Council and included in the revenue accounts.

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. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and the Housing Revenue Account the amounts as required by statute in the accounting policies note.

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities.

Transactions relating to post-employment benefits

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

	Local Government Pension Scheme £000s		Local Government Pension Scheme Discretionary benefits arrangements £000s		Teachers' Pension Scheme Discretionary benefits arrangements £000s	
	Period ending		Period ending		Period ending	
	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)
Comprehensive Income and Expenditure Statement						
Cost of services:						
Service cost comprising						
Current service cost	16,937	34,814	-	-	-	-
Past service cost (inc. curtailments)	146	188	-	-	-	-
(Gain)/loss from settlements	0	0	-	-	-	-
Administration expenses	529	489	-	-	-	-
Net service cost	17,612	35,491	-	-	-	-
Financing and investment income and expenditure comprising						
Interest expense on defined benefit obligation	32,061	25,002	57	37	399	264
Interest income on assets	(35,704)	(22,967)	-	-	-	-
Net interest expense/(income)	(3,643)	2,035	57	37	399	264
Total post-employment benefits charged to the surplus or deficit on the provision of services	13,969	37,526	57	37	399	264
Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement						
Remeasurement of the net defined benefit liability/(asset) comprising:						
Return on plan assets (in excess of)/below that recognised in net interest	(44,414)	105,058	-	-	-	-
Actuarial (gains)/losses due to changes in financial assumptions	(23,982)	(364,479)	(15)	(270)	(137)	(2,281)
Actuarial (gains)/losses due to changes in demographic assumptions	(10,799)	-	(28)	51	(182)	391
Actuarial (gains)/losses due to liability experience	7,650	81,938	(96)	123	(64)	891
Adjustment (gain)/loss due to restriction of surplus	141,596	-	-	-	-	-
Adjustment (gain)/loss due to a minimum funding requirement	-	-	-	-	-	-
Adjustment (gain)/loss due to disposals/acquisitions	(235)	-	-	-	-	-
Total remeasurements recognised in other comprehensive income and expenditure	69,816	(177,483)	(139)	(96)	(383)	(999)
Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement	83,785	(139,957)	(82)	(59)	16	(735)
Movement in Reserves Statement						
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code	(13,969)	(37,526)	(57)	(37)	(399)	(264)
Actual amount charged against the General Fund / HRA balance for pensions in the year:						
Employers' contributions payable to scheme	12,846	12,647				
Retirement benefits payable to pensioners			99	103	576	528

Pensions Assets and Liabilities Recognised in the Balance Sheet

	Local Government Pension Scheme £000s		Local Government Pension Scheme Discretionary benefits arrangements £000s		Teachers' Pension Scheme Discretionary benefits arrangements £000s	
	Period ending		Period ending		Period ending	
	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)
Present value of the defined benefit obligation	693,448	694,555	1,071	1,252	8,209	8,769
Fair value of plan assets	(835,044)	(765,494)	-	-	-	-
Subtotal	(141,596)	(70,939)	1,071	1,252	8,209	8,769
Unrecognised asset	141,596					
Net liability/(asset) arising from defined benefit obligation	-	(70,939)	1,071	1,252	8,209	8,769

The Council's funded LGPS defined benefit obligation is nil (a decrease from a £70.939m asset in 2022/23) following the restriction of the surplus. The Council also had historic long-term pension liabilities in relation to unfunded discretionary LGPS benefits totalling £1,071k (2022-23 £1,252k) unfunded discretionary Teachers Pensions benefits totalling £8,209k (2022-23 £8,769k).

Reconciliation of the movements in the fair value of the scheme assets

	Local Government Pension Scheme £000s		Local Government Pension Scheme Discretionary benefits arrangements £000s		Teachers' Pension Scheme Discretionary benefits arrangements £000s	
	Period ending		Period ending		Period ending	
	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)
Opening fair value of scheme assets	765,494	853,128	-	-	-	-
Interest income on assets	35,704	22,967	-	-	-	-
Remeasurement gains/(losses) on assets	44,414	(105,058)	-	-	-	-
Contributions by the employer	12,846	12,647	99	103	576	528
Contributions by participants	5,737	5,352	-	-	-	-
Net benefits paid out	(26,424)	(23,542)	(99)	(103)	(576)	(528)
Net increase in assets from disposals/acquisitions	(2,727)	-	-	-	-	-
Settlements	-	-	-	-	-	-
Closing fair value of scheme assets	835,044	765,494	-	-	-	-

Reconciliation of present value of the scheme liabilities (defined benefit obligations)

	Local Government Pension Scheme £000s		Local Government Pension Scheme Discretionary benefits arrangements £000s		Teachers' Pension Scheme Discretionary benefits arrangements £000s	
	Period ending		Period ending		Period ending	
	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)
Opening balance at 1 April	694,555	934,793	1,252	1,414	8,769	10,032
Current service cost	17,466	35,303	-	-	-	-
Interest expense on defined benefit obligation	32,061	25,002	57	37	399	264
Contributions by scheme participants	5,737	5,352	-	-	-	-
Actuarial (gains)/losses due to changes in financial assumptions	(23,982)	(364,479)	(15)	(270)	(137)	(2,281)
Actuarial (gains)/losses due to changes in demographic assumptions	(10,799)	-	(28)	51	(182)	391
Actuarial (gains)/losses due to liability experience	7,650	81,938	(96)	123	(64)	891
Net benefits paid out	(26,424)	(23,542)	(99)	(103)	(576)	(528)
Past service cost (inc. curtailments)	146	188	-	-	(576)	(528)
Net increase in liabilities from disposals/acquisitions	(2,962)	-	-	-	-	-
Settlements	-	-	-	-	-	-
Closing balance at 31 March	693,448	694,555	1,071	1,252	7,633	8,241

The liabilities show the underlying commitments that the Council has to pay, namely retirement benefits in the long-term and has a substantial impact on the net worth of the Council as recorded in the Balance Sheet.

Statutory arrangements for funding pension obligations means that the financial position of the Council remains healthy and the current funding position allows the Council to use its surplus to support the payment of future pension contributions to the Fund at a rate below the primary contribution rate in order to reduce the Council's surplus in the scheme.

Basis for estimating assets and liabilities

In calculating the Council's assets and liabilities Aon Hewitt Ltd, an independent firm of actuaries, make a number of assumptions about events and circumstances in the future. This means that the calculations are subject to uncertainties within a range of possible values. The liabilities have been assessed using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.

The principal assumptions used by the actuary have been:

	Local Government Pension Scheme £000s		Local Government Pension Scheme Discretionary benefits arrangements £000s		Teachers' Pension Scheme Discretionary benefits arrangements £000s	
	Period ending		Period ending		Period ending	
	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)	31 March 2024 (£000)	31 March 2023 (£000)
Mortality assumptions:						
Longevity at 65 for current pensioners:						
Men	22.10	22.60	22.10	22.60	22.1	22.6
Women	24.60	25.00	24.60	25.00	24.6	25
Longevity at 65 for future pensioners:						
Men	23.00	23.50	N/A	N/A	N/A	N/A
Women	25.60	26.00	N/A	N/A	N/A	N/A
Principal financial assumptions (% per annum):						
Rate of inflation	2.60	2.70	2.60	2.70	2.60	2.70
Rate of increase in salaries	3.85	3.95	N/A	N/A	2.60	2.70
Rate of increase in pensions	2.60	2.70	2.60	2.70	2.60	2.70
Rate for discounting scheme liabilities	4.80	4.70	4.80	4.70	4.80	4.70

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the tables 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 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 interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e., on an actuarial basis using the projected unit credit method. The method and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

	Increase in assumption (£000)	Decrease in assumption (£000)
Longevity (increase or decrease by 1 year)*	18,030	(18,030)
Rate of inflation (increase or decrease by 1%)	10,402	(10,402)
Rate of increase in salaries (increase or decrease by 1%)	693	(693)
Rate of increase in pensions (increase or decrease by 1%)	10,402	(10,402)
Rate for discounting scheme liabilities (increase or decrease by 1%)	(11,095)	11,789

Impact on the Council's Cash Flows

The total employer contributions made to the Local Government Pension Scheme by the Council in the year to 31 March 2024 was approximately £12.846k. The weighted average duration of the defined benefit obligation for scheme members is 16.4 years (16.7 years in 2022/23).

The unfunded Teacher's Pension benefits and unfunded LGPS discretionary benefits has no assets to cover its liabilities. The funded Local Government Pension Scheme's assets comprised:

	Period ending 31 March 2024		Period ending 31 March 2023	
	%	£000	%	£000
Asset Classification:				
Equities	47.90	399,986	52.10	398,822
Property	5.60	46,762	6.40	48,992
Government Bonds	12.40	103,545	11.00	84,204
Corporate Bonds	7.30	60,958	7.20	55,116
Multi Asset Credit	5.20	43,422	5.30	40,571
Cash	4.30	35,907	1.40	10,717
Other	17.30	144,463	16.60	127,072
Total	100.00	835,044	100.00	765,494

Details on the nature and risks of the pension fund's assets and investment policies can be found in the North Yorkshire Pension Fund Annual Report and Accounts, which are available on the website of the North Yorkshire Pension Fund as well as in the pension fund disclosures within the North Yorkshire County Council Statement of Accounts, which are available on the website of the administering authority.

50. CONTINGENT LIABILITIES

No contingent liabilities have been identified.

51. CONTINGENT ASSETS

No contingent assets have been identified.

52. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Nature and Extent of Risks Arising from Financial Instruments

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

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

Overall procedures for managing risk

The Council's overall risk management programme focuses on the unpredictability of financial markets, and seeks to minimise potential adverse effects on the resources available to fund services.

The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and Investment Guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders/constitution;
- by approving annually in advance prudential and treasury indicators for the following 3 years limiting:
 - The Council's overall borrowing;
 - Its maximum and minimum exposures to the maturity structure of its debt;
 - Its maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance.

These are required to be reported and approved at or before the annual Budget Council or before the start of the year to which they relate. These items are reported in the annual treasury management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is reported after each year, and through a mid-year update.

The annual treasury management strategy which incorporates the prudential indicators was approved by Full Council on 23rd February 2023 after recommendation by Executive on 9th February 2023 and is available on the Council website

<https://democracy.york.gov.uk/ie/ListDocuments.aspx?CId=331&MId=13284> and
<https://democracy.york.gov.uk/ie/IssueDetails.aspx?IId=68802>.

The key issues within the strategy were:

- The Authorised Limit for 2023/24 was set at £620.292m (prudential indicator 6A).
- The Operational Boundary for 2023/24 was set at £590.929m (prudential indicator 6B).
- The maximum and minimum exposures to the maturity structure of debt which are contained within prudential indicator 7. The maturity structure of debt table is contained within this note under the 'Refinancing and Maturity Risk' section.
- The setting out of borrowing and investment policies to manage risk.

Risk management is carried out by a central treasury team, under policies approved by the Council in the annual Treasury Management Strategy Statement.

Credit Risk

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

Investments

This risk is minimised through the Annual Investment Strategy set out in the annual Treasury Management Strategy Statement, which is available on the authority's website <https://democracy.york.gov.uk/documents/s165328/Treasury%20Management%20Report%202023-24.pdf>

The Annual Investment Strategy details the principles and approach to investments in line with the principals of Security, Liquidity and Yield. Deposits are not made with financial institutions unless they meet identified minimum credit criteria in accordance with the Fitch, Moody's and Standard & Poor's credit ratings services. The Annual Investment Strategy also considers maximum amounts and time limits with a financial institution located in each investment instrument category.

The Council uses the creditworthiness service provided by Link Asset Services. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poor's, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

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

The full Investment Strategy for 2023/24 was approved by Full Council on 23rd February 2023 after recommendation by Executive on 9th February 2023 and is available on the Council website <https://democracy.york.gov.uk/ieListDocuments.aspx?CId=331&Mid=13284> and <https://democracy.york.gov.uk/ieIssueDetails.aspx?IId=68802>.

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

The Councils Treasury Investments are shown below:

	Balance at 31-Mar-24 £000	Balance at 31-Mar-23 £000
Fixed Term Investments	-	200
Notice Accounts	53	51
Money Market Funds	4,622	10,182
Total	4,675	10,433

The Council's maximum exposure to credit risk in relation to its investments in banks, building societies and Money Market Funds of £4.675m (£10.433m in 2022/23) is not assessed collectively as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2024 that this was likely to crystallise.

There were no circumstances known as at 31 March 2024 that would require impairment on any investments.

Long-term debtors

The Council has Long-term debtors of £4.077m (£4.210m in 2022/23) and further details can be found in Note 20.

When assessing impairment and Expected Credit Loss for long-term debtor loans an assessment is made separately as the risk is specific to each individual debtor. This includes, where applicable to the financial instrument, looking at the loan agreements and the individual debtor records as well as taking into account current known facts and circumstances regarding the individual debt.

There was no evidence at 31 March 2024 that indicated any loans to third parties or long-term debtors were credit impaired and Expected Credit Loss was deemed to be low, therefore no Expected Credit Loss was made.

Short-term debtors

Trade receivables form part of the Council's Short-term debtors. The Council does not generally allow credit for its invoiced trade receivables, such that £11.100m of the £33.604m Short term trade receivables debtors balance is past its due date for payment in 2023/24 (£9.677m of the £34.327m in 2022/23). A balance is past its due date if it is over 28 days old. The past due date amounts can be analysed by age as follows:

	Balance at 31-Mar-24 £000's	Balance at 31-Mar-23 £000's
Less than 3 months	2,781	2,960
3 to 6 months	1,226	1,216
6 months to 1 year	2,964	1,542
More than 1 year	4,129	3,959
Total	11,100	9,677

The Council makes an annual impairment allowance and at 31 March 2024 the Councils total impairment was £9.468m (£10.435m at 31 March 2023) for all Short-term debtors, of which £3.758m (£4.016m at 31 March 2023) related to trade receivables.

When assessing impairment and Expected Credit Loss, debtors are assessed collectively rather than individually using the simplified approach allowable under IFRS 9 for short-term receivables.

Further details on Short-term debtors can be found at Note 19 and in the table below showing exposure to credit risk.

Bad debts are written off in line with the Councils bad debt policy as outlined in its Financial Regulations within the Constitution. During the year, the authority wrote off financial assets with a contractual amount outstanding of £0.359m (£0.312m in 2022/23).

Amounts Arising from Expected Credit Losses and Credit Risk Exposure

The authority has the following exposure to credit risk at 31 March 2024:

Financial Instrument Type	Credit Rating	Gross Carrying Amount	Gross Carrying Amount	Total Expected Credit Loss	Total Expected Credit Loss	Change in Expected Credit Loss from previous year
		31-Mar-24	31-Mar-23	31-Mar-24	31-Mar-23	
		£000	£000	£000	£000	£000
Investments	AAA to A+	4,675	10,433	-	-	-
Loans to third parties	Not Rated	1,055	1,067	-	-	-
Finance lease receivables	Not Rated	158	165	-	-	-
PFI	Not Rated	2,864	2,978	-	-	-
Short-term debtors – trade receivables	Not Rated	33,604	34,327	(3,758)	(4,016)	258

Note 1 – As per the CIPFA code, equity instruments designated into the category of Fair Value through Other Comprehensive Income are not within the scope of impairment. Further details on equity instruments can be found in Note 16.

Note 2 – Short-term debtors in the above table includes trade receivables and any impairment allowance against these. It excludes prepayments and other receivable amounts and any impairment allowance against these. Further details on Short-term debtors can be found in Note 19.

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 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. 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 liabilities is as follows:

Council loans outstanding

	Balance at 31 March 2024 £000	Balance at 31 March 2023 £000
Interest Due within one year	(3,888)	(1,869)
Maturing within one year	(43,400)	(4,315)
Maturing in 1 - 2 years	(13,500)	(15,300)
Maturing in 2 - 5 years	(49,700)	(45,950)
Maturing in 5 - 10 years	(63,450)	(70,700)
Maturing in more than 10 years	(155,000)	(165,000)
Carrying Value Adjustment	451	512
Total	(328,487)	(302,622)

Note 3 – The Councils LOBO loan is shown at its maturity date not the next call date in the above table. The Councils WYCA loan is shown at its principal amount.

The table below shows the Council loans outstanding split by loan type / lender:

	Interest Rates Payable	Balance at 31 March 2024 £000	Balance at 31 March 2023 £000
Public Works Loan Board (PWLB)	1.50% to 5.46%	(317,700)	(293,915)
PWLB (Carrying Value Adjustment)		451	512
Dexia Bank LOBO	3.88%	(5,000)	(5,000)
WYCA	0.00%	(2,350)	(2,350)
Interest Owed on Long Term Debt at 31st March		(3,888)	(1,869)
Total		(328,487)	(302,622)

The Councils LOBO loan is shown at its maturity date not the next call date in the above table. The Councils WYCA loan is shown at its principal amount.

Refinancing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer-term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period (Prudential Indicator 7) as approved in the Treasury Management Strategy approved by Full Council on 23rd February 2023 after recommendation by Executive on 9th February 2023 and is available on the Council website

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=331&MId=13284> and <https://democracy.york.gov.uk/ieIssueDetails.aspx?IId=68802>.

	Approved Minimum Limits at	Approved Maximum Limits at	Authority Actual at	Authority Actual at	Authority Actual at	Authority Actual at
	31-Mar-24 %	31-Mar-24 %	31-Mar-24 £000's	31-Mar-24 £000's	31-Mar-23 £000's	31-Mar-23 £000's
Less than 1 year	0	30	(43,400)	13.35%	(4,315)	1.43%
Between 1 and 2 years	0	30	(13,500)	4.15%	(15,300)	5.08%
Between 2 and 5 years	0	40	(49,700)	15.29%	(45,950)	15.25%
Between 5 and 10 years	0	40	(63,450)	19.52%	(70,700)	23.47%
More than 10 years	30	90	(155,000)	47.68%	(165,000)	54.77%
Total			(325,050)	100.00%	(301,265)	100.00%

Note 4 – This table shows the principal loan amount outstanding excluding interest. The Councils LOBO loan is shown at its maturity date not the next call date in the above table. The Councils WYCA loan is shown at its principal amount.

Market Risk

Interest Rate Risk

The Council is exposed 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 interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rate would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise;
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances);
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise;
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

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

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

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. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be considered for longer periods to secure better long term returns, similarly the drawing of longer term fixed rate borrowing would be postponed.

According to this assessment strategy, at 31 March 2024, if interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	Balance at	Balance at
	31-Mar-24	31-Mar-23
	£000's	£000's
Increase in interest payable on variable rate investments borrowings	-	-
Increase in interest receivable on variable rate investments	(47)	(104)
Impact on Surplus or Deficit on the Provision of Services	(47)	(104)
Decrease in fair value of fixed rate investment assets	-	-
Impact on Other Comprehensive Income and Expenditure	-	-
Decrease in fair value of fixed rate borrowing liabilities (no impact on Surplus or Deficit on Provision of Services or Other Comprehensive Income and Expenditure)	34,572	35,787

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price risk

The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds. However, it does have shareholdings to the value of £5.965m (£5.080m in 2022/23) in a number of equity investments detailed further in Note 16 to the Statement of Accounts. Whilst these holding are generally illiquid, the Council is exposed to gains or losses arising from movements in the value of the shares.

These shareholdings have arisen due to specific service or strategic objectives; the Council is not in a position to limit its exposure to price movements by diversifying its portfolio. In line with the Councils accounting policy for these types of investments the shares have all been designated as Fair Value through Other Comprehensive Income, meaning that all movements in price will impact on gains and losses recognised in the Financial Instrument Revaluation Reserve. A general shift of 5% in the general price of shares (positive or negative) would thus have resulted in a £0.298m (£0.254m in 2022/23) gain or loss being recognised in the Financial Instrument Revaluation Reserve.

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.

53. EXPENDITURE AND FUNDING ANALYSIS (EFA)

2022/23			2023/24		
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	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
£000	£000	£000	£000	£000	£000
(417)	1,153	736	(972)	(331)	(1,303)
12,610	(14,750)	(2,140)	8,174	(15,777)	(7,603)
65,489	5,886	71,375	69,284	1,453	70,737
27,468	5,881	33,349	29,119	184	29,303
25,911	19,532	45,443	23,326	12,987	36,313
43,701	242	43,943	31,669	(6,039)	25,630
22,261	8,328	30,589	23,865	4,478	28,343
197,023	26,272	223,295	184,465	(3,045)	181,420
					Net Cost of Services
(196,626)	19,236	(177,390)	(182,756)	195	(182,561)
397	45,508	45,905	1,709	(2,850)	(1,141)
					Surplus or Deficit
(41,699)			(41,302)		
					Opening General Fund and HRA Balance
397			1,709		Surplus or Deficit
(41,302)			(39,593)		Closing General Fund and HRA Balance at 31 March 2024

The objective of the EFA is to demonstrate to council tax payers how the funding available to the authority (i.e. government grants, rents, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices.

The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Authority's Services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

NOTES TO THE MAIN FINANCIAL STATEMENTS

The adjustments between the funding and accounting basis can be further analysed between:

- Adjustments for Capital purposes
- The net change in relation to Pensions adjustments
- Other differences

Adjustments for Capital Purposes - this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

- Other Operating Expenditure – adjusts for capital disposal with a transfer of income on disposal of assets and the amounts written off for those assets;
- Taxation and non-specific grant income and expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and non-specific grant income and expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Net Change for Pension Adjustments – net change for the removal of pension contributions and the addition of IAS 19 Employee Benefit pension related expenditure and income:

- For Services this represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs; and
- For Financing and Investment Income & Expenditure the net interest on the defined benefit liability is charged to the CIES.

