

CHELMSFORD CITY COUNCIL

STATEMENT OF ACCOUNTS

2021/22



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2. Introduction to the accounts

This section gives an overview of our achievements, our direction and ambitions.

Introduction by the Leader of the Council and the Chief Executive

Although restrictions were lifted and life started to return to normal in 2021/22, Covid-19 continued to cast a long shadow over our lives and our finances. Then, as the threat of the pandemic started to recede in late 2021, a new challenge emerged in the form of the cost-of-living crisis. Caused by high inflation, particularly rising energy prices, this squeeze on household budgets has had a profound effect on our residents, and Chelmsford City Council has experienced similar pressures.

These accounts for the year up to 31 March 2022, therefore, reflect the collective impacts of the pandemic and increasingly volatile economic conditions on Chelmsford City Council's finances. For the coming year (2023/24) our latest forecast projects a £4.2 million budget gap due to lost income and greatly increased costs that are affecting the whole economy. This gap will have to be closed in the medium term. We are exploring actions to achieve this, including using some of the council's reserves.

The Covid-19 pandemic

Throughout the pandemic we maintained services to residents and as restrictions eased and we returned to normal life, our services have been expanded and delivered without interruption. But changes to the way we live, initiated by the pandemic, have continued to affect all our lives. The lockdowns lasted longer than expected last year and impacted on income more than predicted.

Fewer people are now commuting, and we expect our car parks usage to be lower than pre-covid levels. Chelmsford City Council has historic interests in a number of shopping centres and expect rental income to be lower than the same period before the pandemic.

Other revenues from areas such as our leisure centres and corporate hospitality were decimated by the pandemic and many of these income streams have not yet fully recovered. Unsurprisingly, revenues from Chelmsford Theatres have also been significantly lower than before the pandemic, despite funding from the Cultural Recovery Fund in 2021.

Cost of living crisis

Although we are still feeling the effects of the pandemic, the bigger threat to our recovery over the last year has been rising prices and the cost-of-living crisis. Soaring inflation, at a 40-year high, means that, like everyone else, it's costing the City Council a lot more to simply provide our services at current levels.

Utility bills have nearly doubled over the last few months and although we may be able to use council reserves to meet some of these extra costs, this is not sustainable

as an ongoing source of funding. Demand for important services, such as temporary accommodation is also rising, adding further pressure to council finances.

On top of this, our financial position has been worsened by a lack of certainty from central Government over the amount of limited funding it will provide to Chelmsford City Council and also potentially reducing the amount of business rates we can keep. With much uncertainty ahead, the accounts therefore include robust reserves, but we will have to think carefully about if and when this money might be used.

Therefore, our budget for 2023/24 will be a difficult one, especially as our financial forecast is likely to need some revision due to the unpredictability of world events. We have started to look carefully at a range of measures in the meantime, from rationalising the office space used by the City Council to using parking facilities in ways that deliver more value to residents.

Delivering a greener, safer, fairer and better connected Chelmsford

Despite these manifold challenges, we have continued to meet our four strategic priorities to create a greener, safer, fairer and better connected Chelmsford.

Greener Chelmsford: 17,284 trees were planted during the council's tree planting season between October 2021 and March 2022 as part of the council's pledge to reach net-zero carbon by 2030. One of the city's best-loved green spaces, Admirals Park, became a Local Nature Reserve in 2021 and the first Greener Chelmsford grants were made, which provided capital funding for ecological and green initiatives. We also developed a new grassland management policy for Chelmsford during this period to give local biodiversity a boost, particularly pollinators and invertebrates which are facing a potentially catastrophic decline.

Fairer Chelmsford: in 2021/22, Chelmsford City Council continued to support local businesses to get through the pandemic, paying a total of £14.4m covid-related grants and developing a £0.5m business support and skills programme. This included the Reopening High Streets Safely fund and the Welcome Back Fund - both of which were deployed to help our city centre recover from the ravages of the last two years. During this period, £3.3m worth of Community Infrastructure Levy payments were collected from developers and £200k of these payments were transferred to the parishes. Plans for Chelmsford Garden Community continued in north-east Chelmsford, building on the success of developments at Beaulieu and Channels, and we continued to build on our 2020/21 project to offer proper housing to all rough sleepers in Chelmsford. We also prepared a Housing Strategy to deliver affordable homes in addition to what is in the Local Plan.

Safer Chelmsford: In October 2021 Chelmsford was given £550,000 by the Home Office to tackle violence against women and girls. Much of this funding has been used on projects to make an area of the city known as the 'Bunny Walks' feel safer. Improved street lighting and CCTV cameras with infrared technology are just some of the initiatives led by Chelmsford City Council officers as part of the partnership working on this scheme, along with the Essex PFCC and Essex Police. The project also included days of action and workshops to educate young people about consent and it has continued to run throughout 2022 with the development of a Women's safety charter for the city expected to be launched later this year. In September 2021,

Chelmsford also hosted The Knife Angel – the National Monument Against Violence and Aggression. The City Council supported this visit alongside a coalition of partners, raising awareness about youth violence and the dangers of carrying a knife.

Better connected Chelmsford: throughout this period, Chelmsford City Council ensured that the city is a better connected place. Progress continued to be made on a new railway station at Beaulieu which is expected to open in 2026. The Council has also worked hard on delivering a Community Governance Review with two new Parish Councils being created to reflect how Chelmsford has grown and provide a strong, local voice for new communities. We have supported and invested in arts and culture in the city, which suffered terribly during the pandemic, with a makeover for Chelmsford Theatres' dated front-of-house areas which is coming soon. In August 2021 a major new music festival was announced for Hylands Estate in the form of Creamfields South, which has put Chelmsford back on the international festival circuit. We have also part-funded events and festivals to bring people back to Chelmsford's city centre, and providing free entertainment for families, such as a colourful invasion of giant inflatable monsters in partnership with Chelmsford For You.

Our priorities for 2022/23

We know how important local public services are to our residents and we will do our utmost to provide the high-quality, cost-effective provision expected from us, despite the challenges of a very tough economic environment over the year ahead.

We will uphold our promise to respond to the Climate and Ecological Emergency, with action more urgent than ever if we want to avoid the very worst impacts of climate change. Reducing our carbon footprint, creating the right conditions for biodiversity to flourish in Chelmsford and strongly encouraging people to care for their environment will be at the heart of everything we do.

We will do more to address the housing affordability crisis, exacerbated by rising inflation, and we will fight for our residents' right to a safe, enjoyable place to live by providing more affordable housing to meet demand, helping those who contact us with fears of homelessness. We will make sure that developments built in Chelmsford are to a high standard, giving people sustainable, beautiful homes for generations to come.

It has been a more difficult financial year even than expected with much uncertainty still to come. Our residents, councillors and staff continue to adapt in extremely challenging circumstances and although we face another budget gap for 2023/24, our careful management of our finances will allow us to meet this challenge with some confidence in the year ahead.

Councillor Stephen Robinson, Council Leader



Nick Eveleigh, Chief Executive



To make these accounts easier to understand, you can find in a more simplified format a summary of our income and expenditure for the year and a summarised Balance sheet in the Narrative report in section 4. We have included our full Comprehensive income and expenditure statement and Balance sheet in section 6 in the format set out by the Code of Practice on Local Authority Accounting in the United Kingdom.

The accounts and narrative report have been written avoiding technical terms wherever possible. If we have to use technical terms, we have explained them in the glossary.

For more on the statement of accounts, please write to:

The Accountancy Services Manager (Section 151 officer)
Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE

We have detailed below which council provides which services.

Chelmsford City Council	Essex County Council
Abandoned cars Air quality Allotments Business rates Building control CCTV Cemetery and crematorium – including municipal funerals Council tax – including benefits Dangerous structures Dog litter Domestic waste Drains – private sewers Dropped kerbs Elections Environmental Services/Health Graffiti Grass cutting Homelessness Housing Land charges Leisure centres/sports centres Licensing (all forms of) Litter Museums Service Parking – car parks and residential permits Parks – including playing fields Planning Public toilets Refuse collection and recycling Road signs – street nameplates Street cleaning and sweeping Theatres Town centre management Tree preservation orders Voting	Adoptions Care for the elderly Childcare Civic amenity sites County Records Office Cycle paths Disabled parking (Blue Badges) Drains – highway drains Educational services Footpaths Gritting Highways Incineration Lamp posts Libraries – including mobile Park & Ride Pavements Road signs – for traffic direction Roads Social Services Street lighting Trading standards Traffic management Travellers Waste disposal and management

3. Environmental issues

This section gives an overview of our effect on the environment.

On 16 July 2019 the Council declared a Climate and Ecological Emergency reflecting growing concerns about the impact of climate change on the local environment, natural resources and the conditions in which people live and work. The Climate and Ecological Emergency Declaration set out ambitions to reduce carbon and greenhouse gas emissions and develop plans to create a more sustainable future for the area. The Declaration also embraced a commitment to take appropriate action to make the Council's activities net-zero carbon by 2030.

The Declaration is accompanied by a Climate and Ecological Emergency Action Plan which was approved at Cabinet on 28 January 2020. The priorities for the initial plan were:

- i. Establishing a 'carbon baseline' position
- ii. Updating planning guidance on how on-site renewable energy measures can be integrated into new developments and for all new dwellings to incorporate sustainable design features to reduce CO₂ and NO₂ emissions and the use of natural resources [including putting in place a low carbon infrastructure in strategic growth areas]
- iii. Working with Essex County Council to improve movement around the City, including improvements to the cycling and walking infrastructure, to reduce traffic congestion and journey times and encourage more sustainable travel choices
- iv. Implementing further measures to reduce the amount of waste generated and ensure that as much as possible of any waste that is generated is reused, recycled or composted
- v. Implementing measures to lower energy consumption, ensure the most efficient use of water resources, reduce pollution and improve air quality
- vi. Undertaking a greening programme to significantly increase the amount of woodland and the proportion of tree cover in Chelmsford
- vii. Implementing measures to improve the 'green infrastructure' of Chelmsford, protecting and expanding natural habitats and increasing biodiversity
- viii. Improving the environmental quality, attractiveness and recreational potential of public spaces, rivers and waterways and associated green corridors in the City Centre and surrounding areas

- ix. Upgrading the Council's vehicle fleet to embrace the latest low emission technology, including ultra-low emission electric powered vehicles as they become operationally and commercially viable
- x. Supporting the Environment Agency to implement the Margaretting flood alleviation scheme and other flood mitigation measures to reduce the risk of flooding to residential and commercial properties in the City
- xi. Establishing a 'green investment fund' to support the Council's environment plan
- xii. Reviewing the Council's investment strategy in light of the Climate and Ecological Emergency Declaration
- xiii. Reviewing the Council's procurement policies and practices in light of the Climate and Ecological Emergency Declaration
- xiv. Creating opportunities for people, local organisations and businesses to get involved, to influence and to inspire innovation and cooperation in response to the key challenges identified in the Climate and Ecological Emergency
- xv. Reviewing the Council's human resources and employment policies and practices in light of the Climate and Ecological Emergency Declaration

Progress was last reported to the Overview and Scrutiny Committee on 1 February 2021 when it was acknowledged that many of the Council's activities and operations were disrupted by the impact of Covid-19, particularly planned engagement with communities on environmental projects. The Council's finances and its ability to invest in additional 'environmental initiatives' was also severely undermined.

A slow recovery was achieved during 2021 with the mass tree planting / woodland creation programme continuing apace and the 'Love Your Chelmsford' programme revitalised as point of reference for 'all things green'. The Love Your Chelmsford programme provides inspiration, advice and 'green living' options to encourage people to choose to live and work in a more environmentally responsible and sustainable way. Events and activities to encourage people, organisations and businesses to get involved in looking after their local environment also restarted during 2021.

The baseline carbon emissions from the Council's activities and operations during the financial year 2021/22 were calculated as being 5,349 tonnes CO₂e, a slight reduction compared to the previous year.

4. Narrative report

This section gives an overview of our achievements and direction. It highlights the most important matters reported in the accounts, and comments on any issues that have had a major effect on our finances.

Background

Chelmsford City Council is situated in the heart of Essex, covering an area of 342 square kilometres, and is one of the fastest-growing centres in the East of England. It is the sporting venue for the Essex County Cricket Team, Chelmsford City Football Club and the Chelmsford City Race Course.

Chelmsford has a population of around 179,500 and is the focus for business, retail, leisure and culture in Essex. It will continue to be a major centre of development, with significant housing developments under way within the City Centre as well as north of Chelmsford.

During 2021/22, the economy in Chelmsford remained strong with 87,000 jobs and 9,430 businesses in the heart of the City however these figures are slightly lower compared to 2020/21. There has been a reduction in the unemployment rate in Chelmsford of 0.6%. The current unemployment rate is 3.6%. Chelmsford has particular strengths in the financial and business services sectors, research and development, and advanced manufacturing.

The Council's corporate plan sets out the following four key priorities for Chelmsford and its residents:



We engage with other Local Authorities on various joint working arrangements, and work with a wide range of other organisations and agencies to help us achieve these priorities.

Guide to the Statement of Accounts

Our annual statement of accounts summarises our financial affairs for 2021/22 and shows our financial position on 31 March 2022. It includes the following:

- **Statement of responsibilities for the Statement of accounts –** Who is responsible for individual aspects of the accounts.
- **Main financial statements:**
 - **Comprehensive income and expenditure statement –** This shows the cost of providing services in line with accounting practices, rather than the costs to be met by local taxation. We raise taxation to meet costs as defined by law. This is different to the cost of providing services in line with accounting practices. The taxation position is shown in the Movement in reserves statement.
 - **Movement in reserves statement –** This shows the movement on our reserves in the year. These are analysed into usable reserves, which can be applied to fund expenditure or to reduce local taxation, and unusable reserves. In the statement, the Total comprehensive income and expenditure line shows the true economic cost of providing the services. This is shown in more detail in the Comprehensive income and expenditure statement. These are different from the amounts we must charge to the General fund by law for setting the Council tax. In the statement, the line that gives the net increase or decrease shows the statutory General fund balance movement.
 - **Balance sheet -** This shows the value of our assets and liabilities at the Balance sheet date. Our net assets are matched by our reserves. The reserves are reported in two categories, usable and unusable. Usable reserves are those we can use subject to keeping a prudent level of reserves and any statutory limitations on their use (for example, we can only use the capital receipts reserve to fund capital expenditure or repay debt). Unusable reserves cannot be used to provide services. This type of reserve includes reserves that contain unrealised gains and losses (for example, the revaluation reserve) where the amount only becomes available for use when the asset is sold, and reserves that hold timing differences, for example in the amount owed for leave that has not been taken. These are shown in the Movement in reserves statement line 'Adjustments to move from the Comprehensive income and expenditure account to the costs met by local taxpayers'.

- **Cash-flow statement** - This shows the changes in our cash and cash equivalents during the year. It shows how we received and used those amounts by classifying cash flows as operating, investing or financing activities. The cash flows in operating activities are a key indicator of how much is met by taxation, grants or from service users. Investing activities show how we have used cash outflows to buy resources intended to deliver future services. Cash flows arising from financing activities are useful in predicting claims on future cash flows.
- **Notes to the main financial statements** - These explain our accounting policies and some of the figures in the main financial statements.

The notes include the '**Expenditure and funding analysis**' which demonstrates how the funding available to the authority for the year has been used in providing services in comparison with the resources used or earned in accordance with generally accepted accounting practices. This supporting statement reconciles the net expenditure as presented in the Comprehensive income and expenditure statement to the net expenditure chargeable to the General fund as presented in our outturn reports.

- **Collection fund** - A statement meeting the statutory obligation for us to keep a separate Collection fund. The statement shows all transactions in relation to the collection of money from taxpayers and the distribution of money to other local authorities and the Government of Council tax and Non-domestic rates.
- **Independent auditors' report** - A report that says whether our Statement of accounts presents a true and fair view of our financial position and financial performance for the year.
- **Glossary** - An explanation of the technical terms used in this Statement of accounts.
- **Our structure chart** - How we are organised.

Alongside the Statement of accounts we publish the **Annual governance statement** that explains how we manage our affairs and control our activities. The statement highlights any important areas of governance that may need to be addressed following an annual review.

Summary tables

A simplified statement showing the change on our Comprehensive income and expenditure account and General fund balance from 1 April 2021 to 31 March 2022	Gross Expenditure £ 000	Income £ 000	Net Expenditure £ 000
Total Spending on Current services	114,761	(81,040)	33,721
Other Income and Expenditure	52,134	(75,793)	(23,659)
Total spending on services as presented in the Comprehensive Income and Expenditure account			10,062
add Adjustments between the Funding and Accounting bases			(4,160)
Increase in General fund (including Earmarked Reserves)			5,902

The complete Comprehensive income and expenditure statement is shown in section 6.

The Expenditure and funding analysis in note 1 and the Note to Expenditure and funding analysis in note 6 in section 7 show the reconciliation between the net expenditure as presented in the Comprehensive income and expenditure statement and the net expenditure chargeable to the General fund as presented in our outturn reports.

The Comprehensive income and expenditure account includes capital adjustments and the pension adjustment made under generally accepted accounting principles that do not need to be met from the Council Tax.

Our Comprehensive income and expenditure statement recognises our share of Council Tax and Non Domestic Rates (NDR) transactions on the accrual basis, with the timing difference being adjusted through Council Tax and NDR adjustment account, reported on in the Movement in reserves statement.

During 2021/22, qualifying businesses were given additional business rate relief to help them alleviate the effects of Covid 19 pandemic. This meant that we did not receive business rates from those businesses awarded the additional relief, however we have received grant from the government to fund the relief given.

Simplified Balance sheet statement

A simplified Balance Sheet	31 March 2022
	£ 000
What we own	
Assets	258,798
Stocks	254
Investments	40,387
	299,439
What we are owed	
Amounts due before 31 March 2023	24,232
Amounts due after 31 March 2023	7,264
	31,496
What we owe	
Amounts due before 31 March 2023	(40,970)
Amounts due after 31 March 2023	(8,338)
Provisions	(3,207)
Pension deficit	(66,510)
	(119,025)
Cash and equivalents in hand or (overdrawn)	35,074
Net assets	246,984
Our reserves	31 March 2022
	£ 000
Usable reserves	74,233
Unusable reserves	172,751
Total reserves	246,984

The complete Balance sheet is shown in [section 6](#).

Pensions

We offer our employees membership of the Local Government Pension Scheme. The scheme is funded by contributions from employees and employers and offers defined benefits that are paid when members retire. The scheme has been estimated to have a shortfall because its obligations to members are more than the assets and returns expected from the fund. We have agreed to make up the shortfall over time. You can find out more about the pension scheme in note 33 to the main financial statements.

Changes in accounting policies

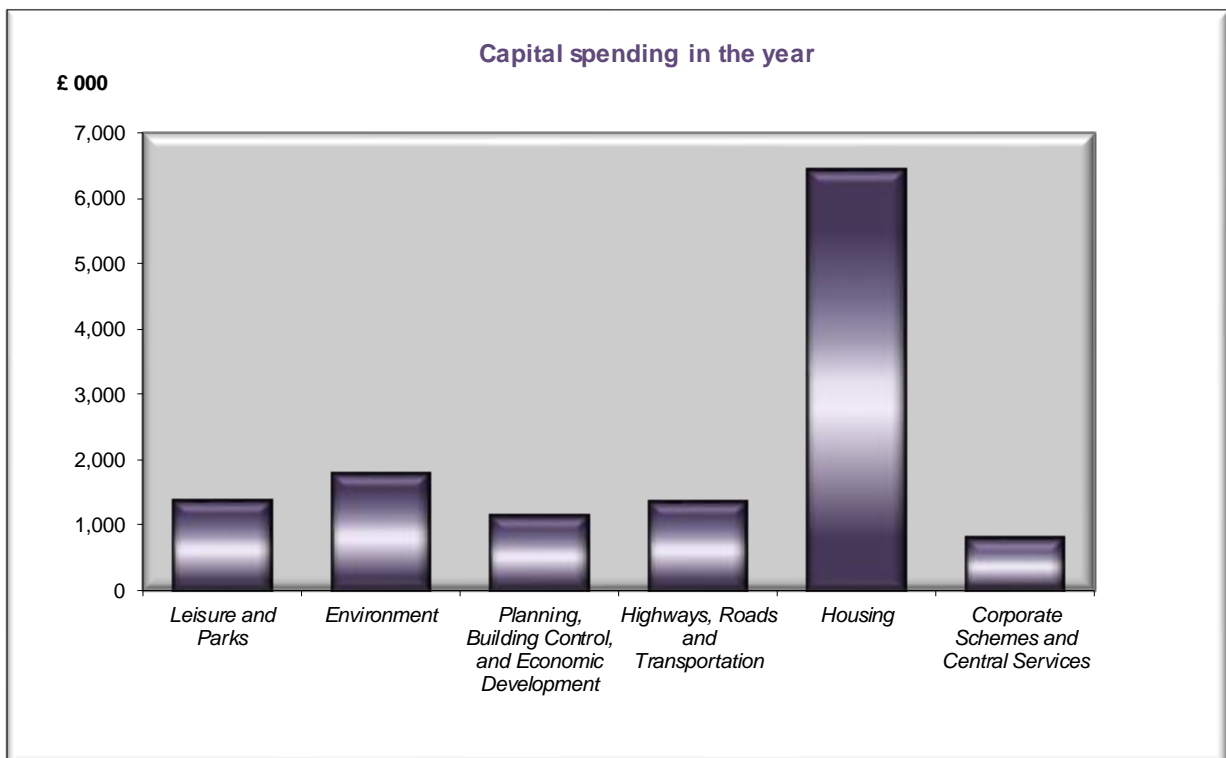
We produce our accounts in International Financial Reporting Standards (IFRS) format. This is to comply with agreed accounting practices. Where there is any material change in accounting practice, we restate last year's figures.

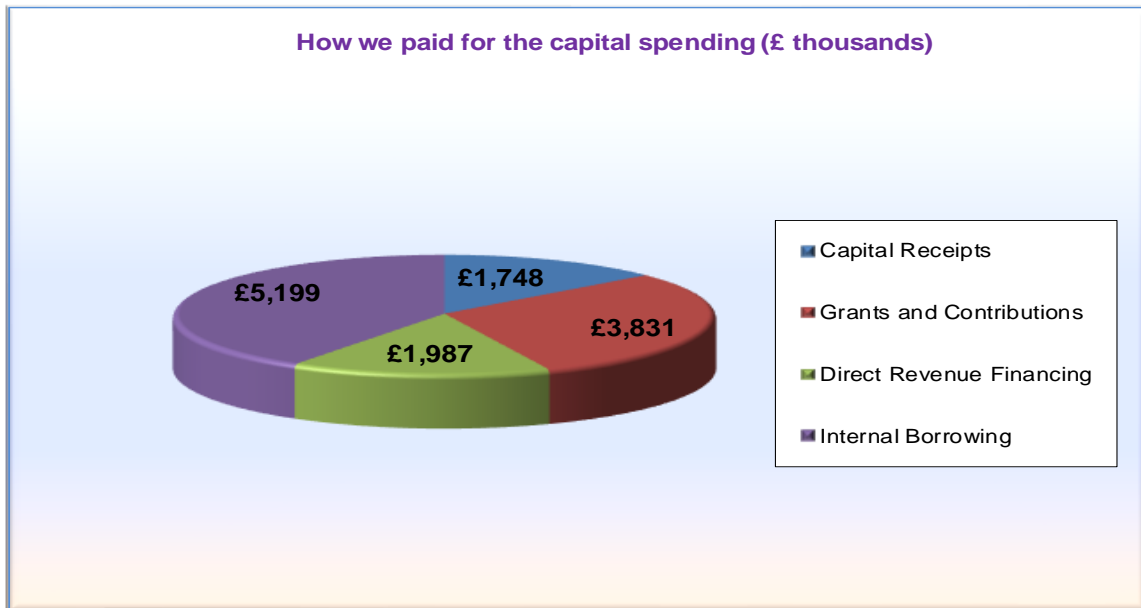
Borrowing

We have an outstanding balance on borrowing of £18.90m. We have a finance lease with an outstanding balance of £0.53m at the end of the year. We do not have any external loans. The Council has undertaken additional internal borrowing of £5.20m during the year; this is the practice of using cash that would be invested in lieu of undertaking external borrowing. The outstanding balance on internal borrowing is £18.37m at the end of the year.

