

Audit and Standards Committee

Date: Thursday 4 November 2021
Time: 10.00 am
Venue: Committee Room 2, Shire Hall

Membership

John Bridgeman (Chair)
Councillor Parminder Singh Birdi
Councillor Sarah Feeney
Councillor Bill Gifford
Councillor Brian Hammersley
Councillor John Horner
Councillor Christopher Kettle

Items on the agenda: -

1. General

(1) Apologies

(2) Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election or appointment to the Council. Any changes to matters registered or new matters that require to be registered must be notified to the Monitoring Officer as soon as practicable after they arise.

A member attending a meeting where a matter arises in which they have a disclosable pecuniary interest must (unless they have a dispensation):

- Declare the interest if they have not already registered it
- Not participate in any discussion or vote
- Leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting.

Non-pecuniary interests relevant to the agenda should be declared at the commencement of the meeting.

The public reports referred to are available on the Warwickshire Web

<https://democracy.warwickshire.gov.uk/uuCoverPage.aspx?bcr=1>

(3) Minutes of the previous meeting 5 - 10

To confirm the minutes of the meeting held on 24 September 2021.

2. Warwickshire County Council Statement of Accounts 2020/21 11 - 122

The report and appendix are attached.

3. Warwickshire Pension Fund Statement of Accounts 2020/21 123 - 174

The report and appendix are attached.

4. External Auditor's Governance Report 2020/21 - Warwickshire County Council 175 - 218

The report and appendices are attached.

5. External Auditors Governance Report 2020/21 - Warwickshire Pension Fund 219 - 254

The report and appendices are attached.

6. Appointment of External Auditors 255 - 264

The report is attached.

7. Annual Governance Statement 2020-21 265 - 292

The report and appendix are attached.

8. Annual Governance Report 293 - 300

The report is attached.

9. Contract Standing Orders 301 - 362

The report and appendices are attached.

10. Work Programme and Future Meeting Dates 363 - 364

To consider items for the Committee's Work Programme and the dates of future meetings to be held at Shire Hall, Warwick as follows:

- 24 March 2022 at 10am
- 19 May 2022 at 10am
- 21 July 2022 at 10am
- 27 September 2022 at 2pm
- 3 November 2022 at 10am
- 23 March 2023 at 10am

11. Any Other Business

12. Reports Containing Confidential or Exempt Information

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.’

13. Exempt Minutes of the meeting of the Audit and Standards Committee held on 24 September 2021 and matters arising

365 - 368

The minutes are attached.

Monica Fogarty
Chief Executive
Warwickshire County Council
Shire Hall, Warwick

To download papers for this meeting scan here with your camera



Disclaimers

Webcasting and permission to be filmed

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Disclosures of Pecuniary and Non-Pecuniary Interests

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Public Speaking

Any member of the public who is resident or working in Warwickshire, or who is in receipt of services from the Council, may speak at the meeting for up to three minutes on any matter within the remit of the Committee. This can be in the form of a statement or a question. If you wish to speak please notify Democratic Services in writing at least two working days before the meeting. You should give your name and address and the subject upon which you wish to speak. Full details of the public speaking scheme are set out in the Council's Standing Orders.

COVID-19 Pandemic

Any member or officer of the Council or any person attending this meeting must inform Democratic Services if within a week of the meeting they discover they have COVID-19 or have been in close proximity to anyone found to have COVID-19.

Audit and Standards Committee

Friday 24 September 2021

Minutes

Attendance

Committee Members

John Bridgeman (Chair)
Councillor Parminder Singh Birdi
Councillor Bill Gifford
Councillor John Horner
Councillor Sue Markham

Officers

Barnaby Briggs, Assistant Chief Fire Officer
Paul Clarke, Internal Audit Manager, Delivery Lead
John Cole, Democratic Services Officer
Sarah Duxbury, Assistant Director, Governance and Policy
Andrew Felton, Assistant Director, Finance
Deborah Moseley, Senior Democratic Services Officer
Chris Norton, Strategy and Commissioning Manager, Treasury, Pension, Audit & Risk
Rob Powell, Strategic Director for Resources
Virginia Rennie, Strategy and Commissioning Manager, Strategic Finance

Others Present

Jim McLarnon, Audit Senior Manager – Grant Thornton
Ciaran McLaughlin, Key Audit Partner – Grant Thornton

1. General

(1) Apologies

Apologies were received from Councillor Brian Hammersley; Councillor Sue Markham was present as a substitute. Apologies were also received from Councillor Sarah Feeney and Councillor Christopher Kettle.