Other differences - between amounts debited/credited to the CIES and amounts payable/receivable to be recognised under statute and include:

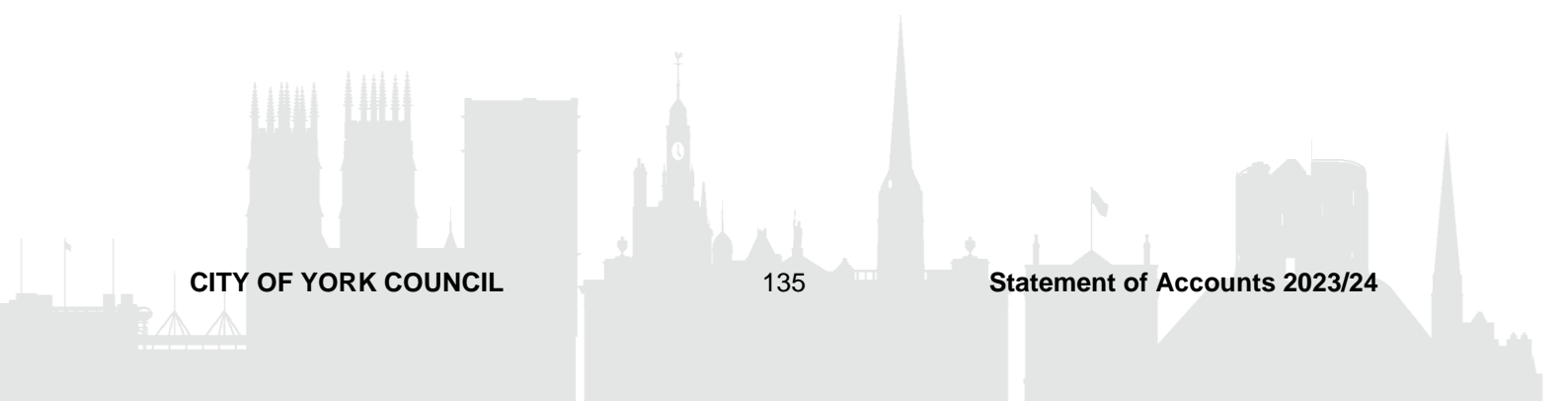
- For services this includes adjustments made from accruing compensated absences earned but not taken in the year;
- For Financing and Investment Income & Expenditure the adjustments relate to the timing differences for premiums and discounts; and
- The charge under Taxation and no-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for Council Tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.
- Financing and Investment Income & Expenditure – the statutory charges for capital i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices; and

NOTES TO THE MAIN FINANCIAL STATEMENTS

2022/23				2023/24				
Adjustments for Capital Purposes £000	Net change for the Pensions Adjustments £000	Other Differences £000	Total Adjustments £000	Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes £000	Net change for the Pensions Adjustments £000	Other Differences £000	Total Adjustments £000
6	814	333	1,153	Public Health	6	126	(463)	(331)
11,580	944	(27,274)	(14,750)	Housing Revenue Account	8,799	195	(24,771)	(15,777)
956	2,532	2,398	5,886	Adult Social Care and Integration	778	501	174	1,453
4,002	4,308	(2,429)	5,881	Children and Education	3,584	617	(4,017)	184
17,135	6,005	(3,608)	19,532	Place	14,614	1,138	(2,765)	12,987
149	4,286	(4,193)	242	Corporate Services and Governance	85	935	(7,059)	(6,039)
3,507	3,324	1,497	8,328	Customer and Communities	3,440	580	458	4,478
37,335	22,213	(33,276)	26,272	Net Cost of Services	31,306	4,092	(38,443)	(3,045)
16,727	2,336	173	19,236	Other Income and Expenditure from the Expenditure and Funding Analysis	3,403	(3,187)	(21)	195
54,062	24,549	(33,103)	45,508	Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	34,709	905	(38,464)	(2,850)

OTHER STATEMENTS

DRAFT



HOUSING REVENUE ACCOUNT

DRAFT



Income and Expenditure Statement:

	Note	2023/24 £000's	2022/23 £000's
Income			
Dwellings Rents	(3)	(34,790)	(32,669)
Non-dwelling rents		(561)	(436)
Charges for Services and Facilities		(3,247)	(2,607)
Contributions Towards Expenditure		(376)	(264)
Total Income		(38,974)	(35,976)
Expenditure			
Repairs and maintenance		9,329	9,016
Supervision and management		12,135	11,899
Rents, Rates, Taxes and Other Charges		924	707
Depreciation, impairment and revaluation losses of non-current assets	(6)	8,799	11,580
Debt Management Costs		50	55
Movement in the allowance for bad debts	(4)	223	580
Total Expenditure		31,370	33,837
Net Cost of Services included in the Comprehensive Income and Expenditure Statement		(7,604)	(2,139)
Share of Corporate Costs			
HRA share of other amounts included in the Council's Net Cost of Services but not allocated to specific services		-	(1)
Net Cost of HRA Services		(7,604)	(2,140)
HRA share of operating income and expenditure included in the Comprehensive Income and Expenditure Statement:			
Payments to the Government Housing Capital Receipts pool		-	-
(Gain) or loss on sale of HRA non-current assets		(1,089)	(1,421)
Interest payable and similar charges		4,926	4,642
Interest and investment income		(2,538)	(1,183)
Pensions interest cost and expected return on pension assets	(5)	(149)	86
Capital grants and contributions receivable		(2,449)	(3,153)
(Surplus)/Deficit on Provision of Services		(8,903)	(3,169)

Movement on the HRA Statement

	2023/24		2022/23	
	£000's	£000's	£000's	£000's
Balance on the HRA at the end of the previous year		(29,427)		(29,569)
(Surplus)/Deficit for the year on the HRA Income and Expenditure Statement		(8,903)		(3,169)
Adjustments between accounting basis & funding basis under regulations				
Depreciation and impairment charges		(8,799)		(11,580)
Capital grants applied in year		3,547		1,318
Transfer to Capital Grants Reserve		(1,116)		1,814
Non-current assets written off		(9,992)		(14,484)
Repayment of debt (Statutory and Voluntary)		1,900		
Capital Expenditure funded by the HRA		1,798		2,864
Income from non-current asset sales		11,081		15,906
Transfer from Capital Receipts Reserve		(65)		(68)
Depreciation costs met by MRR		11,039		10,386
Retirement benefits		6,93		1,439
Pension payments		(739)		(2,469)
Net Increase/Decrease before Transfers to or from reserves		444		1,957
Transfers to/(from) reserves		(982)		(1,815)
(Increase)/Decrease in Year on the HRA		(538)		142
Balance on the HRA at the end of the current year		(29,965)		(29,427)

1. SIGNIFICANCE OF THE STATUTORY HOUSING REVENUE ACCOUNT

The HRA Income and Expenditure Account 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. Councils charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Reserve.

The surplus or deficit on the HRA Income and Expenditure Account is the best measure of the Council's operating financial performance for the year for HRA services. However, the statutory surplus or deficit on the Statutory HRA is also an important amount since it indicates whether the Council added to or drew from the brought forward balance on its Statutory HRA Reserve during the year. This in turn, affects the amount of the balance on the HRA that the Council can take into account when determining its spending plans on HRA services for the following year.

There is a surplus of £8.903m (2022/23 surplus of £3.169m) on the Housing Revenue Account Income and Expenditure Account, this reduces to a surplus of £0.538m (2022/23 deficit of £0.142m) for the year on the Statutory Housing Revenue Account.

2. LEGISLATIVE BACKGROUND

The Housing Revenue Account (HRA) shows the major elements of housing revenue expenditure to reflect the Council's activities as landlord: maintenance, administration and capital financing costs, and how these are met by rents and other income. There is also a statutory requirement to show revenue financing of any HRA capital expenditure within the account.

The Local Government and Housing Account 1989 sets out the framework for ring-fencing the HRA, thereby preventing rents being subsidised from the general income of the Council and vice versa.

3. GROSS RENTS

Gross rental income is the total amount due for the year before the allowance for voids of £756k (2022/23 £1,030k) which represents 2.67% (2022/23 3.06%) of the gross rental income including charges for services. The average weekly rent for 2023/24 was £89.84 compared to £84.07 in 2022/23.

Assistance with rents is available under the Housing Benefits Scheme for those on low incomes. The cost of rebates granted is met by the Council's General Fund not by the HRA

	2022/23 £000's	2022/23 £000's
Rents due from Tenants	(25,011)	(24,360)
Rents remitted by Rent Rebates through the Housing Benefit System	(10,735)	(9,339)
Total Gross Rental Income	(35,746)	(33,699)
Less void loss	956	1,030
Net Dwelling Rental Income	(34,790)	(32,669)

The Council was responsible for managing 7,548 dwellings at 31 March 2024.

The HRA dwelling stock was made up as follows:

	2023/24	2022/23
Houses	3,447	3,462
Bungalows	490	490
Flats, Bedsits & Maisonettes	3,435	3,457
Hostel Places	60	63
Shared Ownership*	116	93
	7,548	7,565

*This is the total number of properties in which the Council holds an equity share - the retained proportion of each property will vary.

The changes in the HRA dwelling stock within the year can be summarised as follows:

	2022/23	2022/23
Stock at 31st March	7,565	7,588
Dwelling Sales	(50)	(52)
Shared Ownership Freehold sales	(2)	(3)
Additions to Council dwelling stock	13	10
Additions to Shared ownership stock	25	20
Temporary use of additional Hostel units	(3)	-
Re-categorised to HRA non-dwelling stock	-	2
	7,548	7,565

4. RENT ARREARS

The arrears as at 31 March for rent not paid to the Council are shown in the table below. During 2023/24 rent arrears as a proportion of gross rent income have decreased from 7.29% of the amount due to 6.83%.

		2023/24 £000's	2022/23 £000's
Arrears at 31 March	- Current tenants	2,204	2,105
	- Former tenants	435	350
Amounts Written Off during the Year		328	141
Increased/(Reduced) Provision during the Year		223	567
Provision for Bad and Doubtful Debts		1,620	1,725

The rent arrears as a proportion of gross rent income split between current and former tenants is shown in the following table:

	2023/24 %	2022/23 %
Dwelling rent arrears as a % of gross rent debit		
- Current tenants	5.85%	6.25%
- Former tenants	0.97%	1.04%
	6.83%	7.29%

An Impairment Allowance is made for the expected credit loss that maybe incurred on rechargeable repairs. The arrears figures are as follow:

	2023/24 £000's	2022/23 £000's
Arrears at 31 March	40	60
Amounts Written Off during the Year	3	18
Increased/(Reduced) Provision during the Year	-	13
Provision for Bad and Doubtful Debts	37	40

5. IAS19 TRANSACTIONS FOR THE HRA

The HRA share of pension adjustments is based on the proportion of employees charged to the HRA. The IAS19 transactions included in the HRA are shown in the following table:

	2023/24		2022/23	
	£000's	£000's	£000's	£000's
Income and Expenditure Account Entries				
Net Cost of HRA Services				
Current service cost	693		1,439	
Past service cost (inc. curtailments)	6		7	
(Gain)/loss from settlements	-		-	
Administration expenses	22		20	
Net service cost		720		1,466
Financing and Investment Income and Expenditure				
Interest expense on defined benefit obligation	1,311		1,035	
Interest income on assets	(1,460)		(949)	
Net Interest expense/(income)		(149)		86
Net Charge to the Income and Expenditure Account		571		1,552
Statement of Movement on the Housing Revenue Account Balance Entries				
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code				
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code		(571)		(1,552)
Actual amount charged against the HRA balance for pensions in the year:				
Employers' contributions payable to scheme		526		522

6. CONTRIBUTION TO/(FROM) MAJOR REPAIRS RESERVE (MRR)

Councils are required by an amendment to the Accounts and Audit Regulations 1996, to establish and maintain an MRR. The main credit to the reserve is an amount equivalent to the total depreciation charges for all HRA assets.

Councils are also able to charge capital expenditure directly to the reserve. The following table shows the depreciation charged during the year:

	2023/24	2022/23
	£000's	£000's
Dwellings	9,893	9,471
Other Land and Buildings	1,074	874
Intangible assets	-	-
Plant, Vehicles & Equipment	71	40
Infrastructure	1	1
	11,039	10,386
Reversal of Revaluation loss/Impairment	(2,405)	1,029
	8,634	11,415

As well as the depreciation credit which must be transferred back to the HRA, councils can also charge capital expenditure directly to the MRR. The following table shows the movement in the year:

	2023/24	2022/23
	£000's	£000's
Balance at 1 April	(1,506)	(497)
Depreciation on HRA dwellings	(9,893)	(9,471)
Depreciation on other HRA assets	(1,146)	(915)
Capital expenditure on houses within the HRA charged to the reserve	8,591	9,377
Balance at 31 March	3,954	(1,506)

7. MOVEMENT OF PROPERTY, PLANT AND EQUIPMENT

The HRA owns land, houses and other property where the value is included in the Council's balance sheet. The Council dwellings are revalued annually to comply with requirements in "Stock Valuation for resource accounting 2016: guidance for valuers" by Department for Communities and Local Government (DCLG). The analysis of the movement on the HRA element of the tangible non-current assets is as follows:

2023/24 Movement of Property, Plant and Equipment

	Council dwellings £000's	Other land and buildings £000's	Vehicles, plant furniture & equipment £000's	Infra-structure Assets £000's	Communi-ty Assets £000's	Surplus £000's	Assets under Cons-truction £000's	Total Property, plant & Equipment £000's
Cost or Valuation (GCA)								
At 1 April 2023	593,601	36,397	713	17	116	2,009	22,557	655,410
Additions	10,934	6,486	53	-	-	-	12,901	30,374
Acc Dep & Imp WO to GCA	(9,893)	(1,132)	-	-	-	-	-	(11,025)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(4,116)	2,065	-	-	-	(275)	-	(2,326)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	2,405	-	-	-	-	-	2,405
Derecognition - Disposals	(3,936)	(3,424)	-	-	-	-	-	(7,360)
Assets reclassified (to)/from Held for Sale	-	(2,648)	-	-	-	-	-	(2,648)
Other movements in Cost or Valuation	1,298	8,657	-	-	-	-	(10,205)	(250)
At 31 March 2024	587,888	48,806	766	17	116	1,734	25,253	664,580
Accumulated Depreciation & Impairment								
At 1 April 2023	-	(91)	(124)	(9)	-	-	-	(224)
Depreciation Charge for 2023/24	(9,893)	(1,074)	(71)	(1)	-	-	-	(11,039)
Acc. Depreciation WO to GCA	9,893	1,132	-	-	-	-	-	11,025
Derecognition - Disposals	-	16	-	-	-	-	-	16
Other movements in Depreciation and Impairment	-	3	-	-	-	-	-	3
At 31 March 2024	-	(14)	(195)	(10)	-	-	-	(219)
Net Book Value								
At 31 March 2024	587,888	48,792	571	7	116	1,734	25,253	664,361
At 31 March 2023	593,601	36,306	589	8	116	2,009	22,557	655,186

2022/23 Movement of Property, Plant and Equipment

	Council dwellings £000's	Other land and buildings £000's	Vehicles, plant furniture & equipment £000's	Infra-structure Assets £000's	Communi-ty Assets £000's	Surplus £000's	Assets under Con-struction £000's	Total Property, plant & Equipment £000's
Cost or Valuation (GCA)								
At 1 April 2022	568,268	32,120	392	17	-	1,269	20,542	622,608
Additions	11,269	2,434	321	-	-	-	14,743	28,767
Acc Dep & Imp WO to GCA	(9,471)	(828)	-	-	-	-	-	(10,299)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	25,476	4,043	-	-	-	740	-	30,259
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	(1,015)	-	-	(14)	-	-	(1,029)
Derecognition - Disposals	(4,334)	(1,896)	-	-	-	-	-	(6,230)
Assets reclassified (to)/from Held for Sale	-	(8,259)	-	-	-	-	-	(8,259)
Other movements in Cost or Valuation	2,393	9,798	-	-	130	-	(12,728)	(407)
At 31 March 2023	593,601	36,397	713	17	116	2,009	22,557	655,410
Accumulated Depreciation & Impairment								
At 1 April 2022	-	(50)	(84)	(8)	-	-	-	(142)
Depreciation Charge for 2022/23	(9,471)	(874)	(40)	(1)	-	-	-	(10,386)
Acc. Depreciation WO to GCA	9,471	828	-	-	-	-	-	10,299
Derecognition - Disposals	-	5	-	-	-	-	-	5
Other movements in Depreciation and Impairment	-	-	-	-	-	-	-	-
At 31 March 2023	-	(91)	(124)	(9)	-	-	-	(224)
Net Book Value								
At 31 March 2023	593,601	36,306	589	8	116	2,009	22,557	655,186
At 31 March 2022	568,268	32,070	308	9	-	1,269	20,542	622,466

8. VACANT POSSESSION VALUE OF COUNCIL DWELLINGS

In accordance with the Department for Levelling Up, Housing and Communities guidance, council house valuations are reduced from an open market value by a regional adjustment factor in recognition of their status as social housing. The adjustment factor is 41%. The council recognises council dwellings at a value of £587.888m (2022/23 £593.601m) at the balance sheet date. The vacant possession value of the council dwellings at 31st January 2024 was £1,408.462m (2022/23 £1,420.426m). There were a number of Right to Buy disposals that occurred between the 31st January 2024 valuation and the balance sheet date, so the vacant possession value at 31st March 2024 will be slightly reduced. The difference between vacant possession value and balance sheet value of dwellings shows the economic cost of providing council housing at less than market rents.

9. SUMMARY OF CAPITAL EXPENDITURE AND FINANCING

The capital expenditure to be financed in 2023/24 is £30.124m (2022/23 £28.502). The analysis of the expenditure and the sources of financing used are set out in the following table:

	2023/24				2022/23			
	Dwellings £000's	Equipment £000's	Intangibles £000's	Total £000's	Dwellings £000's	Equipment £000's	Intangibles £000's	Total £000's
Total capital expenditure				-	28,594	1	184	28,779
Financing								
Borrowing	(2,880)			(2,880)				
Capital Receipts	(12,966)			(12,966)	(14,903)			(14,903)
Major Repairs Reserve	(8,591)			(8,591)	(9,377)			(9,377)
Grants Revenue	(3,890)			(3,890)	(1,312)			(1,312)
Contributions	(1,797)			(1,797)	(2,865)			(2,865)
Other Contributions	-			-	(45)			(45)
	(34,124)	-	-	(34,124)	(28,502)	-	-	(28,502)

10. CAPITAL RECEIPTS

In accordance with Part 1 of the Local Government Act 2003 housing capital receipts are subject to capital pooling requirements. A proportion of dwelling receipts can be retained with the remainder paid to the Government. However, 100% of the value of land sales may be retained if it is to be used for affordable housing. The receipts received can be analysed as follows:

	2023/24			2022/23		
	Council	Other	Total	Council	Other	Total
	Dwellings	Properties		Dwellings	Properties	
	£000's	£000's	£000's	£000's	£000's	£000's
Sales proceeds	(4,946)	(6,115)	(11,061)	(5,686)	(10,143)	(15,829)
less: administrative costs	65		65	68		68
Net proceeds	(4,881)	(6,115)	(10,996)	(5,618)	(10,143)	(15,761)
Right to buy discount repaid	(20)		(20)	(77)		(77)
Mortgage principal repaid			-	-		-
	(4,901)	(6,115)	(11,016)	(5,695)	(10,143)	(15,838)
of which:						
Usable	(4,901)	(6,115)	(11,016)	(5,695)	(10,143)	(15,838)
Payable to Housing Pooled Capital Receipts			-			-
	(4,901)	(6,115)	(11,016)	(5,695)	(10,143)	(15,838)

11. INVESTMENT PROPERTIES

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

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

	2023/24	2022/23
	£000's	£000's
Balance 1 April	71	71
Additions	-	-
Disposals	-	-
Net gain or loss on Fair Value	-	-
Transfers:		
- To / From Property, Plant & Equipment	-	-
Balance 31 March	71	71

12. ASSETS HELD FOR SALE

Description	2023/24 £000's	2022/23 £000's
Balance outstanding at Start of Year	-	-
Assets newly classified as Held for Sale :		
Property, Plant and Equipment	2,648	8,259
Assets Sold	(2,648)	(8,259)
Balance outstanding at End of Year	-	-

DRAFT

DRAFT

COLLECTION FUND



COLLECTION FUND STATEMENT

	Note	2023/24 Business Rates £000	2023/24 Council Tax £000	2023/24 Total £000	2022/23 Total £000
Income					
Council Tax Receivable	2		(134,225)	(134,225)	(127,391)
Business Rates Receivable	3	(78,749)		(78,749)	(87,477)
Contribution Towards Previous Year Estimated Deficit					
Central Government					(17,476)
City of York Council			(2,464)		(17,127)
North Yorkshire Police & Crime Commissioner			(459)		-
North Yorkshire Fire & Rescue Authority			(124)		(349)
Total Income		(78,749)	(137,272)	(212,974)	(249,820)
Expenditure					
Apportionment of Prior Year Surplus					
Central Government		590		590	-
City of York Council		579		579	-
North Yorkshire Police & Crime Commissioner				-	-
North Yorkshire Fire & Rescue Authority		12		12	-
		1,181	-	1,181	-
Precepts, Demands and Shares					
Central Government		43,976		43,976	45,558
City of York Council		43,097	107,752	150,849	146,689
Parish Councils			958	958	866
North Yorkshire Police & Crime Commissioner			20,253	20,253	19,174
North Yorkshire Fire & Rescue Authority		880	5,533	6,413	6,069
		87,953	134,496	222,449	218,356
Disregarded amounts - Enterprise Zone growth		1,744		1,744	-
Charges to Collection Fund					
Write Offs				-	-
Interest on refunds		-		-	-
Increase/(Decrease) in Allowance for Non Collection		1,055	647	1,702	2,076
Increase/(Decrease) in Provision for Appeals		400		400	1,006
Appeals charged to the Collection Fund		-		-	(1,406)
Cost of Collection		288		288	290
Transitional Protection Payments Receivable		(5,652)		(5,652)	165
		(3,909)	647	(3,262)	2,131
Total Expenditure		86,969	132,096	219,065	185,535
(Surplus)/Deficit Arising In Year		8,220	(2,129)	6,091	(29,333)
(Surplus)/Deficit Brought Forward		7,851	3,854	11,705	41,038
(Surplus)/Deficit Carried Forward		16,071	1,725	17,796	11,705

1. LEGISLATIVE BACKGROUND

This fund is an agent's statement that reflects the statutory obligation, under the Local Government Finance Act 1988, for billing authorities (i.e. City of York Council) to maintain a separate Collection Fund. This is a fund specifically for the collection and distribution of amounts due in respect of Council Tax and National Non-Domestic Rates (NNDR).

The statement shows the transactions of the Council in relation to the collection from taxpayers of sums due for council tax and NNDR, and their distribution to the Council, North Yorkshire Police and Crime Commissioner (NYPCC), North Yorkshire Fire and Rescue Authority (NYFRA), parish councils and central government.

2. COUNCIL TAX

The Council Tax is a charge on domestic property. Each property has been independently valued and put into one of eight bands (A to H). The charge for each property is calculated by reference to the 'band' charge. The Council Tax base for 2023/24 was 68,633.1 (68,220.4 in 2022/23).

In order to calculate the charge to be levied the estimated number of properties for each band for the year is converted to a Band D Equivalent figure (e.g. 20 band H properties is equivalent to 40 band D properties - 20 x 18/9). A new band, band A reduced, was introduced by the government to allow a discount to be given to those people who are entitled to a one-band discount but who live in a band A property.

This gives the tax base for the Council. The valuation bands, the Band D equivalent figures originally estimated for the year, the year-end Band D equivalent figures and the 2023/24 charges are included in the table below.

In addition, the government makes a contribution for properties classed as "Crown" properties in lieu of paying Council Tax. These contributed £653k (2022/23 £594k) to the Council Tax income.

Property Band	Property Value	Estimated Chargeable dwellings	Proportion of Band D	Estimated Tax Base	Average Charge In Year
A reduced	up to £40,000	13.7	5/9	7.6	£1,081.18
A	up to £40,000	7,507.2	6/9	5,004.8	£1,297.41
B	£40,000 to £52,000	19,320.7	7/9	15,027.2	£1,513.65
C	£52,000 to £68,000	22,168.4	8/9	19,705.2	£1,729.88
D	£68,000 to £88,000	11,898.2	9/9	11,898.2	£1,946.12
E	£88,000 to £120,000	7,111.6	11/9	8,692.0	£2,378.59
F	£120,000 to £160,000	3,397.3	13/9	4,907.2	£2,811.06
G	£160,000 to £320,000	1,736.8	15/9	2,894.7	£3,243.53
H	over £320,000	89.0	18/9	177.9	£3,892.24
TOTAL		73,242.8		68,314.8	
Crown Properties				318.3	
Taxbase for the calculation of Council Tax				68,633.1	

The impact of Covid-19 was to reduce the Council Tax amount collectable due to an increased number of applicants for council tax support in comparison to prior to Covid. Post pandemic, this effect continues to be seen as a result of the cost of living crisis. The in year collection rate has increased again slightly to 97.14% compared to last year of 96.84%, but is still below pre Covid levels. It should be noted that the majority of amounts not collected in year are usually collected in the following financial year.

Outstanding arrears that are irrecoverable are written off against the provision for impairment (formerly bad and doubtful debts) made in prior years, although wherever possible action continues to be taken to recover as much of these sums as possible. During the year arrears of £1,074k (2022/23 £350k) were written off against the impairment allowance for non-collection. The increased figure for 23/24 is largely seen as an impact of the increased arrears resulting from the pandemic, when collection rates were lower. An annual assessment of the level of arrears and their age and recoverability, the amount to be provided as provision for future write-offs and the value of outstanding appeals against the council tax band that has been awarded for new properties is undertaken. Following this exercise the level of provision set-aside against the impairment allowance for non-collection on the current level of arrears was increased by £647k (increase in 2022/23 of £957k). The impact on the balance of the impairment allowance is a reduction, allowing for the reducing arrears in year and the write-offs made in 23/24. Overall it is considered to be set at a prudent level at this stage, given the impact of the cost of living crisis as well.

3. INCOME FROM BUSINESS RATES

Under the arrangements for business rates, the Council collects NNDR for its area based on the local rateable value multiplied by a uniform rate. The rateable value at 31 March 2024 was 245,012,331 (2022/23 252,801,976) and the rate for 2022/23 was 51.2p (2022/23 51.2p), with a reduction to 49.9p (2022/23 49.9p) for small businesses. The Council has no control over these values.

The current business rates retention scheme aims to give Council's a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NNDR to a central pool, local authorities retain a proportion of the collectable rates due. In 2023/24 as a member of the Leeds City Region (LCR) Business Rates pool, the Council retains 49% and the remainder is distributed to central government (50%) and the preceptors which in the case of York is 1% to North Yorkshire Fire and Rescue Authority (NYFRA).