Capital spending

During the year we spent £12.77m on capital schemes. Our asset values in the Balance sheet have not necessarily increased by the amount of our capital spending as the Balance sheet shows the asset's change in value, after any impairments, and not simply the amount spent in creating that asset. The following tables show the capital spending and how the spending was paid for (capital financing).





Significant provisions or contingencies or material write-offs

The Council has a provision of £3.2m, for our share of the cost repayable for any successful appeals made by businesses against their business rates valuations.

Auditors

Our external auditors, who audit these accounts, are BDO LLP. You can find details of their audit fees in note 29 to the main financial statements.

Effects of the current economic climate

The Council's finances remained affected by the pandemic in 2021/22. Additionally, there are inflationary pressures being felt following the conflict in Ukraine. Consequently, there are many large variations between year-end spending and budgets. This does make it difficult to report explanations of 2021/22 finances and identify ongoing trends.

Late in 2021/22 the Council began to feel the financial consequences of rising inflation, though the impact will only be significant in 2022/23 and later years.

In the short term, the Government has provided additional grants to local government to mitigate the income losses and contribute towards the additional costs of the pandemic. The Government has also brought in measures to support local business and residents.

It is thought that structural changes in the economy have been accelerated by the pandemic. Without alleviating measures these structural changes will reduce the Council's income on an ongoing basis. An example being increased home working will lower car parking income permanently. As fewer commuters means less car

parking customers. More details on the impact of Covid-19 on the Council finances are in the commentary of the Medium-Term Financial Strategy.

Monitoring our performance during 2021/22

During 2021/22 the Overview and Scrutiny Committee has continued to monitor the Council's performance, in line with the new processes put in place during 2019/20. The new approach has continued to be focused on having a wider insight into specific areas, whilst key performance indicators have instead been monitored internally within each service.

As part of the Committee's performance monitoring role, they received updates from each of the Cabinet members, who outlined the work taking place in their directorate in addition to answering questions from the Committee. These updates are set to continue on an annual basis, with one Cabinet member at each meeting.

In July 2021, the Committee considered an extensive report from a task and finish group on the Riverside Redevelopment Project. This was well received by the Committee and had allowed them and the group to analyse the project in detail. The Committee also reviewed the Council's financial performance against the agreed budget. Mid-year revenue and capital monitoring identifying the main under/over spends in the revenue budgets and capital schemes were presented at the November 2021 meeting, explaining the reasons for the variations and setting out the planned actions to remedy them. The Committee also received an update reviewing 'Our Chelmsford, Our Plan' at the November 2021 meeting. This proved to be a very useful report which allowed the Committee to analyse in detail the progress being made against specific elements of the plan.

The Committee will continue to monitor performance and receive updates on specific services, including Housing, Cultural and Parking during 2022/23, along with receiving updates from each Cabinet member on their directorate.

Financial Monitoring and Reporting

As part of the management of our finances, we reported to the Cabinet and the Audit and Risk Committee at various times throughout the year. You can find copies of these reports on our website. The following are the main financial subjects we report on:

- The medium-term financial strategy.
- Setting the Council Tax.
- Revenue estimates.
- Revenue and capital monitoring.
- The outturn and the accounts.

- Treasury management activity.
- Various auditors' reports on the accounts and other matters.

The Council has a revenue and capital monitoring process. During 2021/22 senior managers were given a detailed monthly report, Management Team and Cabinet Members received an informal quarterly report and in November a report was presented for Cabinet, identifying actions to address any overspends where possible.

Audit and Risk Committee received the provisional Revenue Outturn report in June 2022 to review the key variances and actions identified.

This enables us to identify any financial shortcomings or potential savings throughout the year.

Revenue Outturn position

Provisional outturn report presented to the Audit and Risk committee in June, identified £0.7m underspend for the net service expenditure compared to the budget. This was mainly due to additional grant support from the Government towards the loss of income in the first quarter and faster than expected income recovery following the Covid19 closures. The table below shows key service variations as presented to the Audit and Risk Committee.

Reason for variation	Outturn +over/-under £m
Income Losses caused by Covid-19	1.9
Loss of Car parking income	0.7
Grant to Cover Sales Fees and Charges Net losses	-1.1
Software Licences	-0.2
Net Additional Income (income recovery faster than expected, one off income, etc)	-2.1
Net Staffing Costs – vacant posts in part caused by Covid reducing demand	-0.2
Flood defence scheme costs written back to revenue (funded from infrastructure reserve)	0.7
Other reduced costs	-0.4
Total service Variations	-£0.7m

Following the report publication, the net service variations reduced to £0.5m underspend, mainly due to receiving updated information from our external partner for the rental income due to us.

During 2021/22, the Government continued to support local authorities responding to the unprecedented financial pressures from the catastrophic loss of income and additional costs incurred whilst providing support to public and business and enforcing necessary safety measures during the pandemic. Chelmsford City Council received several grants from the Government to mitigate the effect of these losses.

The following table shows grants recognised in the Income and Expenditure statement that we received towards or are expecting to receive for the loss of income and additional expenditure caused by the Covid19 pandemic during 2021/22. The conditions attached to the grant dictate whether we can recognise the whole grant or only the grant amount that was used by 31 March. General unringfenced grants that can not be allocated to specific services are shown through the Income and Taxation line in the Comprehensive Income and Expenditure statement, all other services specific grants are shown in the service lines of the statement.

Grant	Service Specific £'000	Un- ringfenced £'000
Local Authorities Support Grant		783
Local Council Tax Support Grant		189
Sales Fees & Charges Support Grant	1,989	
Grant towards cost of furloughed staff	105	
Various New Burdens grants	481	
Various other service specific grants to fund Covid19 expenditure or loss of income	752	
Total	3,327	972

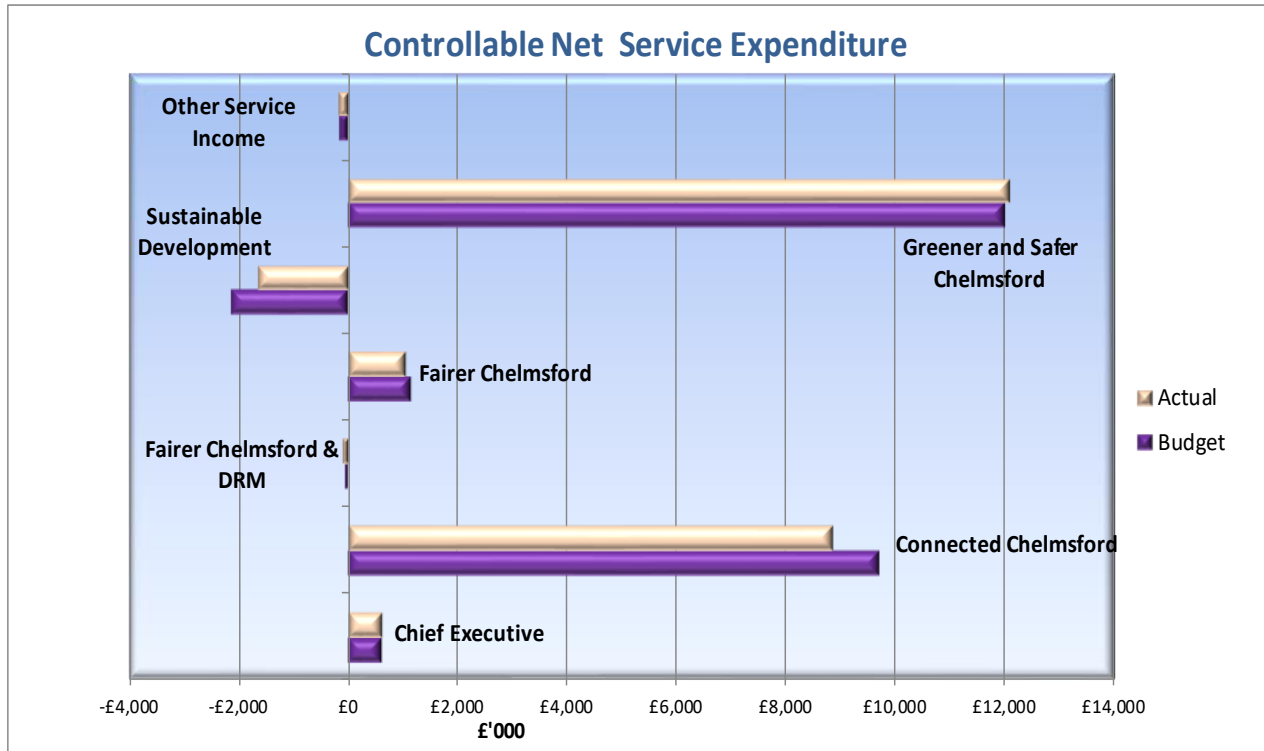
The Government also provided funding for businesses and most vulnerable residents and the Council was asked to redistribute this funding. For each grant received to distribute to businesses or individuals, the Council needs to determine if it is acting as a principal or an agent. Where an authority has a control over the distribution or amounts of grant it is deemed to be acting as a principal and needs to recognise the grant and expenditure within their Comprehensive Income and Expenditure statement. Where an authority is purely intermediary in distributing the grants it is deemed to be acting as an agent and the transactions are not recognised in the Comprehensive Income and Expenditure statement and we only recognise a debtor or a creditor position for any under funding of the grant or un-allocated grant. The

following table shows grants that the authority has received from the Government and whether we are deemed to be an agent or a principal.

Grant	Grant Received (for reconciled closed schemes grant utilised)		Outstanding grant to be returned/ redistributed or underfunded grant amounts to be topped up by the Government
	Principal £'000	Agent £'000	£'000
Additional Local Restrictions grant	1,802		89
Additional Local Restrictions grant 20/21 brought forward	703		
Business Adaptation grant		786	
Additional Business Support Essex		230	
Restart Grants		8,340	-766
Omicron Hospitality Leisure & Accommodation Grant		1,428	279
Track and Trace / Self-isolation support grant	530	122	-82
Total	3,035	10,906	-480

All above grants, where the Council is deemed to be principal were ringfenced for a specific purpose of providing support to businesses and council tax payers and are therefore reflected in the Financial services line of the Comprehensive Income and Expenditure statement. If conditions of the grant required us to return any unused grant, we created a creditor on our balance sheet to the Government for the money outstanding. Where the conditions of the grant allowed us to over-spend the grant and the funding will be provided for the overspend, we have created a debtor on our balance sheet (showing as a negative amount in the above table).

The following graph shows the service revenue outturn against our latest budget, original budget amended by approved additional funding added during the year under delegations.



The Council is a member of the Essex Business Rates pool which enables us to retain some of the levy that we would otherwise pay over to the Government. During 21/22, as part of the measures introduced by the Government to aid businesses during the pandemic, the Council applied additional reliefs of £15m to rates collectable from businesses, reducing our income. These were however fully compensated by the Government through S31 grants. The outturn report presented to the Audit and Risk Committee identified retained business rates income of £2.6m. Since the Committee date, we received an updated position for the Essex Business Rates pool. Consequently, bringing the retained income for 2021/22 including S31 grants to £2.8m above the Government baseline. The business rates income retained is volatile as it is affected by settlements of successful appeals against valuations and changes in the appeals provision. The Council remains a member of the Essex Pool in 2022/23.

The above changes to the net service expenditure and pool income resulted in overall £50k reduction in contribution to the General Fund from the figure reported in the provisional outturn report to the Audit and Risk Committee in June.

Additionally, after the balance sheet date, the Council has won a tribunal case against HMRC and is due a refund for 2021/22 and prior years of £4.7m net for leisure fees VAT.

Discussed below is the financial strategy reported in 2021/22 and it should be noted that a new Strategy has been published in July 2022, reflecting the changing economic environment.

Medium Term Financial Strategy (MTFS) for 2021/22 to 2025/26

Council's Medium-Term Financial Strategy covering 2021/22 and approved in July 2021 is the framework the Council uses to put in place the financial resources to enable delivery of its strategic objectives. Given the difficulty of predicting future income and to some extent expenditure, the strategy was heavily reliant on maintaining robust reserves to manage the risks and short-term losses of income. The key actions identified and undertaken were:

- The Accountancy Services Manager (Section 151 Officer) identified that a target level of unearmarked reserves (to meet general contingencies) should remain at £9m for 2022/23.
- Review of fees and charges and identification of savings and efficiency measures should be undertaken in line with the budget guidelines.
- Savings and Efficiencies would be identified.

An updated Financial Strategy has been made to July 2022 Council, as part of the normal financial cycle of the Council.

Council's principal risks and opportunities

It is the Council's policy to proactively identify, understand and manage the risks inherent in our services and associated with our plans and strategies, so as to:

- encourage responsible, informed risk taking
- reduce exposure to a tolerable level using a justifiable level of resources

The Principal Risk Register is central to the Council's risk management framework. Principal Risks (which may include strategic, operational, project or compliance risks) are those risks which require regular oversight at senior level.

Please find below the Council's Top 5 Principal Risks, as issued to Management Team for moderation on 27 May 2022, along with an assessment of their likelihood of occurrence and measures in place to mitigate them (as required by the Code):

Risk event	Likelihood	Mitigation
Homelessness Inability to meet our statutory obligations to the homeless (and/or use our statutory powers to assist the homeless) promptly, effectively and efficiently	Very Likely (>70%)	Housing Crisis declared at Feb 2022 Full Council. The recent EELGA Housing Review confirms that the Council's Housing Service is strong; however, short-term measures to expand temporary accommodation are creating increased workloads, while dealing with unprecedented demand (with post-Covid evictions and sharp rent increases) and progressing the medium-term measures set out in the new Housing Strategy 2022-27. Increased provision for rough sleepers remains in place.
Cyber Security Malicious attack results in significant loss of sensitive data and/or significant disruption to Council operations	Possible (30-50%)	The Council continues to respond to the increasing cyber threat by completing a programme of work coordinated by its consulting Chief Information Security Officer, with a view to achieving external accreditation in due course.
Health and Safety A serious health and safety incident occurs	Possible (30-50%)	The Council annual Health and Safety (H&S) audit programme continues using H&S specialists, Peninsula, with outstanding actions monitored on TechOne and submitted twice-yearly to Management Team for review.
Chelmer Waterside Development The housing and other development potential of Chelmer Waterside is not realised in accordance with the new Local Plan	Possible (30-50%)	Good progress on the infrastructure delivery continues to be made but inflationary pressures are a risk. Planning permission has been granted for both the new access road/bridge and the relocation of the gas infrastructure, and the first phase of land contamination has begun. Consultant project managers monitor and report monthly on project risk and performance.
Theatre Refurbishment and Rebranding Refurbishment is not completed on time, within budget and/or to the required standard, adversely affecting the theatre's autumn programme	Possible (30-50%)	This ambitious project to enhance the cultural offering for the people of Chelmsford is complex and must be completed within tight timescales requiring ongoing and intense senior management involvement. Consultant project managers have been appointed to monitor and report on project risk and performance.

Workforce

The Council's employees play an important role in delivering our objectives. We have an Organisational Development Strategy which aims to ensure that we support their development. We continued to invest in our workforce by employing several apprentices within various departments of the Council.

The Council was awarded an Investor in People Gold (IiP) award, indicating the high level of achievement in developing staff.

Our workforce consists of 51% females and 49% males.

During 2021/22 the Covid-19 pandemic continued to have a great impact on the way our workforce was able to continue with their everyday duties. Some departments have adapted to temporary measures of working from home and were able to continue mostly unaffected. The greatest impact was felt in the frontline service, with several public facing services, mainly in Leisure and Cultural provision, having to adapt to constantly changing circumstances, adhering to the latest Government guidelines. During parts of 2021/22, we furloughed 270 employees or casual workers when our service provision was disrupted.

Other significant items

We did not have any material or unusual charges to the accounts or any major changes in statutory functions during 2021/22.

We are still awaiting completion of the 2020/21 audit by our external auditors due to a lack of audit staff nationally.

5. Statement of responsibilities for the Statement of Accounts

This section explains our responsibilities for our financial affairs and how we make sure we fulfil them.

Our responsibilities

We must:

- Make arrangements for our financial affairs to be managed properly and for one of our officers to be responsible for managing those affairs, that officer is Accountancy services manager.
- Manage our affairs to use our resources economically, efficiently and effectively, and to protect our assets.
- Approve the Statement of accounts.

I certify that these accounts were considered and approved by the Audit and Risk Committee, on behalf of Chelmsford City Council.

.....
Cllr Nora Walsh
Chair of the Audit and Risk Committee

.....
Date

The Accountancy Services Manager's responsibilities

The Accountancy Services Manager, Section 151 officer, is responsible for preparing our Statement of accounts in line with the proper practices set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this Statement of accounts, the Accountancy Services Manager has:

- selected suitable accounting policies and then applied them consistently.
- made judgements and estimates that were reasonable and prudent.
- followed the Code.

The Accountancy Services Manager has also:

- kept proper accounting records that were up to date, and
- taken reasonable steps to prevent and detect fraud and other irregularities.

I certify that the accounts set out in the Statement of accounts present a true and fair view of our financial position at 31 March 2022 and the income and spending for the year ended 31 March 2022.

.....
Phil Reeves
Accountancy Services Manager, Section 151 officer

.....
Date

6. The main financial statements

Comprehensive income and expenditure statement

This section is a summary of our spending on services. It also shows where we got the money from.

2020/21 Restated Gross spending £ 000	2020/21 Restated Income £ 000	2020/21 Restated Net spending £ 000	Money spent on services direct to the public	Notes	2021/22 Gross spending £ 000	2021/22 Income £ 000	2021/22 Net spending £ 000
708	(62)	646	Chief Executive		800	(105)	695
57,353	(45,735)	11,618	Connected Chelmsford		50,002	(39,057)	10,945
116	(175)	(59)	Fairer Chelmsford & DRM		152	(251)	(99)
8,084	(3,292)	4,792	Fairer Chelmsford		13,934	(5,465)	8,469
9,252	(8,755)	497	Sustainable Development		11,198	(9,557)	1,641
37,096	(15,064)	22,032	Greener and Safer Chelmsford		38,265	(21,294)	16,971
-	(167)	(167)	Other Service Income		-	(185)	(185)
			Exceptional item - VAT refund		410	(5,126)	(4,716)
112,609	(73,250)	39,359	Spending on current services		114,761	(81,040)	33,721
3,887	(399)	3,488	Other operating expenditure	11	2,739	(1,391)	1,348
11,689	(8,580)	3,109	Financing and investment	12	20,674	(9,124)	11,550
28,338	(64,812)	(36,474)	Taxation and general grants	13	28,721	(65,278)	(36,557)
156,523	(147,041)	9,482	(Surplus) or deficit on Provision of Services		166,895	(156,833)	10,062
			Items that will not be reclassified to the Total spending on services				
		29,213	(Surplus) or loss from our assets being revalued	22			1,777
		14,689	Remeasurement of the assets of the pension fund	33			(51,227)
			Items that may be reclassified to the Total spending on services				
		-	(Surplus) or loss from financial assets				-
		53,384	Total income and expenditure	24			(39,388)

The presentation of service income and expenditure in the Comprehensive income and expenditure statement for previous year was restated to reflect changes to the management reporting format made during the year, following a restructure of our management team and decision to group segments by Portfolio holder, focusing on strategic priorities. These changes do not result in a change to the totals of spending on current services.

Movement in reserves statement

Movement in Reserves	General fund	Capital receipts reserve	Capital grants unapplied (note 38)	Total usable reserves	Unusable reserves (note 22)	Total reserves
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Balance at 1 April 2020	18,398	1,201	33,947	53,546	207,434	260,980
Total comprehensive income and expenditure	(9,482)	-	-	(9,482)	(43,902)	(53,384)
Adjustments from council tax levied and accounting regulations (note 9)	29,765	(1,201)	3,324	31,888	(31,888)	-
Net increase or (decrease)	20,283	(1,201)	3,324	22,406	(75,790)	(53,384)
Balance at 31 March 2021	38,681	-	37,271	75,952	131,644	207,596

Movement in Reserves	General fund	Capital receipts reserve	Capital grants unapplied (note 38)	Total usable reserves	Unusable reserves (note 22)	Total reserves
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Balance at 1 April 2021	38,681	-	37,271	75,952	131,644	207,596
Total comprehensive income and expenditure	(10,062)	-	-	(10,062)	49,450	39,388
Adjustments from council tax levied and accounting regulations (note 9)	4,160	26	4,157	8,343	(8,343)	-
Net increase or (decrease)	(5,902)	26	4,157	(1,719)	41,107	39,388
Balance at 31 March 2022	32,779	26	41,428	74,233	172,751	246,984

Balance sheet

This section shows our financial position at the end of the financial year.

31 March 2021	Balance Sheet		31 March 2022
£ 000		Notes	£ 000
	Long-term assets		
194,157	Property, plant and equipment	14	196,075
72,276	Investment property	14	58,011
362	Intangible assets		336
4,229	Heritage assets	15	4,376
6,436	Long-term investments	16	17,391
1,275	Long-term debtors		7,264
278,735			283,453
	Current assets		
289	Stocks		254
8,033	Short-term investments	16	22,996
48,640	Short-term debtors	18	24,232
32,674	Cash in hand and cash equivalents	19	35,673
89,636			83,155
	Current liabilities		
(35,266)	Short-term creditors	20	(40,970)
(1,029)	Provisions	21	(831)
(162)	Cash overdrawn	19	(599)
(36,457)			(42,400)
	Long-term liabilities		
(8,242)	Long-term creditors	38	(2,865)
(4,251)	Long-term Provisions	21	(2,376)
(2,909)	Capital grants received in advance	30	(5,473)
(108,916)	Liability relating to our pensions	33	(66,510)
(124,318)			(77,224)
207,596	Net assets		246,984

31 March 2021	Reserves		31 March 2022
£ 000		Notes	£ 000
	Reserves		
75,952	Usable reserves (see Movement in Reserves Statement)		74,233
131,644	Unusable reserves	22	172,751
207,596	Total reserves		246,984

Cashflow statement

This section shows what cash we spend and receive.

2020/21 £ 000	Cash Flow	Notes	2021/22 £ 000
	Operating activities		
	Spending		
(30,156)	Cash paid to and for employees		(27,893)
(36,040)	Housing benefit paid out		(33,526)
(219)	NDR cost of collection		(221)
(2,632)	Precepts		(2,739)
(28,337)	Tariff & Levy/ Safety Net		(28,721)
(24)	Interest paid		(20)
(17,712)	Other costs		(32,322)
	Income		
7,548	Rents (after rebates)		8,017
16,184	Council tax		16,770
15,950	NDR we received		25,900
34,851	Grants towards Housing Benefit costs		31,860
45,092	Other government grants		20,831
11,621	Cash we received for goods and services		20,942
458	Interest we received		616
5,236	Other revenue cash payments or income		6,840
21,820	Net cash inflow or (outflow) from operating activities	23	6,334
	Investing activities		
	Spending		
(6,642)	Buying non-current assets		(10,458)
	Income		
406	Selling non-current assets		1,079
6,684	Capital grants and contributions we received		8,648
(1,041)	Other contributions		(153)
53,045	Investment Inflows		29,312
(44,000)	Investment Outflows		(54,275)
8,452	Net cash inflow (outflow) from Investing activities		(25,847)
30,272	Net cash inflow or (outflow) before financing		(19,513)
	Management of liquid resources		
	Financing activities		
(25,138)	Other liquid resources		22,075
(25,138)	Cash flow from financing activities		22,075
5,134	Increase or (decrease) in cash		2,562
27,378	Cash balance at the beginning of the year		32,512
32,512	Cash balance at the end of the year		35,074

7. Notes to the Main Financial Statement

1. Expenditure and funding Analysis

The analysis of income and expenditure shown in the Comprehensive income and expenditure statement includes adjustments made under generally accepted accounting practices. The Expenditure and funding analysis shows how we report to the Management Team and Members and reconciles it to the Comprehensive income and expenditure statement. Service expenditure lines were restated for 2020/21 financial year, to reflect the latest management reporting structure.