(2) Disclosures of Pecuniary and Non-Pecuniary Interests

There were none.

(3) Minutes of the Previous Meeting

Resolved:

That the minutes of the meeting held on 10 June 2021 be approved as an accurate record.

Matters arising

The Chair welcomed Ciaran McLaughlin (Grant Thornton) to the meeting. Ciaran McLaughlin advised that he had recently been appointed as Grant Thornton's engagement lead for WCC. The Chair asked that the Committee's good wishes be conveyed to the outgoing engagement lead, John Gregory.

2. Warwickshire County Council and Warwickshire Pension Fund Statement of Accounts 2020/21 - Progress Update

Jim McLarnon (Grant Thornton) introduced the external auditor's Progress Report stating that, while it was Grant Thornton's intention to deliver its audit findings by the deadline of 30 September 2021, it was evident by the end of July 2021 that this would not be possible. He apologised for the delay, stating that progress had been impeded by the impact of COVID-19 leading to delays of other public sector audits which preceded that of WCC and Warwickshire Pension Fund. This had been discussed with WCC management in July 2021 and a revised timetable had been agreed for audit completion by October 2021. He provided assurance that the Council would still be able to meet its statutory duty to publish its accounts by 30 September 2021 provided draft accounts were published on-line alongside a note stating that the audit had been delayed.

Jim McLarnon reported that, in recognition of regulatory changes which required Grant Thornton to undertake a more detailed assessment of value for money arrangements, a revised deadline had been set for certification of work in this area. Resources would be focused on the delivery of opinions on the financial statements; the extended deadline for value for money assessment would be no more than three months after the date of the opinion on the financial statements. He advised that audit findings would be reported to the Audit and Standards Committee at the meeting in November 2021. The Auditor's Annual Report, including a commentary on arrangements to secure value for money, would coincide with the anticipated date for audit sign-off in December 2021.

The Chair stated that the agreement for delivery of audit findings had been reached on an understanding that Grant Thornton was adequately resourced to complete the work.

In response to the Chair, Ciaran McLaughlin (Grant Thornton) advised that Grant Thornton had recruited intensively over a three-year period, including appointment of graduate trainees. He stated that the firm was among the largest employers of Chartered Institute of Public Finance and Accountancy (CIPFA) qualified personnel nationally. However, he advised that there was a shortage of individuals with the requisite skills to undertake public sector audit work. This was an acknowledged problem affecting suppliers across the market.

Ciaran McLaughlin advised that Grant Thornton had benchmarked its offer to prospective employees against other firms in the sector to ensure that it was competitive within the recruitment market.

The Chair requested that the Committee's concerns be raised with the external auditor's Regional Director. He recognised the challenges faced by the engagement team, stating that ultimate accountability for the failure to meet agreed deadlines rested with the Regional Director.

Councillor Birdi highlighted the potential reputational damage to the Council caused by the delay. He emphasised the importance of preventing any reoccurrence of a failure to meet agreed

deadlines. He suggested that contractual arrangements be revised to this aim; a punitive element for non-delivery of agreed outcomes could provide a means to incentivise improved performance.

Councillor Gifford emphasised the importance of conveying a message to Warwickshire residents that the failure to publish audited accounts on schedule was not attributable to WCC personnel. He stated that it was surprising that Grant Thornton had not demonstrated a greater awareness of the risk of non-delivery at an earlier stage.

Andrew Felton (Assistant Director, Finance) stated that officers had a good working relationship with the external auditor's engagement team; efforts had been made to mitigate the impact of a potential delay resulting from wider circumstances. He emphasised that blame should not be placed on Grant Thornton personnel working directly with the Authority.