The business rates shares payable for 2023/24 were estimated before the start of the financial year as £43.976m (£45.557m in 2022/23) to central government, £0.879m (£0.911m in 2022/23) to NYFRA and £43.096m (£44.646m in 2022/23) to City of York Council. These sums have been paid in 2023/24 and charged to the Collection Fund in year.

The financial year 2023/24 has seen the implementation of a new valuation list for rateable properties nationally. For York the overall impact of the 2023 revaluation was a 3.7% reduction in the gross rateable value. Collectible rates have therefore reduced in comparison to 2022/23, although the government provides reducing transitional protection over the next 3 years to phase in the impact of the reduction. In 2023/24 the Transitional Protection is £5.652m.

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by the Valuation Office Agency (VAO) and hence business rates outstanding as at 31 March 2024. As such, authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. The increase in provision charged to the collection fund for 2023/24 has been calculated at £400k (£1,006k in 22/23). The 2017 ratings list is now closed to new appeals, however the 23/24 financial year saw a large number of open appeals settled and refunds provided to rate payers, which resulted in a reduced gross rates payable at year end in comparison to the NNDR 1 budgeted position.

In 2023/24 the government has continued to offer increased business rates reliefs to retail properties, which are reimbursed to the Council through the General Fund account through the use of S31 grants. The impact of this to the Collection Fund is a deficit, which is offset by the additional grant income on the General Fund account which is held in reserve until the deficit is fully realised (in 2024/25).

The in year collection rate has continued to improve since the pandemic when there was a significant reduction (as low as 90% in 2020/21). In 2023/24 this has remained at 98% which is similar to pre-Covid levels. It should be noted that the majority of amounts not collected in year are usually collected in the following financial year. Although the collection rate has improved and overall arrears level has fallen, 2023/24 again saw a high level of write offs for historic debts against the impairment allowance for non-collection and as a result the allowance has needed to be increased back to the required level through, an increase of £1,055k (£1,119k in 2022/23).

4. DISTRIBUTION OF YEAR END (SURPLUS)/DEFICIT

As set out in note 1 the year-end (surplus)/deficit is distributed to Central Government, City of York Council, the North Yorkshire Police and Crime Commissioner (NYPCC) and the North Yorkshire Fire and Rescue Authority (NYFRA).

	2023/24 Business Rates £'s	2023/24 Council Tax £'s	2023/24 Total £'s	2022/23 Total £'s
Central Government	8,035,401	-	8,035,401	3,925,657
City of York Council	7,874,691	1,395,464	9,270,155	6,961,854
North Yorkshire Police Authority	-	258,740	258,740	580,278
North Yorkshire Fire and Rescue Authority	160,708	70,349	231,057	237,028
	16,070,800	1,724,553	17,795,353	11,704,817

ANNUAL GOVERNANCE STATEMENT

DRAFT

2023-2024 ANNUAL GOVERNANCE STATEMENT – 7 JUNE 2024**Introduction**

City of York Council is a unitary Council with 47 councillors elected for a four-year term (2023-2027) to represent 21 local wards. All out elections were held in May 2023 and a change of political leadership led to the Labour Group forming an Executive. Since that time the make-up of the Council has been as follows:

- 24 Labour
- 19 Liberal Democrat
- 3 Conservatives
- 1 Independent

There are 31 Parish and Town Councils established within the boundary of City of York Council.

The 2023-24 financial year is set against a backdrop of challenging economic conditions where the UK slipped into a short recession, high levels of inflation and interest rates continued, and the cost-of-living crisis deepened.

What is Governance in City of York Council?

City of York Council (“the 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 on behalf the of York council taxpayers.

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.

In order to discharge this responsibility, the Council must put in place proper arrangements for the governance of its affairs.

Governance is about how we ensure we are doing the right things, in the right way, for the right people in a timely, inclusive, open, honest, and accountable manner. Good governance leads to effective:

- Leadership and management;
- Performance and risk management;
- Stewardship of public money for York council taxpayers; and
- Public engagement and outcomes for residents and service users.

The Council has adopted a Local Code of Corporate Governance which is consistent with the seven principles set out in “proper practice” for the public sector, namely Delivering Good Governance in Local Government: Framework published by CIPFA/SOLACE 2016.

The overall aim of the Local Code of Corporate Governance is to ensure that:

- Resources are directed in accordance with agreed policy and according to priorities;
- There is sound and inclusive decision making;
- There is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

A copy of our Local Code is available on our website at www.york.gov.uk/CorporateGovernance

This Annual Governance Statement (“AGS”) for 2023-2024 demonstrates how we have complied with our local code and met the requirements of Regulation 6(1)(b) of the Accounts and Audit Regulations 2015, which requires us to prepare an annual governance statement.

What is the purpose of our Governance Framework?

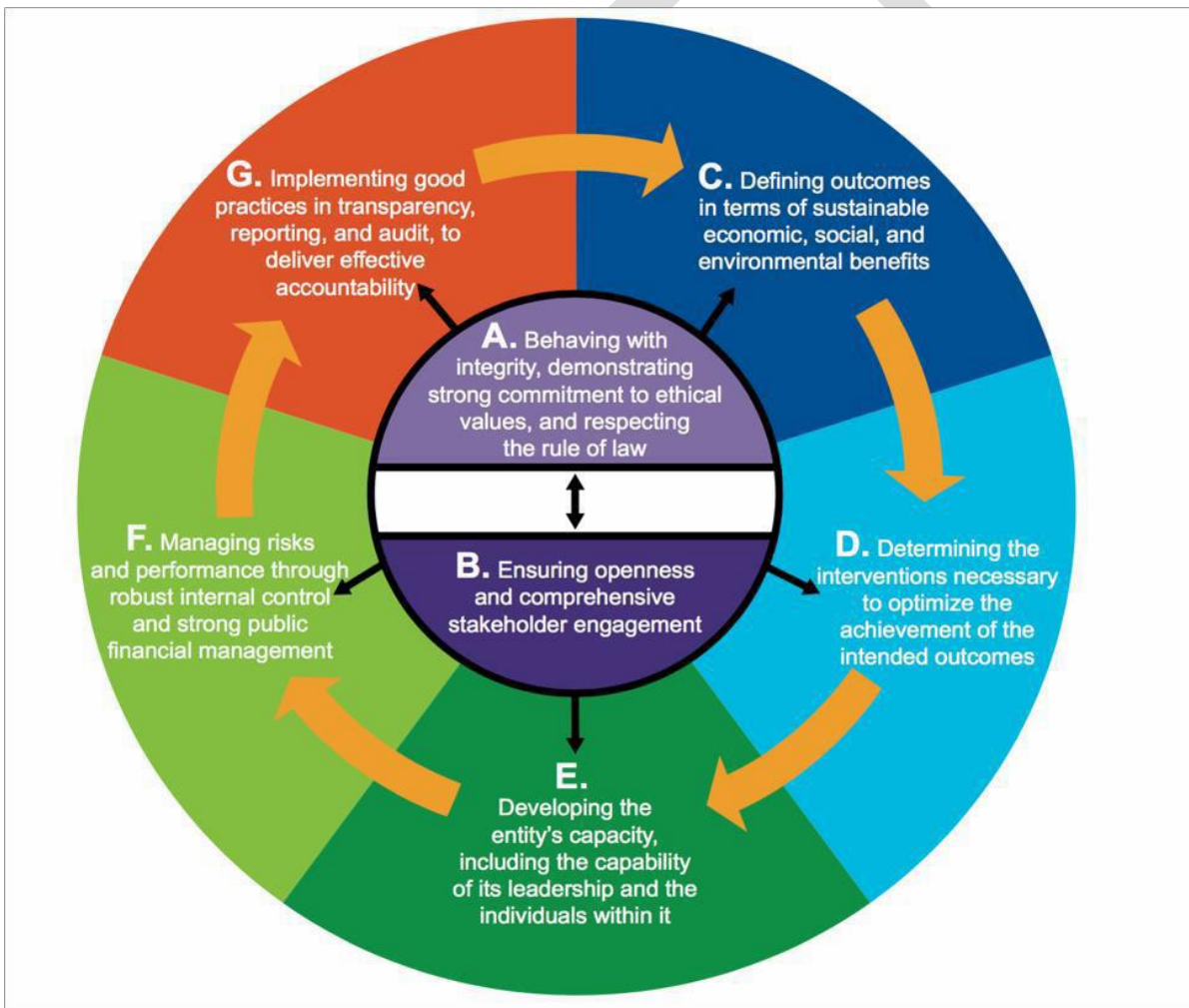
Our governance framework aims to ensure that in conducting our business, we:

- operate in a lawful, open, inclusive, and honest manner;
- make sure public money is safeguarded, properly accounted for, and spent wisely;
- have effective arrangements in place to manage and control risk;
- secure continuous improvements in the way we operate.

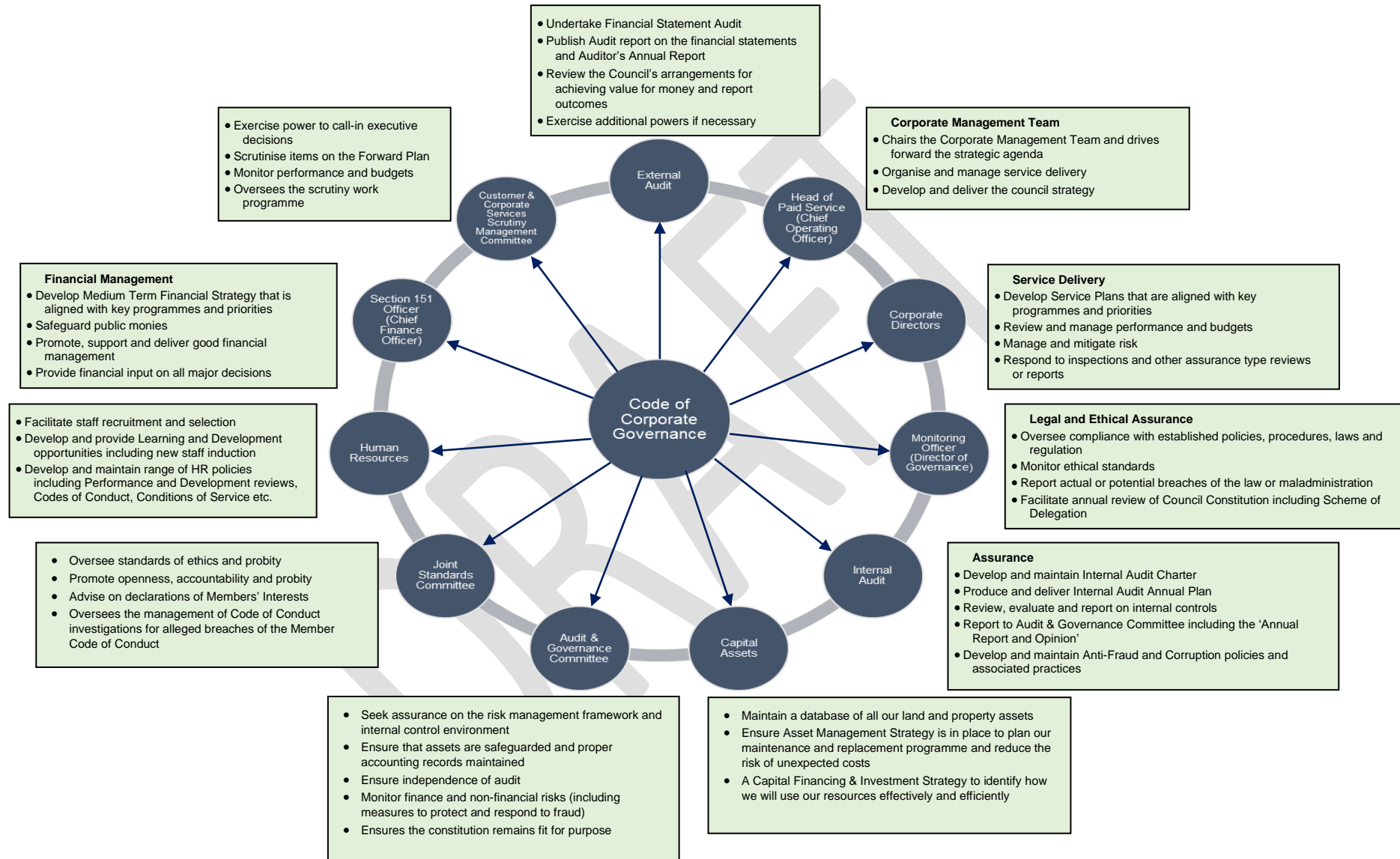
Our governance framework is comprised of the culture, values, systems, and processes by which we are directed and controlled. It brings together an underlying set of legislative and regulatory requirements, good practice principles and management processes.

Our system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of Internal Control is based on an on-going process designed to identify and prioritise risks, evaluate the likelihood and impact should risks be realised, and efficiently, effectively, and economically manage such risks.

The "Delivering Good Governance" framework below envisages it will be a continuous process of seven principles with a core of A and B being about the behaviours of integrity, demonstrating a strong commitment to ethics and respecting the rule of law with practices being carried out in the spirit of openness and comprehensive stakeholder engagement.



Our Governance Roles and Responsibilities



What is our Governance Framework?

<p><i>What we do</i></p> <p>Constitution and decision-making framework Finance and Contract Procedure Rules Roles and Responsibilities Policy Framework Promote Employee Standards</p>	<p><i>How we deliver</i></p> <p>Executive and scrutiny framework Project management Risk management Performance management</p>
<p><i>How we set priorities for change</i></p> <p>Medium Term Financial Strategy Community Engagement Partnership working/framework Strategic planning</p>	<p><i>How we behave</i></p> <p>Codes of conduct Employee values Leadership behaviours Whistleblowing, Standards and complaints procedures Behavioural standards</p>

What Does Our Governance Assurance Framework look like?

Good assurance in any organisation provides confidence, based on sufficient evidence, that internal controls are in place and are operating effectively and that objectives are being achieved.

Our assurance framework is the structure within which Councillors and Senior Management identify the principal risks to the Council in meeting its key objectives, and through which we map out both the key controls to manage them and how they have gained sufficient assurance about the effectiveness of those controls. Our assurance framework underpins the statements made within this Annual Governance Statement.

Assurance can come from many sources, including:

- Internal: Self Assurance Statements, Corporate Management Team, Internal Audit Reviews, Scrutiny, Audit and Governance Committee, Service Reviews and performance intelligence, Governance Risk and Assurance Group (membership is key Statutory Officers), Corporate Governance;
- External: Inspections, External Audit, National Fraud Initiative, Partnerships, Trade Unions, stakeholders, and local forums

How has this Annual Governance Statement for 2023-2024 been prepared?

In preparing this Annual Governance Statement we have:

- Reviewed our existing governance arrangements against the CIPFA / SOLACE ‘Delivering Good Governance in Local Government framework - 2016 Edition’ good practice guidance;
- Assessed the effectiveness of our governance arrangements against the Local Code of Corporate Governance;
- Reviewed External Assessments; and
- Sought Self-Assurance Statements from all Directors.

How do we monitor and evaluate the effectiveness of our governance arrangements?

We continue to review the effectiveness of our governance arrangements on an ongoing basis and report on the position annually. The key sources of assurance that inform this review are outlined below:

- The work of Councillors (the Executive, and the Audit and Governance Committee) and Senior Officers (Corporate Management Team) who, individually and collectively, have responsibility for good governance;

- Consideration of the council's constitution and decision-making framework;
- The three statutory officers, being the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer;
- The Head of Internal Audit's annual report on Internal Audit Activity 2023-2024, which provides independent assurance that key risks (financial and non-financial) are being adequately controlled and provides an opinion on the effectiveness of these arrangements;
- Consideration of any control weaknesses or issues identified by the Head of Internal Audit as part of the Audit Plan and as reported to the Audit & Governance Committee;
- Consideration of the council's counter fraud strategy and the level of conformance to the CIPFA code of practice on managing the risk of fraud and corruption;
- Regular updates to Audit and Governance Committee on the council's risk register and any other issues highlighted through the council's risk management arrangements;
- Performance monitoring of key deliverables in the Council Plan as well as key performance indicators which are reported quarterly to Executive;
- Challenge through Overview and Scrutiny (for example review of the work programmes, recommendations to the Executive, call-in's, etc. as can be seen in the reports to Corporate Services, Climate Change and Scrutiny Management Committee);
- Inspections and assessments (such as Ofsted Inspection of Local Authorities Children's Services Framework and Sector Led Improvement activity in Children's and Adults Services, NHS data security and protection toolkit);
- Any comments made by our External Auditors in their Annual Report or as a result of their review of the Council's arrangements for securing economy, efficiency, and effectiveness (value for money);
- Recommendations and comments made by any other review agencies and inspectorates; and
- Regular updates to Audit and Governance Committee on complaints, concerns, comments and compliments and FOI/EIR, data protection and information governance

How do we know that our arrangements are working?

The table below details the seven principles of the CIPFA/SOLACE Delivering Good Governance framework. It provides an analysis of the effectiveness of how we conform with each element of the framework, and identifies areas where improvements are required. These are then listed in the action plan at the end of the statement.

Governance Principle	Sub-Principle	Assurance on Compliance
Acting in the public interest requires a commitment to effective arrangements for:		
Principle A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	1. Behaving with integrity	<ul style="list-style-type: none"> ➤ The political and managerial leadership sets the tone. ➤ Through this leadership we ensure that the required policies are put into place and monitored. ➤ The Employee Code of Conduct forms part of the Council's Constitution and sets out the behaviours expected of employees. ➤ The Protocol on Officer Member Relations which forms part of the Constitution sets out the way Councillors and Officers should interact. ➤ Training has been made available to all Councillors following the whole-Council elections, including specialist training for those Councillors who are involved in a number of committees including Licensing, Audit & Governance Committee and Planning A. ➤ Joint Standards Committee produces an Annual Report to Council which includes a synopsis of Code of Conduct related complaints received during the Municipal Year in respect of Councillors (both City of York and Parish Councillors).
	2. Demonstrating strong commitment to ethical values	<ul style="list-style-type: none"> ➤ In accordance with the Localism Act 2011, and in common with the majority of Councils, we have adopted the LGA Model Code of Conduct for our Councillors, which is in keeping with the general principles of public life. All Councillors and co-opted Members undertake that they will observe the Code of Conduct. Members and key Officers have been trained on the Model Code, including training as part of the Members Induction Programme.

ANNUAL GOVERNANCE STATEMENT

		<ul style="list-style-type: none"> ➤ The Joint Standards Committee monitors and reviews the Councillors' Code of Conduct and prepares an annual statement to Full Council. ➤ The Employee Code of Conduct provides guidance to our employees on the ethical framework within which we seek to conduct activities; and on the processes that the Council uses to ensure compliance with the highest ethical standards. City of York Council has adopted an Ethics Statement that reflects similar principles to the Nolan Principles which form the basis of the Members' Code of Conduct, and it is included in the constitution.
	<p>3. Respecting the rule of law</p>	<ul style="list-style-type: none"> ➤ Codes of Conduct set out the standards of behaviour that are expected of our Councillors and Officers. Should these standards be breached, they will be dealt with, either through the Members' Code of Conduct complaints process or, in relation to Officers, action taken under our capability and/or disciplinary procedures. ➤ The Whistleblowing Policy adopted by the Council ensures its effectiveness from a safeguarding perspective and to make it easier for staff to raise concerns about malpractice or illegal activity. The Policy contains clear guidance about how to report a concern, who to contact and sources of internal and external support. ➤ The Whistleblowing Policy is complemented by the Counter Fraud and Corruption Policy, Fraud and Corruption Prosecution Policy, Counter Fraud Strategy, Anti-Money Laundering Policy, and Anti-Bribery Policy.
<p>Principle B Ensuring openness and comprehensive stakeholder engagement</p>	<p>1. Openness</p>	<ul style="list-style-type: none"> ➤ We are committed to openness and publish information online in accordance with the provisions of the Local Government Transparency Code and the Freedom of Information Publication Scheme. ➤ We provide regular performance updates relating to information requests and complaints to management teams and the Audit & Governance Committee. ➤ We have in place procedures which allow, within certain parameters, the recording and filming of Council meetings, and for public participation in the majority of meetings. ➤ Only those reports which are considered exempt are dealt with in closed session (known as Part II), and for the majority of these reports there is a public facing report (known as

ANNUAL GOVERNANCE STATEMENT

		<p>Part I) which sets out the matter to be decided upon, but without the information that is exempt from publication.</p>
	<p>2. Engaging comprehensively with institutional stakeholders</p>	<ul style="list-style-type: none"> ➤ We engage with large numbers of stakeholders. We have a comprehensive engagement system with statutory stakeholders such as the NHS, Humber and North Yorkshire Health and Care Partnership (which was established in July 2022), North Yorkshire Police, Fire and Rescue Service. We have further subject based stakeholders particularly regional economic development such as the newly established York and North Yorkshire Mayoral Combined Authority (which came into being on 1st February 2024), Local Enterprise Partnership (LEP), West Yorkshire Combined Authority and have strategic links with North Yorkshire Council. Locally, we regularly engage with key institutions such as the universities, colleges, business representative and environmental groups, education system partners such as the academies, together with health and care partners in the NHS, private sector, and community sector. We have a comprehensive approach to working with key city leaders through the monthly partnership group. We also engage and consult extensively with our Local Trade Unions in respect of employment related issues. ➤ To shape the Climate Change plan, a group of sector specific stakeholders shared their views in roundtable discussions, and we continue to engage with institutional stakeholders through the independent York Climate Commission. ➤ We regularly engage with professional leads at the Head of Communications Group, the Higher Education Group, the Bus Group and the Sustainability Leads Group. Each of these groups provide rich insight about the challenges facing their sectors as we recover from the Coronavirus Pandemic and respond to the challenges of climate change and the cost of living.
	<p>3. Engaging with individual citizens and service users effectively</p>	<ul style="list-style-type: none"> ➤ Local focus and community engagement are successfully promoted through a number of different activities: ➤ The Talk About Panel: a group of self-selected residents who comment on surveys throughout the year, the council actively promotes engagement in the panel through too hard to reach groups and those who are underrepresented. ➤ Our Big Conversation: invites residents to participate in different on and offline engagement activities designed to inform major council strategies such as the 10-year plan, the economic development, local transport plan and climate change strategies and related action plans. This has included targeted focus groups to encourage feedback from people who don't typically engage in council consultations, such as the

		<p>disabled community, LGBTQi community, younger people not in work, etc.</p> <ul style="list-style-type: none"> ➤ Annual Budget plan consultation invites residents to confirm their own priorities for council spend and growth. ➤ The Council Plan was consulted on prior to publication. ➤ Major capital programmes activities are heavily consulted on allowing residents to inform the build, structure, and shape of key developments across the city, influencing and adapting masterplans to meet their needs. ➤ Citizen’s panel: Following a successful engagement activity that used focus groups to help set and inform waste recycling policy, we trialled a more regular approach to focus groups by inviting Talk About participants to join a citizens panel which was designed to explore key strategic issues presented through the budget consultation. We are reviewing whether to progress this for future budget consultations and have used the same approach to inform the 10-year plan. ➤ Statutory consultation also takes place in advance of all major traffic/highways schemes, changes to services and to support the Local Plan examination. ➤ Public consultation is undertaken on specific areas of service, or on matters that may have a substantive impact on residents, facilitated by our Communications and Consultation Teams. ➤ The Communications Team ensure that specific matters are promoted via the media and engage with the media over enquiries on specific matters. ➤ The complaints, comments, concerns, and compliments (the 4Cs) supports customer customers, residents and service users to have a more flexible manner to share their comments, complaints, concerns, and compliments with us. This enables us to identify themes and lessons learned for service providers across the council. Individual members of the public are able to participate in the majority of meetings, through the Council’s Public Participation Protocol.
<p>In addition to the overarching requirements for acting in the public interest found in principles A and B, achieving good governance also requires a commitment to, and effective arrangements for:</p>		
<p>Principle C Defining outcomes in terms of sustainable economic, social, and environmental benefits</p>	<p>1. Defining outcomes</p>	<ul style="list-style-type: none"> ➤ Following the 2023 local elections, the Council adopted a new 10-Year Plan, which was developed in partnership with city stakeholders and will respond to resident feedback. This was approved by Council on 21st September 2023. ➤ Resident feedback and stakeholder engagement is informing the outcomes which will be detailed in the economic development strategy, climate change strategy (and carbon reduction action plan) together with the Local Transport Strategy. ➤ Delivery of partnership priorities through partnership boards and