Net Expenditure Chargeable to the General Fund £ 000	Adjustments between the Funding and Accounting bases £ 000	Net Expenditure in Comprehensive Income and Expenditure Statement £ 000	Expenditure and Funding Analysis	Net Expenditure Chargeable to the General Fund £ 000	Adjustments between the Funding and Accounting bases £ 000	Net Expenditure in Comprehensive Income and Expenditure Statement £ 000
608	38	646	Chief Executive	602	93	695
9,415	2,203	11,618	Connected Chelmsford	8,841	2,104	10,945
(59)	-	(59)	Fairer Chelmsford & DRM	(99)	-	(99)
3,320	1,472	4,792	Fairer Chelmsford	1,033	7,436	8,469
(2,421)	2,918	497	Sustainable Development	(1,657)	3,298	1,641
12,389	9,643	22,032	Greener and Safer Chelmsford	12,071	4,900	16,971
(167)	-	(167)	Other Service Income	(185)	-	(185)
			Exceptional item - VAT refund	(4,716)	-	(4,716)
23,085	16,274	39,359	Spending on current services	15,890	17,831	33,721
2,632	856	3,488	Other operating expenditure	2,739	(1,391)	1,348
(159)	3,268	3,109	Financing and investment	1,724	9,826	11,550
(45,841)	9,367	(36,474)	Taxation and general grants	(14,451)	(22,106)	(36,557)
(20,283)	29,765	9,482	Total spending on services	5,902	4,160	10,062

2020/21 £ 000	Movement on General fund Balance (including Earmarked reserves)	2021/22 £ 000
18,398	Opening Balance	38,681
20,283	Surplus/(Deficit)	(5,902)
38,681	Closing Balance at 31 March	32,779

2. General Accounting policies

The Statement of accounts is a summary of our transactions for the financial year 2021/22 and our position at the year-end, 31 March 2022. The content, layout and general rules we have used to prepare this Statement of accounts are stated in the Accounts and Audit (England) Regulations 2015. These regulations are embodied in the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 a statement of recommended practice ('the Code'), supported by International Financial Reporting Standards.

The following accounting policies are considered to be general accounting policies. Accounting policies relating to a particular note to the accounts are included within that note.

Fair value

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The valuation always assumes any assets is in its most profitable use. The Council measures some of its non-financial assets such as investment properties, surplus assets and some of its financial instruments such as pooled funds. The Council's assets and liabilities for its employee pension scheme are also measured at fair value.

Going concern

The 'going concern' concept means that we prepare the financial statements on the assumption that our business is financially sound and not about to be liquidated.

The provisions in the Code in respect of going concern reporting requirements reflect the economic and statutory environment in which local authorities operate. These provisions confirm that, as authorities cannot be created or dissolved without statutory prescription, they must prepare their financial statements on a going concern basis of accounting.

We have based the valuations and financial data on the assumption that the business will remain in existence for an indefinite period.

An indefinite period means the foreseeable future or long enough for us to meet our objectives and to fulfil our commitments. It is important to note that the 'going concern' concept assumes that the business will remain in existence long enough for all its assets to be fully used.

Overheads

To present the information on the same basis as our management reporting we do not reallocate the cost of support services to other service lines of the Comprehensive income and expenditure statement.

Revenue and capital transactions

Revenue and capital transactions are recorded on an income and expenditure (accruals) basis. This means we record income and grants, including government grants, in our accounts when we are owed it, rather than when we receive it. Likewise, we record spending in our accounts when we owe it, rather than when we actually make a payment. We do not accrue amounts under £1,000 where they would have no material impact.

Income from contracts with service recipients for goods and services is recorded in our income and expenditure statement when the goods or services are delivered to the service recipient, in accordance with the terms of the contract, rather than when we receive the payment.

We record revenue grants in the service they relate to. If a revenue grant does not relate to a specific service, we have shown it in the Comprehensive income and expenditure statement, below the total spending on services.

Where we are acting as an agent for another organisation (for example when collecting Council Tax and NDR) we only include income and expenditure and amounts owing that belong to us in the Comprehensive income and expenditure statement and Balance sheet. The Collection Fund includes all income and expenditure.

Where we have paid a full year's costs in the year, for example four quarterly electricity bills, we do not accrue amounts paid in advance or amounts owing at the year-end in the Balance sheet. The same applies for rents payable and rents received.

Revenue Expenditure Funded from Capital under Statute

Some items of expenditure can be funded by capital resources under Government Statute even though they do not create an asset owned by the Council. These items of expenditure are charged to the relevant service in Comprehensive Income and Expenditure Statement but funded by a transfer from the Capital Adjustment Account, so there is no impact on Council tax.

Value added tax

VAT is not shown as spending, unless we cannot claim it back.

3. Accounting standards issued but not yet adopted

We need to disclose information relating to the impact of any changes in accounting standards that have been issued but not yet adopted for this financial year but will be used in preparing next year's accounts.

The following new standards require additional disclosures:

- Annual Improvements to IFRS Standards 2018–2020 improvement programme, noting 4 changes to standards
 - IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS
 - IAS 37 (Onerous contracts) – clarifies the intention of the standard
 - IFRS 16 (Leases) – amendment removes a misleading example that is not referenced in the Code material
 - IAS 41 (Agriculture) – one of a small number of IFRSs that are only expected to apply to local authorities in limited circumstances

We do not expect that these changes will have a material impact on our accounts.

In light of the delays to accounts audit completions across the sector, following an emergency consultation, CIPFA allowed further postponed to the adoption of the IFRS 16 Leases standard until 2024/25.

4. Critical judgements in applying accounting policies

We have made a number of judgements in preparing these accounts and have listed the more important ones below.

Grant Funding recognition

During 2021/22 we received several grants from the Government to either assist the Council with the additional costs and loss of income during the Covid19 pandemic as well as grants given to us to redistribute to businesses and individual within the Council's area.

For each grant we considered the grant conditions to decide if we acted as an agent or principal for the grant, using following judgments:

- Where the Council had a control over the distribution or amounts of grant it is deemed to be acting as a principal and we recognised the grant and expenditure within the Comprehensive Income and Expenditure statement.
- Where the Council was purely intermediary in distributing the grants we acted as an agent and the transactions were not recognised in the Comprehensive Income and Expenditure statement and we only recognise a debtor or a creditor position for any under funding of the grant or un-allocated grant.

5. Uncertainty about the future and other assumptions

The Statement of accounts contains estimated amounts that are based on historical knowledge and our judgements of the current and future conditions. There is therefore some uncertainty about the amounts included in the Statement. The most critical amounts estimated are as follows.

Item	Uncertainties	Effect if assumptions change
Property and Investment Properties	<p>Valuations require significant judgements to be made.</p> <p>The valuations provided reflect the best information available at the time of the production of the accounts.</p>	<p>The impact of changes in valuation are on the Council's Balance sheet and do not have a financial impact on service delivery. All Investment, Surplus, Other Land and Building assets includes assets with a value over £2m, all car parks, owned temporary accommodation properties and specialised operational assets (DRC) over £2m were valued as at the 31st March 2022. An indexation was applied to DRC buildings assets below £2m.</p> <p>The carrying value of these assets is as follows: - Other Land and Buildings £172m Surplus £7m Investment £58m</p> <p>A 1% change in the valuation of these categories would be £2.4m.</p> <p>Note 14 provides further details on the value of our assets.</p>
Pensions liability	<p>The valuation of the pensions liability depends on many assumptions. The more important of these are how many years pension will be payable for, the rate of increase in salaries and pensions and the rate of inflation.</p>	<p>See note 33 for the effects of variations in these items.</p>

<p>NDR appeals</p>	<p>Since the introduction of the Business Rates Retention Scheme from 1 April 2013, authorities are liable for successful appeals against business rates charged to businesses, both in the current financial year and earlier years, in proportion to their local share of business rates income. Our share of business rates income is 40%.</p>	<p>We have created a provision for our estimate of the amount that might be repayable to 31 March 2022 following successful appeals. Our share of this provision is £3.2m (see Note 21). In 2017 Valuation Office Agency (VOA) completed a revaluation exercise for the Business Rates and new appeals are now being lodged for the 2017 list. The estimate for the appeals lodged before the revaluation has been calculated using the VOA ratings list of appeals, and historical data on successful appeals to date. The new check, challenge system of lodging and processing the appeals introduced for the 2017 list means that some lodged appeals will not be published by the VOA until they are validated. Due to lack of data available, we calculated our provision based on appeals lodged to date information and included properties where we think there is high risk of them lodging an appeal based on historical tendencies. It is possible that appeals will be settled at amounts which differ from the estimate made.</p>
<p>Bad Debt</p>	<p>The provision for bad debts is uncertain due to the unknown future impact of COVID-19. The provision provided is based on the best information available at the time of the production of the accounts.</p>	<p>We have created a provision for our estimate of the amount of debt that we might not be able to collect to the 31 March 2022 for general, NDR and Council Tax debtors. Our share of this provision is £3.3m. This provision reflects assumptions on businesses and individuals and their future ability to repay the money owed to us. Changes to these assumptions will result in a change to the provision.</p>

<p>Fair Value Measurement</p>	<p>When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets or the discounted cash flow (DCF) model). Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk. However, changes in the assumptions used could affect the fair value of the Council's assets and liabilities. Where Level 1 inputs are not available, the Council employs relevant experts to identify the most appropriate valuation techniques to determine fair value (for example for investment properties, the Council's Corporate Property Manager and external valuer). Information about the valuation techniques and inputs used in determining the fair value of the Council's assets and liabilities is disclosed in notes 14 and 16.</p>	<p>The Council uses Level 1, 2 and 3 observable inputs for valuing its Investment properties and financial instruments. Level 1 and 2 inputs are those that are developed using market data, such as publicly available information about actual events or transactions, and that reflect the assumptions that market participants would use when pricing the asset or liability. Level 3 inputs are unobservable inputs that are used to measure fair value in circumstances where market data is not available as there is little, if any, market activity at the measurement date. Significant changes in any of the observable inputs could result in significantly lower or higher fair values.</p>
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6. Note to the Expenditure and funding analysis

The following table further explains the funding adjustments made in the Comprehensive income and expenditure statement under generally accepted accounting practices as shown in the Expenditure and funding Analysis in Note 1. Service expenditure lines were restated for 2020/21 financial year, to reflect the latest management reporting structure.

2020/21 Restated						
Analysis of adjustments made to arrive at the Comprehensive Income and Expenditure Statement	Adjustments for Capital Charges	Net change for the Pensions Adjustment	Other Statutory Adjustments	Total Statutory Adjustments	Other (Non-statutory) Adjustments	Adjustments between the Funding and Accounting bases
	(Note 1)	(Note 2)	(Note 3)		(Note 4)	
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Chief Executive		38		38		38
Connected Chelmsford	1,476	727		2,203		2,203
Fairer Chelmsford & DRM				-		-
Fairer Chelmsford	420	(2,468)	(36)	(2,084)	3,556	1,472
Sustainable Development	2,442	459		2,901	17	2,918
Greener and Safer Chelmsford	8,039	1,606		9,645	(2)	9,643
Other Service Costs				-		-
Spending on current services	12,377	362	(36)	12,703	3,571	16,274
Other operating expenditure	856			856		856
Financing and investment	4,725	2,068	46	6,839	(3,571)	3,268
Taxation and general grants	(6,868)		16,235	9,367		9,367
Total spending on services	11,090	2,430	16,245	29,765	-	29,765

2021/22						
Analysis of adjustments made to arrive at the Comprehensive Income and Expenditure Statement	Adjustments for Capital Charges	Net change for the Pensions Adjustment	Other Statutory Adjustments	Total Statutory Adjustments	Other (Non-statutory) Adjustments	Adjustments between the Funding and Accounting bases
	(Note 1)	(Note 2)	(Note 3)		(Note 4)	
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Chief Executive		93		93		93
Connected Chelmsford	378	1,726		2,104		2,104
Fairer Chelmsford & DRM				-		-
Fairer Chelmsford	3,476	364	(17)	3,823	3,613	7,436
Sustainable Development	2,163	1,124		3,287	11	3,298
Greener and Safer Chelmsford	1,849	3,380		5,229	(329)	4,900
Other Service Income				-		-
Exceptional item - VAT refund				-		-
Spending on current services	7,866	6,687	(17)	14,536	3,295	17,831
Other operating expenditure	(1,391)			(1,391)		(1,391)
Financing and investment	11,942	2,134	(955)	13,121	(3,295)	9,826
Taxation and general grants	(7,672)		(14,434)	(22,106)		(22,106)
Total spending on services	10,745	8,821	(15,406)	4,160	-	4,160

1. Adjustments for Capital Purposes

This column adds depreciation, impairments and revaluation gains and losses in the service lines, and for:

- Other operating expenditure – Capital disposals transferring income on the disposal of the assets and the amounts written off for the assets.
- Financing and investment income and expenditure – The statutory charges for capital financing including minimum revenue provision.
- Taxation and Non-specific grant income and expenditure – Capital grants received during the financial year without any conditions or where conditions were met during the financial year.

2. Net Change for the Pension Adjustments

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

For Financing and investment income and expenditure the net interest on the defined benefit liability is charged to the Comprehensive income and expenditure statement.

3. Other Statutory Adjustments

This shows any other amounts payable and receivable to be recognised under statute.

For Taxation and general grants this represents the timing difference with regards to the collection fund for income projected to be received and actual income received.

4. Other Non-Statutory Adjustments

This represents:

- a removal of transactions between segments of the income and expenditure account,
- removal of Trading accounts income and expenditure and Investment properties income so that they are shown in the Financing and investment line of the Comprehensive income and expenditure account.

7. Major classes of cash receipts and payments (Comprehensive income and expenditure statement)

The movements in our Comprehensive income and expenditure statement include the following:

- Housing benefit payments £33.5m
- Government grant received in respect of housing benefit paid to the Council £31.8m
- Income from sales, fees and charges and rents £29.0m
- Employee costs excluding statutory payments on behalf of employees for tax and pensions £27.9m

8. Events after the Balance sheet date

If anything happens after the end of the year and before we issue the Statement of accounts, we will either amend the accounts if it affects anything we reported on in the year or add a note to say how it will affect future years.

9. Adjustments to expenditure to arrive at the final charge to council tax

Accounting Policy

We set aside specific amounts as reserves for future purposes, or to cover contingencies, or to deal with the local authority legal requirements for capital and pension accounting. Reserves are created by moving amounts from the General fund in the Movement in reserves statement. When we incur expenditure that is due to be financed from a reserve, we charge it to the appropriate service in the Comprehensive income and expenditure statement. We credit the statement with an equal amount transferred from the reserve so that there is no charge to council tax.

The following are the main reserves we include in the Balance sheet.

Capital adjustment account	Includes amounts we have set aside to pay for fixed assets. It also includes capital receipts we have set aside to repay loans and other capital financing transactions, and revaluation gains before 1 April 2007. This is an unusable reserve.
Capital receipts reserve	Represents the money we have received, but not yet spent, from selling assets. This is a usable reserve.

Earmarked reserves	These are usable reserves set aside for a specific purpose.
Pension reserve	Represents the shortfall on assets needed to cover our future pension costs. This is an unusable reserve.
Revaluation reserve	Shows changes in the value of our fixed assets caused by revaluing them. It only has revaluation gains recognised after 1 April 2007. Any gains before that date are shown in the Capital adjustment account. This is an unusable reserve.

The General fund balance movements include movements in Earmarked reserves, which are set aside for specific purposes. The detail of these can be found in note 9.

Movements in 2020/21	General fund	Capital receipts reserve	Capital grants unapplied	Total usable reserves	Unusable reserves	Total reserves
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Reversal of items included in the Comprehensive income and expenditure statement (CI&ES)						
Depreciation and impairment of non-current assets	(7,487)			(7,487)	7,487	-
Revaluation losses on property, plant and equipment	(2,799)			(2,799)	2,799	-
Change in the market value of investment properties (+gain/-loss)	(5,000)			(5,000)	5,000	-
Amortisation of intangible assets	(94)			(94)	94	-
Capital grants and contributions applied to capital financing	789			789	(789)	-
Revenue expenditure funded from capital under statute	(1,996)			(1,996)	1,996	-
Gain or loss on the disposal of non-current assets	(1,255)	(1,174)		(2,429)	2,429	-
Unrealised Gain & Losses on Investments	(46)			(46)	46	-
Inclusion of items not included in the CI&ES						
Statutory provision for the financing of capital investment	275			275	(275)	-
Adjustments involving the capital receipts reserve						
Asset sale proceeds credited to the CI&ES	399	(466)		(67)	67	-
Use of capital receipts to fund new capital spending		2,841		2,841	(2,841)	-
Transfers to the housing capital receipts pool						-
Transfers from deferred capital receipts on receipt of cash						-
Adjustments involving the capital grants unapplied account						
Reversal of unapplied capital grants and contributions credited to the CI&ES	5,057		(5,057)			-
CIL grant	1,022		(1,022)			-
Grants applied to capital financing			2,755	2,755	(2,755)	-
Adjustments involving the pension reserve						
Reversal of post-employment benefits charged to the CI&ES	(10,078)			(10,078)	10,078	-
Employer's pension contributions paid in the year	7,648			7,648	(7,648)	-
Adjustments involving the collection fund adjustment account						
Adjustment for Council Tax collection fund income	(177)			(177)	177	-
Adjustment for Non-domestic rates collection fund income	(16,059)			(16,059)	16,059	-
Adjustments involving the accumulating compensated absences adjustment account						
Difference between costs charged under statutory requirements and those actually charged to the CI&ES	36			36	(36)	-
Total adjustments	(29,765)	1,201	(3,324)	(31,888)	31,888	-

Movements in 2021/22	General fund	Capital receipts reserve	Capital grants unapplied	Total usable reserves	Unusable reserves	Total reserves
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Reversal of items included in the Comprehensive income and expenditure account (CI&ES)						
Depreciation and impairment of non-current assets	(6,813)			(6,813)	6,813	-
Revaluation losses on property, plant and equipment	581			581	(581)	-
Change in the market value of investment properties (+gain/-loss)	(14,262)			(14,262)	14,262	-
Amortisation of intangible assets	(88)			(88)	88	-
Capital grants and contributions applied to capital financing	397			397	(397)	-
Revenue expenditure funded from capital under statute	(1,546)			(1,546)	1,546	-
Gain or loss on the disposal of non-current assets	754	(1,079)		(325)	325	-
Unrealised gain or loss on Investments	955			955	(955)	-
Inclusion of items not included in the CI&ES						
Statutory provision for the financing of capital investment	333			333	(333)	-
Capital expenditure charged to the General Fund	1,987			1,987	(1,987)	-
Adjustments involving the capital receipts reserve						
Asset sale proceeds credited to the CI&ES	637	(695)		(58)	58	-
Use of capital receipts to fund new capital spending		1,748		1,748	(1,748)	-
Adjustments involving the capital grants unapplied account						
Reversal of unapplied capital grants and contributions credited to the CI&ES	5,280		(5,280)			-
CIL grant	1,995		(1,995)			-
Grants applied to capital financing			3,118	3,118	(3,118)	-
Adjustments involving the pension reserve						
Reversal of post-employment benefits charged to the CI&ES	(14,068)			(14,068)	14,068	-
Employer's pension contributions paid in the year	5,247			5,247	(5,247)	-
Adjustments involving the collection fund adjustment account						
Adjustment for Council Tax collection fund income	57			57	(57)	-
Adjustment for Non-domestic rates collection fund income	14,377			14,377	(14,377)	-
Adjustments involving the accumulating compensated absences						
Difference between costs charged under statutory requirements and those actually charged to the CI&ES	17			17	(17)	-
Total adjustments	(4,160)	(26)	(4,157)	(8,343)	8,343	-

10. An assessment of our earmarked reserves

The following table shows details of movements in these reserves.

Earmarked Reserves	Pensions	Contingency	Business Rates Reserve	Other reserves	Total earmarked reserves
	£ 000	£ 000	£ 000	£ 000	£ 000
Balance at 1 April 2020	3,370	3,042	1,954	2,380	10,746
Transfers in	542		16,797	1,045	18,384
Transfers out	(2,796)		(894)	(534)	(4,224)
Balance at 31 March 2021	1,116	3,042	17,857	2,891	24,906
Transfers in	717		3,639	4,663	9,019
Transfers out			(16,861)	(1,382)	(18,243)
Balance at 31 March 2022	1,833	3,042	4,635	6,172	15,682

a Pensions

This reserve was set up to deal with the future effects of costs arising from early retirements and deficits on the pension fund.

b Contingency reserve

To meet any unexpected costs including shortfalls on interest income and Business Rate Retention.

c Business Rates Reserve

To manage timing differences from payments and income from Business Rates Retention scheme. Due to various reliefs introduced by the Government to help businesses during the pandemic, the income collected was significantly lower than what we estimated and booked based on our NNDR1 return. The deficit will need to be repaid in future years, and the amount that we expect to repay was transferred for this purpose from our General fund to the Business rates reserve.

11. Other operating expenditure

2020/21 Gross spending £ 000	2020/21 Income £ 000	2020/21 Net spending £ 000		2021/22 Gross spending £ 000	2021/22 Income £ 000	2021/22 Net spending £ 000
			Other operating expenditure			
2,632	-	2,632	Parish council precepts	2,739	-	2,739
1,255	-	1,255	(Gain) or losses on disposal of non-current assets	-	(754)	(754)
-	(399)	(399)	(Gain) or losses on disposal of unattached assets	-	(637)	(637)
3,887	(399)	3,488		2,739	(1,391)	1,348

12. Financing and investments

2020/21 Gross spending £ 000	2020/21 Income £ 000	2020/21 Net spending £ 000		2021/22 Gross spending £ 000	2021/22 Income £ 000	2021/22 Net spending £ 000
			Financing and investments			
-	(458)	(458)	Interest and investment income	-	(616)	(616)
24	-	24	Interest we have to pay	20	-	20
46	-	46	Other unrealised investment income or loss	-	(955)	(955)
2,068	-	2,068	Pensions interest (note 33)	2,134	-	2,134
3,556	(3,535)	21	(Gains) or losses on trading operations (note 25)	3,919	(3,531)	388
5,000	-	5,000	Revaluation of investment properties	14,262	-	14,262
995	(4,587)	(3,592)	Investment properties (note 25)	339	(4,022)	(3,683)
11,689	(8,580)	3,109		20,674	(9,124)	11,550

13. Taxation and non-specific grants

2020/21 Gross spending £ 000	2020/21 Income £ 000	2020/21 Net spending £ 000		2021/22 Gross spending £ 000	2021/22 Income £ 000	2021/22 Net spending £ 000
			Taxation & general grants			
-	(15,063)	(15,063)	National non-domestic rates	-	(27,448)	(27,448)
27,509	(19,973)	7,536	Government tariff and s31 grants	27,509	(8,646)	18,863
-	(16,137)	(16,137)	Demand on the collection fund	-	(16,729)	(16,729)
829	(13,639)	(12,810)	Capital grants, New homes bonus, contributions to/from the Business rates pool and other grants and contributions	1,212	(12,455)	(11,243)
28,338	(64,812)	(36,474)		28,721	(65,278)	(36,557)

14. Movements on our assets

Independent external valuers are used to revalue our properties. The valuations were undertaken by Montagu Evans on the 31st March 2022. With reference to this recommendation the following assets were valued in 2021/22:-

All Investment Properties

All Surplus Assets

Other Land and Buildings – Car Parks, Temporary Accommodation Properties, Specialised Operational Assets over £2m and those assets with a value in excess of £2m

The assets the Council holds have not materially altered but there are changes to value and/or economic lives of assets. The impact of these changes does not result in any real change in the financial health of the authority or its ability to provide its services.

The new valuation of Council's car parks reflects a £4.4m fall in values compared to last year from £50.6m in 2020/21 to £46.2m. This is the continued effect of Covid 19 being reflected in the valuation. High Chelmer Shopping Chelmer has a significant fall in its valuation due to the delayed affect of Covid 19 being reflected in its valuation. The valuation has fallen from £37.2m to £23.5m reflecting a fall in valuation of 36.88%.

All valuations are in line with the Statement of Asset Valuation Practice and Guidance Notes of the Royal Institution of Chartered Surveyors. The valuer did not inspect all our properties, as this was not possible or necessary.

Accounting policies

Charges to Revenue for Assets

We charge service revenue accounts, central support services and trading undertakings for all the fixed assets they use to provide their services. There are depreciation charges that cover the estimated loss in value over time of physical assets that each service has used which are spread on a straight-line basis over the asset's life.

Investment Properties

Investment properties are those we use solely to earn rentals or hold in the expectation that they will increase in value. The property cannot be used to deliver Council services.

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not

depreciated but are revalued annually according to market conditions at the year-end. 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.

We credit rental income from the properties to the Financing and investment income line in the accounts. We add any revaluation gains to the Financing and investment income and expenditure line in the Comprehensive income and expenditure statement but reverse them out before they affect council tax.

Property, Plant and Equipment (PPE)

PPE are physical assets used in providing Council services. They must provide benefit for more than one financial year.