Rob Powell (Strategic Director for Resources) stated that the Finance Team had completed its work on schedule to a very high standard. He advised that a strongly worded letter had been sent to Grant Thornton expressing the Council's disappointment. However, there was a need to accept present circumstances; the external auditor was subject to genuine difficulties affecting availability of resources. He advised that this was a national, systemic problem within the public sector audit market. Many other local authorities had experienced similar delays. It was hoped that reforms to the national system would provide improved stability.

Councillor Horner highlighted the longstanding issues affecting resourcing within the audit sector. These predated the emergence of COVID-19. He suggested that an opportunity to consider the matter in detail could be presented if the Council resolved to join the national scheme for auditor appointments.

Attention was given to other areas covered by the Progress Report. Jim McLarnon stated that there were no areas of concern; however, he highlighted the adjustment identified in Level 3 investments within the Pension Fund. This would result in an adjustment to Pension Fund accounts with some impact on the accounts of the County Council and second tier authorities in the region due to the need to issue a revised valuation of pension fund liabilities. He emphasised that this was a timing issue; it was not indicative of a fundamental control weakness within the Pension Fund.

In response to the Chair, Andrew Felton advised that Level 3 investments constituted just under 10% of the total Pension Fund. He stated that within the last quarter an increase of around £50 million had been observed in Level 3 investments. This was a positive outcome.

Resolved:

That the Committee:

- a) Notes the progress on the Audit of the 2020/21 Statement of Accounts and the External Auditor's Progress Report and Sector Update; and
- b) Notes the proposed wording on the reason for the delay to the publication of the accounts with an audit opinion to be used on the Council's website, which will be finalised by the Strategic Director for Resources in line with statutory requirements.

3. Review of Overview and Scrutiny

Sarah Duxbury (Assistant Director, Governance and Policy) introduced the report, stating that an independent review had been commissioned to examine the Authority's approach to scrutiny and to consider opportunities to improve upon current arrangements.

Sarah Duxbury advised that an independent report had been produced by Dr Jane Martin, a former Local Government Ombudsman, following engagement with members and officers. The report and recommendations had been shared with the chairs of the four overview and scrutiny committees prior to formal consideration by each committee. Feedback from the scrutiny committees had been incorporated within a finalised report. In September 2021, Cabinet resolved to support the proposals. Following consideration by this Committee, approval would be sought from full Council.

The Chair observed that the initiative to review scrutiny arrangements had been prompted by publication of statutory guidance on overview and scrutiny and the Centre for Governance and Scrutiny (CfGS) issuing an updated 'Good Scrutiny Guide'. He drew members' attention to case studies included within the CfGS document which highlighted the advantages of scrutinising performance by looking outside of an organisation.

In response to the Chair, Sarah Duxbury advised that when supporting scrutiny committees and task and finish groups, Democratic Services officers would seek to gather information from external sources, including examples of good practice elsewhere. This approach had proved to be effective, notably during task and finish group work examining GP services, climate change adaptation and mitigation, and special educational needs. Scrutiny recommendations emerging from task and finish group work had supported the development of proposals progressed to Cabinet. She advised that training was provided to members to support continued development of scrutiny skills. Case studies, such as those outlined by CfGS, would be made available to members as part of the ongoing training programme.

Councillor Horner highlighted the valuable role scrutiny could play in the development of policy, as evidenced by task and finish group work. However, there were inherent political challenges to overcome. He underlined the importance of external training for members, including opportunities for liaison with members of other local authorities to compare approaches to scrutiny. He stated that an overtly inward-looking approach could act as a barrier to effective scrutiny.

The Chair drew attention to the principle of 'transparency' recommended by the report, which stated that "the scrutiny function should shine a light internally and externally [as] an important vehicle for public consultation which should engage external partners, local people, and service users, and represent their views." This was a positive step.

Councillor Gifford stated that the introduction of the scrutiny function alongside executive arrangements had been a retrograde step for local authorities. He stated that a committee system enabling a focus on individual service areas provided a more effective means of monitoring performance. However, task and finish groups provided a means to examine good practices outside of Warwickshire.

Councillor Birdi highlighted the importance of timetabling meetings to best support pre-decision scrutiny. This had been recognised in the recommendations of the report. He emphasised the

importance of maintaining adequate officer resources in support of scrutiny. He stated that the recommendations of the report would put the Authority on the right path.