		<p>strategies (for example Health and Well-being strategy, Children and Young People’s Plan).</p> <ul style="list-style-type: none"> ➤ The Council Plan 2023-2027 “One City, for all” sets out our vision and priorities. Over the next 4 years, the council will establish the conditions that would make the city of York a healthier, fairer, more affordable, more sustainable and more accessible place, where everyone feels valued, creating more regional opportunities to help today’s residents and benefit future generations. The Council Plan identifies 4 core commitments: Equalities and Human Rights; Affordability; Climate and Health ➤ The fourth Monitor report presented to Executive provides an annual report with evidence about the council plan achievements and progress made in delivering the priorities and demonstrating value for money. ➤ A more robust Medium Term Financial Plan (MTFP) which aligns available resources to the activities of the Council Plan and setting out the financial plans for the next 3-4 years is currently being developed.
	<p>2. Sustainable economic, social and environmental benefits</p>	<ul style="list-style-type: none"> ➤ Service plans have been agreed which include clear objectives, measures and risks that are actively managed during the year and inform the setting of individual objectives. ➤ Service plans feed into and align with both Directorate plans and in response to the Council Plan’s priorities.
<p>Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes</p>	<p>1. Determining interventions</p>	<ul style="list-style-type: none"> ➤ Corporate Management Team and Executive review the council’s performance on a quarterly basis. ➤ Review and challenge through directorate management team (DMTs) led Improvement Boards in key areas and regularly reporting to Corporate Management Team in respect of the provision of children’s and adults’ services. Peer reviews are undertaken where necessary and appropriate to inform senior leaders. ➤ Creation of cross council performance groups (e.g., enhanced corporate support for Adult Social Care provision). ➤ Quality assurance - examples of good practice exist at service level e.g., Children’s Services. ➤ Regular challenge from inspectorates such as Ofsted and Care Quality Commission (CQC). Annual Conversations with Ofsted make sure that progress of our services is tracked and challenged in between inspections. ➤ Sector Led Improvement (SLI) challenge from regional peers in

ANNUAL GOVERNANCE STATEMENT

		<p>Children’s and Adults’ services and Public Health.</p> <ul style="list-style-type: none"> ➤ Overview and Scrutiny has a planned work programme that they scrutinise throughout the year.
	<p>2. Planning interventions</p>	<ul style="list-style-type: none"> ➤ Performance, audit, risk, and finance information is used to identify areas of concern and plan required interventions. ➤ There is an annual cycle of meetings that are planned through the municipal year, but internal procedures are flexible enough for Councillors to intervene, such as via call-in or the calling of extraordinary meetings, at any point in the year.
	<p>3. Optimising achievement of intended outcomes</p>	<ul style="list-style-type: none"> ➤ Outcomes are monitored on a regular basis and open to scrutiny. Matters which are formally project managed are required to be reported upon via published highlight reports at regular intervals. The performance framework ensures capacity is considered in balancing priorities against affordability and social value. ➤ Service planning and objectives set for the year for services and individual members of staff and the outcomes of these are reviewed regularly as part of the performance review process. ➤ Major Projects Board to oversee major capital projects and seek assurances from project teams and advisors. ➤ Our Corporate Management Team has strategic oversight of major issues affecting the Council with a tightly managed forward plan. ➤ The project management toolkit “all about projects” provides a framework for delivering projects which includes identifying clear and achievable outcomes.
<p>Principle E Developing its capacity, including the capability of its leadership and the individuals within it</p>	<p>1. Developing the entity’s capacity</p>	<ul style="list-style-type: none"> ➤ The Head of Paid Service is responsible for the organisation of the staff. ➤ Leadership and Management is delivered through Corporate Management Team (meeting once a week) and Leading Together and The Corporate Leadership Group Network. ➤ The Council has a performance management framework for all of its staff. The process also involves appraisal by way of regular reviews of performance of those objectives including formal mid-year and end of year performance reviews which are formally recorded.

ANNUAL GOVERNANCE STATEMENT

	<p>2. Developing the capability of the entity's leadership and other individuals</p>	<ul style="list-style-type: none"> ➤ We have a programme of training available for both Councillors, by way of the Induction Programme delivered after the May 2023 elections, and Officers (at all levels). ➤ All new starters are required to undertake an induction programme, which is available both virtually and face to face, together with an evaluation of the sessions after they have been delivered. Induction is also supported by starter checklists for managers and employees to ensure all mandatory training and key Corporate and local information is cascaded. ➤ There is mandatory training for all staff on key policies via the e-Learning system. ➤ Professional members of staff are required to undertake additional training requirements (continuing professional development) as set by their professional bodies.
<p>Principle F Managing risks and performance through robust internal control and strong public financial management</p>	<p>1. Managing risk</p>	<ul style="list-style-type: none"> ➤ We have adopted a formal system of risk management overseen by the Corporate Finance Team. ➤ This ensures that the council's assets are adequately protected, losses resulting from hazards and claims against the council are mitigated through the effective use of control measures, and that our managers are adequately supported in their responsibilities in respect of risk management. ➤ Departments maintain risk registers which include corporate, operational, reputational, project and partnership risks in accordance with best practice. ➤ Key staff receive training on risk management principles. ➤ We maintain a Corporate Risk Register containing the council's key strategic risks and these are monitored by the Corporate Management Team, and by the Audit & Governance Committee. ➤ We conduct robust and quality risk assessments for data protection and privacy issues to ensure we comply with the fundamental principles and requirements of legislation.
	<p>2. Managing performance</p>	<ul style="list-style-type: none"> ➤ Principal performance targets are captured within our Performance management system and are subject to review (including Council Delivery Plan, Council Scorecard, and Departmental business and service plans). ➤ Individual projects have their own targets and performance reviews set within them and are reported via the projects teams as required. Major Projects are tracked through the Place Executive Recovery Group. ➤ Performance management is reported on a quarterly basis to the Executive, the Corporate Management Team, and the Corporate Services, Climate Change, and Scrutiny Management and Economy, Place, Access, and Transport Scrutiny Committees. Complaints, FOI/EIR, data protection and associated regulator feedback are included in

ANNUAL GOVERNANCE STATEMENT

		<p>these reports and are also reported to the Governance, Risk and Assurance Group, Corporate Management Team, and to Audit and Governance Committee.</p>
	<p>3. Robust internal control</p>	<ul style="list-style-type: none"> ➤ Preventative procedures are in place which include the segregation of duties, approval/authorisation process, security of assets and regular reconciliations. ➤ Assurance is gained through regular internal audits and reporting. ➤ Our Internal Audit Service has received an independent external review which demonstrates that the service conforms with the Public Sector Internal Audit Standards (PSIAS). The Head of Internal Audit also presents the results of the Quality Assurance and Improvement Programme as part of the annual report to the Audit and Governance Committee.
	<p>4. Managing data</p>	<ul style="list-style-type: none"> ➤ We have in place a suite of Policies and Procedures covering information governance and information security that are managed and monitored by the Corporate Governance Team and ICT. ➤ We have senior officers who fulfil the roles of the Senior Information Risk Owner, Caldicott Guardians, and Information Asset Owners and Administrators. ➤ All officers and Councillors are required to undertake mandatory e-Learning training on data protection and information security. ➤ Regular council wide communications and targeted awareness sessions with teams are provided to ensure the need, and process, for reporting of all potential breaches of Data Protection legislation is clearly understood and also that lessons are learned and implemented from them.

ANNUAL GOVERNANCE STATEMENT

	<p>5. Strong public financial management</p>	<ul style="list-style-type: none"> ➤ We have a budget setting process with the Budget and Medium Term Financial Plan decided annually by Council. ➤ Budget setting includes resident and business engagement. ➤ The Finance Strategy sets the overall direction for how we will fund our activities and invest in the future. ➤ We have in place a statutory Section 151 Officer with finance teams that support the budget holders. ➤ Financial Procedure Rules and Contract Procedure Rules are in place and are regularly updated.
<p>Principle G Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p>	<p>1. Implementing good practice in transparency</p>	<ul style="list-style-type: none"> ➤ Agendas for all Council meetings are publicly available on the website. ➤ We comply with the local Government Transparency Code 2015, publishing required information at https://www.yorkopendata.org/ ➤ We comply with The Openness of Local Government Bodies Regulations 2014 and the Freedom of Information Act publication scheme. ➤ We have a Whistleblowing Policy in place which is actively publicised.
	<p>2. Implementing good practices in reporting</p>	<ul style="list-style-type: none"> ➤ We have in place comprehensive procedures for the making of decisions, either by Full Council, Committees, the Executive, or individual decisions made by Chief Officers or Executive Members. ➤ All reports are taken through Democratic Services and require clearance by legal and finance as a minimum. ➤ Reports for Council, Committees and Executive business and minutes of these meetings are available on our website, save for reports which contain information that is exempt from publication.

ANNUAL GOVERNANCE STATEMENT

	<p>3. Assurance and effective accountability</p>	<ul style="list-style-type: none">➤ The Constitution has been fully reviewed and a refreshed version was implemented in May 2022, following its approval by Full Council in April 2022. A rolling review of the Constitution is underway.➤ The Constitution sets out the executive arrangements and the roles and responsibilities of the Leader of the Council, the Executive and each of the Cabinet Members and the roles and responsibilities of other Council Members.➤ The Constitution sets out the functions of Council, Executive and the various committees.➤ We have an effective Scrutiny function with a number of Scrutiny Committees whose responsibilities are also set out in the Constitution.➤ The principal roles and responsibilities of the Chief Operating Officer and senior officers, including the Section 151 Officer and the Monitoring Officer, are also set out in the Constitution.
--	--------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ANNUAL GOVERNANCE STATEMENT

What specific assurances do we receive?

Whilst a number of assurances have been obtained to support this conclusion, it is important that we consider the following specific assurances to support this statement:

1. Chief Finance Officer (Section 151 Officer)

The CIPFA Statement on the Role of the Chief Finance Officer (CFO) in Local Government (2016) requires that assurance is provided on a number of governance arrangements relating to the organisation including financial control, reporting, the approach to decision making, compliance with relevant codes and the influence of the CFO within the organisation. These have been considered within the context of this Statement and it has been established that our arrangements conform to the CIPFA requirements and the Section 151 Officer has no significant concerns.

2. Monitoring Officer

The Monitoring Officer is required to report to the Council in any case where it appears that any proposal, decision, or omission by the authority has given rise to or is likely to or would give rise to any contravention of any enactment, rule of law or code of practice or maladministration or injustice in accordance with Sections 5 and 5A of the Local Government and Housing Act 1989; (LGHA 1989). These have been considered within the context of this statement and the Monitoring Officer has no significant concerns to report.

3. Head of Internal Audit

In accordance with the Accounts and Audit Regulations 2015, the CIPFA Statement on the Role of the Head of Internal Audit 2019 and the Public Sector Internal Auditing Standards (PSIAS), the Head of Internal Audit provides an annual opinion on the overall adequacy and effectiveness of our risk management, internal control, and governance processes.

The Head of internal Audit is satisfied that sufficient work has been undertaken to allow him to draw a reasonable conclusion on the adequacy and effectiveness of our arrangements. Based on the work performed during 2023-2024, the Head of Internal Audit has provided the following opinion on our risk management, internal control and governance processes, in operation during the year to 31 March 2024:

*The overall opinion of the Head of Internal Audit on the framework of governance, risk management and control operating at the council is that it provides **Reasonable Assurance**.*

The opinion given is based on work that has been undertaken directly by internal audit, and on the cumulative knowledge gained through our ongoing liaison and planning with officers. No reliance was placed on the work of other assurance providers in reaching this opinion, and there are no significant control weaknesses which, in the opinion of the Head of Internal Audit, need to be considered for inclusion in the Annual Governance Statement.

Full details on the assurance provided by the Head of Internal Audit are detailed within the Internal Audit Annual Report for 2023-24 will be presented to the Audit & Governance Committee on 31 July 2024.

Under the Public Sector Internal Audit Standards (the Standards), we are required to undertake a review of the effectiveness of our Internal Audit function and to report the results to the Audit and Governance Committee. An independent assessment against the Public Sector Internal Audit Standards must be carried out every five years. The most recent independent assessment was completed in September 2023 by the Chartered Institute of Internal Auditors. The assessment concluded that the Internal Audit function generally conforms to the Standards. This is the highest rating that can be awarded. The Standards also require us to perform a self-assessment each year. The outcome of the recently completed self-assessment, included in the Internal Audit Annual Report for 2023-24, demonstrates that the service continues to generally conform to the Standards, including the Code of Ethics. The Council can therefore continue to place reliance on the work of internal audit and the opinions given.

ANNUAL GOVERNANCE STATEMENT**4. External Audit**

External Audit of the Council is undertaken by Mazars LLP. They presented their Audit Completion Report for the year ending 31st March 2023 to Audit & Governance Committee on 31st January 2024 . At the time of writing, their work on the 2022/23 accounts is substantially complete, awaiting assurance on one area. The 2023/24 audit will commence in July 2024.

Mazars also took the Auditor's Annual Report to Audit & Governance Committee on 22nd May 2024 which provided conclusions on the value for money (VFM) arrangements for the Council in 2022/23. Following the recommendations arising from the Public Interest Report , a significant weakness was identified in the 21/22 VFM arrangements, In the latest report it was noted that the recommended actions had been addressed and the significant weakness no longer applied.

5. SIRO and Data Protection

The Director of Governance is the Council's Senior Information Risk Officer (SIRO) and Senior Responsible Officer (SRO) for surveillance systems and use of investigatory powers. The Corporate Governance Team support these roles and is responsible for data protection, information governance, records management and oversight of the surveillance systems framework and use of investigatory powers policy and procedures.

There have been small decreases in the number of reported potential and actual personal data breaches in 2023-24 financial year from the previous year. The reporting of potential as well as actual breaches indicates the ongoing awareness that timely reporting ensures the Council can take the necessary actions in a timely way, to safeguard information, inform individuals and regulators where it has been determined appropriate to do so, conduct robust investigations and make recommendations to reduce the risk of further breaches.

The number of significant breaches reported to Information Commissioners Office has remained the same i.e., 1 in 2022-2023 and one in 2023-2024.

The Council maintains the required level of assurance on the annual NHS Digital data security and protection toolkit.

The Council received positive assurances in respect of its use of investigatory powers and covert surveillance e.g., RIPA in its last inspection by the Investigatory Powers Commissioner Office (IPCO) inspection that took place on 27th August 2021. These are undertaken by the IPCO every three years. Updates on the required work and ongoing actions from this inspection were reported to Audit and Governance Committee and training was provided for the Committee to enable their oversight of the council's use of covert surveillance, acquisition of communications data and use of a Covert Human Intelligence Source (CHIS).

The Council continues to provide mandatory data protection and information security e-learning for all staff including agency staff and Elected Members. The requirement for this training to be completed annually is reinforced by regular all staff communications and targeted messages to senior managers. There is also ongoing targeted guidance and support provided for the roles of SIRO, information asset owners, Caldicott Guardians, and for investigatory powers/covert surveillance applying and authorising officers.

Ongoing work continues in the Council's ICT infrastructure to strengthen against Cyber-attacks, improve disaster recovery arrangements and record retention.

6. Senior Management Assurance Statements

Senior Management Assurance Statements were produced by all Directors for the financial year 2023-24 . In the Assurance Statements, the Directors' self-assessed compliance and detailed the basis of Assurance and the frequency of testing and review. Most of these statements/assurances evidenced full compliance with the principles of good governance. Areas for development are detailed at the end of this statement.

ANNUAL GOVERNANCE STATEMENT

Significant Governance Issues

The governance and internal control arrangements can provide a reasonable assurance but not an absolute assurance against material misstatement, safeguarding of assets or loss. This Statement is intended to provide reasonable assurance. In concluding this review of the Council's Governance Framework and Internal Control arrangements, new issues identified have been included in the tables below. There are also three issues that have previously been identified that have been progressed sufficiently and no longer require disclosure in this statement, although have been included for completeness this year.

A detailed plan to address existing weaknesses and ensure continuous improvement in the system of internal control has been produced in response and this will be subject to regular monitoring by the Council's Corporate Management Team and the Audit & Governance Committee, where appropriate.

DRAFT

ANNUAL GOVERNANCE STATEMENT

COMPLETED Governance issues arising from the previous Annual Governance Statement (2022-23)

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24												
2021-22	<p>Absence Management Following the introduction of the one-day reporting system for absence, manager have had a consistent and easy tool to manage, update and report employee absences which is now an embedded process. Training for all new managers with staff responsibilities takes place. The system went live in Sept 2019 and was valuable during the COVID periods. This system is now due to be reconsidered and expires in late 2022. Options for an alternative inhouse system with similar or appropriate electronic recording and live real time alerts is not available in iTrent and the risk of not having a system for the future could mean that managers do not have effective and efficient tool to assist to manage absence and absence may not be recorded consistently across the Council</p>	<p>Executive approval granted in November 2022 to re procure one day reporting system alongside the Occupational Health contract. Work has been undertaken to assess the “iTrent” absence module and this is not functional or accurate to allow managers to see live up to date absence information.</p>	<p>The access and use of the absence system is now business as usual.</p> <p>The new contract with Medigold for absence management was implemented in July 2023 and is now integrated within the council’s Occupational Health service. Efficiencies are being met with the two services under one contract and employee and managers are able to access new dashboards and tool to assist with absence management. This is in addition to training and support from HR to manage absence.</p> <p>Service reviews with the contractor take place monthly to raise any system issues.</p> <p>Latest data published for “Average Sickness Days per FTE - CYC (Excluding Schools) - (Rolling 12 Month)” is:</p> <table border="1" data-bbox="1406 970 2163 1034"> <thead> <tr> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>11.3</td> <td>11.6</td> <td>8.8</td> <td>11.8</td> <td>11.9</td> <td>11.3</td> </tr> </tbody> </table>	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	11.3	11.6	8.8	11.8	11.9	11.3
2018/19	2019/20	2020/21	2021/22	2022/23	2023/24										
11.3	11.6	8.8	11.8	11.9	11.3										

ANNUAL GOVERNANCE STATEMENT

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
2022/23	Robust Delivery of the City Election in May 2023	<p>Extensive preparatory work and regular involvement from the Returning Officer, together with the Monitoring Officer, electoral staff, communications team, and representatives from the Electoral Commission ensured a safe and well-run election in May 2023, with no challenges to results and with an increased postal vote base and turnout.</p> <p>A Members Induction Programme was prepared by the Assistant Director, Policy, and Strategy, and was delivered by a variety of officers and outside agencies, ensuring returning and new members had access to essential and desirable training in a timely manner. This was particularly aided by each session being filmed and made available after the event for those members who were unable to attend the face-to-face training sessions.</p>	Following the success of the 2023 election, continued preparation is underway in the electoral team to deliver the 2024 Combined Authority Mayoral Election and the 2024 General Election. This has been boosted by the arrival of the Head of Democratic Governance.
2022/23	Impact of North Yorkshire devolution and creation of combined authority	<p>Work with colleagues in NYC, LEP and OPFCC to define and implement effective and compliant governance arrangements for the new Combined Authority, subject to Executive approval. A new Joint Committee for devolution with NYC was established.</p> <p>Significant work has been undertaken by the Chief Operating Officer, Chief Finance Officer, and Head of Human Resources, together with other Corporate Directors and Directors, to prepare the Council for the forthcoming YNYCA.</p>	<p>The Combined Authority was officially launched on 1st February 2024. A significant amount of work has been undertaken to reach the creation date, with key officers adding to the success.</p> <p>Work continued up to May 2024 when the Mayor was elected. Preparation for the Mayor included ensuring an appropriate induction was available to welcome them, a suitable staffing structure is in place for the Mayor to serve York and North Yorkshire, funding sources are in place, a safe and legal constitution with appropriate governance structures and the efficient transition of the Office of the Police Fire and Crime and</p>

ANNUAL GOVERNANCE STATEMENT

YEAR IDENTIFIED	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
			<p>Fire Service to the Combined Authority.</p> <p>As its own legal entity the Combined Authority now has its own Audit and Governance structure.</p> <p>Work will continue to take place to develop new relationships with officers across City of York Council as new funding opportunities become available as a result of the Devolution deal.</p>

CURRENT Governance issues arising from the 2023-24 Annual Governance Statement

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
<p>1 – Existing Issue, updated</p> <p>Existing Issue</p>	<p>Financial Risks (i) Pressures - Impact of funding reductions - The council continues to face significant funding pressures and changes to both national and regional funding regimes which naturally present a potential risk to the council's overall governance arrangements and financial resilience.</p> <p>There is currently uncertainty around any future government funding and the long-term impact on income streams, including business rates and</p>	<p>The outturn position for 2021/22 was an overspend position and therefore this remains a significant risk. The Council again set a balanced budget for 2022/23 and made proper provision for growth along with a contingency to support continued recovery from the pandemic.</p> <p>The Medium-Term Financial Strategy (MTFS) reflects the expected need to make future savings over the medium term taking into account anticipated changes in financing. This continues to be updated and refreshed. This informs the budget process for future years. There remain significant challenges to deliver savings and outturn within the approved budget.</p> <p>The uncertainty around central government funding remains an issue.</p>	<p>The outturn position for 2022/23 was also an overspend position and there is again an overspend in 2023/24, therefore this remains a significant risk. A balanced budget was set for 2023/24 and 2024/25. Significant provision for growth were made as well as allocations to support the increased cost from high inflation throughout 2023.</p> <p>The Medium-Term Financial Strategy continues to be updated and presented to CMT and Executive.</p> <p>The uncertainty around central government funding remains an issue. The 2024/25 settlement was again a one-year deal, with no longer term indication of local government finance reform.</p> <p>Further development of the medium-term financial plan will</p>

ANNUAL GOVERNANCE STATEMENT

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
	<p>council tax.</p> <p>The financial position of the health economy in York, and the impact that may bring for the Better Care Fund, and implications on the Adult Services budget</p> <p>(ii) Major capital projects The council has a number of major capital projects at different stages, including Guildhall, York Central, York Outer Ring Road, and the Housing Delivery Programme. As outlined above, the Coronavirus pandemic will have a significant, ongoing financial impact on the capital programme.</p>	<p>Ongoing discussions with Health Organisations in York, and reporting to Health & Wellbeing board</p> <p>There are significant risks associated with the range of major schemes which have been identified in various reports, including the potential implications for both capital and revenue budgets. Key programmes include Housing Delivery and York Central. Ongoing regular reporting to various member meetings, alongside effective project management continues to be essential to ensure risks can be mitigated/ managed. The council has put in place dedicated project management expertise for its major projects and invested in a project management system to manage programme / cost risks attached to these major projects. Major projects will need to be reviewed to assess any new risks and to ensure that the financial assumptions are still sound. Clarity of delineation of the roles of those Members and Officers concerned with the delivery of projects and those concerned with regulatory decisions has been factored into the project management and protocols are in place in respect of decision making to provide necessary ethical walls within the organisation and in line with the council's constitution.</p>	<p>be needed during the year to ensure continued financial resilience.</p>
2 – Existing Issue, updated	<p>Local Plan The Council has submitted a</p>	<p>At an extraordinary meeting of Full Council on 17th May 2018 members resolved to submit the Local</p>	<p>The Council continues to respond to the requests of the</p>

ANNUAL GOVERNANCE STATEMENT

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
	<p>draft Local Plan for inspection, however a final version is yet to be approved. Planning policy sits within a national regulatory framework; non-compliance with that framework means that planning decisions by the local authority can be successfully challenged both in the Courts and through the Secretary of State. In addition, failure to adopt a compliant Local Plan, given the expectations embodied in the National Planning Policy Framework (NPPF) leaves undeveloped areas of the city vulnerable to development proposals which the council will be unable to stop. Also given Ministerial statements failure to progress a plan could lead to interventions by Government into the City's planning services</p>	<p>Plan to the Planning Inspectorate for examination. The Local Plan was submitted on 25th May 2018. The Council will have proceeded through three phases of the public inquiry by the end of July 2022 with a fourth and final stage being held in September 2022. This is significant progress however the Local Plan making process is highly procedural and still needs to progress through multiple statutory processes before adoption which will if successfully completed be in 2023. Updates to the Local Plan examination timetable and correspondence with the Inspectors can be found at www.york.gov.uk/localplanexamination</p>	<p>planning Inspectors in respect of their requirements in the Local Plan public enquiry process. Clearly the Council is not in control of the process and there remains risks with the adoption of the plan and the associated timetable. In respect of resources the Councils 2021 budget provided permanent ongoing funding for the Councils forward Strategic Planning team beyond the Local Plan process. The Corporate Director of Place has also taken direct responsibility for the next phase of the public enquiry and whilst interim staffing arrangements have been made the skills remain in high demand and capacity is stretched within the team.</p> <p>Following on from a hearing on the 6th March 2024 regarding the Gypsy and Traveller policies / site provision the Council is expecting the Examination process to conclude in 2024. New Legislation is anticipated with regard to the Local Planning framework and all political parties at a national level have identified this as an issue for the next Government.</p>
3 – Existing issue, updated	<p>Embedding Good Governance across the Council – To continue to promote a culture of good governance across the council by continuing to embed the revised constitution and ensure it remains fit for purpose; to continue to embed member development following the city Election in 2023.</p>	<p>The work of embedding good governance continued throughout 2022-2023, with no significant governance issues identified (although occasional human errors required remedial action to be taken). As a consequence, the Audit and Governance Committee noted the completion of the Governance Action Plan in November 2022. Subsequently, the Local Government Association</p>	<p>Good progress has been made over the year 2023-24 in embedding good governance, supplemented by increased stability within the Democratic Services team brought on by the arrival of the new Head of Democratic Governance.</p> <p>The Audit and Governance Committee received an update on the cultural change programme at its meeting on 19 July 2023, and endorsed the proposed approach of incorporating the necessary change training into the overall Members'</p>

ANNUAL GOVERNANCE STATEMENT

	Issue	Action taken to date / Planned	PROGRESS MADE DURING 2023-24
		undertook a review of the culture of the organisation, which has resulted in a requirement to develop a further cultural change programme, to be reported to the Audit and Governance Committee in the new municipal term, and to be implemented over the following years.	Induction and ongoing training programme. Further reports will be brought to the Committee across the 2024-25 year, in order to ensure that progress is maintained, and that all actions identified by the Local Government Association are included in the ongoing Member training programme.
4- New Issue for 2023/24	Contract Management arrangements – To reestablish the correct contract management procedures for both officers and members ensuring there is clarity around any issues arising.	<i>New issue</i>	
5- New Issue for 2023/24	Resourcing and capacity – the Council has an ambitious set of major projects, as well as key developments in regional devolution alongside the provision of key services to residents. All are competing demands on the limited resources available which creates risk in achieving objectives. This is a cross cutting issue that impacts on the progress of all the governance issues identified.	<i>New issue</i>	

What Are Our Key Governance Development Priorities for 2024-25 ?