Spending on capital assets is recorded in our accounts when the work has been done, or when the asset has been delivered to us, rather than when we actually pay for it.

Different types of assets are valued as follows:

- Vehicles and equipment such as lorries, computers or lawnmowers are valued at cost of buying them.
- Community assets such as parks are valued at historic cost unless the external valuers identify a more appropriate value.
- Infrastructure such as bridges are valued at depreciated historical cost
- Other assets such as land and buildings are valued at price that would be paid for the asset in its existing use. Where there is no market-based evidence because the asset is so specialised, they are valued at depreciated replacement cost.
- Assets Held for Sale, when it becomes highly likely that an asset will be sold then the asset is revalued immediately before reclassification and then carried at the lower of this amount and its fair value less costs to sell.
- Surplus assets are those not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or assets held for sale. The fair value of surplus assets 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.

All Investment, Surplus and large assets with a value in excess of £2m are revalued every year. All other assets will be revalued at least once every three years. However, if there is evidence of a big change in an asset's value in any year, we will revalue that asset immediately.

Increases in revaluations result in the property, plant and equipment values rising and a credit being made to the Revaluation reserve to recognise the unrealised gain. The unrealised gain means the asset is now worth more, but we have not sold it and realised that gain. Sometimes, if the asset had previously suffered a loss, the gain on revaluation will be credited to the Comprehensive income and expenditure statement, but the effect will be removed before it affects council tax.

We charge decreases in valuations as follows:

- If there is a balance on the Revaluation reserve from previous gains, we charge decreases against those gains.
- If there is no balance on the Revaluation reserve or if it is insufficient, we charge the shortfall to the Comprehensive income and expenditure statement. This is reversed out before it affects council tax.

Sometimes an asset falls in value because part of it has broken or worn out (impairment), for example if a roof starts to leak and needs to be replaced. The Council reviews its assets annually for these impairments. When an impairment occurs, we charge it as follows:

- When there is a balance in the Revaluation reserve, the impairment will be charged there.
- Where there is no balance on the Revaluation reserve, we make a charge to the service that uses the asset. This is reversed out before it affects council tax.

When we are deciding whether to reduce the value of our assets, we use the following rules:

We reduce the value of most of our assets steadily throughout their useful lives from the time they are ready for use (depreciation). The exceptions to this are community assets, freehold investment properties and other assets held for sale (but only from the date we have decided to sell them).

If the Council still owns equipment and intangible assets where they are fully depreciated, we take a decision to revalue them only if their value is over £10,000. Otherwise, the asset is written out of the Balance sheet on disposal.

The useful lives we have decided on for our assets are estimates and depend on the type of asset. We have set out below the shortest and longest time we expect each type of asset to be valuable:

- | | |
|--------------------------|------------|
| • Buildings | 5-50 years |
| • Vehicles and equipment | 1-20 years |

We decide each year whether the useful lives figures are still appropriate.

Any gain in the value of the asset recorded in the Revaluation reserve is reduced every year as the asset depreciates. This reflects the change in value as an asset wears out or becomes less useful. It is generally the cost to buy the asset minus any money we expect to gain from selling the asset, divided by the number of years the asset will be useful. We show the falling value of assets through a charge to the Capital adjustment account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

PROPERTY, PLANT AND EQUIPMENT (NON-CURRENT ASSETS)	Other land and buildings	Vehicles and equipment	Infra-structure	Community assets	Assets being built	Surplus assets	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Net book value on 1 April 2020 (after depreciation)	206,801	8,422	129	4,592	1,580	6,253	227,777
Total book value on 1 April 2020	206,838	18,773	133	4,592	1,580	6,254	238,170
Assets we have transferred	1,000	197	-	141	(1,338)	680	680
Assets we have bought, improved or were donated	3,064	1,839	66	4	954	393	6,320
Adjustment to accruals for assets we bought							-
Assets we have sold or disposed of	(713)	(286)				(221)	(1,220)
Assets no longer required		(618)					(618)
Assets we have impaired							-
Assets revalued	(37,439)					29	(37,410)
Total book value on 31 March 2021	172,750	19,905	199	4,737	1,196	7,135	205,922
Depreciation on 1 April 2020	37	10,351	4	-	-	1	10,393
Assets we have transferred							-
Revaluation adjustment							-
Amounts written out on assets we have sold	(16)	(885)				(5)	(906)
Impairments recognised in the cost of provision of services							-
Impairments recognised in the revaluation reserve							-
Impairments written out							-
Depreciation written out	(5,197)					(13)	(5,210)
Depreciation for the year	5,525	1,939	7			17	7,488
Depreciation on 31 March 2021	349	11,405	11	-	-	-	11,765
Net book value on 31 March 2021 (after depreciation)	172,401	8,500	188	4,737	1,196	7,135	194,157

PROPERTY, PLANT AND EQUIPMENT (NON-CURRENT ASSETS)	Other land and buildings	Vehicles and equipment	Infra-structure	Community assets	Assets being built	Surplus assets	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Net book value on 1 April 2021 (after depreciation)	172,401	8,500	188	4,737	1,196	7,135	194,157
Total book value on 1 April 2021	172,750	19,905	199	4,737	1,196	7,135	205,922
Assets we have transferred	920	7	-	30	(957)	-	-
Assets we have bought, improved or were donated	4,928	2,635	28	56	2,547	23	10,217
Adjustment to accruals for assets we bought							-
Assets we have sold or disposed of	(132)	(652)				-	(784)
Assets no longer required		(883)					(883)
Assets we have impaired							-
Assets revalued	(6,403)					120	(6,283)
Total book value on 31 March 2022	172,063	21,012	227	4,823	2,786	7,278	208,189
Depreciation on 1 April 2021	349	11,405	11	-	-	-	11,765
Assets we have transferred							-
Revaluation adjustment							-
Amounts written out on assets we have disposed of	(4)	(1,521)				-	(1,525)
Impairments recognised in the cost of provision of services							-
Impairments recognised in the revaluation reserve							-
Impairments written out							-
Depreciation written out	(4,910)					(29)	(4,939)
Depreciation for the year	4,916	1,860	8			29	6,813
Depreciation on 31 March 2022	351	11,744	19	-	-	-	12,114
Net book value on 31 March 2022 (after depreciation)	171,712	9,268	208	4,823	2,786	7,278	196,075

FAIR VALUE OF PROPERTY, PLANT AND EQUIPMENT	Other land and buildings	Vehicles and equipment	Infra-structure	Community assets	Assets being built	Surplus	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Historic cost	1,184	21,012	227	4,801	2,786	-	30,010
Carrying fair value at:							
31 March 2022 (valuation date 31/03/2022)	164,598					7,278	171,876
31 March 2021 (valuation date 31/03/2021)	1,913					-	1,913
31 March 2020 (valuation date 31/03/2020)	4,368			22			4,390
31 March 2019 (valuation date 30/11/2018 & 31/03/2019)							-
31 March 2018 (valuation date 31/12/2017 & 31/03/2018)							-
Total	172,063	21,012	227	4,823	2,786	7,278	208,189

INVESTMENT PROPERTIES (NON-CURRENT ASSETS)	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22
	Assets being built	Assets	Total	Assets being built	Assets	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Balance on 1 April	20	79,252	79,272	24	72,252	72,276
Additions						
Properties we bought			-			-
Properties we built			-			-
Properties we improved	4	172	176	180	-	180
Disposals		(1,492)	(1,492)		(183)	(183)
Net gain or (loss) from fair value adjustments		(5,000)	(5,000)		(14,262)	(14,262)
Transfers (to) or from						
Stocks			-			-
Property, plant and equipment		(680)	(680)		-	-
Other changes			-			-
Balance on 31 March	24	72,252	72,276	204	57,807	58,011

The operating costs and income from our investment properties can be found in note 25 of the notes to the main financial statements.

Recurring fair value measurements using:	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2021
	£ 000	£ 000	£ 000
Commercial Site	21,761		21,761
Development site	4,494	891	5,385
Pending Sale			-
Residential (market rental) properties	296		296
Retail Sites	44,810		44,810
Balance on 31 March 2021	71,361	891	72,252

Recurring fair value measurements using:	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair value as at 31 March 2022
	£ 000	£ 000	£ 000
Commercial Site	21,394		21,394
Development site	4,372	658	5,030
Pending Sale			-
Residential (market rental) properties	252		252
Retail Sites	31,130		31,130
Balance on 31 March 2022	57,148	658	57,806

The categorisation of assets involves the valuers making a judgement based on the latest available information. Galleywood Hall Greenbelt Land has been re-categorised from Input Level 2 to Level 3.

Funding our capital expenditure

We incurred the following amounts of capital expenditure in the year and these are shown together with a statement of the resources used to finance the expenditure below. The balance on the capital financing requirement is £18.90m, At the end of the year we have an external debt of £0.53m (finance lease) and £18.37m internal borrowing against reserves.

CAPITAL EXPENDITURE AND CAPITAL FINANCING	2020/21	2021/22
	£ 000	£ 000
Opening capital finance requirement at 1 April	12,387	14,410
Expenditure on		
Property plant and equipment	6,320	10,217
Investment properties	176	180
Heritage assets		
Intangible assets	146	61
Revenue expenditure funded from capital under statute and Renovation Loans	2,041	2,355
Less sources of finance		
Capital receipts	(2,841)	(1,748)
Government grants and other contributions	(3,544)	(4,256)
Revenue funding		(1,987)
Minimum revenue provision	(275)	(333)
Capital financing requirement at 31 March	14,410	18,899

15. Heritage assets

Accounting Policies

Heritage assets

Heritage assets are items the Council owns that have historic importance. These may be on display in the Council's museums or in safe storage. The Council has, since 2011/12, been required to include valuations of its heritage assets in its accounts.

The Council reviews its Heritage assets every year as part of its insurance valuation process. Details on the methods used are shown below.

The Council records its heritage assets under the following headings:

1. Archaeology and Numismatics
2. Pottery, drinking glasses and pewter

3. Works of art
4. Natural History taxidermy, botanica and geological specimens
5. Social, agricultural and industrial history, including costume
6. Statues
7. Mayor's office
8. Small-value items

Valuations have been made using a range of methods; external valuers, in house experts, indexation and average valuations for groups of items.

The Council adds to its collection regularly. However, these are not expensive or numerous purchases of heritage assets. We occasionally receive donated items, usually for Hylands House, and these will be recorded at valuation on their acceptance by the Council. Hylands House is not a heritage asset as it is used as a venue for weddings and corporate meetings, for which the Council charges fees.

We revalue any heritage assets that suffer damage. We do not normally dispose of or sell heritage assets.

The collections of the Essex Regiment Museum are owned by separate Trustees, under a 25-year management agreement with the Council signed in March 1999. It stipulates that the Council will insure the regimental collections in the same way as it insures its own Chelmsford Museum collections. However, we do not include regimental collections in our Balance sheet valuations.

Heritage Valuers

We have previously used the following external valuers to value our heritage assets.

- David S. Moulson, MBE, BSc (pewter valuations)
- Sotheby's the auction house, Seabys (international coin sellers) and J & S Rogers (silversmiths)
- Robert Dalgety
- Sworders, Fine Art Auctioneers

Heritage assets by category

Heritage Assets	Archaeology and Numismatics	Natural History taxidermy, botanical and geological specimens	Pottery, drinking glasses and pewter	Social, agricultural & industrial history, including costume	Statues	Mayor's Office	Works of Art	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
1st April 2020	237	243	518	1,231	515	153	1,143	4,040
Additions								-
Revaluations	11	11	23	55	23	7	58	188
31 March 2021	247	254	541	1,287	538	160	1,201	4,229
Additions								-
Revaluations	1	-	-	13	-	134	(1)	147
31 March 2022	248	254	541	1,300	538	294	1,200	4,376

Commentary on movements

The significant valuation change relates to the revaluation of the Councils Regalia.

Overview of our collection

Heritage assets owned by Chelmsford City Council are held by the Museums Service. Most are displayed at the Chelmsford Museum in Oaklands Park, or stored in a warehouse at South Woodham Ferrers.

The industrial and agricultural collections are held at Sandford Mill where they are displayed or stored.

Some works of art and other items are displayed at Hylands House.

Mayoral regalia and mayoral gifts are held at the Civic Centre.

Chelmsford Museum is accredited with the Arts Council England Scheme (Number 579), which recognises minimum required standards for collections, care, visitor services and constitutional arrangements.

The Museum collection is added to from time to time, mainly through donation of objects by members of the public, but also by some purchase of objects. An Acquisition & Disposals Policy sets out the different strengths of the collection, current collecting themes, and criteria for collecting (broadly, items made or used in the City of Chelmsford). No material purchases or disposals have occurred in the last two years.

16. Categories of financial assets and liabilities

Accounting policy

We record our investments and borrowings in the following ways:

- Most of our investments are deposits with banks, building societies, the Government or other UK local authorities. These assets generate payments solely of principal and interest. We must show their value on the balance sheet, including interest yet to be paid to the Council. Any interest received or due at the balance sheet date is shown in the Comprehensive income and expenditure statement. These types of investment are measured at amortised cost in accordance with IFRS9.
- We also invest some money in Pooled Investment Funds. Payments from these funds are not solely principal and interest as they are equity instruments with the Council earning dividends and redeeming shares at the prevailing market rate. The Council accounts for these as Fair Value through Profit and Loss (FVPL) in accordance with IFRS9.
- The income from the “FVPL” investments is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable.
- If the value of an FVPL asset changes from the price that it was originally invested at then the balance sheet shows the investment at its valuation at the balance sheet date. The difference between these values, being an unrealised gain or loss is charged to revenue and reversed out to the Pooled Funds Adjustment Account before it has any impact on Council Tax. The cumulative gain or loss held in the Pooled Funds Adjustment Account is charged to Comprehensive Income and Expenditure Statement when the investment is sold.
- All our borrowing is shown on the balance sheet, including any interest owed by the Council. Interest payable for the accounting period is charged to the Comprehensive income and expenditure statement.

Impairment provisions for financial assets

Investments

The Council also makes impairment provisions against non-trade receivable financial assets in line with IFRS9 (if material). 12 month expected credit losses are applied to all assets held at amortised cost, with reviews made for lifetime losses where credit risk has increased significantly.

On recognition the Council makes a provision (if material) for 12 month expected credit losses on all of its financial assets held at amortised cost, excluding investments in the UK Government and other local authorities.

Should the risk of loss increase significantly for a specific asset or category of assets then the provision will be increased to represent lifetime credit losses. This provision

is charged to the Comprehensive income and expenditure statement and reduces the carrying value of the financial assets on the balance sheet.

Loss provisions are not required for assets held at Fair Value through Profit and Loss (FVPL) because current market prices as recorded in the accounts reflects market expectations of credit risk.

In line with CIPFA guidance, investments with the UK Government and UK Local Authorities are exempted from loss provisions.

Trade receivables, lease receivables and contract assets

Impairment provisions for trade receivables, lease receivables and contract assets follow the simplified method as set out in the CIPFA code, where lifetime expected credit losses are provided for. For trade receivables Council makes specific allowances for known assets facing increased credit risk and then makes further provision for its receivables on a collective basis using historical patterns experienced by the authority.

The tables below show the categorisation of our financial assets and liabilities:

2020/21 Investments £ 000	2020/21 Cash & cash equivalents £ 000	2020/21 Receivables & payables £ 000	SHORT-TERM	2021/22 Investments £ 000	2021/22 Cash & cash equivalents £ 000	2021/22 Receivables & payables £ 000
			Financial assets			
	22,470		Fair value through profit or loss		15,336	
8,033	10,204	9,526	Amortised cost	22,996	20,337	6,145
8,033	32,674	9,526	Total financial assets	22,996	35,673	6,145
8,033	32,674	9,526	Total assets	22,996	35,673	6,145
			Financial liabilities			
	(162)	(5,648)	Amortised cost		(599)	(4,059)
-	(162)	(5,648)	Total financial liabilities	-	(599)	(4,059)
-	(162)	(5,648)	Total liabilities	-	(599)	(4,059)

2020/21 Investments £ 000	2020/21 Receivables & payables £ 000	LONG-TERM	2021/22 Investments £ 000	2021/22 Receivables & payables £ 000
		Financial assets		
6,436		Fair value through profit or loss	17,391	
	1,275	Amortised cost		2,138
6,436	1,275	Total financial assets	17,391	2,138
6,436	1,275	Total assets	17,391	2,138
		Financial liabilities		
	(3,926)	Amortised cost		(2,455)
-	(3,926)	Total financial liabilities	-	(2,455)
-	(3,926)	Total liabilities	-	(2,455)

Fair value

The fair value is calculated by comparing investments made during the year to the interest rates available on 31 March 2022 for new investments that would end at the same time. The difference in value is because of different market interest rates than would be available at the year-end date.

The following table sets out this difference between the reporting value and the fair value of the Council's assets:

Fair Value	Reporting £ 000	Fair value £ 000
Fair Value At 31 March 2021		
Financial assets		
Investments and cash equivalents	47,107	47,092
Cash	37	37
Long-term receivables	1,275	1,275
Financial liabilities		
Cash	(162)	(162)
Fair Value At 31 March 2022		
Financial assets		
Investments and cash equivalents	76,031	76,053
Cash	29	29
Long-term receivables	2,138	2,138
Financial liabilities		
Cash	(599)	(599)

The following table provides a breakdown of the valuation technique for our financial assets measured at fair value through profit and loss.

Money Market Funds have been excluded because there are regular changes in invested sums and due to MMF regulations the actual fair value price would always be £1 unless a fund was impaired.

Financial Assets measured at fair value:

Recurring fair value measurements	Input level in fair value hierarchy	Valuation technique to measure fair value	31st March 2021 £ 000	31st March 2022 £ 000
Local Authority Property Fund	Level 1	Unit Prices	6,436	7,566
Aegon Multi-Asset Diversified Income Fund	Level 1	Unit Prices	0	3,584
Ninety One Multi-Asset Diversified Income Fund	Level 1	Unit Prices	0	3,152
CCLA Multi-Asset Diversified Income Fund	Level 1	Unit Prices	0	3,089
Total			6,436	17,391

The risks we face when we invest in financial instruments, and how to reduce those risks

The Council has money that it is not planning to spend straightaway, so it is invested to earn interest. When we invest millions of pounds, we must consider what could go wrong and how to avoid or minimise these dangers or risks. There are three main types of risk: credit risk, liquidity risk and market risk. This section explains what these risks are and how we manage them to try to avoid them or reduce the effect when things go wrong.

Our risk-management process looks at the unpredictability of financial markets and tries to minimise any adverse effects on the resources available to pay for services.

Credit risk: Treasury Investments

This is the danger that once we have invested money with another organisation they fail to pay interest or repay the original investment.

We will only invest in certain types of investment and place limits in the total we will invest with any one counter party or group. We estimate how safe an investment is depending on how likely it is that the organisation will be able to repay the money. How we measure this depends on the type of organisation, but this includes credit ratings, CDS swap information and advice from the Council's treasury advisors.

We present reports to Council meetings at the beginning of every year and half way through it to agree who we can lend money to. The type of investment we choose can help to reduce the risk of failure. The table below gives the types and the maximum amounts that can be invested, as set out in the Council's Treasury Management Strategy (limits approved at February 2021 Full Council meeting).

The table below summarises the credit risk exposures of the Council's treasury investment portfolio by credit rating and remaining time to maturity:

Credit Rating	2020/21 Short term £ 000	2021/22 Short term £ 000	2020/21 Long term £ 000	2021/22 Long term £ 000
AAA				
AA+				
AA		6,006		
AA-	3,018	12,003		
A+	2,148	12,289		
A		3,000		
A-				
BBB+				
Unrated local authorities	13,034	10,005		
Unrated Building Societies				
Unrated Housing Associations				
AAA-mmf	22,470	15,336		
Credit Risk not applicable (pooled funds)			6,436	17,391
Total	40,670	58,639	6,436	17,391

The table below details the counterparties approved in the Council's Treasury Management Strategy for 2021/22:

Investments	Minimum Credit Criteria	Max. Limit £m	Max. maturity period
Enhanced Money Market Funds (Variable Unit Price) Up to 5 funds	AAA	£6m each fund	2-5 day notice
Money Market Funds (per fund)	AAA	£6m each fund	Instant access
Debt Management Agency Deposit Facility, Government Treasury Bills or Gilts	UK Government	No Limit	5 years
CCLA Local Authority Property Fund	Unrated	£8m	n/a
Local Authorities / Bank Deposits Collateralised (guaranteed against local authority loans)	UK Government	£10m for each authority	5 years
UK Banks	A-	£3m each group	364 days
Building Societies	A-	£3m each group	364 days
Non-UK Banks	AA-	£3m each group	364 days
Non-UK Banks	A-	£3m each group	100 days
Registered Social Landlord Loans (these deposits would be guaranteed on RSL assets or similar)	A-	£3m each	364 days
Covered Bonds (per bond)	AA-	£6m	3 years
Reverse Repurchase Agreements	AA-	£6m	364 days
Supranational Bonds (per institution)	AAA	£6m	3 years
Multi asset or bond funds	Unrated	£5m per fund	n/a
Challenger Banks e.g. Aldermore, Metro etc	Unrated	Delegate to Treasury Mgt committee authority to determine criteria to invest up to £3m	

The Council calculates expected credit losses with reference to historic default data, credit ratings and any collateral protecting an investment. 12 month expected credit losses are not material for the Council's investment portfolio. Losses will be allowed for against an investment that suffers a significant increase in credit risk, but none have been experienced in the year ending 31/03/2022.

Credit risk: trade receivables

Debtors are our customers for services which are not included in Council Tax and Non-domestic rates payments. In the past, some customers have failed to pay us money they owe us, so credit risk applies to them. The level of past default is based

on our provision for bad debts from our customers over the last three years. We have adjusted this to reflect the number of customers we think are unlikely to pay their debt. The nature of these debts varies, and this determines how we control and collect them. The debts are monitored so that at set trigger points, such as the age of the debt, or size of debt, we take specific action. Sometimes we have to accept that it would cost more to recover money than to lose it. However, because we are a public service we sometimes have to provide services even if the risk of the customer being unable to pay is higher than private companies would accept.

The age of our debt is shown in the following table (this does not include debts for council tax and NDR).

2020/21 £ 000	Age of debt	2021/22 £ 000
9,417	Less than three months	9,068
784	Three to six months	133
858	Six months to a year	498
4,110	More than a year	3,994
15,169		13,693

We monitor repayment of all debts rigorously.

Liquidity risk

This is the risk that we do not have enough cash in our bank accounts to pay our bills or staff. We control this risk by prioritising access to liquid cash in our investment strategy. In the event of unexpected shortages due to unforeseen expenses or failure of borrowers to repay us promptly, we have access to borrowing from other local authorities and the money markets. We have no long-term borrowings.

The table below shows the expected maturity profile for our financial assets:

2020/21 £ 000	Financial assets returned to the Council	2021/22 £ 000
35,670	Less than three months, including cash equivalents	35,644
-	Three to six months	14,991
5,001	Six months to a year	8,005
6,436	More than a year	17,391
47,107		76,031

Market risk: interest rates

This is the possibility that the value and amount of income we receive from our investments will fall because of changes in interest rates or market prices. The

Council plans its investment to invest more at fixed rates when interest rates are falling and more at variable rates when interest rates are rising.

As a significant proportion of our investments are in bank and local authority deposits, their value does not change in our accounts. We must note in our accounts the effect, if there had been one, of a 1% change in interest rates on our variable investments in 2021/22. The effect of a 1% increase in interest rates would have resulted in an extra income of £150,000 on variable rate investments. If interest rates had fallen by 1%, the loss of interest would have been the same amount.

Market risk: price risk

A proportion of our investments are in pooled funds and so their value is determined by market prices at the reporting date. The Council's investments in money market funds are not materially exposed to price risk due to the controls on volatility in these funds.

However, the Council's CCLA property fund investment and investment in its 3 Multi-Asset Funds are all subject to price changes arising from changes in the economy, although any losses would be unrealised unless the Council elected to sell the asset.

A 5% fall in equity and property prices for these funds at 31st March 2022 would result in a £567k (2021: £314k for Property Fund only) charge to the Comprehensive income and expenditure statement, which would be reversed out unless the asset was sold.

The original CCLA Property Fund investment of £5m means that an unrealised gain of £2.57m is currently held, which helps protect capital values against future losses. An unrealised loss of £0.17m is held against the Council's 3 Multi-Asset funds, resulting in a net unrealised gain across all pooled funds of £2.4m.