City of York's key governance priorities for 2024-25 are:

2024-25 Priority	Planned/Proposed Action	Responsible Officer(s)
Financial Risks/MTFS/Financial sustainability	<i>Existing priority</i>	Director of Finance (Section 151 Officer)
Local Plan	<i>Existing priority</i> To secure the adoption and implementation of the Local Plan.	Director of City Development
Embedding Good Governance across the Council	<i>Existing priority</i> To continue to promote a culture of good governance across the council by continuing to embed the revised constitution and ensure it remains fit for purpose. Implementation of new Corporate Improvement Framework will be key.	Head of Paid Service Monitoring Officer Section 151 Officer CO HR & Support Services
Embedding good contract management across the authority	<i>New priority</i>	Head of Paid Service Monitoring Officer Section 151 Officer
Resourcing & Capacity	<i>New priority</i>	Head of Paid Service CO HR & Support Services

Assurance Opinion of the Leader of the Council and the Chief Operating Officer

We have been advised on the effectiveness of the governance framework by senior management. The arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

It is our opinion that the Council's governance arrangements in 2023-24 were sound and provide a robust platform for achieving the Council's priorities and challenges in 2024-25 .

Having considered all the principles contained in the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption, we are also satisfied that the Council has adopted a response that is appropriate for its fraud and corruption risks and commits to maintain its vigilance to tackle fraud.

.....
Councillor C Douglas
Leader of the City of York Council

.....
Ian Floyd
Chief Operating Officer

DRAFT

GLOSSARY

DRAFT

Accounting Concepts

The fundamental accounting principles that are applied to ensure that the Statement of Accounts 'present fairly' the financial performance and position of the Council.

Accounting Period

The period of time covered by the accounts, normally a period of twelve months commencing on 1 April. The end of the accounting period is the balance sheet date, 31 March.

Accounting Policies

Accounting Policies and estimation techniques are the principles, bases, conventions, rules and practices applied by the Council that specify how the effects of transactions and other events are to be reflected in its financial statements. An accounting policy will, for example, specify the estimation basis for accruals where there is uncertainty over the amount.

Accruals

Sums included in the final accounts to cover income or expenditure, whether revenue or capital in nature, attributable to the accounting period but for which payment has not been made/received at the balance sheet date.

Accruals Basis

The accruals principle is that income is recorded when it is earned rather than when it is received, and expenses are recorded when goods or services are received rather than when the payment is made

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses which arise because either events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses) or the actuarial assumptions have changed.

Agency

The provision of services by one body (the Agent) on behalf of, and generally reimbursed by, the responsible body.

Amortisation

The gradual elimination of a debt by periodic payments over a specified number of years.

Appropriation of Land or Buildings

The transfer of a holding of land or buildings from one service area to another, at current market value.

Asset

Something of worth which is measurable in monetary terms. These are normally divided into current assets and fixed assets.

Assets Under Construction

This is the value of work on uncompleted tangible fixed assets at the balance sheet date.

Authorised Limit

The level of external debt that the Council may have. This limit cannot be breached in any circumstances and is set annually by the Council.

Balance Sheet

A statement of the recorded assets, liabilities and other balances of the Council at the end of the accounting period.

CDS

Credit Default Swap

Capital Charge

A charge to service revenue accounts to reflect the cost of utilising fixed assets in the provision of services.

Capital Expenditure

Expenditure on the acquisition of fixed assets that will be of use or benefit to the Council in providing its services beyond the year of account or expenditure that adds to, and does not merely maintain, an existing fixed asset.

Capital Expenditure charged to Revenue Account (CERA)

A method of financing capital expenditure in the accounting period rather than over a number of years.

Capital Financing

The method by which money is raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing (CERA), usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

Capital Adjustment Account

The balance on this account principally represents amounts set aside from revenue accounts, capital receipts used to finance capital expenditure and the excess of depreciation over the Minimum Revenue Provision.

Capital Programme

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

Capital Receipts

Money received from the sale of fixed assets, or other money received towards capital expenditure. A specified proportion of this may be used to finance new capital expenditure.

Cash Flow Statement

A statement summarising the inflows and outflows of cash, arising from transactions between the Council and third parties, for revenue and capital purposes.

Charging Council

The Council responsible for administering the Collection Fund, including raising bills for and collecting the appropriate council tax and national non-domestic rates (NNDR).

Cipfa Accounting Code of Practice

Guidance issued by CIPFA to ensure Local Authorities comply with IFRS.

Collection Fund

A fund administered by the Charging Authorities into which is paid council tax and NNDR income and outstanding community charge income. Precepts are paid from the fund to Precepting Authorities, including the Charging Council, and the NNDR collected is paid to the Government.

Commutation Option

This is an option available from 6 April 2006 to members of the North Yorkshire Pension Fund to take a larger lump sum on retirement in exchange for a smaller future pension payment.

Community Assets

Assets that the Council intends to hold in perpetuity that have no determinable useful life, or that may have restrictions on their disposal. Examples of such items are parks, historic buildings and the bar walls.

Community Charge

A flat rate charge which was payable by all registered chargepayers within the Council's area. The income from the charge was used to finance a proportion of the Council's expenditure.

Consistency

The concept that the accounting treatment of like items, within an accounting period, and from one period to the next, is the same.

Contingent Asset

A possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control.

Contingent Liability

A possible liability that can be the result of either a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control or a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and Democratic Core

The corporate and democratic core comprises all activities that the Council engages in specifically because it is an elected, multi-purpose Council. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. The code of practice, therefore, does not require these costs to be apportioned to services.

Council Tax

A charge on residential property within the Council's area to finance a proportion of the Council's expenditure.

Council Tax Requirement

This is the estimated revenue expenditure on General Fund services that needed to be financed from the Council Tax after deducting income from fees and charges, certain specific grants and any funding from reserves.

Creditors

Amounts owed by the Council for work done, goods received or services rendered within the accounting period but for which payment was not made at the balance sheet date.

Current Assets

Assets that can be expected to be consumed or realised (cease to have material value) during the next accounting period.

Current Liabilities

Amounts that will become due or could be called upon during the next accounting period.

Current Service Cost

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

Curtailment

For a defined benefit pension scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments can include termination of employees' services earlier than expected (due to ceasing an activity) and termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Debtors

Amounts due to the Council for goods or services provided within the accounting period but not received at the balance sheet date.

Deferred Consideration

Expenditure which is determined precisely at the time of the acquisition of an asset, but where the payment is delayed for a defined period.

Deferred Credits

Amounts due to the Council from the sale of fixed assets that are not receivable immediately on sale, but will be received in instalments over agreed periods of time.

Deferred Debtors

Amounts due to the Council that are not expected to be repaid in full within the next accounting period.

Deferred Liabilities

These are liabilities which, by arrangement, are payable beyond the next year, either at some point in the future or by an annual sum over a period of time.

Defined Benefit Pension Scheme

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

Defined Contribution Pension Scheme

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

Depreciation

The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes the wearing-out, using up or other reduction in the useful life of a fixed asset. This can arise from use, passing of time or obsolescence through, for example, changes in technology or demand for the goods and services provided by the asset.

Earmarked Reserves

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

Economic Infrastructure Fund (EIF)

A fund set up to deliver economic benefits for the city.

Emoluments

These are all sums paid to, or receivable by, an employee and sums due by way of expenses allowances (as far as these sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either the employer or the employee are excluded.

Exceptional Items

Material items which derive from events or transactions which fall within the ordinary activities of the Council and which need to be disclosed separately by virtue of their size or incidence to give fair presentation to the accounts.

Expected Rate of Return on Pension Assets

This applies to a funded defined benefit pension scheme and is the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Extraordinary Items

Material items, possessing a high degree of abnormality, which derive from events or transactions that fall outside the ordinary activities of the Council and which are not expected to recur. They do not include exceptional items nor do they include any prior period items merely because they relate to a prior period.

Fixed Asset Register (FAR)

A system that allows the council to measure and record assets in line with International Financial Reporting Standards and the IFRS-based code of practice on local authority accounting in the United Kingdom (the code).

Fees and Charges

Income arising from the provision of services.

Financial Instruments and the Financial Instruments Adjustment Account (FIAA)

Financial Instruments are contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another. They refer to both financial assets and financial liabilities and includes both the straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex ones such as derivatives and embedded derivatives. The FIAA is a balancing account to allow for differences in statutory requirements and proper accounting practices for borrowings and investments.

Financial Regulations

These are the written code of procedures approved by the Council, intended to provide a framework for proper financial management. Financial regulations usually set out rules on accounting, audit, administrative and budgeting procedures.

Financial Year

Period of time to which a Statement of Accounts relates. The financial year of the Council runs from 1 April to 31 March.

Fixed Assets

Tangible and intangible assets that can be expected to be of use or benefit to the Council in providing its services for more than one accounting period.

General Fund

The main account of the Council that records the costs of service provision except those shown in the Housing Revenue Account and the Collection Fund.

Going Concern

The concept that the Council will remain in operational existence for the foreseeable future, in particular that the revenue accounts and balance sheet assume no intention to curtail significantly the scale of operations.

Government Grants

Payments by central government towards the cost of Local Council services either specifically (e.g. improvement grants) or generally (e.g. revenue support grant).

Gross Carrying Amount (GCA)

Amount at which fixed assets are included in the notes, prior to the provision for accumulated depreciation.

Heritage Asset

A tangible asset with historical, artistic, scientific, technological, geophysical, or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Housing Revenue Account (HRA)

A separate account to the General Fund recording all the transactions relating to the provision of council houses.

Impairment

A reduction in the value of a fixed asset below its current value on the Council's balance sheet.

Income and Expenditure Account

The Income and Expenditure Account combines the income and expenditure relating to all the Council's functions including the General Fund and the Housing Revenue Account.

Infrastructure Assets

These are fixed assets that are inalienable, i.e. expenditure on assets that cannot be sold, but where there is economic benefit over more than one year to the Council. Examples of infrastructure are highways and footpaths.

Intangible Fixed Asset

These are assets which do not have a physical substance, e.g. computer software, but which yield benefits to the Council, and the services it provides, for a period of more than one year.

Interest Cost

This relates to a defined benefit pension scheme. The expected increase during the period is the present value of the scheme liabilities because the benefits are one period closer to settlement.

International Financial Reporting Standards (IFRS)

Accounting standards set by the International Accounting Standards Board. The standards provide guidance and advice for the preparation of financial statements.

Inventories

Amounts of unused or unconsumed stocks held in expectation of future use. Inventories are comprised of the following categories:

- Goods or other assets purchased for resale
- Consumable stores
- Raw materials and components
- Products and services in intermediate stages of completion
- Finished goods

Investment

An investment is considered to be long term if it is intended to be held for use on a continuing basis in the activities of the Council. Investments should be classified as such only where an intention to hold the

investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment. Investments that do not meet the above criteria should be classified as current assets.

Investment Properties

An interest in land and/or buildings where construction work and development has been completed and which is held for its investment potential, any rental income being negotiated at arms length.

Leasing

A method of financing capital expenditure where a rental charge is paid for the asset over a specified period of time.

Lenders Option Borrowers Option (LOBO)

A LOBO loan is a loan that permits the lender to nominate a revised interest rate payable on the debt at periodic dates and also gives the borrower the option as to whether to pay the revised rate or repay the debt in its entirety.

Liability

An account due to an individual or organisation that will be paid at some future date.

Liquid Resources

Current investments that are readily disposable by the Council without disrupting its business and are readily convertible to cash.

Materiality

An item would be considered material to the financial statements if, through its omission or non-disclosure, the financial statements would no longer show a true and fair view.

Minimum Revenue Provision (MRP)

The minimum amount which must be charged to the Council's revenue accounts each year and set aside as a provision to meet the Council's credit liabilities.

Monitoring Officer

Under the provisions of the Local Government and Housing Act 1989 Councils have a duty to appoint a Monitoring Officer to ensure the lawfulness and fairness of Council decision making. Councils may choose who to designate as Monitoring Officer except that it may not be the Head of Paid Service (Chief Operating Officer). In York the Monitoring Officer is Janie Berry, Director of Governance.

National Non-Domestic Rates (NNDR)

An NNDR poundage is set annually by central government and collected by Charging Authorities. The proceeds are redistributed by the government between Local Authorities.

Net Book Value (NBV)

Amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Non-Operational Assets

These are fixed assets owned by the Council, but not directly occupied, used or consumed in the delivery of Council services. Examples of non-operational assets are investment properties and assets that are surplus to requirements, awaiting sale or redevelopment.

Operational Assets

These are fixed assets held and occupied, used or consumed by the Council in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

Operational Boundary

This is a measure of the most money the Council would normally borrow at any time during a financial year. It may be exceeded temporarily, but a regular pattern of borrowing above this level should be avoided.

PA92

These are tables of figures used by actuaries for standard mortality reflecting mortality experience in the period 1991-94, with assumptions for future rates of change. The 'mc' to 'medium cohort' which was introduced to reflect the increased life expectancy of a specific age group of retirees.

Past Service Cost

For a defined benefit pension scheme, the increase in the present value of the 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.

Post Balance Sheet Events

Events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible finance officer.

Precept

The amount that a Precepting Council requires from a Charging Council to meet its expenditure requirements.

Precepting Council

Local Authorities, including parish councils and police authorities, which cannot levy a council tax directly on the public but have the power to precept Charging Authorities (District Councils).

Prior Year Adjustments (or Prior Period Adjustments)

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring conditions or adjustments of accounting estimates made in prior years.

Provisions

Amounts set aside in the accounts for future liabilities that are likely to be incurred, but which cannot accurately be quantified.

Prudence

The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets, the ultimate cash realisation of which can be assessed with reasonable certainty.

Prudential Indicators

The Local Government Act 2003 specifies a number of prudential indicators covering both capital and treasury management activities which Councils must set as part of their budget process. They are designed to show the affordability of the capital programme and that the Council's borrowing is prudent and sustainable.

Public Works Loan Board (PWLB)

A government agency that lends money to public bodies for capital purposes. At present nearly all borrowers are local authorities. Monies are drawn from the National Loans Fund and rates of interest are determined by the Treasury. Councils are free to borrow as much as they like from the PWLB provided that it is prudent, affordable, sustainable and within the prudential indicators set at full council.

Realisable Value

The value of the asset at existing use, if sold between a willing buyer and a willing seller.

Related Party

Two or more parties are related where one party has control or is able to influence the financial or operational policies of another.

Reserves

Amounts set aside in the accounts for the purpose of defraying particular future expenditure. A distinction is drawn between reserves and provisions, which are set up to meet known liabilities.

Residual Value

The net realisable value of an asset at the end of its useful life. Residual values are based on current prices at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Revaluation Reserve

This account contains surpluses and losses arising from the periodic valuation of fixed assets.

Revenue Expenditure

Expenditure incurred on the day-to-day running of the Council. This mainly includes employee costs, general running expenses and capital financing costs.

Revenue Expenditure Funded from Capital Under Statute (REFCUS)

Expenditure which may be properly capitalised, but which does not result in, or remain matched with, tangible fixed assets.

Revenue Support Grant (RSG)

A general central government grant paid to the Income and Expenditure Account in support of the Charging Council's revenue expenditure.

Scheme Liabilities

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Section 151 Officer (S151)

The Section 151 Officer is required by the Local Government Act 1972 and by the Accounts and Audit Regulations 2003 to ensure that the Council's budgeting, financial management, and accounting practices meet relevant statutory and professional requirements. Furthermore section 25 of the Local Government Act 2003 requires the Section 151 Officer to comment on the robustness of the budget estimates and the adequacy of reserves. In York the Section 151 Officer is Debbie Mitchell, Chief Finance Officer.

Service Reporting Code of Practice (SeRCOP)

Prepared and published by CIPFA, the Service Reporting Code of Practice (SeRCOP) replaced the previous Best Value Accounting Code of Practice (BVACOP). It is reviewed annually to ensure that it develops in line with the needs of modern Local Government, Transparency, Best Value and public services reform. SeRCOP establishes proper practices with regard to consistent financial reporting for services and in England and Wales, it is given legislative backing by regulations which identify the accounting practices it propounds as proper practices under the Local Government Act 2003.

Settlement

An irrevocable action that relieves the employer (or the defined benefit pension scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements can include: a lump-sum cash payment to

scheme members in exchange for their rights to receive specified pension benefits; the purchase of an irrevocable annuity contract sufficient to cover vested benefits; and the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

Subsidiary

This is an entity over which the reporting Authority is able to exercise control over operating and financial policies and is able to gain benefits from the entity or is exposed to the risk of potential losses arising from this control.

Support Services

The costs of departments that provide professional and administrative assistance to services.

Tangible Fixed Assets

These are assets with a physical substance that yield benefits to the Council and the services it provides for a period of more than one year.

Temporary Borrowing/Investment

Money borrowed or invested for an initial period of less than one year.

Trading Services

These are activities of the Council where the workers are directly employed to carry out specified tasks. Such organisations were formerly known as Direct Service Organisations (DSO). In York the work is undertaken under the name of Neighbourhood Services.

Treasury Management

This is the process by which the Authority controls its cash flow and its borrowing and lending activities.

Trust Funds

Money owned by an individual or organisation that is administered by the Council.

Unapportionable Central Overheads

These are overheads from which no user benefits, therefore they cannot be allocated to a service area.

Useful Life

The period over which the Council will derive benefits from the use of an asset.

Vested Rights

In relation to a defined benefit pension scheme these are for active members, benefits to which they would unconditionally be entitled on leaving the scheme, for deferred pensioners, their preserved rights and for pensioners, pensions to which they are entitled.

Work in Progress

The value of work done on an uncompleted project that has not been recharged to the appropriate account at the balance sheet date.

Write Out (WO)

Removal of an Asset by charging to the CIES, or reversal of accumulated depreciation against a fixed asset on revaluation of that asset.

DRAFT

This page is intentionally left blank



Meeting:	Audit and Governance Committee
Meeting date:	31/07/2024
Report of:	Ian Floyd, Chief Operating Officer
Portfolio of:	Leader, Executive Portfolio Policy, Strategy, Partnerships

Audit and Governance Committee Report: Response to the LGA Assurance report

Subject of Report

1. This report provides an update about how the council has responded to recommendations published in the Local Government Association's Assurance report (2023).

Policy Basis

2. The Council Plan, One City for All, was approved by Full Council in September 2023. It articulates the vision, priorities and Four Core Commitments that sets the framework for the improvement plan and response to the recommendations.
3. The actions taken in response to the LGA Assurance Report respond to the Council Plan as below:

Equalities: Staff groups are instrumental in supporting delivery of the Corporate Improvement Action Plan, with their own, and staff survey feedback informing how the council will deliver the action plan

Affordability: The response to the LGA Assurance Report has informed work already planned, with no additional cost to the council.

Climate: Climate action and adaptation is included as sessions in the Member Induction Programme.

Health: the health and wellbeing of both officers and members is considered throughout the response to the LGA Assurance Recommendations, including endorsement of the Officer Support Protocols at Audit and Governance Committee.

Recommendation and Reasons

4. The Audit and Governance Committee are asked to:
 - a) Note progress against the ten recommendations in the LGA Assurance Report.

Background

5. In January 2023, the Local Government Association published an Assurance Report in response to the Public Interest Report. This report contained 10 recommendations for the council to take forward, including producing a concise, focused and holistic overall improvement plan.
6. Progress has begun against the recommendations (**Annex A – progress against the LGA Assurance Report recommendations**), which has led to several different, interrelated, areas of work.

Member information

7. A welcome pack, providing detailed information about member's roles, York and ward data, where to go for information, the member induction programme, and the code of conduct was provided to all newly elected members in May 2023.
8. The welcome pack is published on a member portal on the intranet which was established to support newly elected members from May 2023. Featured on the intranet homepage, the member portal provides signposts to help members carry out their daily duties.
9. It was developed in collaboration with Democratic Services reviewing common member enquiries, and the Leader and political assistant at the time.

the CYC intranet

beConnected beSupported beInvolved The Council Plan: One City, for all **Members' portal**

Intranet - Homepage

- beConnected
- beSupported
- beInvolved
- News home
- Members' portal**

Intranet / Members' portal

Members' portal



Here is some information to help you find the information you need as part of your work as an elected member at City of York Council.

View the calendar of meetings, agendas and committee information: [Meetings, agendas and minutes](#)

Submit or amend your register of interests: Go to [Work to Do](#), and select Edit My Register of Interests. Once you have completed the Register of Interest form, it will be submitted to Democratic Services to be approved and published.

Member induction programme information

- view member induction programme calendar
- view member induction sessions and supporting papers
- register to attend a member induction session
- provide feedback in survey on member induction programme
- download member induction welcome pack

View the constitution: [The Constitution](#)

View the code of conduct: [Member Code of Conduct](#)

View information on West Offices and Hazel Court, including floor plans: [Offices and facilities](#)

Request ICT support

- go to <https://live.hornbill.com/cyo/internal/home/>
- email [\[redacted\]](#)
- call [\[redacted\]](#)

Claim expenses: [iTrent self service system](#)
Your username and password are sent to you shortly after the elections.

Request payroll support

- email [\[redacted\]](#)
- call: [\[redacted\]](#)
- more information: [travel and subsistence claims](#)

The Corporate Improvement Action Plan

- In February 2024, a Local Government Association (LGA) Peer Challenge took place at the City of York Council. The LGA Peer Challenge set out to understand how the council operates, exploring the council's leadership at place and organisational level, governance, culture, financial management and capacity to improve, with a focus on improving customer service and working closely with regional partners to best represent York's interests.
- The LGA Peer Challenge interviewed over 130 partners, residents and elected members, together with officers, to inform 15 recommendations. The recommendation related to member and officer relationships is:

Recommendation 11: Ensure there are appropriate support resources and structures to enable all members to undertake their

respective roles including training, early access to papers and expanded access to information.

12. Informed by the LGA Peer Challenge recommendations, and already planned in response to the Council Plan strategic theme “how the council operates”, the council prepared a corporate improvement framework setting out the activities that will address the recommendations of the peer review. This framework builds on existing strengths with a view to continuous improvement being very much a part of how the council operates.
13. Following consultation at CSCCSMC (Corporate Services, Climate Change, and Scrutiny Management Committee) Scrutiny, the Leader has recently approved the Corporate Improvement Action Plan, developed in consultation with officers, residents and partners to implement the framework.
14. This action plan covers actions to be delivered over the next 12 months to help improve different aspects of how officers, members and partners work together to deliver for the city. Progress on delivering the action plan will be shared with the LGA in December 2024 and report to Executive in May 2025.

The member induction programme

15. [York's councillor induction programme – City of York Council](#) was designed to help improve understanding of member roles and responsibilities over a wide range of subjects. It began May 2023, and was reviewed at Joint Standards Committee in May 2024. The member induction programme is currently being audited by Veritau, who are due to report back later in the year.
16. Over 25 different sessions have been held, covering a wide range of issues, including code of conduct, aspects of The Constitution and how officers and members work together, and their respective roles.
17. Feedback from Joint Standards Committee in May included the below. This will be considered as part of a refresh of the programme led by Democratic Services, following the audit report:
 - Reviewing how members access the programme to make it easier and more intuitive
 - Signposting Group’s own training programmes, including mentoring

- Exploring providing training records for members that can include logging externally provided training
- Consider joint officer and member training
- Introduce additional training to cover the Mayoral Combined Authority and a training programme covering Adults Social Care

Consultation Analysis

18. The response to the recommendations (**Annex A**) list several different actions already underway which respond to the LGA Assurance report. These have involved the below consultation:
- a) The LGA Peer Challenge scope was developed in consultation with Audit and Governance Committee. The feedback that informed the recommendations involved consulting with partners, officers, trade unions and residents.
 - b) The Corporate Improvement Action Plan was developed following workshops with partners, officers and trade unions and a resident on and offline consultation. Prior to publication it was discussed at Corporate Services, Climate Change and Scrutiny Management Committee.
 - c) The member induction programme was developed in consultation with Group Leaders and political assistants, together with support from the Local Government Association. It has been reviewed by Audit and Governance and Joint Standards Committees.
 - d) The Welcome Pack and Members Intranet Portal were developed in consultation with the then-Leader.

Wards Impacted (optional section)

All

Contact details

For further information please contact the authors of this Report.

Author

Name:	Claire Foale
Job Title:	Assistant Director Policy and Strategy
Telephone:	01904 552057
Report approved:	Yes
Date:	10/07/24

Specialist Implication Officer

Lindsay Tomlinson, Head of Democratic Governance

Background papers

Assurance report of the Local Government Association [Agenda for Audit and Governance Committee on Tuesday, 7 February 2023, 5.30 pm \(york.gov.uk\)](#) item 40

Monitoring Officer report: [Agenda for Audit and Governance Committee on Wednesday, 19 July 2023, 5.30 pm \(york.gov.uk\)](#) item 9

Officer support protocols: [Agenda for Joint Standards Committee on Tuesday, 14 May 2024, 4.00 pm \(york.gov.uk\)](#)

Constitution working group: [Agenda for Audit and Governance Committee on Wednesday, 28 February 2024, 5.30 pm \(york.gov.uk\)](#) item 55

Corporate Improvement Action Plan:

- [Agenda for Corporate Services, Climate Change and Scrutiny Management Committee on Monday, 8 July 2024, 5.30 pm \(york.gov.uk\)](#) item 4
- [Agenda for Decision Session - Executive Leader, Policy, Strategy and Partnerships on Wednesday, 17 July 2024, 10.00 am \(york.gov.uk\)](#) item 4

Member welcome pack: [Document Welcome Pack 2023 \(york.gov.uk\)](#)

Member induction programme:

- [Agenda for Audit and Governance Committee on Wednesday, 18 January 2023, 5.30 pm \(york.gov.uk\)](#) item 35
- [Agenda for Joint Standards Committee on Tuesday, 14 May 2024, 4.00 pm \(york.gov.uk\)](#) item 55

LGA Peer Challenge

- [Agenda for Audit and Governance Committee on Wednesday, 31 January 2024, 5.30 pm \(york.gov.uk\) item 40](#)
- [Agenda for Executive on Thursday, 9 May 2024, 5.30 pm \(york.gov.uk\) item 129](#)

Annexes

A: Progress against the LGA Assurance Report recommendations

Abbreviations used in this report

CSCCSMC (Corporate Services, Climate Change, and Scrutiny Management Committee)

LGA – Local Government Association

YNYCA – York and North Yorkshire Combined Authority

This page is intentionally left blank

Annex A : Progress against the LGA Assurance Report recommendations

Items that have been launched/are now available for officers and members to use				
Key	Complete	Underway	At risk	Not started

LGA Assurance Report Recommendations	CYC Response
Members must consistently act in line with the Members' Code of Conduct	<p>On joining the council, members were given access to:</p> <ul style="list-style-type: none"> • Member induction programme • Member Welcome pack • Member intranet portal
The level and effectiveness of cross-party working must be developed further	<p>Scrutiny chairs and committees work plans confirm discussions to encourage cross-party working, for example exploration of the proposed pipeline for the YNYCA Mayor to consider funding.</p> <p>Preliminary work for Scrutiny review is starting with a report due in October to CSCCSM Scrutiny Committee.</p> <p>The Corporate Improvement Action Plan sets out actions that include a review of Scrutiny and how it can be more effective.</p>
Strengthen the trust and relationships between members and officers.	<p>The Member induction programme sets out different aspects about how members and officers work together.</p> <p>Executive member/Chief Officer briefings take place regularly both formally (with agendas/action notes) and informally.</p>

	The Corporate Improvement Action Plan sets out the different actions that focus on supporting members.
Members need to be consistently given, and to hear, the advice they need.	<p>The Member induction programme sets out the role of members, the Constitution and how to work with democratic services.</p> <p>The review of the Constitution is to make clear the rules and practices that govern decisions.</p>
Councillors need to role model good, professional behaviour.	<p>Published Joint Standards Committee decisions set out expected behaviours.</p> <p>The Code of Conduct is part of the Member Induction Programme.</p>
Instances of “feeding” information to people outside the council and encouraging them to “stir” urgently needs to stop	The Member induction programme sets out members roles and responsibilities.
Member training records should be published to ensure members adhere to the need to be trained on key aspects of their role	Group attendance was shared at Joint Standards Committee in May 2024
The Groups should co-design and help lead the delivery of effective post-election training	The member induction programme was developed in consultation with group leaders and political assistants, and additional items have been recommended at Joint Standards Committee in May 2024
The Council should produce an overall improvement plan.	The Corporate Improvement Action Plan was discussed by CSCCSM Scrutiny on 8 July and approved by the Leader Executive Decision Making Session on 17 July

	2024. It includes responds to recommendations made by the LGA during the recent Peer Challenge.
The Council requests the LGA to deliver a Corporate Peer Challenge in the second half of 2023.	The LGA peer challenge took place February 2024, with a review of progress scheduled for December 2024.

This page is intentionally left blank



Meeting:	Audit and Governance Committee
Meeting date:	31/07/2024
Report of:	Head of Internal Audit (Veritau)
Portfolio of:	Cllr Lomas Executive Member for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Audit and Governance Committee Report: Review of Effectiveness

Subject of Report

1. Members are asked to consider the benefits of conducting a review of the Committee's effectiveness, and the options for undertaking such a review.

Policy Basis

2. The Audit and Governance Committee forms an important part of the Council's overall framework of corporate governance, risk management and control. The Committee provides independent assurance to those charged with governance that the framework remains adequate. It also oversees the Council's financial reporting and the preparation of the annual governance statement. As such it contributes to the effective management of the Council's functions and services, and helps to ensure the Council is accountable to its residents, communities and stakeholders.

Recommendation and Reasons

3. The Audit and Governance Committee is asked to:
 - consider whether to arrange a review of its own effectiveness and, if so, the method and timing of such review.

Reason

To ensure the committee continues to fulfil its responsibilities as set out in the Constitution and contributes to the effective operation of the Council's corporate governance framework.

Background

Overview

4. The latest guidance on audit committees in local government, published by the Chartered Institute of Public Finance and Accountancy (CIPFA) in October 2022, recommends that audit committees should complete a periodic self-assessment of their effectiveness. Alternatively, an independent review can be undertaken. The guidance includes a checklist to support the self-assessment, enabling the Committee to highlight the areas where it has made an impact on the Council's governance, risk management, control and audit arrangements. The outcomes of this exercise will help to support the preparation of the audit committee's future work programme, training plans and the annual report. The exercise may also identify areas requiring changes or improvements in the Committee's method of working or in how it communicates its activities to the Council's leadership and wider public.
5. Members views are sought on whether a review of the audit committee's effectiveness should be completed, and if so, when such an exercise would best be undertaken. If there is support for a review, Members views are also sought on the method for undertaking the review. The options are summarised as follows:

Self-Assessment (whole committee)

Benefits

All Members will have the opportunity to contribute to the review

Members have a good understanding of the Council, its priorities and existing governance arrangements

Disadvantages

May lack external perspective / relevant knowledge of audit committee best practice in local government

Self-assessment (Member working group)

Benefits

More focussed and potentially less time consuming

Members have a good understanding of the Council, its priorities and existing governance arrangements

Disadvantages

May lack external perspective / relevant knowledge of audit committee best practice in local government

External review

Benefits

Will be seen as independent and objective

Offers an opportunity to learn from best practice in other local authorities and/or wider public sector

Disadvantages

There will be a cost (and budget implications)

Only limited options may be available to access relevant expertise

May not fully understand or reflect 'local' priorities or ways of working

6. If Members choose to undertake a self-assessment exercise it is recommended that the review should be facilitated by officers.

Consultation Analysis

7. Not relevant for the purposes of this report.

Risks and Mitigations

8. The Audit and Governance Committee will fail to comply with recommended best practice if it does not periodically undertake a review of its own effectiveness.

Contact details

For further information please contact the author of this Report.

Author

Name:	Max Thomas
Job Title:	Head of Internal Audit
Service Area:	Veritau Limited
Telephone:	01904 552940
Report approved:	Yes
Date:	4/7/2024

Background papers

None

Annexes

None



Meeting:	Audit and Governance Committee
Meeting date:	31/07/2024
Report of:	Head of Internal Audit (Veritau)
Portfolio of:	Cllr Lomas Executive Member for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Audit and Governance Committee Report: Annual Report of the Head of Internal Audit and Counter Fraud Annual Report

Subject of Report

1. This report includes the Annual Report of the Head of Internal Audit, which summarises internal audit work undertaken in 2023/24 and provides an opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control. An annual report summarising counter fraud activity and performance is also included.

Policy Basis

2. The work of internal audit is governed by the Public Sector Internal Audit Standards (PSIAS) and the council's audit charter. These require the Head of Internal Audit to bring an annual report to the Audit and Governance Committee. The report must include an opinion on the adequacy and effectiveness of the council's framework of governance, risk management, and control.
3. The Committee is also responsible for the overview and effectiveness of Counter Fraud arrangements.

Recommendation and Reasons

4. The Audit and Governance Committee is asked to:

- Note the results of internal audit and counter fraud work undertaken.

Reason

To enable members to consider the implications of internal audit findings, and inform their assessment of the effectiveness of counter fraud arrangements.

- Note the opinion of the Head of Internal Audit on the adequacy and effectiveness of the council's framework of governance, risk management and internal control.

Reason

To enable members to consider the implications of internal audit findings.

- Note the outcome of the Quality Assurance and Improvement Programme and the confirmation that the internal audit service conforms with Public Sector Internal Audit Standards.

Reason

To enable members to consider the implications of internal audit findings.

- Note that no significant control weaknesses have been identified by internal audit during the year which are relevant to the preparation of the Annual Governance Statement.

Reason

To enable the Annual Governance Statement to be prepared.

Background

5. To conform with professional standards and the council's audit charter, the Head of Internal Audit must provide an opinion on the strength of the council's framework of governance, risk management, and control. The annual opinion is a key source of independent assurance for the preparation of the council's annual governance statement.
6. The basis for the annual opinion is the body of internal audit work performed during 2023/24. A summary of internal audit work undertaken during the year, and relevant to the opinion, is contained in the Head of Internal Audit Annual Report 2023/24 (annex 1).
7. In addition to providing an opinion, the Head of Internal Audit is also required to report on the outcomes of the internal audit service's quality assurance and improvement programme (QAIP). This is to provide the committee with reassurance that work continues to be conform with the requirements of the PSIAS. Annex 1 provides details on Veritau's QAIP and confirms its continued conformance to the PSIAS.
8. Veritau provides a counter fraud service to the council. An annual report setting out counter fraud activity and performance is also included as part of this report and is included in annex 2.

Consultation Analysis

9. Internal audit has provided input to the council's annual governance statement based on internal audit and counter fraud work completed during 2023/24. However, no consultation was required in the preparation of this report. Annexes 1 and 2 detail the outcomes of work delivered independently by Veritau during 2023/24 in support of the council's framework of governance, risk management, and control.

Risks and Mitigations

10. The council will not comply with proper practice for internal audit if the results of internal audit work are not reported to senior management and the Audit and Governance Committee. This could result in external scrutiny and challenge.

Contact details

For further information please contact the authors of this Report.

Author

Name:	Max Thomas
Job Title:	Head of Internal Audit
Service Area:	Veritau Limited
Telephone:	01904 552940
Report approved:	Yes
Date:	19/07/2024

Background papers

None.

Annexes

- Annex 1: Head of Internal Audit Annual Report 2023/24
- Annex 2: Counter Fraud Annual Report 2023/24
- Exempt annex 3: Payroll control internal audit report
- Exempt annex 4: Business continuity internal audit report
- Exempt annex 5: Foster carer payments internal audit report
- Exempt annex 6: Adult Education (York Learning) internal audit report
- Exempt annex 7: NHS Data Security and Protection Toolkit internal audit report
- Exempt annex 8: Agency staff internal audit report
- Exempt annex 9: Project management internal audit report
- Exempt annex 10: Absence management internal audit report
- Exempt annex 11: Physical information security compliance internal audit report

- Exempt annex 12: Physical information security compliance detailed findings

This page is intentionally left blank



HEAD OF INTERNAL AUDIT ANNUAL REPORT 2023/24

31 July 2024

ANNEX 1

CONTENTS

2	Background
2	Internal audit work carried out in 2023/24
3	Follow up of agreed actions
3	Professional standards
4	Opinion of the Head of Internal Audit
5	Appendix A - 2023/24 internal audit work
8	Appendix B - Summary of key issues from audits finalised since the last report to the committee
17	Appendix C - Audit opinions and priorities for actions
18	Appendix D - Follow up of agreed audit actions
19	Appendix E - Internal audit quality assurance and improvement programme
27	Appendix F - Exit Payments



Connor Munro
Assistant Director - Audit
Assurance



Max Thomas
Head of Internal Audit

Circulation list: Members of the Audit and Governance Committee

 **BACKGROUND**

- 1 The work of internal audit is governed by the Public Sector Internal Audit Standards (PSIAS) and the council's audit charter. These require the Head of Internal Audit to bring an annual report to the Audit and Governance Committee. The report must include an opinion on the adequacy and effectiveness of the council's framework of governance, risk management and control. The report should also include:
 - (a) any qualifications to the opinion, together with the reasons for those qualifications (including any impairment to independence or objectivity)
 - (b) any particular control weakness judged to be relevant to the preparation of the annual governance statement
 - (c) a summary of work undertaken to support the opinion, including any reliance placed on the work of other assurance bodies
 - (d) an overall summary of internal audit performance and the results of the internal audit service's quality assurance and improvement programme, including a statement on conformance with the PSIAS.

 **INTERNAL AUDIT WORK CARRIED OUT IN 2023/24**

- 2 Throughout 2023/24 audit work has continued to be prioritised based on risk and the need to provide coverage of the council's framework of governance, risk management and control. This has seen audits drop out of the work programme and others added as risks and priorities have changed and as our understanding of key systems of internal control has developed.
- 3 We have also continued to promote good governance, provide advice and support, and make recommendations to management to help improve controls. We have met with the Chief Finance Officer, Monitoring Officer, directorate senior management teams and other officers on a regular basis to help identify and address governance issues and concerns, and to ensure audit work has remained targeted towards key areas.
- 4 The results of completed audit work have been reported to service managers, relevant chief officers, members of this committee, and Executive portfolio holders during the course of the year. In addition, summaries of all finalised audit reports have been presented to this committee as part of regular progress reports.
- 5 A summary of internal audit work undertaken during the year, and relevant to the opinion, is contained in appendix A. This appendix also shows other work undertaken by the internal audit team to support the council during 2023/24.
- 6 At the time of writing, nine audits have been finalised since the previous report to this committee. A further seven audit reports have been issued to the responsible officers but remain in draft. We expect these audits to be finalised over the next 3-4 weeks.

- 7 Appendix B provides details of the key findings arising from internal audit assignments completed, that we have not previously reported to the committee. Final reports listed in appendix B are included as exempt annexes to this report.
- 8 Appendix C provides an explanation of our assurance levels and priorities for management action

FOLLOW UP OF AGREED ACTIONS

- 9 All actions agreed with services as a result of internal audit work are followed up to ensure that issues are addressed. As a result of this work we are generally satisfied that sufficient progress is being made to address the control weaknesses identified in previous audits. A summary of the current status of follow up activity is included at appendix D.

PROFESSIONAL STANDARDS

- 10 In order to comply with Public Sector Internal Audit Standards (PSIAS) the Head of Internal Audit is required to develop and maintain an ongoing quality assurance and improvement programme (QAIP). The objective of the QAIP is to ensure that working practices continue to conform to professional standards. The results of the QAIP are reported to the committee each year as part of the annual report. The QAIP consists of various elements, including:
 - ▲ maintenance of a detailed audit procedures manual and standard operating practices
 - ▲ ongoing performance monitoring of internal audit activity
 - ▲ regular customer feedback
 - ▲ training plans and associated training and development activities
 - ▲ periodic self-assessments of internal audit working practices (to evaluate conformance to the standards)
- 11 External assessments must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organisation. An external assessment of Veritau's internal audit working practices was undertaken between June and August 2023 by John Chesshire, an approved reviewer for the Chartered Institute of Internal Auditors (the UK and Ireland's local chapter)¹.
- 12 The assessment involved a full independent validation of Veritau's own self-assessment of conformance to the PSIAS, as well as to the wider International Professional Practices Framework which governs the performance of internal auditing globally. The report concluded that Veritau's

¹ Reported to the Audit and Governance committee in November 2023.

internal audit activity generally conforms to the PSIAS² and, overall, the findings were very positive.

- 13 The feedback included comments that the internal audit service was highly valued by its clients. Key stakeholders felt confident in the way Veritau had established effective working relations, both in our approach to planning and the way in which we engage flexibly with our clients throughout the internal audit process, at the strategic and operational levels.
- 14 The outcome of the recently completed self-assessment demonstrates that the service continues to generally conform to the PSIAS, including the Code of Ethics and the Standards. Further details of the QAIP are given in appendix E.
- 15 The audit charter sets out how internal audit at the council will be provided in accordance with the PSIAS. The charter is reviewed on an annual basis and any proposed changes are brought to the Audit and Governance Committee. No changes are proposed at this time.
- 16 The PSIAS are based on the mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework. New IIA professional standards, known as the Global Internal Audit Standards, were published in January 2024 and will apply from 9 January 2025. The UK Public Sector Internal Audit Standards Advisory Board (IASAB) is currently reviewing the implications for the PSIAS. Any subsequent changes to the UK's PSIAS will be subject to consultation and will apply from 1 April 2025.



OPINION OF THE HEAD OF INTERNAL AUDIT

- 17 The overall opinion of the Head of Internal Audit on the framework of governance, risk management and control operating at the council is that it provides Reasonable Assurance.
- 18 The opinion given is based on work that has been undertaken directly by internal audit, and on the cumulative knowledge gained through our ongoing liaison and planning with officers. No reliance was placed on the work of other assurance providers in reaching this opinion.
- 19 There are no significant control weaknesses which, in the opinion of the Head of Internal Audit, need to be considered for inclusion in the council's annual governance statement.

² PSIAS guidance suggests a scale of three ratings, 'generally conforms', 'partially conforms' and 'does not conform'. 'Generally conforms' is the top rating.

APPENDIX A: INTERNAL AUDIT WORK IN 2023/24

Final reports issued

Audit	Reported to Committee	Opinion
Physical information security compliance	July 2024	Reasonable Assurance
Absence management	July 2024	Reasonable Assurance
Project management	July 2024	Substantial Assurance
Agency staff (C&E and ASC&I)	July 2024	Reasonable Assurance
NHS Data Security and Protection Toolkit (thematic review)	July 2024	No Opinion Given
Adult education (York Learning)	July 2024	Substantial Assurance
Foster carer payments	July 2024	Limited Assurance
Business continuity	July 2024	Reasonable Assurance
Payroll control	July 2024	Substantial Assurance
Full school audit: Carr Infant School	February 2024	Reasonable Assurance
Schools themed audit: SFVS	February 2024	Reasonable Assurance
LATCO governance: Make It York	February 2024	No Opinion Given
Housing rents	February 2024	Reasonable Assurance
Transparency	February 2024	Substantial Assurance
Residents' parking scheme	February 2024	Reasonable Assurance
Adherence to constitution: decision-making	February 2024	Reasonable Assurance
Treasury management	February 2024	Substantial assurance
ICT remote access	November 2023	Substantial Assurance
Data breach management	November 2023	Reasonable Assurance
Risk management	November 2023	Reasonable Assurance
Insurance	November 2023	Reasonable Assurance

Audit	Reported to Committee	Opinion
Climate Change Strategy: governance framework	September 2023	Reasonable Assurance
Public health: procurement and contract management	September 2023	Reasonable Assurance
Jewson managed stores contract	September 2023	Reasonable Assurance
Health and safety	September 2023	Reasonable Assurance
CCTV: Surveillance Camera Code of Practice	September 2023	Reasonable Assurance
Council tax and NNDR	September 2023	Reasonable Assurance
Commercial procurement and compliance	July 2023	Substantial Assurance
Sundry debtors	July 2023	Substantial Assurance
Savings plans	July 2023	Reasonable Assurance
Ordering and creditor payments	July 2023	Substantial Assurance
Main accounting system	July 2023	Substantial Assurance

Audits in progress

Audit	Status
Section 106 agreements	Draft
Asset management (Place)	Draft
Health and safety (Place)	Draft
Highway maintenance scheme development	Draft
ICT procurement and contract management	Draft
Elvington Primary School	Draft
Wigginton Primary School	Draft
Member induction programme	In progress
Officer declarations of interest and gifts & hospitality	In progress

Audit	Status
Safety Valve	In progress
Contract management	In progress
Ordering and creditor payments	In progress
Public protection	In progress
Adults safeguarding	In progress
Continuing healthcare	In progress

Other work completed in 2023/24

Internal audit work has been undertaken in a range of other areas during the year, including those listed below.