17. Major commitments under capital contracts

We were legally committed to the following material scheme on the 31st March 2022;

Public Realm Tindall Square £3.8m

18. Debtors

2020/21	Debtors	2021/22
£ 000		£ 000
3,838	Government departments	1,369
2,925	Other local authorities	1,338
11,986	Sundry debts owed by other organisations and individuals *	9,700
2,585	HB overpayments	2,491
30,549	Other debtors **	12,584
(3,243)	Debts we may not be able to collect	(3,250)
48,640		24,232

* Sundry debts include £3,578k Payments in advance

** Other debtors include money owed to us by Council tax and NNDR ratepayers and by the Collection Fund Preceptors.

The significant year on year decrease in other debtors is mainly due to large deficit on the collection fund in 2020/21 resulting in money owed to us by the preceptors. The table below provides more detailed breakdown for the other debtors.

2020/21	Other debtors	2021/22
£ 000		£ 000
19,016	NNDR Preceptors	-
7,268	CT Preceptors	7,825
2,143	NNDR ratepayers	2,279
2,116	Council Tax ratepayers	2,476
6	Money owed by Council's employees	4
30,549		12,584

19. Cash and cash equivalents

Accounting Policy

Cash is represented by cash in hand and balances with banks where we can access the money within a day. Cash equivalents are investments that when made, last no longer than 100 days and where the amount we will receive is not subject to any material change in value.

2020/21	Cash & cash equivalents	2021/22
£ 000		£ 000
37	Cash held by officers	29
(162)	Bank current accounts	(599)
32,637	Cash equivalents (short-term deposits)	35,644
32,512		35,074

20. Creditors

2020/21	Creditors	2021/22
£ 000		£ 000
23,173	Government departments incl grants received in advance	27,139
5,919	Other local authorities	5,860
2,495	Sundry creditors with other organisations and individuals	3,397
2,176	Receipts in advance from sundry creditors	2,480
1,503	Other creditors ***	2,094
35,266		40,970

*** Other creditors include money owed to the Council tax and NNDR ratepayers including prepayments, money owed to the Collection Fund Preceptors and our employees for their untaken leave.

To help billing authorities with their cash position, the Government paid on account S31 grants to the billing authorities for the whole collection fund, not just the billing authority's share during 2020/21 and 2021/22. We therefore have a large creditor, £13.4m, we owe to the Government and will have to repay once the final reconciliation of the S31 grants takes place. The Government's creditors also include £4.4m non-distributed grant funding for Covid19 support to qualifying businesses that will either be returned to the Government or redistributed in 2022/23, depending on the grant conditions. During 2021/22 we also received £8.6m Council tax rebate grant that will be paid out to households during 2022/23 to help with some of the impact of rising energy costs.

21. Provisions

Accounting policy

We put a certain amount of money aside to meet specific service payments we expect to make in the future, if we are not sure how much the payments will be or when we will have to pay them. The money in the provision is charged to the service when the provision is set up.

Provisions	NDR appeals £ 000	Total £ 000
Balance at 1 April 2020	5,090	5,090
Transfers in	190	190
Transfers out	-	-
Balance at 31 March 2021	5,280	5,280
Transfers in	-	-
Transfers out	(2,073)	(2,073)
Balance at 31 March 2022	3,207	3,207
Explanation	The amount that may be repayable if appeals against NDR valuations are successful	

22. Unusable reserves

The following table shows the transfers to and from these reserves. You can find an explanation of the headings at the bottom of the table.

Unusable Reserves	Revaluation reserve	Capital adjustment account	Pension reserve (note 33)	Collection fund adjustment account	Other unusable reserves	Total unusable reserves
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Balance at 1 April 2020	114,004	186,013	(91,797)	(1,706)	920	207,434
Change on the reserve during the year	(32,078)	(10,347)	(17,119)	(16,236)	(10)	(75,790)
Balance at 31 March 2021	81,926	175,666	(108,916)	(17,942)	910	131,644
Change on the reserve during the year	(4,110)	(12,595)	42,406	14,434	972	41,107
Balance at 31 March 2022	77,816	163,071	(66,510)	(3,508)	1,882	172,751
Explanation	The gains on revaluing our assets since 1 April 2007. See table below for details of movements	Capital spending to be financed from future resources. See table below for details of movements	Our liability to pay future pensions	Adjusting for paid and accrued council tax and NDR		

Revaluation reserve

2020/21	Revaluation Reserve	2021/22
£ 000		£ 000
114,004	Opening balance	81,926
(29,213)	Revaluation of assets	(1,777)
	Impairment losses	
(67)	Write-out of revaluations of assets we have sold	(70)
(2,798)	Difference between fair value and historic cost depreciation	(2,263)
81,926	Closing Balance	77,816

We moved any revaluation gains before 1 April 2007, the date the reserve was created, to the Capital adjustment account.

Capital adjustment account

2020/21	Capital Adjustment Account	2021/22
£ 000		£ 000
186,013	Opening balance	175,666
(7,581)	Allowance for depreciation and amortisation	(6,901)
	Less depreciation and amortisation charged to the revaluation reserve	
2,798		2,263
(1,996)	Revenue expenditure funded from capital under statute	(1,546)
67	Transfer from revaluation reserve on disposals	70
(2,799)	Impairments and amortisation charged to revenue	581
275	Minimum Revenue Provision	333
(67)	Repaid Capital loan receipts	(58)
6,385	Application of receipts and contributions	7,250
(2,429)	Assets disposed of	(325)
(5,000)	Movements in the value of investment properties in the CI&ES	(14,262)
175,666	Closing balance	163,071

23. Cashflow

2020/21	I&E to cash flow	2021/22
£ 000		£ 000
	Revenue shortfall or (surplus)	
(6,124)	Movement on the General fund	1,394
(831)	Provision for bad debts	(14)
1,996	Revenue funded by capital under statute	1,546
(275)	Minimum revenue provision	(333)
6	Other costs	(1,987)
(1,174)	Proceeds from asset disposals	(638)
(14,159)	GF - contribution (to)/from reserves	9,224
(20,561)		9,192
16,236	Our part of the collection fund	(14,434)
(4,325)		(5,242)
	Non-cash transactions	
(226)	Transfers to reserves	2,056
(25,138)	Net throughput on the collection fund	22,075
(25,364)		24,131
	Change in	
(3)	Stock	(35)
24,839	Debtors	(23,531)
(16,967)	Creditors	(1,657)
7,869		(25,223)
(21,820)	Net cash inflow or (outflow) from revenue activities	(6,334)

24. Expenditure and Income analysed by nature

The following table provides further analysis of our expenditure and income.

2020/21	Expenditure and Income Analysed by Nature	2021/22
£ 000		£ 000
	Expenditure	
37,433	Employee benefits expenses	41,619
59,728	Other services expenses	60,817
6,947	Covid19 discretionary grants paid out to businesses and individuals	2,990
	Exeptional item - VAT refund legal fees	410
12,377	Depreciation, amortisation, impairment	7,866
24	Interest payments	20
2,632	Precepts and levies	2,739
2,068	Pension interest and return on investment	2,134
14,689	Remeasurement of the assets of the pension fund	(51,227)
35,115	Gain or loss on the disposal and revaluation of Assets	13,693
171,013	Total Expenditure	81,061
	Income	
(23,353)	Fees, charges and other services income	(33,892)
	Exeptional item - VAT refund	(5,126)
(458)	Interest and investment income	(616)
(16,137)	Income from Council Tax	(16,729)
(63,725)	Government grants and other contributions incl Business Rate income,Housing Benefits grants and Covid19 grants	(53,493)
(7,088)	Covid19 Grants and contributions for redistribution to support businesses and individual	(2,920)
(6,868)	Capital Grants and contributions	(7,673)
(117,629)	Total Income	(120,449)
53,384	Total expenditure and income	(39,388)

The following table shows income we received from contracts with service recipients.

2020/21	Revenues from contracts with service recipients	2021/22
£ 000		£ 000
(21,940)	Revenues from contracts with service recipients	(33,674)
244	Impairments of recievable or contract assets	11
(21,696)	Total included in Comprehensive Income and Expenditure Statement	(33,663)

25. Trading operations

We must prepare a statement that shows which of our operations work in a commercial environment and aim to cover their costs by charging other parts of the Council, other organisations or people. Any shortfall or surplus we make through trading is taken to the Comprehensive income and expenditure statement.

2020/21 Gross spending £ 000	2020/21 Income £ 000	2020/21 Net spending £ 000	Trading accounts not shown in Spending on current services	2021/22 Gross spending £ 000	2021/22 Income £ 000	2021/22 Net spending £ 000
			Other operating expenditure			
2,976	(2,974)	2	Grounds maintenance	3,345	(2,954)	391
580	(561)	19	Vehicle maintenance	574	(577)	(3)
3,556	(3,535)	21		3,919	(3,531)	388
			Financing and investment			
995	(4,587)	(3,592)	Investment properties	339	(4,022)	(3,683)
995	(4,587)	(3,592)		339	(4,022)	(3,683)
4,551	(8,122)	(3,571)	Total trading activity	4,258	(7,553)	(3,295)

Our Grounds Maintenance trading operation provides maintenance for public open spaces and recreational grounds owned by the Council, as well as providing grounds maintenance services for external parties.

The Vehicle Maintenance trading operation maintains the Council owned waste and recycling fleet, and additionally provides MOT services and inspections for licenced taxi vehicles for external customers.

The Council owns several investments properties in its area, principally the High Chelmer and Meadows shopping centres, to generate rental income.

26. South Essex Parking Partnership (SEPP)

From 1 April 2011 we began administering SEPP on behalf of Essex County Council. SEPP covers the six councils in the south of Essex. Any surplus or deficit from the operation is ring-fenced in what it can be used for and is held separately from our own funds. Each council is entitled to one member on the managing joint committee, and all decisions are taken by majority vote. All on-street enforcement costs and income are incurred and received by Chelmsford City Council, and we maintain a separate account for each of the member authorities. Before 2011/12 each individual council incurred these costs and the income directly. The income and expenditure are shown below.

Revenue expenditure	2020/21 SEPP £ 000	2021/22 SEPP £ 000	2020/21 Chelmsford £ 000	2021/22 Chelmsford £ 000
Expenditure	2,232	2,586	493	566
Income	(1,941)	(2,331)	(574)	(863)
Net position	291	255	(81)	(297)

27. Councillors' allowances

The table below gives details of the allowances we paid to Councillors and the Mayor during the year.

2020/21	Councillors allowances	2021/22
£ 000		£ 000
342	Basic allowance	349
160	Special responsibility allowance	155
14	Mayor and Deputy Mayor allowance	13
516	Total we paid in the year	517

You can find more information on the amounts paid on our website.

28. Employees pay

Accounting policy

Where we decide to terminate an officer's employment before their normal retirement age, or where the officer decides to accept voluntary redundancy, they may be entitled to a termination benefit. We charge these to the Comprehensive income and expenditure statement in the year that we become committed to the termination.

Under the Accounts and Audit Regulations 2015 we must show the number of our staff costing more than £50,000 a year. Cost includes salary, travel and living costs, but not the employer's pension contributions. Where appropriate, we have also included subsidies for leased cars and redundancy payments.

The following table does not include chief officers' details, which are shown in the next table.

Employee pay band	Number of employees	Number of employees	Number who left in the year	Number who left in the year
£	2020/21	2021/22	2020/21	2021/22
50,000–54,999	9	15	2	2
55,000–59,999	10	11	-	-
60,000–64,999	6	5	1	1
65,000–69,999	4	3	-	1
70,000–74,999	4	5	-	1
75,000–79,999	5	3	-	-
80,000–84,999	6	5	1	-
85,000–89,999	1	5	-	-
90,000–94,999	1	1	-	-
95,000 – 99,999	-	-	-	-
100,000 - 104,999	-	-	-	-
105,000 – 109,999	-	-	-	-
110,000 - 114,999	-	-	-	-
115,000 – 119,999	-	-	-	-
120,000 - 124,999	-	-	-	-

We are not allowed to give any further information that links officers' names to the employee pay band (except for that shown in the chief officers' table below).

We have included a breakdown of the cost of our chief officers below, together with their names, where their annualised, full-time total cost is above £150,000. The costs in this table include the employer's pension contributions.

Chief officers	Salary, fees and allowances	Benefits in kind	Employer pension contributions	TOTAL
2020/21	£	£	£	£
Chief Executive (N Eveleigh)	185,025	1,924	33,977	220,926
Directors of:				
Connected Chelmsford (L Goodwin)	129,525	1,924	23,717	155,166
Financial Services	123,996	769	22,652	147,417
Public Places (K Nicholson)	129,741	1,539	23,717	154,997
Sustainable Communities (D Green)	98,644	3,693	17,788	120,125

Chief officers	Salary, fees and allowances	Benefits in kind ***	Compensation for loss of employment	Employer pension contributions ****	TOTAL
2021/22	£	£	£	£	£
Chief Executive (N Eveleigh)	193,802	1,853		35,674	231,329
Directors of:					
Connected Chelmsford (L Goodwin)	131,997	1,853		24,192	158,042
Financial Services (A Fahey) left 11/06/2021	24,769	146	211,960	4,528	241,403
Public Places (K Nicholson)	132,310	1,482		24,192	157,984
Sustainable Communities (D Green)	100,498	3,557		18,143	122,198

The Director of Sustainable Communities post is part-time (75% of a full-time equivalent). The full-time cost of the post would be £159,745.

*** These amounts represent benefits that the employees receive on top of their salaries, for example contribution towards a healthcare plan and are therefore not paid to the employee.

**** These amounts are not paid to the employee. They are paid directly to the pension fund to provide a pension on retirement based on contribution rates set by the actuaries.

We terminated the employment of some of our employees as shown in the table below.

2020/21 £ 000	Termination benefits	2021/22 £ 000
	Termination benefits	
252	Redundancy costs	556
114	Additional pension costs	97
366	Total spending	653
24	No of employees whose employment was terminated	20

Exit packages	2020/21	2021/22	2020/21	2021/22
	Leavers Number	Leavers Number	Cost £ 000	Cost £ 000
	£0 - £20,000	19	11	112
£20,001 - £50,000	3	7	110	249
£50,001 - £250,000	2	2	144	280
Total	24	20	366	653

We made nine employees compulsorily redundant in 2021/22, and nineteen in the previous year.

29. External audit costs

The table below gives details of the amounts we paid to our external auditors during the year. In 2021/22 we received £24,221 grant from the Department for Levelling Up Housing and Communities towards the 2021/22 audit costs. We also received a refund of £9,270 from Public Sector Audit Appointments Ltd in respect of the financial year 2020/21. Basic fee is subject to change as a direct result of backstop date.

2020/21 £ 000	External audit costs	2021/22 £ 000
66	Fees we paid to the auditor	
	Basic audit	47
-	Government grant for 21/22 audit fees	(24)
13	Costs/Income relating to previous year's audit fees and Housing Benefit audit	25
79	Total we paid in the year	48

30. Grants

Accounting policy

If we receive a grant or contribution that does not have any conditions, or we have met the conditions, we credit the amount to the Comprehensive income and expenditure statement on the relevant service line. If we have not met the conditions, we show the amount as a creditor on the Balance sheet until the conditions are met.

If the grant is a capital grant that does not affect the balance on the General fund, we reverse the grant out of the Comprehensive income and expenditure statement in the Movement of reserves statement to the Capital grants unapplied account.

We receive grants that do not relate to specific services. These are shown in note 13. In addition to this, we received the following grants and contributions that are shown in specific services in the Comprehensive income and expenditure statement.

2020/21	Grants and contributions	2021/22
£ 000		£ 000
34,851	Housing benefits grants	31,860
7,786	Sales, Fees & Charges grant	1,843
1,519	Furlough / Job retention scheme grant	105
7,088	COVID 19 grants and contributions for redistribution to support business and individuals	2,920
6,101	Other grants and contributions	7,530
57,345		44,258

We also received a number of grants and contributions that have conditions attached to them that may force us to have to return them. Once we have met these conditions, we will recognise them as income. The amounts involved are shown in the tables below. Some £1.5m of the in-year movement relates to new capital grants received in advance and the remainder of the movement relates to reclassification.

2020/21	Capital grants received in advance	2021/22
£ 000		£ 000
3,152	Opening balance	2,909
(243)	In-year movements	2,564
2,909		5,473

31. Related party transactions

We have to disclose material transactions with organisations or individuals that have the potential to control or influence us, or that we have the potential to control or influence. This disclosure allows readers of these accounts to assess whether we have been able to act independently, or to assess whether we have the ability to limit somebody else's ability to act independently of the Council. These are called related party transactions.

Central Government sets the legal framework that we operate in, provides grants and sets out how we deal with other agencies and organisations (eg Council Tax collection and Housing Benefits). The details of our dealings with Central Government are shown in notes 13, 18, 20, 30 and 36 and in the Cash Flow in section 6 and the Collection Fund in section 8.

Details of our transactions with the Essex pension fund administered by Essex County Council are shown in note 33.

We must also give details of any transactions we had during the year with our Councillors and chief officers, or their close families. With the exception of the following each Councillor and chief officer has stated that they did not have any such transactions during the year.

During 2021/22 we paid Event Sound and Light Limited £14,339, a Member's son is a partner in this company.

Some of our Members are also Parish Councillors and Councillors for Essex County Council. We receive S106 grants and income through the Community Infrastructure Levy (CIL) from Developers. Parishes receive a proportion of CIL income that is determined by the Government Community Infrastructure Levy Regulations 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulations 2011, 2012 and 2013). The following Parish Council's received CIL funding in 2021/22.

Galleywood Parish Council £5,293
Little Waltham Parish Council £9,526
South Hanningfield Parish Council £16,319
Runwell Parish Council £4,637
South Woodham Ferrers Town Council £9,509
Springfield Parish Council £511

Additional amounts can be paid over to parishes when Parish spending has been agreed to be funded from CIL receipts. In 2021/22 £3,750 was paid to Chignal Parish Council from CIL and we paid Sandon Parish Council £1,606 from S106 grants.

We made the following grants and payments during 2021/22 to the following organisations and some of our members sit on their boards or are trustees, but do not have a controlling interest.

Beaulieu community Trust £46
Broomfield Parish Council £760
Chelmsford Citizens Advice Bureau (CAB) £113,000
Chelmsford Community Transport £40,000
Chelmsford Council for Voluntary Services (CVS) £140,879
Chelmsford Cultural Development Trust £67,500
Chelmsford CHESS £10,000
Essex County Council £3,031,565
Families in Focus £10,000
Hearing Help Essex £8,500
Home Start Chelmsford £6,000
Interact Chelmsford £10,000
Millrace Furniture Restoration Co-operative £5,000
South Woodham Ferrers Town Council £3,249
Springfield Parish Council £148
Stock Parish Council £993
Support for Sight £4,000
Writtle Community Association £550

Writtle Parish Council £797
YMCA £25,000

In addition, the following organisations made payments to us.

Chelmsford CAB £40,152
Chelmsford CVS £15,876
Great Waltham Parish Council £3,676

32. Leases

Accounting policies

Leases we get from other organisations

Leases are classified as finance leases where the risks and rewards attached to the asset are mostly transferred to us. All other leases are operational leases. Where a lease is for both land and buildings, we separate the two elements into different leases.

For finance leases we include the depreciated fair value of the asset in the Balance sheet, which is matched by a liability of the amount we have to pay the lessor (legal owner). We are not allowed to charge the depreciation on the asset to council tax, so we reverse this out of the Comprehensive income and expenditure statement. The Comprehensive income and expenditure account is charged the cost of a finance lease as if it were a loan, that is the cost of interest and a minimum revenue provision (repayment of principal).

The rentals paid under operating leases are charged directly to the appropriate service line in the Comprehensive income and expenditure statement.

Leases we give to other organisations

When we give a finance lease to an organisation or individual, we are handing over ownership of that asset, so we remove the asset's value from our Balance sheet. The value of the lease payments are then split using a calculation into interest paid to the Council and payment for the sale of the asset. A long-term debtor is created in our Balance sheet and when we receive a payment for the lease it reduces the value of the debtor and recognises a capital receipt. Interest income is then credited to the Comprehensive income and expenditure statement.

Where we grant an operational lease for land or equipment, we keep ownership of the asset. The income from the lease is credited to the Comprehensive income and expenditure statement.

Leases we Give to Other Organisations.

The Council's other rental agreements are operational leases. Information about them is shown in the table below. Majority of the income shown comes from Commercial Properties. The figures are based on the minimum future lease payments.

2020/21	Operational Leases Minimum Income Due	2021/22
£ 000		£ 000
1,995	Lease payments due in less than a year	1,973
5,127	Lease payments due from 1 to 5 years	4,551
20,547	Lease payments due in more than 5 years	20,934
27,669		27,458

33. Pensions

Accounting Policy

Our employees have the right to join the Local Government Pension Scheme. The scheme provides defined benefits to its members (retirement lump sums and pensions) when they retire. Charges and balances included in the Comprehensive income and expenditure statement and the Balance sheet are based on actuarial assessments of the current costs of the pension scheme. For a full explanation of the rules, see the Pensions note in the notes to the main financial statements. However, statutory rules stop us charging these amounts to council tax. Instead, we have to charge the actual amounts we pay to the pension fund, which is a different figure to the actuarial valuations.

Our employees are entitled to belong to the Essex Pension Fund. The pension fund is governed and operated by Essex County Council within the national regulations governing all Local Government Pension Schemes (LGPS). The investment managers of the fund are appointed by Essex County Council.

Both employees and employers make contributions that are invested in a pension fund. These contributions are set at a level intended to balance the scheme's assets with its liabilities. However, there will be times when the fund has more or less assets compared to the amount predicted as being needed to meet the current and future commitments of members. The difference between the predicted level of investments and those needed will depend on investment returns and the level of unexpected payments made to members. When the fund does not have enough assets, the employer is responsible for making up the shortfall. If the fund has more assets than it needs, the employer may be able to make lower contributions. The main risks to the funding of the scheme are the assumptions on how long pensioners will live,

statutory changes to the scheme, large changes in the number of employees in the scheme, changes to inflation and the returns achieved on the scheme's investments.

Members of the scheme are entitled to defined benefits when they retire under the terms of the scheme. This part of the scheme is funded through the contributions to the scheme. If members of the scheme retire early, the additional cost of that commitment is calculated and paid by the employer at the same time as the member retires.

The scheme takes into account the Public Pensions Service Act 2013. The Act provides for scheme regulations to be made within a common framework, and to link pensions to career average salaries, rather than final salaries.

The scheme's cost is not simply the payments made into the pension fund in a year but must also reflect the actuary's view of gains or losses resulting from changes in the fund's liabilities and investments. This amount is shown in the total spending on services in the Comprehensive income and expenditure statement. However, the costs we charge to council tax payers are based on the actual cash we pay the pension fund in the year, so the costs identified by the actuary are reversed out of the Comprehensive income and expenditure statement and replaced by the actual contributions we make to the scheme. The actual charge we made to the General fund, and so to council tax payers, is shown in the table below.

2020/21 £ 000	Charges to the Comprehensive income and expenditure account	2021/22 £ 000
	Spending on services	
	Service cost	
7,894	Current service cost	11,327
1	Previous service cost	491
115	Administration expenses	116
	Other spending	
2,068	Net interest on the defined liability	2,134
10,078	Charge to the spending on current services in the comprehensive income and expenditure statement	14,068
63,351	Other charges	
	Remeasurement of the pension liability	(33,498)
(48,662)	Return on scheme assets (excluding interest)	(17,729)
14,689	Other charges to the comprehensive income and expenditure statement	(51,227)
24,767	Total charges to the comprehensive income and expenditure statement	(37,159)
7,648	Employer's contributions charged to the General fund	5,247

In addition to the gains and losses included in the Comprehensive income and expenditure statement, we have included a remeasurement surplus identified by the actuaries of £51.2m in 21/22 (a deficit of £14.7m in 2020/21).