- ▲ Follow up of agreed actions
- ▲ Grant certification work:
 - ▲ Scambusters
 - ▲ UKSPF annual assurance return support (2022/23)
 - ▲ UKSPF mid-year assurance return support (2023/24)
 - ▲ ESFA 2022/23 academic year subcontracting standard
 - ▲ Rough Sleeping Accommodation Programme
 - ▲ Supporting Families
 - ▲ Pooling of housing capital receipts
 - ▲ WYCA Transport Fund and Transforming Cities Fund
 - ▲ LAD3 and HUG1
- ▲ Consultative engagements:
 - ▲ UKSPF assurance framework development support
 - ▲ Review of the council's PDR policy framework and related guidance, training uptake, and appraisal completion rates
 - ▲ Completion of consultation work on the system for booking of hire cars and the monitoring of their use
 - ▲ Independent fact-finding review into the handling of an FoI
 - ▲ Completion of consultation work to assist the Chief Finance Officer in demonstrating conformance with CIPFA's Financial Management Code
 - ▲ Review of processes for instructing barristers and managing reserved activities (Trading Standards and revenues)
 - ▲ Review of payments made to the council's leisure provider, GLL, for ongoing operational management of facilities, Covid-19 support, and energy price increases

Internal audit work has been undertaken in a range of other areas during the year, including those listed below.

- ▲ Review of the council's budget monitoring framework, with the aim of providing Finance with insights on budget managers' experience and identifying possible areas for improvement
- ▲ Support and advice:
 - ▲ Housing benefits – supported housing claims (rent review process)
 - ▲ Compliance efforts relating to additional payments to care workers, including feedback to the Adult Social Care & Integration DMT
 - ▲ Administration of adults' direct payments
 - ▲ Review of the Public Health risk register, and provision of advice

APPENDIX B: SUMMARY OF KEY ISSUES FROM AUDITS FINALISED SINCE THE LAST REPORT TO THE COMMITTEE

System/area	Opinion	Area reviewed	Comments	Management actions agreed
Physical information security compliance (July 2024)	Reasonable Assurance	<p>Security sweeps of the council's two main offices, West Offices and Hazel Court, were undertaken to assess information security compliance.</p> <p>The audit also involved review of the use of the council's electronic key storage system and of arrangements for controlling access to the CCTV room in West Offices. York Crematorium was visited to assess premises access arrangements, information security procedures, and CCTV operations.</p>	<p>Similar levels of non-compliance with information security protocols and the council's clear desk policy were observed as in previous security sweeps last conducted in late 2022. There was a variety of personal and special category data left in unsecured locations at both office premises. No significant information security issues were noted at York Crematorium.</p> <p>Where keys are stored in an electronic key safe, data analysis shows that they are mostly returned promptly (i.e. on the same day). A number of keys had been removed for more than one day but very few keys had been removed for longer than one week.</p> <p>Visitors to the CCTV room are expected to sign a log showing the date, time and reason for their visit, their name and organisation. Comparison of key card access data to the visitor log established that the log is not an accurate record of</p>	<p>A full record of audit findings will be provided to CMT so that Corporate Directors can use these to resolve any issues within their service areas and report back on the actions taken.</p> <p>The Corporate Governance Team will arrange with Facilities Management, Security, ICT, and the Communications Team for regular reminders to be sent to staff and other users of all council buildings regarding the council's policies, procedures and instructions on issues identified in this audit, such as clear desk policy, locking cupboards, storing keys, and password security.</p> <p>The Corporate Governance Team will work with the Gough & Kelly CCTV & Compliance Manager to</p>

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			CCTV room access. Less than half of the key card access records had a corresponding entry on the visitor log.	ensure the ad-hoc visitor logs are completed in full.
Absence management (July 2024)	Reasonable Assurance	The purpose of this audit was to provide assurance that the council's Attendance Management Policy and Procedure is being correctly applied. It focused on short-term sickness and absence and testing was undertaken in service areas which had been identified by HR as meriting review.	<p>With the introduction of the Medigold system, the council is well placed to manage sickness absence in accordance with its policy. The system provides real-time sickness information, with in-built workflows to guide officers and managers through absence procedures. Business Intelligence run regular reports to maintain data integrity and provide other reports to both Directorate Management Teams and managers, showing trends in absence and highlighting open absences and overdue return to work (RTW) interviews.</p> <p>Despite the improvements introduced with Medigold, some instances of non-compliance were still observed. This included non-completion of RTW interviews and interviews being held outside of the compliance window. Staff personal files had also not been consistently updated with fit notes where relevant, and evidence was not</p>	<p>A range of actions were agreed to address the identified control weaknesses, including:</p> <ul style="list-style-type: none"> • Ensuring that attendance management procedures are covered in both induction and management training • Sending a reminder to managers on the processes for RTW, stage management, and fit notes • Reminding DMTs to use absence management data to manage compliance • Individual training and coaching for managers on the RTW process and use of the Medigold system (undertaken by HR) where support is identified through case management

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			consistently available to confirm the stage management process (i.e. linked to absence triggers) had been correctly followed.	<ul style="list-style-type: none"> Fortnightly checks to confirm personal files are updated with filings from Medigold
Project management (July 2024)	Substantial Assurance	This audit assessed compliance of the council's medium-sized projects against the All About Projects Framework. A sample of four medium-sized projects was selected for detailed review.	<p>We found that the mandatory requirements of AAP Framework have been clearly communicated and, if followed, should ensure the controlled progression of council projects. Sufficient corporate oversight is in place to ensure that project teams adopt and comply with the Framework. This is delivered by the project assurance function and the wider Project Assurance Group. Training and support is available to officers managing projects that are assessed as being medium in size. However, training frequency has reduced since 2022 due to budget pressures and these same pressures put the ongoing viability of this training under threat.</p> <p>For each of the medium-sized sample projects reviewed, we confirmed that all mandatory documentation was being used by project staff. We found that an</p>	<p>Programme Assurance Group leads will regularly communicate the mandatory requirements of the AAP Framework to project manager. CMT will also reinforce its commitment to utilising the AAP Framework for all projects.</p> <p>All members of small / medium projects who have not attended the one day project management course will be identified and enrolled. Attendance will be monitored by the Programme Assurance Group.</p>

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			<p>audit trail was in place for decisions made throughout the projects' lifecycles.</p> <p>One area for improvement was identified. This relates to the gateway process which is used at various stages in the project lifecycle to assess readiness for progression. One project reviewed was an assistive technology pilot within the Adult Social Care & Integration directorate. We found that the project had stalled significantly, despite passing through the plan phase gateway, due to the lack of a joined-up delivery plan between the directorate and the ICT department.</p>	
Agency staff (C&E and ASCI& I) (July 2024)	Reasonable Assurance	This audit assessed compliance with council policy and procedure for use of agency staff. It focused on agency staff engaged in the Children & Education and Adult Social Care & Integration directorates.	All requests for agency staff are made through Work with York. Booking forms are used to control the engagement of agency staff, with clear authorisation requirements based on daily rates. Authorisation is only required via email and there was not always a clear record kept of the approvals given within both directorates. We also found that authorisation for extensions had often	Towards the end of the audit, new governance arrangements were introduced for all posts which require agency staff engagements in the Adult Social Care & Integration directorate to be authorised by the Corporate Director and discussed at Directorate Management Team. There are also similar

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			<p>been received after the extension had begun, and placements were being extended multiple times.</p> <p>Reports providing management information on agency staff are distributed for review at Council Management Team, Directorate Management Teams, and Staffing Matters and Urgency Committee. These confirm a reduction in both agency spend and agency staff numbers. The overall number of engagements has reduced by 42% in the last year, and costs have reduced by around £2.7m over the same period. The number of staff costing over £250 a day has also significantly reduced over the last financial year.</p>	<p>arrangements in the Children & Education directorate.</p> <p>All new agency and interim specialist placements are approved through a new cost control process. This was introduced in January 2023 and updated in November 2023. This gateway ensures that there is both affordability (via checks with Finance) and challenge for all agency placements, after directorate Chief Officer approval.</p>
NHS Data Security and Protection Toolkit (thematic review) (June 2024)	No Opinion Given	This audit involved reviewing the council's 2023/24 NHS DSP Toolkit submission to confirm that it is meeting compliance requirements and has sufficient evidence to support assertions made. It	The council was able to respond in full to all questions in the relevant sections of the Toolkit for 2023/24. Evidence was available to support the answers given. Some suggestions were made on how the council could improve its responses to provide greater assurance through its submission.	The council's DPO has responded to the findings of the report. These will be included in the annual improvement plan presented to the Governance, Risk, and Assurance Group following submission of the 2023/24 Toolkit response.

System/area	Opinion	Area reviewed	Comments	Management actions agreed
		focused on incident response, continuity planning, and unsupported systems.		
Adult education (York Learning) (May 2024)	Substantial Assurance	This audit focused on arrangements for the collection of learner fee income and applying discounts and refunds. It also included review of processes for allocating funding and tracking use of apprenticeship funding.	<p>Income processing is now largely automated through the EBS system. Where cash is handled, this is done so in accordance with council policy. Policies and procedures for managing discounts and refunds are in place and were found to be operating effectively.</p> <p>York Learning income is reconciled regularly and recorded on spreadsheets that track income from different funding sources.</p> <p>Processes are in place to ensure apprenticeship funding is accurate and can be tracked to each learner. Evidence was in place of the checks made to confirm the eligibility of apprentices.</p>	N/A
Foster carer payments (April 2024)	Limited Assurance	This audit focussed on the processes in place to administer foster carer	A number of control weaknesses and opportunities for improvement were identified. These have arisen mainly as	A range of actions have been agreed. These include:

System/area	Opinion	Area reviewed	Comments	Management actions agreed
		<p>payments, and to review Special Guardianship Allowance and Child Protection Order payments.</p> <p>Veritau was invited to undertake an audit in this area to support the directorate's improvement efforts.</p>	<p>a result of the complexity of the system:</p> <ul style="list-style-type: none"> • Numerous foster carer rates policy documents are in existence which include duplicate, missing or contradictory information. There is no documented scheme of delegation relating to payment authorisation. • There are numerous different ad-hoc payment types which are available to be paid to carers. Application for, and provision of, these payments is inconsistent. • No procedure notes are available documenting how to perform annual reviews or back-end finance processes. Reliance is placed on the knowledge of a small number of key staff. • System restrictions and manual processes increase the risk of overpayments. • No management information is available to support delivery of the service. Data is captured in three systems but is not collated to 	<ul style="list-style-type: none"> • A review of foster carer rates for 2024/25, including review and possible rationalisation of ad-hoc payments. • The fostering service structure will be reviewed to ensure that individual roles and business processes are clearly defined and understood by all. • Internal systems and processes will also be reviewed to ensure effective administration of payments and review cycles. • A scheme of delegation will be developed which covers key tasks and decisions. • SGO and other annual review processes will be strengthened to ensure good financial governance. • Short term management information processes will be developed until more sophisticated systems, aligned to Mosaic, can be implemented.

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			provide key performance information.	
Business continuity (March 2024)	Reasonable Assurance	This audit was undertaken as a follow-up to the 2021 audit. It reviewed the guidance and training available to plan owners and arrangements for monitoring, assessing, and reporting on plan effectiveness.	Guidance and training is available and is provided to senior officers via extended Directorate Management Teams. However, training records are not maintained centrally or consistently at service level. Not all service areas could confirm that training and guidance had been provided to staff responsible for business continuity. Since the previous audit, there has been some progress in relation to processes for monitoring, assessing and reporting business continuity activities within services. However, these are yet to be fully embedded. For example, while Council Management Team (CMT) receives quarterly updates and an annual report on the status of business continuity plans, the review and monitoring process which supports these updates does not include quality assurance checking, does not confirm that exercises have been held or are	<p>Directorates will be required to maintain training records and update corporate HR with completion data for the purpose of recording this centrally.</p> <p>The Emergency Planning Manager will report to the Corporate Emergency Planning Group and CMT those services where plans have not been exercised.</p> <p>CMT will consider the requirement for a strategic exercise schedule.</p> <p>The tracker process will be updated to include follow up of outstanding documents from services, and where they remain outstanding this will be reported to CMT. A Business Continuity manager has been recruited within the Resilience and Emergencies' Team, and they will review the documents returned by services to provide quality assurance within the system.</p>

System/area	Opinion	Area reviewed	Comments	Management actions agreed
			scheduled, and has no escalation mechanism for non-compliance.	
Payroll control (March 2024)	Substantial Assurance	<p>This audit reviewed processes and controls within the payroll system which ensure that:</p> <ul style="list-style-type: none"> • Only current employees are paid in respect of actual hours worked, and that those amounts are accurate • Any adjustments to pay are calculated correctly • Appropriate authorisations are sought before the payroll is finalised. 	<p>A series of reports highlight errors which could prevent the system completing the payroll or result in errors to pay or deductions. We found that action is consistently taken to investigate and resolve any issues. Exception reports are also produced. These reports compare pay in the current period to that in the previous. Reporting has been improved in recent months and now provides more meaningful data from which to carry out reasonableness assessments.</p> <p>The overall payroll control process is supported by a payroll control run sheet. This is completed each month by a payroll control officer after each task is performed. The Chief Finance Officer authorises the payroll once the payroll control process has concluded to the satisfaction of the payroll manager.</p>	N/A

APPENDIX C: AUDIT OPINIONS AND PRIORITIES FOR ACTION

Audit opinions

Audit work is based on sampling transactions to test the operation of systems. It cannot guarantee the elimination of fraud or error. Our opinion is based on the risks we identify at the time of the audit.

Our overall audit opinion is based on 4 grades of opinion, as set out below.

Opinion	Assessment of internal control
Substantial assurance	Overall, good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Reasonable assurance	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited assurance	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Priorities for actions

Priority 1	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management
Priority 2	A significant system weakness, whose impact or frequency presents risks to the system objectives, which needs to be addressed by management.
Priority 3	The system objectives are not exposed to significant risk, but the issue merits attention by management.

APPENDIX D: FOLLOW UP OF AGREED AUDIT ACTIONS

Where weaknesses in systems are found by internal audit, the auditors agree actions with the responsible manager to address the issues. Agreed actions include target dates. Internal audit carry out follow up work to check that the issue has been resolved once target dates are reached. Follow up work is carried out through a combination of questionnaires completed by responsible managers, risk assessment, and by further detailed review by the auditors where necessary. Where managers have not taken the action they agreed to, issues are escalated to more senior managers, and ultimately may be referred to the Audit and Governance Committee.

A total of 113 actions have been followed up so far during 2023/24, up to 30 June 2024. A summary of the priority of these actions and the directorate they relate to is included below.

Actions followed up		Actions followed up by directorate			
Priority of actions	Number of actions followed up	Other (Customers, Governance, Finance, HR)	Place Directorate	Adult Social Care and Integration	Children and Education
1	0	0	0	0	0
2	57	34	19	2	2
3	56	23	13	2	18
Total	113	57	32	4	20

Of the 113 agreed actions, 70 (62%) had been satisfactorily implemented and 17 (15%) had been superseded. The proportion of actions marked as superseded has reduced over the year, as the impact of reviewing all outstanding actions dating back to the Covid period has been completed. Actions are marked as superseded where circumstances have changed significantly and the previous actions are no longer appropriate. In 26 cases (23%) the action had not been implemented by the target date and a revised date was agreed. This is done where the delay in addressing an issue will not lead to unacceptable exposure to risk and where, for example, the delays are unavoidable.

APPENDIX E: INTERNAL AUDIT QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME

1.0 Background

Ongoing quality assurance arrangements

Veritau maintains appropriate ongoing quality assurance arrangements designed to ensure that internal audit work is undertaken in accordance with relevant professional standards (specifically the Public Sector Internal Audit Standards). These arrangements include:

- ▲ the maintenance of a detailed audit procedures manual
- ▲ the requirement for all audit staff to conform to the Code of Ethics and Standards of Conduct Policy
- ▲ the requirement for all audit staff to complete annual declarations of interest
- ▲ detailed job descriptions and competency profiles for each internal audit post
- ▲ regular performance meetings
- ▲ regular 1:2:1 meetings to monitor progress with audit engagements
- ▲ induction programmes, training plans and associated training activities
- ▲ attendance on relevant courses and access to e-learning material
- ▲ the maintenance of training records and training evaluation procedures
- ▲ membership of professional networks
- ▲ agreement of the objectives, scope and expected timescales for each audit engagement with the client before detailed work commences (audit specification)
- ▲ the results of all audit testing and other associated work documented using our audit management system (previously Sword Audit Manager but now replaced by K10 Vision)
- ▲ file review by senior auditors and audit managers and sign-off at each stage of the audit process
- ▲ the ongoing investment in tools to support the effective performance of internal audit work (for example data interrogation software)
- ▲ post audit questionnaires (customer satisfaction surveys) issued following each audit engagement
- ▲ regular client liaison meetings to discuss progress, share information and evaluate performance

On an ongoing basis, completed audit work is subject to internal peer review by a Quality Assurance group. The review process is designed to ensure audit work is completed consistently and to the required quality standards. The work of the Quality Assurance group is overseen by an Assistant Director. Any key learning points are shared with the relevant internal auditors and audit managers. The

Head of Internal Audit will also be informed of any general areas requiring improvement. Appropriate mitigating action will be taken where required (for example, increased supervision of individual internal auditors or further training).

Annual self-assessment

On an annual basis, the Head of Internal Audit will seek feedback from each client on the quality of the overall internal audit service. The Head of Internal Audit will also update the PSIAS self-assessment checklist and obtain evidence to demonstrate conformance with the Code of Ethics and the Standards. As part of ongoing performance management arrangements, each internal auditor is also required to assess their current skills and knowledge against the competency profile relevant for their role. Where necessary, further training or support will be provided to address any development needs.

The Head of Internal Audit and other members of the Internal Audit management team also participate in various professional networks and obtain information on operating arrangements and relevant best practice from other similar audit providers for comparison purposes.

The results of the annual client survey, PSIAS self-assessment, professional networking, and ongoing quality assurance and performance management arrangements are used to identify any areas requiring further development and/or improvement. Any specific changes or improvements are included in the annual Improvement Action Plan. Specific actions may also be included in the Veritau business plan, internal audit strategy action plan, and/or individual personal development action plans. The outcomes from this exercise, including details of the Improvement Action Plan are also reported to each client. The results will also be used to evaluate overall conformance with the PSIAS, the results of which are reported to senior management and the board³ as part of the annual report of the Head of Internal Audit.

External assessment

At least once every five years, arrangements must be made to subject internal audit working practices to external assessment to ensure the continued application of professional standards. The assessment should be conducted by an independent and suitably qualified person or organisation and the results reported to the Head of Internal Audit. The outcome of the external assessment also forms part of the overall reporting process to each client (as set out above). Any specific areas identified as requiring further development and/or improvement will be included in the annual Improvement Action Plan for that year.

2.0 Customer Satisfaction Survey 2024

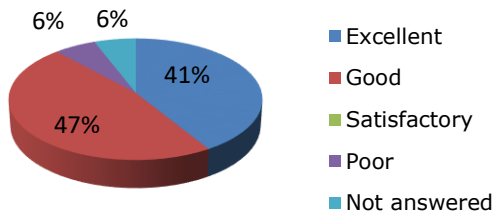
In March 2024 we asked clients for feedback on the overall quality of the internal audit service provided by Veritau. Where relevant, the survey also asked

³ As defined by the relevant audit charter.

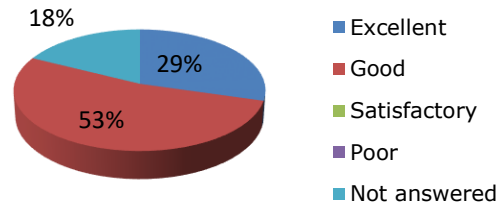
questions about counter fraud and information governance services. A total of 163 surveys (2023 – 176) were issued to senior managers in client organisations. A total of 17 responses were received representing a response rate of 10.4% (2023 – 10.8%). Respondents were asked to rate the different elements of the audit process as either excellent, good, satisfactory or poor.

Respondents were also asked to provide an overall rating for the service. The results of the survey are set out in the charts below. These are presented as percentages, for consistency with previous years. However, it is recognised that the low number of respondents means that the percentage for each category is sensitive to small changes in actual responses (1 respondent represents about 6%).

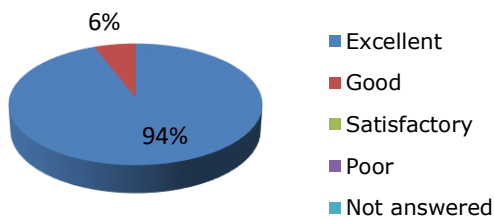
Quality of audit planning / coverage



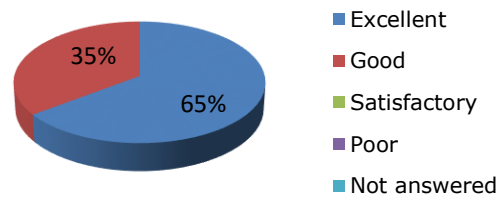
Provision of advice / guidance



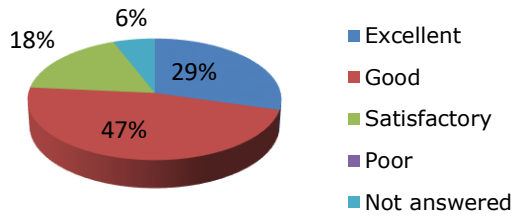
Staff conduct and professionalism



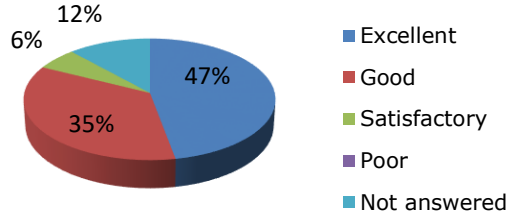
Ability to establish positive rapport



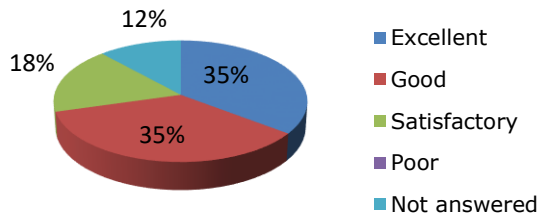
Knowledge of area being audited



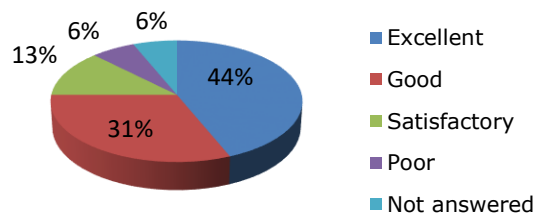
Minimising disruption for area being audited



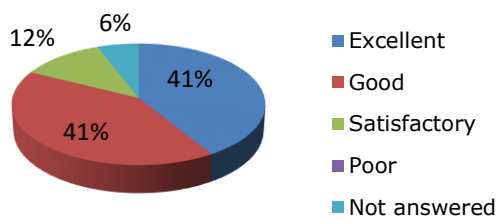
Communication of issues during audit



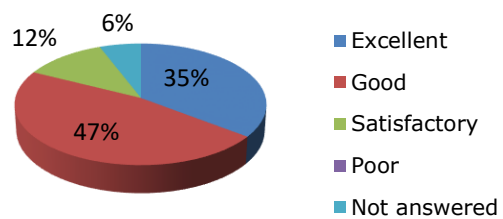
Quality of feedback at end of audit



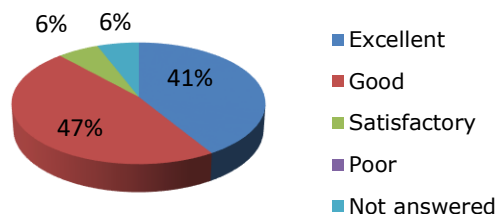
Accuracy / format / length / style of report



Relevance of audit opinions / conclusions



Overall rating for the Internal Audit service



The overall ratings in 2024 were:

	2024		2023	
Excellent	7	44%	13	69%
Good	8	50%	5	26%
Satisfactory	1	6%	1	5%
Poor	0	0%	0	0%

The feedback shows that the majority of respondents continue to value the service being delivered.

3.0 Self-Assessment Checklist 2024

CIPFA has prepared a detailed checklist to enable conformance with the PSIAS and the Local Government Application Note to be assessed. The checklist is reviewed and updated annually. Documentary evidence is provided where current working practices are considered to fully or partially conform to the standards.

Current working practices are considered to be at standard. However, as in previous years there are a few areas of non-conformance. These areas are mostly as a result of Veritau being a shared service delivering internal audit to a number of clients as well as providing other related governance services. None of the issues identified are considered to be significant. Existing arrangements are considered appropriate for the circumstances and require no further action. The following table shows the areas of non-compliance, which remain unchanged from last year.