31 March 2021	Movements on pension fund assets and liabilities	31 March 2022
£ 000		£ 000
	Scheme liabilities	
(275,255)	Value at 1 April	(346,614)
(7,894)	Current service cost	(11,327)
(1,546)	Member contributions	(1,566)
(6,395)	Interest costs	(6,876)
	Remeasurement	
(63,351)	Financial returns	29,638
(1)	Past service (gains) or costs	(491)
7,828	Benefits paid	8,064
(346,614)	Value at 31 March	(329,172)
	Scheme assets	
183,458	Value at 1 April	237,698
4,327	Interest	4,742
	Remeasurement	
48,662	Return on assets (excluding interest)	17,729
-	Other actuarial gains/(losses)	3,860
(115)	Administration expenses	(116)
7,648	Employer contributions	5,247
1,546	Employee contributions	1,566
(7,828)	Benefits paid	(8,064)
237,698	Value at 31 March	262,662
(108,916)	Net pension liability	(66,510)

All valuations are in accordance with the requirements of the IAS19 standard. The actuaries set the expected rate of return on scheme assets by looking at the rate of return on assets that are the same type as those held by the fund. The expected returns on fixed-interest investments are based on returns at the Balance sheet date. Expected returns on stocks and shares are based on long-term returns expected in the markets.

The Pensions reserve absorbs the timing differences in the funding of pensions in accordance with accounting conventions and the statutory provisions. We account for the cost of pensions in the Comprehensive income and expenditure statement as the benefits are earned by the employees. However, the statutory provisions require us to charge amounts to council tax as they are actually paid to the pension fund. The balance on the pension reserve shows a large shortfall between the benefits accrued by the employees and the resource set aside to meet these liabilities. The statutory provisions will ensure that funding will have been set aside by the time benefits are paid.

Pension fund balances	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Present value of scheme liabilities	(290,267)	(288,871)	(292,570)	(275,255)	(346,614)	(329,172)
Fair value of assets	169,858	183,693	195,277	183,458	237,698	262,662
Deficit on the pension fund	(120,409)	(105,178)	(97,293)	(91,797)	(108,916)	(66,510)

The liabilities show our underlying long-term commitments to pay pensions. The net liability of £66.5 m has a large effect on our net worth, resulting in an overall balance of £247m. However, the formal rules for funding the pension-fund deficit mean the Council's financial position remains healthy. The fund tries to keep employers' contribution rate as constant as possible. The pension fund deficit will be met by contributions over 19 years. We expect to pay £4.7m to the fund next year. The actuaries have made an estimate of the pensions that will have to be paid in future years based on their assumptions, for example, about life expectancy and salary levels. The pension fund liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries, and are based on the latest full valuation in 2019. The next full valuation will be in 2022.

The main assumptions used in the valuation of the fund are shown in the table below.

2020/21 %	Assumptions used in the valuations of the fund	2021/22 %
	Years we expect to pay current pensioners	
21.6	Men	21.0
23.6	Women	23.5
	Years we expect to pay pensioners retiring in 20 years	
22.9	Men	22.3
25.1	Women	24.9
3.2	Rate of inflation – RPI	3.6
2.8	– CPI	3.2
3.8	Rate of increase in salaries	4.2
2.8	Rate of increase in pensions	3.2
2.0	Discount rate	2.6

In valuing the pension liability, the actuary will, for example, make assumptions about investment returns, and the rates of increase in pensions, salaries and inflation. If these vary they will affect the value of the pension fund shown in the accounts. The table below shows the effect on the value of the pension fund if the above assumptions change.

	Increase in assumption	Decrease in assumption
	£'000	£'000
Longevity (increase or decrease by 1 year)	16,410	(15,559)
Rate of increase in salaries (increase or decrease by 0.1%)	515	(510)
Rate of increase in pensions, or inflation (increase or decrease by 0.1%)	6,202	(6,012)
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(6,554)	6,764

The weighted average duration of the pension obligation for scheme members is 20 years in 2021/22 (20 years 2020/21).

The liabilities of the pension fund arise largely in the long term as pensions become payable. Broadly speaking, the investments of the fund are made to secure long term gains and reduce volatility in the fund returns. Investments are managed with a view to meeting future pension liabilities. The statement of the fund's Investment Principles and the Annual Report can be obtained from:

Essex County Council, County Hall, Chelmsford, Essex, CM1 1JZ

The scheme's assets can be put into the following types:

31 March 2021	Scheme assets	31 March 2022
£ 000		£ 000
11,216	Cash and cash equivalents	7,435
	Stocks and shares (by type)	
10,695	UK investments	13,669
126,198	Overseas investments	129,064
136,893		142,733
	Bonds (by sector)	
11,924	UK Corporate	11,406
6,133	UK Government	6,356
18,057		17,762
	Property (by type)	
5,005	Listed	6,261
11,918	Unlisted	16,174
16,923		22,435
9,982	Private equity	13,143
	Other investment funds	
16,476	Infrastructure	22,679
6,925	Timber	7,560
4,060	Illiquid and Private Debt	2,867
17,166	Other Managed Funds	26,048
44,627		59,154
237,698	Total	262,662

31 March 2021	Stocks and Shares	31 March 2020
£ 000		£ 000
	Stocks and shares (by company size)	
136,893	Listed	142,733
-	Unlisted	-
136,893		142,733

34. Contingent liabilities

Accounting Policy

A contingent liability arises where an event gives rise to a possible obligation that will only be confirmed by a possible future event outside our control. A contingent liability can also arise where we would need to raise a provision, but we cannot determine the amount of that provision. Contingent liabilities are not recorded in the Balance sheet but are instead recognised in a note to the accounts.

The Council entered into an agreement to indemnify Essex County Council up to a sum of £5m should the City Council fail to make all reasonable endeavours to enable the delivery of key housing sites and affordable housing provision in a number of sites located in Chelmsford. We think it is very unlikely that this payment will need to be made in the future.

35. Contingent assets

Accounting Policy

A contingent asset arises where an event gives rise to a possible asset that will only be confirmed by a possible future event outside our control. Contingent assets are not recorded in the Balance sheet but are instead recognised in a note to the accounts.

We have an appeal outstanding with HMRC over payments of VAT on our theatre's income.

36. Government and non-government grants

The Council recognises grants as income in the Revenue account when any conditions to the grant have been met. If the grant has no conditions, it is recognised in the Revenue account straight away.

We record capital grants that have passed through the Revenue account on the Balance sheet as Capital grants unapplied, until they are spent. We record grants where the conditions have not been met as Capital grants received in advance, until we meet the conditions or spend the money. The table below shows the main items received to date and not spent.

2020/21		2021/22
£ 000	Grants and contributions	£ 000
	Grant received in advance	
2,909	Money received as part of planning agreements	5,473
	Capital grants unapplied	
5,420	Money received as part of planning agreements	7,615
	Growth Fund	741
5,033	Government grants	4,695
2,568	Empty Homes grant	2,599
24,066	Community Infrastructure Levy	25,405
184	Other	373
37,271		41,428
40,180	Total	46,901

37. Long term Debtors

2020/21		2021/22
£ 000	Long-term Debtors	£ 000
335	Community Infrastructure Levy	1,199
866	Healthy Homes Loans	871
	Exceptional item - VAT refund	5,126
74	Other	68
1,275		7,264

38. Long term Creditors

2020/21		2021/22
£ 000	Long-term Creditors	£ 000
2,936	Section 106 contributions	1,408
557	Leases	343
323	Property transaction creditor	371
110	Recreational Avoidance Mitigation Strategy	333
4,215	Business Grants repayable to Central Government	-
	Exceptional item - VAT legal fees	410
101	Other Long Term Creditors	-
8,242		2,865

8. Collection fund

This section summarises how the money we collected through the collection fund is distributed between the precepting authorities.

Accounting Policy

The Collection Fund is a statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-domestic rates (NDR).

We recognise in our Comprehensive Income and Expenditure Statement our share of the NDR and Council Tax transaction on accrual basis, with the timing difference being adjusted through Council Tax and NDR adjustment account, reported on in the Movement in Reserves Statement.

2020/21			Collection Fund	Notes	2021/22		
Council Tax	Non-Domestic Rates	Total			Council Tax	Non-Domestic Rates	Total
£ 000	£ 000	£ 000			£ 000	£ 000	£ 000
(124,753)		(124,753)	Income				
			Council tax	1	(128,396)	(128,396)	
			Transfers from the General fund				
	(40,471)	(40,471)	Non-domestic rates	2		(65,167)	
	596	596	Transitional protection			418	
(124,753)	(39,875)	(164,628)			(128,396)	(193,145)	
			Spending				
			Council Tax precepts and demands				
90,168		90,168	Essex County Council		91,959	91,959	
16,214		16,214	Chelmsford City Council		16,725	16,725	
13,557		13,557	Essex Police Authority		14,301	14,301	
5,043		5,043	Essex Fire Authority		5,067	5,067	
			Non-domestic rates precepts and demands				
	39,825	39,825	Central Government			38,858	
	31,860	31,860	Chelmsford City Council			31,087	
	7,168	7,168	Essex County Council			6,995	
	797	797	Essex Fire Authority			777	
			Subsidy paid towards the costs of collecting National non-domestic rates			221	
	219	219					
			Increase or (decrease) in our provision for amounts that we may not be able to collect				
292		292	Council tax		204	204	
	1,465	1,465	Non-domestic rates			233	
			Amounts written off				
74		74	Council tax		114	114	
	56	56	Non-domestic rates			858	
	476	476	Provision for appeals			(5,182)	
			Distribution of previous year's Council Tax surplus or (shortfall)				
549		549	Essex County Council		(294)	(294)	
100		100	Chelmsford City Council		(53)	(53)	
84		84	Essex Police Authority		(44)	(44)	
31		31	Essex Fire Authority		(16)	(16)	
			Distribution of previous year's Non-domestic rates surplus or (shortfall)				
	(922)	(922)	Central Government			(22,521)	
	(738)	(738)	Chelmsford City Council			(18,016)	
	(166)	(166)	Essex County Council			(4,054)	
	(18)	(18)	Essex Fire Authority			(450)	
126,112	80,022	206,134			127,963	28,806	
			Movements on the Collection Fund				
1,359	40,147	41,506	(Surplus) or shortfall for the year		(433)	(35,943)	
(703)	4,494	3,791	(Surplus) or shortfall at start of the year	3	656	44,641	
656	44,641	45,297	(Surplus) or shortfall at end of the year	3	223	8,698	

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Notes to the collection fund

1. Council tax

Council tax income comes from charges we make depending on the value of homes. Each home is put into one of eight valuation bands using their value on 1 April 1991. We work out each charge by estimating the amount of income each of the preceptors on the collection fund needs for the coming year and dividing this amount by the council tax base. The council tax base is the total number of properties in each band adjusted by a proportion of the band D charge. In 2021/22, the council tax base was 68,580 (in 2020/21 it was 68,251). The basic amount of council tax for a property in band D was £1,867 (£1,831 in 2020/21). This is multiplied by the appropriate proportion for the particular band to give the actual amount due for that band.

Council tax bills were based on the following proportions for bands A to H.

Council tax band	Total number of properties	Number of chargeable properties	Proportion of Band D charge	Number of Band D equivalent properties
A	4,584	3,610	6 / 9	2,407
B	10,616	8,843	7 / 9	6,878
C	23,445	21,099	8 / 9	18,754
D	17,611	12,126	9 / 9	12,126
E	10,822	10,214	11 / 9	12,484
F	6,118	5,871	13 / 9	8,480
G	4,177	4,034	15 / 9	6,723
H	395	364	18 / 9	728
Total	77,768	66,161		68,580

2. Non-domestic rates (NDR)

NDR is a national charge. The Government sets an amount for each pound of rateable value – Small Business Rate Multiplier 49.9p in 2021/22 (49.9p in 2020/21) and the Standard Business Rate Multiplier 51.2p in 2021/22 (51.2p in 2020/21). Depending on the effects of any changes, local businesses pay rates that are worked out by multiplying their rateable value by the relevant Business Rate Multiplier. We are responsible for collecting the rates due in our area and pay these into the Collection fund. We share the money collected between the Government, Essex County Council and the Essex Fire Authority.

On 31 March 2022, our NDR income after relief totalled £65,166,901 based on the total non-domestic rateable value for our area of £192,952,362. The income is lower than in previous years due to extended rate relief given to Retail businesses. However, the Government provided grant for the extended relief.

3. Contributions to the collection fund – surpluses and shortfalls

The balance on the Collection Fund is made up of the following and is allocated to the preceptors on the fund as shown in the table below.

2020/21 Council Tax £ 000	2020/21 Non-Domestic Rates £ 000	2020/21 Total £ 000	Contributions to the collection fund - surpluses and shortfalls	2021/22 Council Tax £ 000	2021/22 Non-Domestic Rates £ 000	2021/22 Total £ 000
	22,321	22,321	Central Government		4,349	4,349
85	17,856	17,941	Chelmsford City Council	28	3,479	3,507
475	4,018	4,493	Essex County Council	163	783	946
70		70	Essex Police Authority	23		23
26	446	472	Essex Fire Authority	9	87	96
656	44,641	45,297		223	8,698	8,921

Depending on whether there is a surplus or shortfall on the collection fund for the county, police, and fire authorities, the balance we owe them (or they owe us) will be shown as a creditor or debtor in the Balance sheet. Our part of the balance is shown as an earmarked reserve.

4. Non-domestic rate appeals

There are several outstanding appeals. We have estimated the effect of these outstanding appeals and adjusted the provision for the likely amount that we will have to repay to non-domestic ratepayers. The cost of the provision has been charged to the Collection fund and is shared between the preceptors as shown in the table below.

Non-domestic rate appeals	Share	Provision
	%	£ 000
Central Government	50	(2,591)
Chelmsford City Council	40	(2,073)
Essex County Council	9	(466)
Essex Fire Authority	1	(52)
	100	(5,182)

5. Non-domestic rate pooling

On 1 April 2021, Chelmsford continued in a Non-domestic rating pool with 14 other authorities for the 2021/22 financial year. We did this to increase our Non-domestic rating income over that which we would have received if we were not in a Pool. We benefited by reducing the levy that we need to pay to the Government on our business income, for 2021/22 the reduction was £1.2m.

6. Business Improvement District

From 1 April 2018, a Business Improvement District (BID) arrangement has been operating within the Chelmsford area where local business pay additional levy on top of their non-domestic rates to generate additional income to be invested on improvements to the area. The Council acts as an agent, collecting the BID charges on behalf of the BID body. This income is not shown in our Comprehensive income and expenditure account as it is not our money. We only show expenditure and income relating to cost of administrating the scheme and income from the BID agency towards these costs.

9. Independent auditors' report

Alongside the Statement of accounts, we will publish the Independent auditor's report following the conclusion of the independent audit.

10. Glossary

This section explains the technical terms that have been used throughout this document.

Actuary

An expert on rates of death and insurance statistics who assesses whether we have enough money in our pension fund.

Amortisation

A reduction in the value of an intangible asset over time, for example due to wear and tear or the asset becoming obsolete.

Audit and Risk Committee

A committee of nine members of the Council who consider financial matters and reports from Internal Audit, and approve and monitor our code of corporate governance, and risk management.

Balance sheet

A statement of all our assets, liabilities and balances at the end of the financial year.

Cabinet

The Cabinet is made up of five members of the Council (including the Leader) and five deputies that are not members of the Cabinet but support Cabinet members with specific areas of responsibility. The five members of the Cabinet are responsible for making most of the essential decisions about running the Council. Each member of the Cabinet is responsible for a specific service.

Capital receipt

Income from selling assets that have a long-term value.

Capital spending

Spending on assets that have a lasting value, for example, land and buildings.

Cash-flow statement

This is a statement that shows the changes in our cash and bank balances during the year. It also shows the changes in our other assets, liabilities and other accounts shown on our Balance sheet.

Collection fund

A fund we use to show what happens to the council tax and NDR income.

Community assets

Assets we do not plan to sell and which have no definite useful life. Examples of community assets are parks and historic buildings.

Comprehensive income and expenditure statement

The account that reports the income and spending on our services.

Corporate governance

The way we decide our future direction, processes and controls.

Councillor

An elected Member of the Council.

Creditors

Money we owe for work, goods or services that have not been paid for by the end of the financial year.

Current assets

These are the short-term assets we have at the date of our Balance sheet, which we can use in the following year.

Current liabilities

These are the short-term liabilities we owe at the date of our Balance sheet, which we will pay in the following year.

Debtors

Money that is owed to us, but is not paid by the end of the financial year.

Depreciation

The reduction in the value of a tangible asset over time, due to wear and tear.

Earmarked reserves

Money we set aside for a specific purpose.

Fair value

The value of the asset on the open market.

Gross spending

The total cost of providing a service.

IAS19

A statement of recommended accounting practice telling us how we have to account for pensions.

Impairment

The loss in value of an asset caused by something happening to make it less useful.

Infrastructure

Assets we cannot sell and do not have an alternative use. Valued at historical depreciated cost.

Intangible assets

Assets we plan to own for more than one year, but which are not physical assets like a building or a lorry; for example, computer software licences.

Leases

A way of paying for vehicles, plant and equipment by spreading payments over the asset's life. We do not become the legal owners of the asset. Leases can either be operational leases, where the risks of ownership rest with the owner of the asset and the asset does not appear on our Balance sheet, or finance leases, where the asset is included on our Balance sheet.

LGPS (Local Government Pension Scheme)

The fund that pays and manages our staff pensions.

Liabilities

Our debts and responsibilities.

Liquid resources

Money we have invested but which we can draw on quickly.

Management Team

A meeting of the Chief Executive and the Directors.

Member

In papers about the Council, this usually means an elected Member of the Council, ie a Councillor.

MRP (Minimum revenue provision)

The amount we have to set aside out of our revenue, to repay loans.

NDR – Non-domestic rates

A charge that all businesses must pay for their premises. It is worked out by multiplying a property's rateable value by a nationally set multiplier. Non-domestic rates are paid into a pool, which the Government controls. This money is then shared between local authorities depending on the population in their area.

Net book value

This is the original value of the asset, less the depreciation up to the current date.

Net spending

This is the cost of providing a service after we have taken into account income from government grants and our own fees and charges.

Parish Council

An organisation that delivers some services within the Parish boundary, rather than across the City as a whole.

Performance indicators

A way of measuring our performance by comparing it to how we performed in the past, or to how other organisations have performed.

Precept

A demand made by Essex County Council, the Police and Crime Commissioner for

Essex, Essex Fire Authority, and Town and Parish Councils for money they want us to collect for them.

Provision

Money set aside to meet specific service liabilities at the date of the accounts, and to meet spending.

Registered social landlord

An organisation delivering subsidised housing to the public that is registered with the Housing Corporation.

Reserve

Savings we have built up from surpluses.

Restatement

We normally show the amounts that were in last year's accounts as the same figure, but where there is a change in the accountancy rules, we have to change last year's figure to meet the current rules.

Surplus

At the end of the year, if an account such as the Comprehensive income and expenditure account shows that we have received more income than we have spent, that account is known as being 'in surplus'.

Tax base

The number of houses we can charge our council tax on.

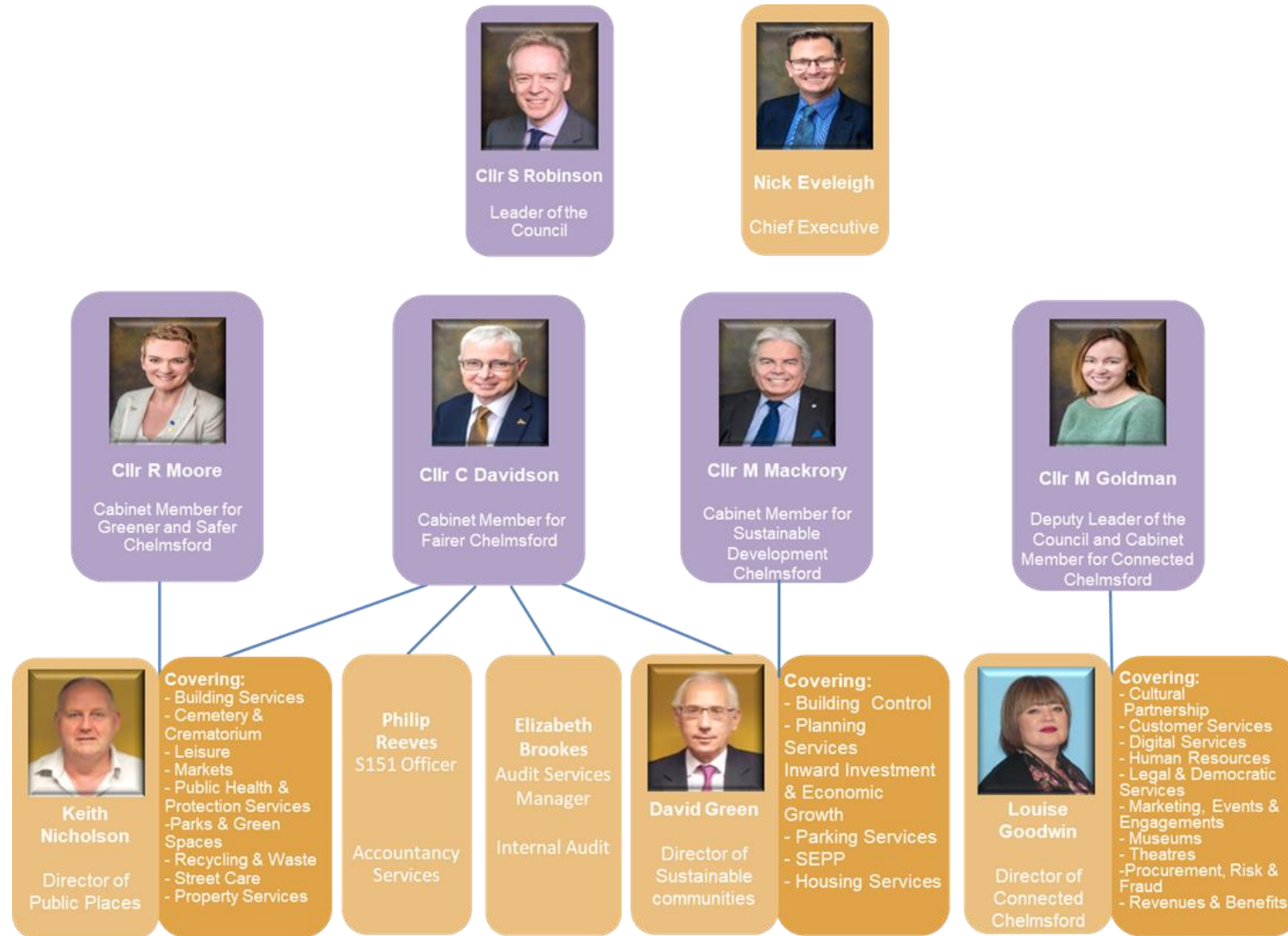
Trading undertakings

Part of our activities where the service could also be provided by others outside the Council.

Unrealised Gain

The amount an asset or investment has increased in value since we purchased it. However, the gain is only realised when we sell the asset or investment.

11. Our Structure chart as at 31 March 2022



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHELMSFORD CITY COUNCIL

Disclaimer of opinion

We do not express an opinion on the accompanying financial statements of the Authority. Because of the significance of the matter described in the Basis for disclaimer of opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on these financial statements.

We were engaged to audit the financial statements of Chelmsford City Council ("the Authority") for the year ended 31 March 2022 which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cashflow Statement, the Collection Fund and notes to the financial statements including material accounting information. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

Basis for disclaimer of opinion

The Accounts and Audit (Amendment) Regulations 2024 ('the Regulations') require the Authority to publish audited financial statements for the year ended 31 March 2022 by 13 December 2024 ('the backstop date'). The backstop date has been put in law with the purpose of clearing the backlog of historical financial statements. The conditions created by backstop arrangements have resulted in us not being able to obtain all the necessary audit evidence upon which to form an opinion since there was insufficient time to perform all necessary audit procedures by the backstop date. Consequently, we have not performed any work in respect of any audit area. As a result, we are unable to conclude that the Authority's financial statements for the year ended 31 March 2022 as a whole are free from material misstatement. We have concluded that the possible effects on the financial statements of undetected misstatements arising from this matter could be both material and pervasive.

Other information

The Accountancy Services Manager is responsible for the other information. The other information includes all other information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. The Code of Audit Practice 2024 requires auditors to report on whether other information published together with the financial statements is consistent with the financial statements. Because of the significance of the matter described in the Basis for disclaimer of opinion section of our report, we have been unable to form an opinion on whether the other information published together with the financial statements is consistent with the financial statements.

Matters on which we are required to report by exception

Use of resources

We are required to report to you if, in our opinion, we are not satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2022.

We have nothing to report in this regard.

Other matters on which we report by exception

We are required to report to you if:

- we have been unable to satisfy ourselves that the Annual Governance Statement complies with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit;
- we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in respect of these matters, except that because of the significance of the matter described in the Basis for disclaimer of opinion section of our report, we have been unable to satisfy ourselves that the Annual Governance Statement complies with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

Responsibilities of the Accountancy Services Manager and the Authority

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the Accountancy Services Manager is responsible for the preparation of the financial statements and for being satisfied that the financial statements give a true and fair view and for such internal control as the Accountancy Services Manager determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Accountancy Services Manager is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they have been informed by the relevant national body of the intention to dissolve the Authority without the transfer of its services to another public sector entity.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Auditor's responsibilities for the audit of the financial statements

Our responsibility is to conduct an audit of the Authority's financial statements in accordance with International Standards on Auditing (UK) and to issue an auditor's report. However, because of the matters described in the basis for disclaimer of opinion section of our report, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on these financial statements.

We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

We are required under section 20 of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources, and to report where we have not been able to satisfy ourselves that it has done so. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We undertake our work in accordance with the Code of Audit Practice, having regard to the guidance issued by the Comptroller and Auditor General in November 2024.

Auditor's other responsibilities


As set out in the Other matters on which we report by exception section of our report there are certain other matters which we are required to report by exception.

Certificate

We certify that we have completed the audit of the accounts of the Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

Use of our report

This report is made solely to the members of Chelmsford City Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014. Our audit work has been undertaken so that we might state to the members of the Authority those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority members, as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

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Ciaran McLaughlin, Key Audit Partner

For and on behalf of BDO LLP, Local Auditor

Ipswich, UK

12 December 2024

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Chelmsford City Council

Auditor's Annual Report: Years ended

31 March 2022

31 March 2023

Report to the Audit and Risk Committee

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Welcome

Executive Summary

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This Auditor's Annual Report provides a summary of the key issues arising from our audit of Chelmsford City Council (the 'Authority') for the years ended 31 March 2022 and 31 March 2023.

Financial statements

We anticipate issuing the following opinions on the Authority's financial statements on the following dates:

- Year ended 31 March 2022, disclaimer of opinion on 13 December 2024.
- Year ended 31 March 2023, disclaimer of opinion on 13 December 2024.

Where we have issued a disclaimer of opinion this reflects the fact we were unable to complete the audits prior to the backstop coming into effect (13 December 2024).

The factors contributing to the delay in issuing the outstanding audit opinions on the financial statements of Chelmsford City Council include, but are not limited to:

- increased regulator expectations on auditors
- difficulties in attracting, developing and retaining staff to perform local audit work
- the impact of the Covid-19 pandemic

Over the last year, organisations involved in the regulation and oversight of local body financial reporting and audit have been working collectively to agree a proposed solution to clear the outstanding historical audit opinions and ensure that delays do not return.

Value for money

We have not identified any significant weaknesses in respect of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources having regard to the specified criteria in the Code.

Other reporting

We did not consider it necessary to use our auditor powers or report on other matters.

Note: this Auditor's Annual Report is presented in draft for the purposes of discussion at 11 December 2024 meeting of the Audit and Risk Committee. A finalised version will be circulated for publication following the signing of the opinions for both years.



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The contents of this report relate only to those matters which we are required to report under the NAO Code of Audit Practice (2024). This report has been prepared solely for the use of the Authority and should not be shown to any other person without our express permission in writing. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person.

Purpose and responsibilities

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Purpose of the Auditor's Annual Report

This Auditor's Annual Report summarises the key issues arising from the work that we have carried out in respect of the years ended 31 March 2022, and 31 March 2023.

It is addressed to the Authority but is also intended to communicate the key findings we have identified to key external stakeholders and members of the public.

Responsibilities of the Authority

It is the responsibility of the Authority to ensure that proper arrangements are in place for the conduct of its business and that public money is safeguarded and properly accounted for.

The Authority is also responsible for preparing and publishing its Statement of Accounts, which includes its financial statements, narrative report and annual governance statement.

Responsibilities of auditors

Our responsibility is to plan and carry out an audit that meets the requirements of the National Audit Office's (NAO's) Code of Audit Practice 2024 (the 'Code'). The full requirements of our audit are listed in Appendix 1.

Additional reporting powers

The Code also identifies additional reporting powers, which are also included in Appendix 1.

We can confirm that that no additional reporting powers have been used.



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Audit conclusion - year ended 31 March 2022

Disclaimed audits

We anticipate issuing a disclaimer of audit opinion on the financial statements on 13 December 2024.

These were disclaimed because the Accounts and Audit (Amendment) Regulations 2024 ('the Regulations') require the Authority to publish audited financial statements for all open audit years up to the year ended 31 March 2023 by 13 December 2024 ('the backstop date'). The backstop date has been put in law to clear the backlog of historical financial statements. The conditions created by backstop arrangements have resulted in us not being able to obtain all the necessary audit evidence upon which to form an opinion since there was insufficient time to perform all necessary audit procedures by the backstop date.

Significant deficiencies in controls

We did not identify any significant control deficiencies during the audit of the financial statements.

Audit differences

The audit identified no material misstatements.

Significant difficulties in undertaking the audit

Where auditors have reported under ISA(UK) 260 on delays to the audit opinion or significant difficulties encountered when undertaking their work, these should be reflected in the Auditor's Annual Report unless the auditor judges that public disclosure would not be appropriate. We have not experienced any such difficulties.



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Audit conclusion - year ended 31 March 2023

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Whole of Government Accounts

For Whole of Government Accounts (WGA) component bodies that are over the prescribed threshold of £2 billion in any of: assets (excluding property, plant and equipment); liabilities (excluding pension liabilities); income or expenditure we are required to perform tests with regard to the Data Collection Tool (DCT) return prepared by the Authority for use by the Ministry of Housing, Communities and Local Government for the consolidation of the local government accounts, and by HM Treasury at Whole of Government Accounts level.

This work requires checking the consistency of the DCT return with the audited financial statements, and reviewing the consistency of income and expenditure transactions and receivables and payable balances with other government bodies.

The National Audit Office have confirmed that WGA returns are not required for any years up to 31 March 2023 at present.

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Scope

We are required to review and report on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources. Where we identify significant weaknesses in these arrangements, we are required to report this in the auditor's report included in the financial statements and to make recommendations for improvement.

Specified criteria

The NAO has issued guidance for auditors to report against two specified reporting criteria:

- Financial sustainability - planning and managing resources to ensure the Authority can continue to deliver its services
- Governance - informed decisions and properly managing risks

The Code also includes a number of further areas for review within each criteria to allow the auditor to assess those arrangements.

This scope covers audits for the years 2020/21 to 2022/23 inclusive and represents a reduction in scope compared to the 2020 Code previously in force.

Risk assessment

Our risk assessment identified one risk of significant weakness, as follows:

- MTFS - The financial challenges the Authority faces pose a significant risk to its overall financial sustainability in the short to medium term. This affects both years.

Note on status of Code of Audit Practice (2024)

The Code of Audit Practice (2024) was laid in Parliament in September 2024 and came into effect on 14 November 2024. Our work is reported in line with the requirements of this revised code.



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Audit conclusion

We have not identified any significant weaknesses in the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources.

Work performed around potential significant weaknesses did not identify any actual significant weaknesses.

For all of the years covered by this report, we had no matters to report by exception in the audit report on the financial statements. We also have no matters to report in our closing audit certificate, on completion of our work on the Authority's value for money arrangements.

Other matters on which we report by exception

We have been unable to satisfy ourselves that the Annual Governance Statement complies with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. This applies to the years 2021/22 and 2022/23; because of the significance of the matter described in the Basis for disclaimer of opinion for each year, we have been unable to satisfy ourselves that the Annual Governance Statement complies with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom

Except for the matter above, for both years covered by this report, we had no other matters to report by exception in the audit report on the financial statements. We also have no matters to report in our closing audit certificate, on

completion of our work on the Authority's value for money arrangements.





Financial Sustainability

Planning and managing resources

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Auditor's commentary on arrangements

Areas reviewed

- *How significant financial pressures relevant to short and medium-term plans are identified and built into plans;*
- *Plans to bridge funding gaps and to identify achievable savings*
- *How financial plans support the sustainable delivery of services in accordance with strategic priorities*
- *Identification and management of risks to financial resilience e.g. unplanned changes in demand, including challenge of assumptions underlying its plans.*

Essential to the Council's financial management process is the development, review, updating and reporting of the Medium Term Financial Strategy (MTFS). The MTFS is intended to provide the framework for delivering a stable and sustainable financial basis for the achievement of the Council's strategic objectives and supports the preparation of the following year's budget. As the Council moves into each new budget-setting cycle the MTFS is reviewed and updated to take into account internal and external factors, such as changing corporate priorities, economic conditions, government policy and funding.

Due to the Covid-19 pandemic, nationwide local

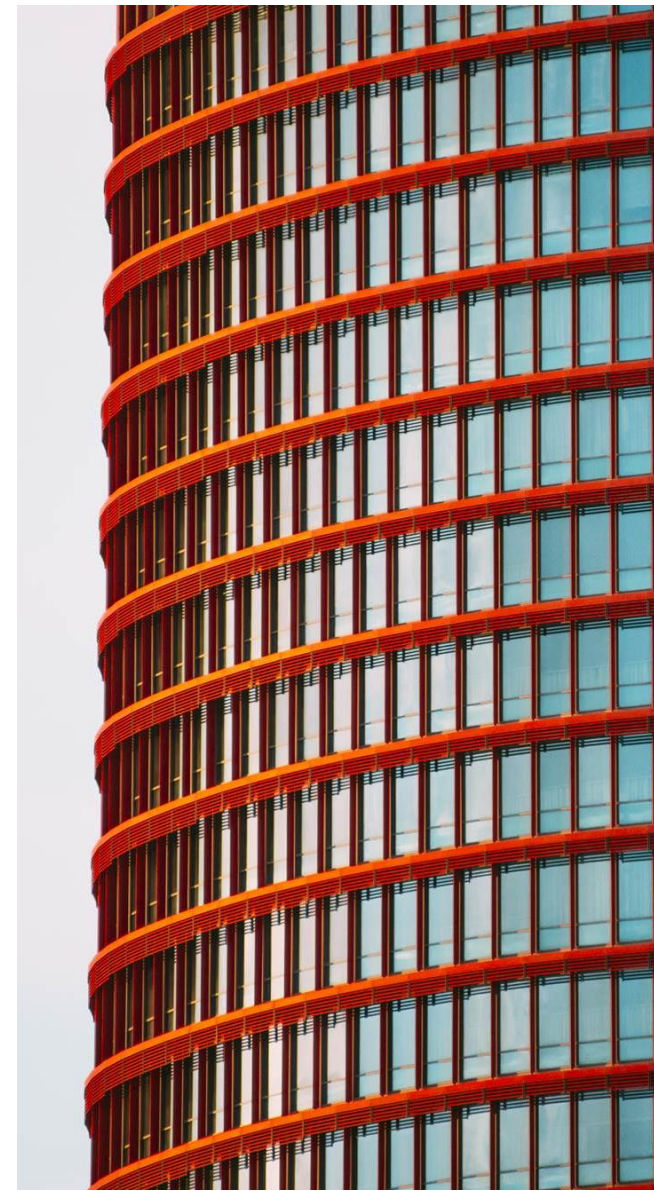
authorities experienced loss of income and increased costs resulting in unprecedented financial pressures. As the threat of the pandemic started to recede, a new challenge emerged in the form of the cost-of-living crisis caused by high inflation and rising energy prices in particular.

The Council identified an expected reduction in car park usage and income with fewer people commuting post covid, and lower rental income from shopping centres. Additionally there were also inflationary pressures being felt following the conflict in Ukraine.

As per review of the Audit and Risk Committee meeting minutes dated 15 June 2022, changes to the Medium term financial strategy were discussed. The main changes were increasing reserves to £9m and allowing them to be used to cover temporary reductions in income.

The Committee noted in broad terms due to gains from Business rates and Government funding there was an additional £3m of unearmarked reserves which would be considered in the Medium Term Financial Strategy being considered by the Cabinet in July.

During 2021/22, the Government continued to support local authorities responding to the unprecedented financial pressures from the catastrophic loss of income and additional costs incurred whilst providing support to public and business and enforcing necessary safety measures during the pandemic. The Council received several grants from the Government to mitigate the effect of these losses.





Financial Sustainability

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The Budget Report 2021/22 presented to the Full Council at the 24 February 2021 meeting included a section on Cost Pressures, Covid 19 assumptions and Efficiencies. The report identified an estimated budget shortfall for 2022/23 of £2.2m and a further £0.6m by 2025/26.

As per the review of the Cabinet meeting dated 12 July 2022, it was discussed that it was usual at this stage in the budget-setting cycle to have a gap between the current forecast of spending over this period and the income expected to fund it. In July 2018, the gap for 2019-20 was expected to be £1.35m and in July 2021 the gap for 2022-23 had been forecast as £1.7m. In each case, by the time, six months later, that the budget proposals for the next year had been published, those gaps had been closed. A somewhat larger gap was forecast for 2023-24 - £4.2m on the central case - but expected to present a balanced budget in January 2023.

As per the review of the full council meeting minutes for 7 December 2022, it was noted that in October 2022, there had been a forecast budget gap of £7.9m in 2023-24 and in November, a forecast additional £1.1m use of reserves for 2022-23 as costs exceed income. The full council meeting minutes of 22 February 2023 indicated that the budget gap was not as significant as feared, despite still being £6.9m. It was noted that reserves were being used to balance the budget and the damage of inflation had not afforded any opportunities to introduce improvements to services.

The review of the full council meeting held on 21 February 2024 highlighted the recent financial impacts of the pandemic and inflation that had significantly impacted the Council. They highlighted the budget gap of £7.5m for 2024/25, detailed the changes required and stated that as referred to by Council Leaders across the Country, the next budget cycle would be the last one where the budget could be balanced without significant changes to services. They detailed a number of proposed actions, which included the use of reserves, business rate retention income, a review of the Capital programme, increases to fees and charges and further efficiencies, which had helped to set a balanced budget for 2024/25.

Financial sustainability - Conclusion

We have not identified any significant weaknesses in this area. This is not to say that the Council does not face significant financial challenges in the coming periods. Ensuring robust budget management and addressing the necessary changes to services will be a key focus for the Council in the medium term, as it is for many local authorities.





Governance

Informed decisions and properly managing risks

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Auditor's commentary on arrangements

Areas reviewed

- ***Risks are assessed and monitored to gain assurance over the effective operation of internal controls, including arrangements to prevent and detect fraud.***
- ***Effective systems and processes are in place to ensure budgetary control, to communicate relevant, accurate and timely management information, support statutory financial reporting requirements and ensure corrective action is taken where needed, including in relation to significant partnerships.***
- ***The Authority makes properly informed decisions, supported by appropriate evidence and allowing for challenge and transparency***

The Council's governance framework is outlined in the Annual Governance Statement (AGS). One of the seven Good Governance Principles is "Managing risks and performance through robust internal control and strong financial management" (Principle F). As expected, the Audit and Risk Committee's (ARC) key purpose and functions, as described in the TOR include:-

- provide an independent assurance to the members of the adequacy of the risk management framework and the internal control environment;
- provide an independent review of Chelmsford City Council's governance, risk management

and control frameworks;

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

The Council's Risk Management Strategy recognises that risk management is an integral part of Council activities. Progress against the strategy was reviewed by ARC in December 2021. Central to the risk framework is the identification and management of the Council's Principal Risks, each assigned to a Directorate lead. Quarterly reporting to Management Team and six- monthly reporting to ARC ensures arrangements are working effectively. This also was updated to reflect the impact of Covid- 19 on the Principal Risks.

The Council's Risk Management Strategy for 2021-22 was agreed by Management Team on 2 June 2021. The ARC received progress updates on the implementation of the framework and the ARC received progress updates on the priorities.

Per the 2021/22 Internal Audit Report the responsibility for fraud investigation and the position of Senior Financial Investigations Officer, as well as the responsibility for risk management and the position of Risk Manager, is under the remit of the Procurement and Risk Services Manager at the Council. The Audit Services Manager and Procurement and Risk Services Manager worked closely with one another to share risk information and align approaches to provide combined assurance to the Council.





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Central to the risk management framework is the identification and management of the Council's Principal Risks. These risks are recorded in the Principle Risk Register (PRR). Our review of the PRR summary presented to the ARC noted that given any revenue budget overspend in 2021/22 is expected to be marginal, and the Council's reserves remain strong, potential consequences for the Council are reduced from 'Severe' to 'Major' and the overall risk rating is changed from 'Very High Risk' to 'High Risk'. The ongoing financial impacts of Covid-19 are being monitored and mitigated through the Council's Medium-Term Financial Strategy, with individual financial risks being identified and managed on an ongoing basis through Revenue Budget, Capital Programme, Treasury, and Investments reporting cycles.

Per our review of the Counter Fraud and Investigations Report dated December 2021 we noted arrangements included fraud risks already identified in the Council's Principal Risk Register. Relevant information from the Register is reported in detail to Management Team every quarter and in summary to Audit and Risk Committee twice a year.

With the onset of the Covid-19 pandemic, however, the fraud landscape has changed significantly. In response to this, in Spring 2021 the Council commissioned Internal Audit to carry out an independent assessment of the Council's position in relation to the revised counter fraud strategy for local government, Fighting Fraud and Corruption Locally.

An effective internal audit (IA) function is key to the arrangements from which the ARC obtains assurances over the proper operation of internal controls. Similarly, for the Council, the system of internal control is a significant part of the governance framework as stated in the AGS.

In their annual report, IA confirmed that "Internal audit work was performed in accordance with the Council's Internal Audit methodology which is in conformance with the PSIAS". IA provided an Overall opinion of "Moderate Assurance" for 2022/23, meaning "overall the Council's systems for control, risk and governance are generally adequate with some improvement required to address areas of weakness and non-compliance in the framework of governance, risk management and control which potentially put the achievement of objectives at risk".

18 projects were delivered, out of these 18, 3 were management letters, and 4 were follow-ups and 2 were internal audit advice reports. 4 of the assurance reviews were issued a Moderate Assurance opinion, 4 were issued a substantial opinion and 1 was a limited opinion.

Per the IA Annual Report 2022/23 paper, this highlights how responsive management have been in implementing recommendations. Internal Audit attend and provide progress reports to the ARC.





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As stated in the ARC terms of reference, the ARC has financial reporting functions which include the review of the annual statement of accounts considering whether the appropriate accounting policies have been followed and whether there are concerns arising from the financial statement or from the audit that need to be brought to the Council's attention.

Governance - Conclusion

We have not identified any significant weaknesses in this area. Effective Risk identification, mitigation and management will continue to be a key focus for the Council over the medium term. The ongoing delivery of effective internal audit services will also play a key part in effective governance for the Council.



APPENDIX 1 - Additional Reporting Powers

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Our responsibility is to plan and carry out an audit that meets the requirements of the National Audit Office's (NAO's) Code of Audit Practice - 2024 (the 'Code').

Under the Code, we are required to review and report on the following:

- To be satisfied that the accounts comply with the requirements of the enactments that apply to them
- To be satisfied that proper practices have been observed in the preparation of the statement of accounts and that the statement presents a true and fair view
- To be satisfied that the audited body has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
- To express an opinion on the accounts
- To certify completion of the audit
- To consider whether to issue a report in the public interest
- To consider whether to make a written recommendation to the audited body, copied to the Secretary of State

The Code also defines a number of additional powers and duties

- To give electors the opportunity to inspect and raise questions about the accounts and consider and decide upon objections received in relation to the accounts

- To apply to the court for a declaration that an item of account is contrary to law
- To consider whether to issue an advisory notice or to make an application for judicial review
- To comply with the Code of Audit Practice prepared by the Comptroller and Auditor General and approved by Parliament
- To have regard to any statutory guidance to auditors issued by the Comptroller and Auditor General



For more information:

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The matters raised in our report prepared in connection with the audit are those we believe should be brought to your attention. They do not purport to be a complete record of all matters arising. This report is prepared solely for the use of the company and may not be quoted nor copied without our prior written consent. No responsibility to any third party is accepted.

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ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31st MARCH 2022

1. Scope of responsibility

- 1.1. Chelmsford City Council ('the Council') has a duty under the Local Government Act 1999 to make arrangements that ensure continuous improvement in the way it works in terms of economy, efficiency and effectiveness. This includes a responsibility to ensure that Council business is conducted in accordance with the law and that public money is safeguarded and properly accounted for.
- 1.2. To fulfil this responsibility, the Council must put in place proper arrangements for the governance of its affairs and carrying out its functions, which includes arrangements for managing risk.
- 1.3. The Council has approved and adopted a Code of Corporate Governance which is consistent with the seven principles of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government 2016*.
- 1.4. This statement explains how the Council has complied with the Code. It also meets the requirements of Regulation 6 (Part 2) of the Accounts and Audit Regulations 2015 in relation to the publication of an Annual Governance Statement. In line with the CIPFA/SOLACE framework, this statement is "an open and honest self-assessment", which:
 - describes key elements of the Council's governance arrangements, covering key corporate systems and the range of activities for which the Council is responsible;
 - describes processes applied in reviewing their effectiveness, and
 - lists actions proposed to deal with significant governance issues identified.

2. The purpose of the governance framework

- 2.1. The governance framework comprises:
 - the systems, policies, processes, culture and values by which the Council is directed and controlled; and
 - the Council's activities through which it accounts to, engages with and leads the community.
- 2.2. The framework enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.3. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to: identify and prioritise the risks to the achievement of the Council's policies, aims and objectives; evaluate the likelihood of those risks being realised and the impact should they be realised; and manage those risks efficiently, effectively and economically.
- 2.4. The governance framework outlined in this document has been in place at Chelmsford Council for the year ended 31 March 2022.

3. The Governance Framework

- 3.1. The Council's Governance Framework has been set up over successive years and is reviewed annually to ensure its continuing effectiveness regarding the seven CIPFA/SOLACE principles of delivering good governance (as updated in 2016).
- 3.2. Key highlights from the Governance Framework in place at Chelmsford City Council are shown against each of the seven principles below. Further evidence of compliance with the principles can be found in the Code of Corporate Governance.

Good Governance Principle	Chelmsford Council Key Elements 2021/22
<p>Principle A</p> <p>Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law</p>	<ul style="list-style-type: none"> ✓ Member and Officer Code of Conduct form part of the Council's Constitution. The Model Member Code of Conduct was published in December 2020 and the review of the Council's Member Code of Conduct was undertaken during 2020/21. Some amendments were made to the Member Code of Conduct at Full Council in July 2021 to bring it in line with the recommendations made by the Committee on Standards in Public Life. The Council decided not to adopt the full LGA model code at that time. It was intended to review this further at a later stage particularly once the guidance to the model code had been considered further. (see further paragraph 3.9). A further review of the Officer Code of Conduct will follow the final decision as to the adoption of the LGA Model Code of Conduct during 2022/23. ✓ The Council refreshed its officer performance appraisal process in line with its corporate values and behaviours and OurConversations was launched in April 2021 with its primary focus to encourage more frequent forward-thinking dialogue between managers and employees. ✓ Governance Committee continues to monitor complaints and investigations under the Standards regime. ✓ Policies and procedures on Member and Officer declarations of interests and of gifts and hospitality are available, with interests remaining a standing item on all Committee, Cabinet and full Council meeting agendas. Governance Committee has agreed that gifts and hospitality received by members will be published on the website with quarterly updates. ✓ The Council's Anti-Fraud and Corruption Strategy brings together anti-bribery, anti-money laundering and the fraud response plan.

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<ul style="list-style-type: none"> ✓ The whistleblowing policy is available to staff, key stakeholders and the general public via the Council's website. Service-related complaints and complaints about a Councillor can also be reported online. ✓ The Council's Modern Slavery and Human Trafficking Statement sets out the actions to understand all potential modern slavery risks related to our services and puts in place steps to eliminate acts of modern slavery and human trafficking in the Council's services, businesses and supply chains. ✓ The Council has a responsibility to ensure that all commissioning and procurement supports the Council's Our Chelmsford Our Plan principles within the legislative framework for public procurement and the Council's own internal rules and procedures, as well as promoting sustainable and ethical sourcing, procurement, commissioning and contract management wherever possible. This is set out in the Council's Social Value Procurement Policy and Strategy 2020-25. ✓ The Articles of the Constitution, define the Monitoring Officer's role to ensure that all decisions comply with statutory requirements and are lawful. ✓ Ethical Governance and Decision-Making awareness for Councillors Training was delayed due to Covid-19 but was completed in November 2021.
<p>Principle B Ensuring openness and comprehensive stakeholder engagement</p>	<ul style="list-style-type: none"> ✓ The Council has an FOI publication scheme (this was updated in 2021) on its website and also publishes certain information in line with the Local Government Transparency Code 2015. The Council also updates its FOI requests relating to Business Rates quarterly. ✓ The Council's Annual Statement of Accounts is published online. ✓ Comprehensive Council Tax information is available online and was updated in 2020/21 to provide additional explanation of the Special Expenses mechanism, following a review during the year.