Conformance with Standard	Current Position
Where there have been significant additional consulting services agreed during the year that were not already included in the audit plan, was approval sought from the audit committee before the engagement was accepted?	Consultancy services are usually commissioned by the relevant client officer (generally the s151 officer). The scope (and charging arrangements) for any specific engagement will be agreed by the Head of Internal Audit and the

Conformance with Standard	Current Position
	relevant client officer. Engagements will not be accepted if there is any actual or perceived conflict of interest, or which might otherwise be detrimental to the reputation of Veritau.
Are consulting engagements that have been accepted included in the risk-based plan?	Consulting engagements may be commissioned and agreed separately.
Does the risk-based plan include the approach to using other sources of assurance and any work that may be required to place reliance upon those sources?	The development of assurance mapping and the use of other sources of assurance has been included as an action in the refreshed internal audit strategy (see below). Our approach will be informed by further guidance from CIPFA and the LGA which is expected in 2024. Any use of the methodology will also be dependent on securing client engagement in the assurance mapping process.
Does ongoing performance monitoring contribute to quality improvement through the effective use of performance targets?	Historic targets used as performance measures do not provide meaningful information about the value of audit work delivered. The development of new and effective measurement tools is being done as part of the implementation of the refreshed internal audit strategy (see below).

4.0 External Assessment

As noted above, the PSIAS require the Head of Internal Audit to arrange for an external assessment to be conducted at least once every five years to ensure the continued application of professional standards. The assessment is intended to provide an independent and objective opinion on the quality of internal audit practices.

An external assessment of Veritau's internal audit working practices was undertaken in summer 2023, by John Chesshire, an approved reviewer for the Chartered Institute of Internal Auditors. The report concluded that Veritau internal audit activity 'generally conforms' to the PSIAS⁴ and, overall, the

⁴ PSIAS guidance suggests a scale of three ratings, 'generally conforms', 'partially conforms' and 'does not conform'. 'Generally conforms' is the top rating.

findings of the review were very positive. The feedback included comments that the internal audit service was highly valued by its member councils. Key stakeholders felt confident in the way Veritau had established effective working relations, both in our approach to planning, and the way we engage flexibly with our clients throughout the internal audit process, at both strategic and operational levels.

The report concluded that Veritau 'generally conforms' to 59 of the 60 applicable principles. One area for improvement was highlighted relating to assurance mapping. The recommendation and our response are included in the table below:

Recommendation	Response
The Chief Audit Executive (CAE) should continue to develop a proportionate, formal approach to assurance mapping, coordination and where appropriate, reliance, to enhance the function's risk-based planning, delivery and the effectiveness of assurance provided to key stakeholders.	Agreed – we will develop our approach to assurance mapping and working with other internal and external assurance provision. The approach will be flexible to reflect the different sectors and clients we provide internal audit services to.

A copy the external assessment report was reported to this committee on 8 November 2023.

5.0 Improvement Action Plan

Overall, the internal audit services provided by Veritau continue to meet the requirements of the Public Sector Internal Audit Standards. However, we recognise that the pace of change in local government and the wider public sector mean that there is a need to continually review and update aspects of the service to ensure it stays up to date and continues to deliver good value.

We refreshed our internal audit strategy during 2023/24. The updated strategy identifies the working practices we will prioritise for development over the next three years, to ensure we:

- ▲ understand our clients' organisation, the environment they operate in and emerging pressures. We need to plan work flexibly to meet changing needs and target areas that are most important for our clients and where we can add the most value.
- ▲ focus on providing support at the right time. Retrospective audits providing commentary after the fact have limited benefit in a fast-changing environment. We should anticipate change, provide advice in advance, and focus on providing ongoing assurance in real time.

- ▲ maximise the benefit of audit work through the use of technology. For example, using data to analyse whole populations or detect emerging issues; develop better information for clients to help them understand and act on outcomes from audit work; and understand and make use of emerging technologies such as artificial intelligence to improve our efficiency.

To achieve these objectives, we will focus on the following key areas:

- ▲ embedding a strategic approach to work programme development and the use of the audit opinion framework
- ▲ Redesigning and modernising our audit working practices (including assignment planning and reporting)
- ▲ further developing our use of data analytics
- ▲ developing our key performance indicators and the measures of added value

Detailed action plans have been prepared to support each area of focus, and a number of these actions have already been completed. For example, our standard audit committee reports have been redesigned, a pilot exercise to test the use of agile audit techniques has been completed and new performance dashboards have been created (for use by auditors, managers and clients). Progress is being tracked each month. The next areas to focus on include taking steps to reduce elapsed time (the time between an audit starting and the final report being agreed) and providing clients with an interface to allow them to update agreed actions themselves.

In addition, we have replaced our existing audit management system with a new system called K10 Vision. The new system has been developed using the latest technology and offers improved functionality for both users and clients.

6.0 Overall Conformance with PSIAS ***(Opinion of the Head of Internal Audit)***

Based on the results of the quality assurance process I consider that the service generally conforms to the Public Sector Internal Audit Standards, including the *Code of Ethics* and the *Standards*.

The guidance suggests a scale of three ratings, 'generally conforms', 'partially conforms' and 'does not conform'. 'Generally conforms' is the top rating and means that the internal audit service has a charter, policies and processes that are judged to be in conformance to the Standards.

APPENDIX F: EXIT PAYMENTS

In April 2021, the council's external auditor issued a Report in the Public Interest. This related to exit payments made to a former employee. The report, and actions to address concerns about processes that were raised, were considered by the Council on 4 May 2021.

Following the report, a new system for agreeing settlement agreements was approved by the Staffing Matters and Urgency Committee in October 2021.

It was agreed that internal audit would review packages finalised under the new system, to assess whether the council has complied with the process, and that it would report the outcome of any reviews in the annual Head of Internal Audit report.

In the period to the end of June 2024, no settlement agreements were reached.

This page is intentionally left blank



COUNTER FRAUD ANNUAL REPORT 2023/24

Date: 31 July 2024

ANNEX 2

CONTENTS

- 3 Background
- 3 Key Performance Figures
- 4 Analysis of Results
- 5 Whistleblowing
- 6 Counter Fraud Management
- 7 Appendix A: Counter Fraud Activity



Jonathan Dodsworth
Assistant Director -
Corporate Fraud



Max Thomas
Head of
Internal Audit



BACKGROUND

- 1 Fraud is a significant risk to the public sector. The government estimated that between £33.2 and £58.8 billion of public spending was lost to fraud in 2020/21¹. Financial loss due to fraud can reduce a council's ability to support public services and cause reputational damage.
- 2 Veritau provides a corporate fraud service to City of York Council which aims to prevent, detect and deter fraud and related criminality. We use qualified criminal investigators to support departments with fraud prevention, proactively identify issues through data matching exercises, and investigate suspected fraud. To deter fraud, offenders face a range of outcomes, including prosecution in the most serious cases.
- 3 The counter fraud team also plans and takes part in counter fraud campaigns (eg the National Fraud Initiative), undertakes fraud awareness activities with staff and the public, and maintains and updates the council's counter fraud framework and associated policies.
- 4 This report provides the Audit and Governance Committee with a summary of counter fraud activity completed in 2023/24. It also details whistleblowing reports received and the types of concerns that have been reported.



KEY PERFORMANCE FIGURES

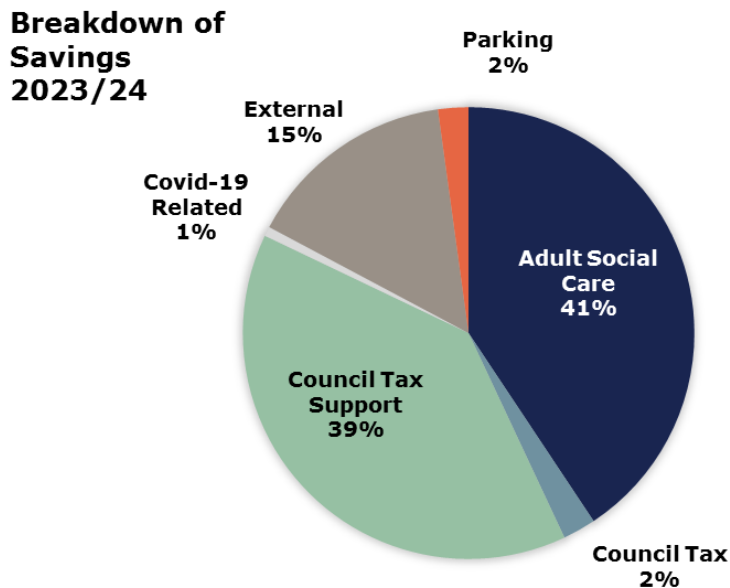
- 5 Veritau helped the council to achieve £208k in counter fraud savings in 2023/24, against an annual target of £200k.
- 6 The team received 377 referrals of suspected fraud during the year including reports from the public, council employees, external agencies, and issues identified through proactive exercises. One hundred and nineteen investigations were completed in 2023/24 with successful outcomes achieved in 55% of cases².
- 7 Three people were successfully prosecuted by the council following investigations by the counter fraud team, seven people accepted formal cautions, warnings were issued to 21 people, five internal fraud investigations were completed, 12 holiday let owners had their residential parking permits removed, and debts owed to the council were calculated in a further 17 cases.
- 8 In addition, the counter fraud team reviewed 53 applications made under the Right to Buy scheme and one application for school placement.
- 9 A detailed summary of performance can be found in appendix A, below.

¹ [Tackling fraud and corruption against Government](#), National Audit Office

² Outcomes are considered to be successful when fraud or error is found as a result of an investigation.

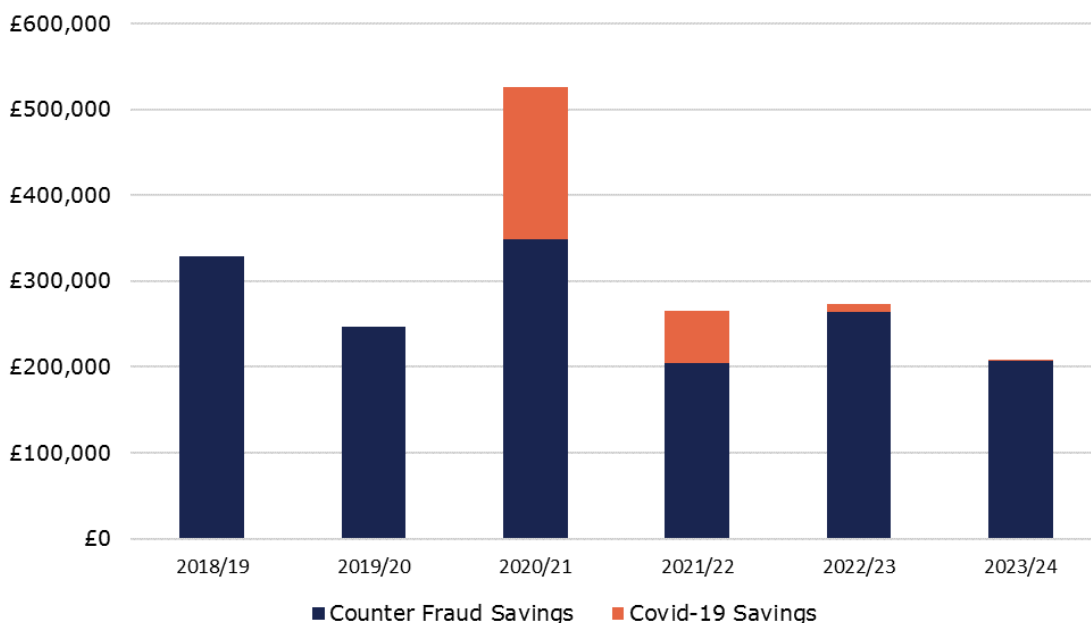
ANALYSIS OF RESULTS

- 10 Veritau has an annual target of £200k to achieve in fraud related savings. These savings comprise the repayment of debt arising following investigative work, a maximum of one year future savings if an investigation has stopped an ongoing fraud that would otherwise have continued, and the prevention of any one-off payments that would have been made without our intervention, eg a Right to Buy discount. The chart below shows the areas where savings were achieved in 2023/24.



- 11 Over the past six years Veritau has helped the council to achieve £1.6 million in counter fraud savings, increasing to over £1.8 million including savings associated with Covid-19 grants.

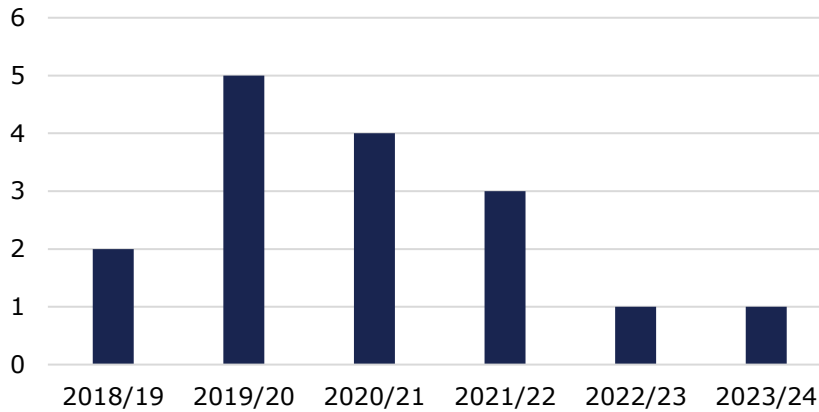
Annual Counter Fraud Savings



WHISTLEBLOWING

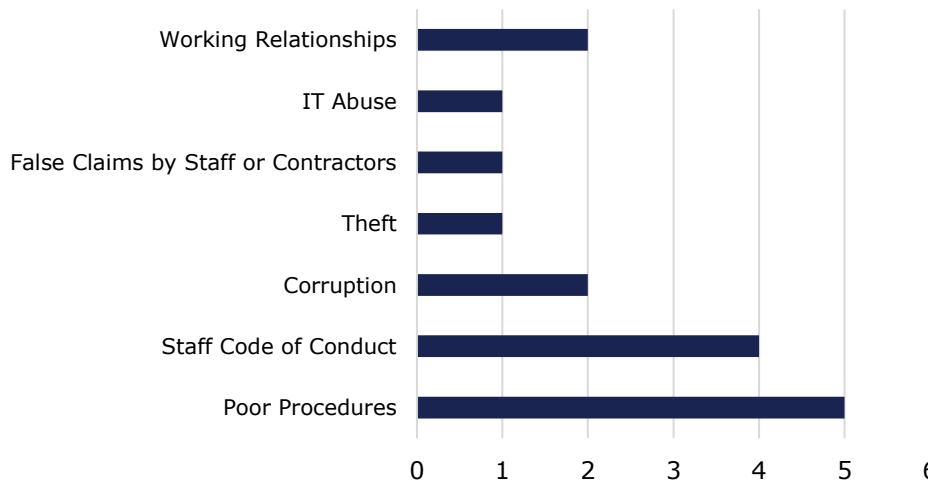
- 12 Veritau supports the council’s whistleblowing processes and has had overall responsibility for the policy since 2018. Veritau works with council colleagues within the Human Resources department to ensure that all concerns raised are dealt with appropriately. Awareness of the policy is regularly raised with all council employees including annual publicity for World Whistleblowers’ Day in June.
- 13 One whistleblowing concern was logged by Veritau in 2023/24 which relates to potential misconduct by a council employee. An investigation into the concern raised is ongoing.
- 14 The figure below shows the number of whistleblowing reports recorded over the past six financial years – 16 in total.

Whistleblowing Reports



- 15 The following figure details the categories of whistleblowing reports received over the same period.

Whistleblowing Concerns by Area



COUNTER FRAUD MANAGEMENT

- 16 Veritau undertakes a range of non-investigative activity to support the development of counter fraud arrangements at the council. Raising awareness of fraud amongst council employees and the public is an important function of the counter fraud team. Awareness campaigns were undertaken to mark International Fraud Awareness Week and International Anti-Corruption Day in November and December 2023 respectively.
- 17 Cybercrime is a high risk area for the council. In October 2023, as part of Cyber Security Awareness Month, Veritau worked alongside the council's communications team to raise awareness amongst all employees of the threat of cybercrime, how to spot it, and how to prevent it from happening.
- 18 Bespoke training was provided to employees working within the revenues, benefits, customer services, and disabled facilities grants teams in 2023/24. Training on blue badge fraud was also provided to the Gough & Kelly team who facilitate the entry of badge holders to the city centre. Training on financial frauds and scams was provided to finance officers working within maintained schools. The counter fraud team also produces regular newsletters for revenues, benefits, and adult social care employees which highlight recent frauds in those areas occurring locally and nationally.
- 19 The council is a member of the National Anti-Fraud Network (NAFN). NAFN provides investigative resources which support the counter fraud team as well as trading standards. NAFN releases urgent intelligence alerts relating to frauds experienced by other councils. The counter fraud team ensures that these alerts are sent to relevant council officers.
- 20 The team maintains a fraud reporting telephone number and a dedicated email address³. We work closely with officers and encourage members of the public to report any concerns they have about fraud affecting City of York Council.
- 21 The council participated in an annual National Day of Action against blue badge fraud in June 2023, alongside 80 other councils. The exercise involved making checks on blue badges displayed in the city to determine if they were being used by legitimate badge holders. The counter fraud team worked alongside parking officers to check 84 blue badges over the course of the day. This initiative resulted in two members of the public accepting formal cautions and one person being issued with a warning about their conduct in relation to blue badge misuse.
- 22 The counter fraud team is an active participant in regional and national counter fraud groups. Veritau is a member of the Yorkshire and Humber Counter Fraud Group and Tenancy Fraud Forum. Veritau participates in and chairs a national Fighting Fraud and Corruption Locally working group examining issues surrounding adult social care fraud and has presented on the subject at two national counter fraud conferences in 2023/24.

³ Any person who wishes to report fraud against the City of York Council can call 0800 9179 247 or email fraud@york.gov.uk

APPENDIX A: COUNTER FRAUD ACTIVITY 2023/24

The table below shows the success rate of investigations and levels of savings achieved through counter fraud work in 2023/24.

	2023/24 (Actual: Full Yr)	2022/23 (Target: Full Yr)	2022/23 (Actual: Full Yr)
Amount of actual savings (quantifiable savings - eg repayment of loss) identified through fraud investigation	£206,854	£200,000	£263,715
% of investigations completed which result in a successful outcome (eg payments stopped or amended, sanctions, prosecutions, and properties recovered)	55%	30%	50%
Amount of savings from the prevention and recovery of Covid-19 grant fraud	£1,407	n/a	£9,753

Caseload figures for the period are:

	2023/24 (Full Year)	2022/23 (Full Year)
Referrals received	377	319
Number of cases under investigation ⁴	63	85
Number of investigations completed	119	146
Number of verification cases completed ⁵	54	54

⁴ As at the end of each financial year on 31 March 2024 and 2023 respectively

⁵ Verification cases are reviews of applications for Right to Buy and school places

Summary of counter fraud activity

Activity	Work completed
Data matching	<p>The 2022/23 National Fraud Initiative (NFI) data matching exercise was completed in the course of the financial year. The counter fraud team and council officers reviewed 7,800 data matches produced by the exercise, highlighting both fraud and error.</p>
Fraud detection and investigation	<p>We continue to promote the use of criminal investigation techniques and standards to respond to any fraud perpetrated against the council. Activity completed in 2023/24 includes the following:</p> <ul style="list-style-type: none"> • Adult Social Care fraud – The counter fraud team completed three investigations in this area. A single case of adult social care caused a loss of £85k to the council, however this debt was repaid over the course of the year. • Council Tax Support fraud – The counter fraud team completed 23 investigations in this area which led to one formal caution and six warnings being issued. A total of £82k in savings was calculated in this area over the course of the year. • Council Tax fraud – The counter fraud team completed 16 investigations. One person accepted a formal caution in lieu of prosecution, and two people received formal warnings, and two more people were invoiced for underpaid council tax. Almost all of these cases relate to falsely or erroneously claimed single person discounts. • Housing fraud – Working in conjunction with housing management officers, the counter fraud team helped to recover three council properties that were not being lived in by the tenants. The team worked alongside the Housing and Legal Departments to run checks on 53 Right to Buy applications. • Internal fraud – Five investigations into potential internal fraud or misconduct were completed in 2022/23. • External or third party fraud – The counter fraud team completed two investigations in this area relating to duplicate invoices paid by the council. In both cases the suppliers have repaid the council.

Activity	Work completed
	<ul style="list-style-type: none"> • Parking fraud – The counter fraud team work closely with the council’s parking services to address misuse of disabled blue badges and other parking permits within the city. A total of 37 investigations were completed in 2023/24. Of these, 24 related to the misuse of disabled blue badges and 13 to residential parking permits. Three people were prosecuted for the misuse of blue badges, five people were cautioned in lieu of prosecution, and four people received warnings. In addition, 12 holiday let owners had their residential parking permits removed. • Education verification – Veritau works with the school’s team to investigate and deter false applications for school places. One application for a school place was verified in 2023/24 and found to be correct. • Covid-19 related fraud – There are no ongoing investigations relating to Covid-19 related fraud, however the council continues to recover any overpaid grants, eg Test and Trace grants.

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Audit & Governance Committee – work plan

Training/briefing events will be held at appropriate points in the year to support members in their role on the Committee.

Theme	Item	Lead officers	Scope
31st July 2024			
External Audit	Audit Progress Report	<u>Mazars</u> <u>Mark Kirkham</u>	
Finance	Draft Statement of Accounts 2023/24	<u>CYC</u> <u>Debbie Mitchell / Helen Malam</u>	
Veritau (internal audit / counter fraud)	Annual Head of Internal Audit report	<u>Veritau</u> <u>Max Thomas / Richard Smith</u>	
Veritau (internal audit / counter fraud)	Audit Committee Self-Assessment	<u>Veritau</u> <u>Max Thomas / Richard Smith</u>	To set out the options for taking the self-assessment forward.
Governance	Updates on Member Training and the LGA recommendations	<u>CYC</u> <u>Claire Foale / Lindsay Tomlinson</u>	To review the Council's performance against the 10 recommendations outlined by the LGA and to report on the progress of Member training. To include feedback from the Joint Standards Committee.
8th August 2024			
Governance	Update on the Constitution review	<u>CYC</u> <u>Bryn Roberts</u>	
Governance	Governance Update	<u>CYC</u> <u>Bryn Roberts</u>	

Finance / Procurement / Governance	Report on the Salvation Army's Early Intervention & Prevention contract	<u>CYC</u> Pauline Stuchfield / Frances Harrison / Denis Southall	
4th September 2024			
Finance	Treasury Management Monitor 1	<u>CYC</u> <u>Debbie Mitchell</u>	
Risk	Key Corporate Risks monitor 1 & 2	<u>CYC</u> <u>Helen Malam</u>	Update on Key Corporate Risks (KCRs).
Governance	Corporate Governance Report	<u>CYC</u> <u>Lorraine Lunt</u>	To provide Members with an update on corporate governance including issues. To also include York Open Data update.
Veritau (internal audit / counter fraud)	Internal Audit Progress Report	<u>Veritau</u> <u>Max Thomas / Richard Smith</u>	
27th November 2024			
Finance	Final Statement of Accounts 2023/24	<u>CYC</u> <u>Debbie Mitchell / Helen Malam</u>	
Finance	Treasury Management Monitor 2	<u>CYC</u> <u>Debbie Mitchell</u>	
Finance	No Purchase Order No Pay	<u>CYC</u> <u>Debbie Mitchell / Helen Malam</u>	
Veritau (internal audit / counter fraud)	Audit Committee Self-Assessment	<u>Veritau</u> <u>Max Thomas / Richard Smith</u>	To share the results of the self-assessment undertaken.
External Audit	Audit Completion Report 2023/24	<u>Mazars</u> <u>Mark Kirkham</u>	
29th January 2025			
Risk	Key Corporate Risks monitor 3	<u>CYC</u> <u>Helen Malam</u>	Update on Key Corporate Risks (KCRs).

Finance	Treasury Management Monitor 3	<u>CYC</u> Debbie Mitchell	
Finance	Treasury Management Strategy	<u>CYC</u> Debbie Mitchell	
Governance	Corporate Governance report	<u>CYC</u> Lorraine Lunt	To provide Members with an update on corporate governance including issues.
26th March 2025			

DRAFT

This page is intentionally left blank