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<ul style="list-style-type: none"> ✓ Council, Cabinet and committee meetings are open to the public and guidance on attending and speaking at public meetings is available online. As a result of Covid-19, local authorities were permitted to hold virtual meetings under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Remote council meetings generally worked well and secured good attendance levels to enable democratic decision making to continue and increased public engagement levels. Following the court ruling in 2021 that the legal power to hold remote meetings had lapsed, the Council made appropriate arrangements to resume in person committee meetings where formal decisions by a committee were necessary. Should Parliament re-enable remote meetings the Council will further review its position and consider returning to remote meetings. (see also paragraph 3.9) ✓ A calendar of meetings ensures that timely reports are submitted to, published by and distributed by Legal and Democratic Services to ensure Members' information needs, and relevant statutory deadlines, are met. ✓ A full record of decisions made in, and supporting material presented to, Committees, Cabinet and full Council is published online. ✓ Notices of Key Decisions, Executive Decisions and Urgent Decisions are also issued in advance/made available online (as appropriate). ✓ Further detail on stakeholder engagement is available in the Council's Consultation and Engagement Strategy. ✓ The Monitoring Officer continues to provide guidance for Parish Councils on the standards regime.
<p>Principle C Defining outcomes in terms of sustainable economic,</p>	<ul style="list-style-type: none"> ✓ The Council's Local Plan was adopted on 27 May 2020. This sets out sustainable development objectives, policies and a Spatial Strategy in the period to 2036. In accordance with the Local Plan, masterplans are being prepared for the strategic development sites. Further masterplans for strategic sites at East Chelmsford have been prepared, consulted upon and approved in the

Good Governance Principle	Chelmsford Council Key Elements 2021/22
<p>social and environmental benefits</p>	<p>period up to 31 March 2022. Cabinet approved an update to the Council’s Local Development Scheme on 16 November 2021. This sets out the timetable and process for the review of the adopted Local Plan.</p> <ul style="list-style-type: none"> ✓ In order for the Council to keep its CIL Governance arrangements up to date and in line with the adopted Local Plan, a revised arrangement was adopted by Cabinet in June 2021. A further review will be carried out within the next 2 years, or earlier should Government legislation make that necessary. ✓ Cabinet (June 2021) also approved a restructure of the community grants budget and a move to a commissioning model to provide an improved long term grants provision for a wide selection of groups within the community, which will also provide value for the Council in delivering Our Chelmsford Our Plan deliverables within the support of third sector stakeholders. ✓ The Council commenced a broadly scoped city-wide Community Governance Review in December 2020. Following initial consultation, the Council devised draft recommendations which were then subject to further consultation before Final Recommendations were approved at Full Council in March 2022. The Council will be implementing the Final Recommendations during 2022/23. ✓ Our Chelmsford, Our Plan is available online setting out the Council’s medium-term strategic priorities to improve the lives of residents, focussing on sustainable economic, social and environmental goals, aligned to the Local Plan where appropriate. ✓ The Council’s strategic planning framework ensures that operational activities link to Our Chelmsford, Our Plan priorities. The Our Plan Action Plan breaks down strategic actions to measurable economic, social and environmental outcomes for monitoring through TechnologyOne (OneCouncil). TechOne Action Plans are also in place for the Climate and Ecological Emergency and the Council’s Health and Wellbeing Strategy.

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<p>✓ In June 2021, Cabinet approved the creation of the Greener Chelmsford Grant Scheme which would support “green” community initiatives to help local groups deliver elements of the Climate and Ecological Emergency Action Plan.</p> <p>✓ The Council in response to a Notice of Motion - Standing Against Racism and Discrimination, resolved to adopt the All-Party Parliamentary Group (APPG) on British Muslims definition of Islamophobia; continue focus groups and meetings to find out more about how we support our diverse communities and expectations of the Council as a whole; improve knowledge and understanding by using our museums, theatres, festivals and outside events to showcase the diversity of our city; monitor the figures relating to hate crimes and action taken via the Community Safety Partnership; support the work of the Working Group on Connectivity and Local Democracy to tackle discrimination, encourage participation and open up community discussion and; report back regularly to all councillors. In 2021, the Council also adopted the IHRA definition of antisemitism. The Council’s activities in this field are monitored by the Anti-Racism Working Group.</p> <p>✓ In line with the Public Sector Equality Duty, the Council’s Equalities Impact Assessment regime has been strengthened to ensure fair access to services.</p>
<p>Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes</p>	<p>✓ Directors meet regularly with both their Cabinet Members and the Chief Executive to discuss progress in their respective areas of responsibility.</p> <p>✓ The Medium-Term Financial Strategy (MTFS) 2021-26 details a sustainable funding strategy for the Council, taking account of Our Chelmsford, Our Plan objectives and informing annual budget setting. A detailed and comprehensive MTFS was presented to Cabinet and Council in July 2021, which included scenario planning for the impact of Covid-19 on the Council’s income, the potential level of Government support and the effect on the Council’s level of reserves. This enabled a range of actions to be implemented in response to the pandemic, in order to ensure a robust financial approach to the risks identified. An updated financial forecast was included in the annual budget setting in February 2022.</p>

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<p>✓ Financial monitoring arrangements ensure that budget information is readily available to a variety of stakeholders to inform decision-making – including senior managers, Management Team and Cabinet Members, alongside formal reporting to Audit and Risk Committee at outturn, mid-year review to Cabinet and Overview and Scrutiny Committee and regular reporting to Cabinet members. During 2021/22, this has continued to be supplemented by external reporting of the financial impact of Covid-19 to MHCLG.</p> <p>✓ The Council committed to undertaking a self-assessment against CIPFA’s new Financial Management Code (FM Code) and producing an action plan to meet any shortfalls. The FM Code is designed to support good practice in financial management and to assist local authorities in demonstrating their financial sustainability. A review has been undertaken by officers and will be reported to Audit and Risk Committee in the summer of 2022.</p> <p>✓ The Council’s Performance is monitored as follows:</p> <ul style="list-style-type: none"> • A programme of deep-dive performance reviews is presented to Overview & Scrutiny Committee throughout the year, each review focussing on a specific area of Council activity. • Overall progress in implementing Our Chelmsford, Our Plan Action Plan is reported in annually to Overview & Scrutiny Committee in November. Key priorities from the Plan have also been identified by portfolio holders for quarterly reporting to the Policy Leadership Team (PLT). • The Climate and Ecological Emergency Action Plan progress is reported annually to Overview & Scrutiny Committee. • Health and Wellbeing Action Plan progress is reported quarterly to Livewell Chelmsford. • Operational PIs continue to be monitored locally. <p>✓ Chelmsford Policy Board (joint Members and Officer) Working Groups oversee implementation of the dedicated strategies and actions plans, recommending interventions to Cabinet as necessary. The Board receives updates from the Working Groups when there is significant progress to report.</p>

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<ul style="list-style-type: none"> ✓ The Chelmsford Policy Board merged two former working groups to form the Housing Working Group, whose workstreams include developing the Council's Housing Strategy and overseeing the delivery of both the Homelessness and Rough Sleeper Strategy (HRSS) and the Housing Strategy. Following extensive consultation in the summer of 2021, the Housing Strategy 2022-27 was approved by Cabinet on 15 March 2022. Planning Advice Notes on First Homes, Housing Additionality, Open Space, Self and Custom Build Homes, Specialist Residential Accommodation and Wheelchair Homes were also produced and approved in 2021/22. At operational level, HRSS 'Actions and Outcomes' continue to be tracked through departmental meetings. ✓ Chelmsford Garden Village Delivery Board is in place to oversee specific elements of the development of proposals for Chelmsford Garden Community. ✓ The Chelmsford Community Response Hub, was run in partnership by Chelmsford City Council and Chelmsford Voluntary Service (CVS), providing assistance to vulnerable and self-isolating Chelmsford residents in need of support during the Covid 19 pandemic in 2020. Hundreds of volunteers helped carry out practical tasks including collecting and delivering food and supplies. The CVS has also supported residents with collecting prescriptions, welfare checks, and befriending. The CVS continued running the Community Response Hub during 2021/22 due to ongoing demand.
<p>Principle E</p> <p>Developing the Council's capacity, including the capability of its leadership and the individuals within it</p>	<ul style="list-style-type: none"> ✓ The Council's Constitution is available on the Council's website and subject to ongoing review, as overseen by the Constitution Working Group. ✓ The Council's Organisational Development Strategy 2020-2022 sets out how the Council will develop and utilise its workforce to meet Our Chelmsford, Our Plan objectives. ✓ The Council works to ensure the physical and mental health and wellbeing of its staff through Workplace Health Champions events, Mental Health First Aiders, the Employee Assistance Programme, Wellness action plans and weekly Our News articles. ✓ The Council participates in a number of partnerships, including Safer Chelmsford, South Essex Parking, Essex Online, and works closely with Essex County Council on a number of initiatives:

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<p>Mid Essex Children's Partnership Board, Essex Safeguarding Adults Board, Mid Essex Alliance and Chelmsford Youth Strategy Group. The Health Protection Board and Strategic Coordinating Group were invoked in 2020 due to the Covid 19 pandemic and continued throughout 2020/21 but are now being wound down in line with the Government's strategy of Living with Covid.</p>
<p>Principle F Managing risks and performance through robust internal control and strong financial management</p>	<ul style="list-style-type: none"> ✓ The Council's main Finance System was replaced in November 2020 with T1 (OneCouncil) which is an integrated platform and includes: General Ledger and Budget management; Customer invoicing and debt management; Purchase ordering; Contract and Supplier Management; Risk Management information; and Corporate Plan Action Tracking. A development plan has been approved by Management Team. External audit reviewed the system as part of their year-end accounts work during 2021 and identified no issues. ✓ The Council's Risk Management Strategy recognises that risk management is an integral part of Council activities. ✓ Central to the risk framework is the identification and management of the Council's Principal Risks, each assigned to a Directorate lead. Quarterly reporting to Management Team and six-monthly reporting to Audit & Risk Committee ensures arrangements are working effectively. This also reflected the impact of Covid-19 on the Principal Risks. ✓ The Internal Audit Annual Report to Audit & Risk Committee confirms that an effective internal audit service is resourced and maintained ✓ The Council Principal Risks and Internal Audit Plan are aligned the Our Chelmsford, Our Plan objectives ✓ Following the independent Cyber Security "posture review" in 2020/21 which assessed the Council's maturity with regards to information and cybersecurity, a vCISO was appointed during 2021/22 to progress recommendations made (see Action Plan Ref. GOV22_2). ✓ The Chief Financial Officer makes regular reports to Members on the financial position, budget setting and monitoring, medium-term forecasts, the annual statement of accounts and any other

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	<p>financial matters as necessary. Financial risks included within the Principal Risk Register are refreshed in the light of changing financial circumstances.</p> <ul style="list-style-type: none"> ✓ The self-assessment against the FM Code, referred to under Principle D, will further support good financial management. The FM Code establishes six principles of good financial management underpinned by financial management standards. The Code also references other CIPFA codes of practice and the principles of good governance as set out in this Annual Governance Statement, enabling its use as a self-assessment tool to ensure good financial management and good governance in its wider sense. Work is underway on the Council's self-assessment (see Action Plan Ref. GOV22_3). ✓ The Council's approach to counter-fraud is informed by the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption (2014) and was assessed by Internal Audit in 2021 using the 2020 Fighting Fraud & Corruption Locally Checklist. The Council also participates in mandatory NFI exercises. ✓ Business rates expanded reliefs and emergency grants were provided by the Government to support businesses and organisations during the pandemic. In March 2022, BEIS confirmed that the Council's activities in relation to the first tranche of grants between April 2020 and September 2020 had provided adequate assurance. Government post-payment assurance activities in relation to 8 further grants payable between November 2020 and March 2022 have not yet begun. ✓ The Audit & Risk Committee is constituted in line with, and operates with regard to, the CIPFA Position Statement on Audit Committees and associated Practical Guidance for Local Authorities (2018). Following self-assessment of compliance and training needs analysis with Audit & Risk Committee Members in 2021, training opportunities were provided to Members. A further survey will be issued in April 2022. ✓ During 2019/20, the Council's designated Data Protection Officer has coordinated a review of the Council's Information Governance Policy and Data Breach Policy and Procedure, in conjunction with the new policy framework developed by Digital Services to counter cyber risk. Appropriate action has been taken to protect and mitigate the potential impact to the Council and

Good Governance Principle	Chelmsford Council Key Elements 2021/22
	those whose information is held by it. The Council has established policies for Freedom of Information , Environmental Information and Data Subject requests , and ensures continuous improvement under its GDPR Compliance Action Plan.
<p>Principle G Implementing good practices in transparency, reporting, and audit, to deliver effective accountability</p>	<p>✓ As detailed above, a vast array of information is accessible to the general public via the Council's website in an understandable style appropriate to the intended audience.</p> <p>✓ The Council's Corporate Governance Group continued to meet regularly during 2021/22 and included reviewing and updating the Annual Governance Statement, reviewing progress against the AGS action plan, collaborating and sharing governance updates and best governance practice from across the Council.</p> <p>✓ The Annual Governance Statement is presented to the Leader and Chief Executive, approved by Joint Audit & Risk and Governance Committee and published alongside the Statement of Accounts.</p> <p>✓ Governance Committee, Audit & Risk Committee, and Overview & Scrutiny Committee report annually on their work to full Council.</p> <p>✓ The Annual Internal Audit Report demonstrates that internal audit recommendations inform positive improvement across the Council, as acknowledged on a quarterly basis in the Council's Principal Risk Register.</p>

Review of effectiveness

3.3. The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by:

- the work of the senior Management Team who have responsibility for the development and maintenance of the governance environment
- the work of Cabinet and the Committees, including the Audit & Risk Committee, Governance Committee and Overview & Scrutiny Committee

- the work of the Corporate Governance Group who provide feedback to Management Team.
- the Internal Audit Annual Report
- comments made by the external auditors and other inspection agencies

3.4. As well as the annual review, the governance and control frameworks are maintained and reviewed by a series of comprehensive processes throughout the year. These include:

- A **robust Internal Audit function** where the planned work is based on identified key risk areas. The Council's Internal Audit Service arrangements conform to Public Sector Internal Audit Standards
- An **embedded reporting system for internal audit issues** that ensures that senior managers and members are fully briefed on key issues, which includes regular reporting to the Audit & Risk Committee.
- A **risk management process** which ensures the Principal Risks across the Council are captured and reported to Management Team and Members.
- A **comprehensive budget monitoring process** including access for senior managers to live financial information and latest budget forecasts, with quarterly reporting to Management Team and biannual reporting to Cabinet.

3.5. The outcome of the review is presented in 3.10 below, which detail areas for improvement during 2022/23.

3.6. Effectiveness of Other Organisations

- The Council acts as lead partner in the South Essex Parking Partnership (SEPP which carries out the on-street parking enforcement in Chelmsford, Basildon, Brentwood, Castle Point, Maldon and Rochford, on behalf of Essex County Council (ECC), the highways authority, through delegated responsibilities under a Joint Agreement signed by all partner authorities in 2011. Signs and lines maintenance and new TRO's (Traffic Regulation Orders) are also provided by the Partnership. The Partnership has operated successfully, in accordance with the Traffic Management Act 2004 (TMA 2004), including timely production of an Annual Report and agreed Business Plan, and generation of a surplus during each year of operation.
- The One Chelmsford Board acts as Chelmsford's Responsible Authorities Group under the Crime and Disorder Act 1998, which is a statutory function. There are a number of other statutory partners: Chelmsford City Council, Essex Police, ECC, Essex County Fire and Rescue Services, Probation Services and Health (CCG). The current chair is Chelmsford Council's Chief Executive and our member representative is the Leader of Chelmsford Council. The group has a terms of reference and presents a finance report annually.
- The Council does not currently engage in commercial activities through trading subsidiaries or investment vehicles.

3.7. Internal Audit Opinion

- The annual opinion categories range from No Assurance, Limited Assurance, Moderate Assurance to Substantial Assurance. The annual opinion given for 2020/21 was Moderate Assurance.
- The work undertaken during 2021/22 has enabled the Audit Services Manager to form a reasonable conclusion on the Council's control framework, risk and governance arrangements. For the year-ended 31st March 2022, the opinion is that the adequacy and effectiveness of the Council's arrangements is *Moderate Assurance* – overall the Council's systems for control, risk and governance are generally adequate with some improvement required. Revision to assurance ratings and residual risks will be closely monitored through follow-ups in 2022/23. Further detail on audit outputs is provided in the Internal Audit Annual Report.

3.8. External Audit and Inspectorates

- In the last 20 years the Council has published its accounts in-line with statutory deadlines and had no qualifications made by its external auditor. However, the effectiveness of the external audit process has been weakened by the late completion of audits. For the last two years the audit has taken over a year from the balance sheet date to complete, compared to the government's target of 6 months from year end. This is a national problem and currently it is unclear when the situation will improve.

3.9. Review of Actions from 2020/21 Annual Governance Statement

Ref	2020/21 AGS	Action taken in 2021/22 to address the issue
GOV21_1	<p>Remote Meetings – EIA/DPIA - Draft assessments already undertaken. Given there is currently no power to hold remote meetings the Council will impact assess current arrangements. Should Parliament legislate to re enable remote meetings and the Council resumes remote meetings its arrangements will be further impact assessed.</p>	<p>Assessments were completed. It is not known whether the Government will legislate to re enable remote committee meetings. In the meantime, the Council has decided that some meetings will generally be held in person and in any meetings where a committee needs to take a formal decision will be held in person. This is usually meetings of Full Council, Cabinet, Planning Committee, Chelmsford Policy Board, Licensing and Regulatory Committee. Other committees that are not taking formal decisions can meet remotely where this is appropriate. The main meetings which have most public interest are usually webcast where appropriate.</p>
GOV21_2	<p>Member Code of Conduct - Consideration of proposed changes to the Member Code of Conduct to be considered by the Constitutional Working Group and Governance Committee prior to final consideration as to adoption of any changes at Full Council in July 2021.</p>	<p>Some changes were made at Full Council in July 2021. The adoption of the Full LGA Model was identified for further consideration following the publication of the LGA guidance. This is scheduled for review during 22/23 and will be considered by the Constitutional Working Group and Governance Committee although should adoption be recommended this would need to be considered by Full Council. It is hoped that this will happen in July 2022 (see 3.10)</p>
GOV21_3	<p>Governance of Budgetary Control - Develop plan to ensure delivery of 2021/22 budget savings and identify options to close the potential budget gap for 2022/23, taking account of consultation requirements and stakeholder engagement and ensuring Member involvement in developing proposals.</p>	<p>Savings for 2021/22 were monitored during the year and will be reported back to Management and Members. The July 2022 MTFS will be updated to reflect any lessons learned.</p>
GOV21_4	<p>Procurement and Social Value - To embed, train and develop the Procurement and Social Value Policy during 2021/22</p>	<p>Ongoing.</p>

3.10. Areas for improvement or monitoring during 2022/23:

Ref	Area	Action to be taken in 2022/23	Responsible Officer
GOV22_1	Financial Rules	Updated financial rules will be reviewed and approved by Council and associated operational Practice Notes updated and implemented accordingly.	Section 151 Officer
GOV22_2	Cyber Security	Continue to progress our cyber security recommendations that come from the vCISO service. Align to best practice and frameworks as relevant. Deliver updated Cyber Security strategy and review all policies. Procure a retainer for Cyber Security incident response team.	Digital Services Manager
GOV22_3	Financial Management Code Action Plan	A self-assessment against CIPFA's Financial Management Code will be completed and action plan produced to meet any shortfalls.	Section 151 Officer
GOV22_4	Member Code of Conduct	The Constitutional working group will be considering a report in relation to the potential adoption of the LGA model code in May 2022. This will be reported to the Governance Committee in June 2022. Should the committee wish to recommend the adoption of the model code the final decision will be made by Full Council in July 2022 which could mean the code being adopted shortly afterwards. Appropriate training will be provided and follow up actions considered in relation to parish tier authorities.	Monitoring Officer
GOV22_5	Community Governance Review	Following the Final Recommendations approved by members at Full Council in March 2022 arrangements are being made to make a reorganisation order, the creation of two new parish councils and various other actions to take effect by April 2023. Various administrative and other actions will arise because of the review and progress will be reported to the Connectivity and Local Democracy Working Group. The next update is due May 2022.	Monitoring Officer

4. Certification

To the best of our knowledge, the governance arrangements, as defined above, have been effectively operating during the year. We did not find any matters that needed addressing during our review other than those that were previously identified and have been progressed.

Signed.....

Leader of the Council

Signed.....

Chief Executive

Date: July 2022

CHELMSFORD CITY COUNCIL

AUDIT OF ACCOUNTS 2021/22

NOTICE OF LATE PUBLICATION

The Council's final statement of accounts will not be published by the required deadline of 30th November 2022 as required by the Regulation 10 paragraph (1) of the Accounts and Audit regulations 2015, as amended. Our external auditors, BDO LLP, were unable to complete their audit in time for the publication deadline due to pressures on their resources.

This notice is issued under Regulation 10, paragraph (2a) of the Accounts and Audit Regulations 2015.

The final audited accounts will be published as soon as available, following the conclusion of the external audit and approval of the accounts.

Dated 30th November 2022

Phil Reeves
Accountancy Services manager, Section 151 officer

Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE



Audit of Accounts for the Year Ended 31 March 2022

The Council's accounts are subject to external audit. This audit is being carried out by Rachel Brittain, Director, BDO LLP, 55 Baker Street, London W1U 7EU, rachel.brittain@bdo.co.uk and will be conducted under the provisions of the Local Audit and Accountability Act 2014, Sections 26 and 27 and the Accounts and Audit (England) Regulations 2015, SI No. 234, as amended. Members of the public and local government electors have certain rights in the audit process.

For the year ending 31st March 2022, any person interested has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts relating to them. These documents will be available on application to the Accountancy Services Manager, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE or by making a request using the following link <https://www.chelmsford.gov.uk/your-council/contacting-us/contact-financial-services/> between 10 am and 4 pm commencing Thursday 21 July, 2022 and ending on Thursday 1 September, 2022. We will endeavour to supply all information electronically.

During this period, local government electors for the area of the Council or their representatives may:-

- a) ask the auditor questions about the accounts. Please contact the auditor at the address given above to make any arrangements to ask any questions.
- b) object to the Council's accounts asking that the auditor issue a report in the public interest and/or apply to the court for a declaration that an item in the accounts is contrary to law. Written notice of a proposed objection and the grounds on which it is made must be sent to the auditor at the address given above and copied to me at the address given below.

Lorraine Browne
Legal and Democratic Services Manager

Civic Centre,
Duke Street,
Chelmsford,
Essex,
CM1 1JE

14 July 2022

CHANGE TO PUBLIC INSPECTION DATES FOR THE STATEMENT OF ACCOUNTS NOTICE

The Council's accounts are subject to external audit. Under the provision of the Accounts and Audit Regulations 2015 the Council is required to set a public inspection period of 30 working days for members of the public.

During this period, any person interested has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts relating to them or may:-

- a) ask the auditor questions about the accounts
- b) object to the Council's accounts asking that the auditor issue a report in the public interest and/or apply to the court for a declaration that an item in the accounts is contrary to law. Written notice of a proposed objection and the grounds on which it is made must be sent to the auditor and the Council.

Under the regulations, the draft statement of accounts must be published by the 31 May and the public inspection period must include the first 10 working days of June. However, the Accounts and Audit (Amendment) Regulations 2021 introduced temporary amendments to provide greater flexibility for local authorities operating under increased pressures following the coronavirus outbreak.

For the years ended 31 March 2021 and 31 March 2022, the publication deadline for the draft statement of accounts has been extended to 31 July and the public inspection period must begin on or before 1 August in the financial year immediately following the end of the financial year to which the statement relates.

The Council intends to finalise the draft statement of accounts prior to this date, subject to availability of internal and external resources, and will publish a further notice setting out the arrangements for the public inspection period.