Councillor Horner stated that provision of officer support and resources for scrutiny were of critical importance. He suggested that development of the capacity of Internal Audit to provide information could offer a means to support scrutiny.

In response to Councillor Horner, Sarah Duxbury advised that the scrutiny function had previously been supported by a team of dedicated scrutiny officers. However, this arrangement had been curtailed in favour of a Democratic Services Team with responsibilities for supporting both committee work and scrutiny inquiries. This approach held advantages for staff recruitment and retention, as well as provision of a more agile Democratic Services team. She advised that the Democratic Services Team had recently been restructured and recruitment to fill a vacancy was underway. The effectiveness of the new structure would be reviewed once the new arrangements had fully embedded.

In response to the Chair, Sarah Duxbury advised that measuring the impact of scrutiny was inherently challenging. To determine whether the measures proposed had operated successfully, it would be necessary to seek the opinions of those members involved to determine whether they found the process to be impactful. Feedback from other participants would also support an examination of the effectiveness of the refreshed approach. The recently formed 'Voice of Warwickshire' residents panel provided a means to seek a view from members of the public on prospective scrutiny items. The updated Performance Framework would provide a means to measure the impact of scrutiny against Council Plan objectives.

Sarah Duxbury offered to provide a briefing note to members of the Committee outlining key measurable factors which could be utilised to gauge the impact and effectiveness of the proposed scrutiny measures to occur at the appropriate time.

The Chair summarised the points made by the Committee, stating that there was support for the proposals for scrutiny reform outlined within the report. However, the Committee would like attention to be given to definitions of success and for measures to be enacted to monitor the progress of the new arrangements. By doing so, it would be possible to ascertain whether the review of overview and scrutiny has achieved the desired outcome.

Resolved:

That the Committee:

- a) Supports the proposals for scrutiny reform as set out in the report and supports their recommendation to Council.
- b) Requests that attention to be given to the definitions of success and for the progress of scrutiny reform proposals to be monitored, enabling a review of their effectiveness at the appropriate time.

4. Work Programme and Future Meeting Dates

The Committee noted the Work Programme and future meeting dates.

5. Any Other Business

In response to the Chair, Barnaby Briggs (Assistant Chief Fire Officer) advised that Warwickshire Fire & Rescue Service (WFRS) was aware of a number of low-rise residential buildings in Warwickshire which had been modified with external cladding material (notably by borough and district councils for the purpose of energy efficiency). He stated that there was no evidence of a theme of developing fires caused by the cladding.

The Chair asked if residents of these buildings were likely to be economically disadvantaged by the presence of external cladding. Rob Powell (Strategic Director for Resources) advised that a note would be provided to the Committee to provide a response to this query.

6. Reports Containing Confidential or Exempt Information

Resolved:

That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

7. Exempt Minutes of the Meeting of the Audit and Standards Committee Held on 10 June 2021 and Matters Arising

It was agreed that the exempt minutes be signed by the Chair as a true record.

There were no matters arising.

8. Internal Audit Progress Report

The Committee received a confidential update.

The meeting closed at 11:00.

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Chair

Audit and Standards Committee

4 November 2021

Warwickshire County Council Statement of Accounts 2020/21

Recommendation

The Committee is asked to consider the 2020/21 Statement of Accounts and recommend them to Council for approval.

1. Key Issues

- 1.1. This report presents the Statement of Accounts for 2020/21.
- 1.2. The Statement of Accounts for Warwickshire County Council comprises of:
 - The statement of responsibilities for the accounts;
 - A narrative statement by the Strategic Director of Resources;
 - The core financial statements, comprising:
 - The movement in reserves statement
 - The comprehensive income and expenditure statement
 - The balance sheet as at 31 March 2021
 - The cash flow statement;
 - The statement of accounting policies,
 - The notes to the core financial statements, and
 - The Firefighters' Pension Fund statement.
- 1.3. Recommendations to Council for approval of the Annual Governance Statement and the accounts of Warwickshire Pension Fund, which will form part of the County Council's 2020/21 Statement of Accounts when they are published, are sought within separate reports on today's agenda.
- 1.4. Elected members are not expected to be financial experts, but they are responsible for approving and issuing the Council's financial statements. In doing this they are playing a key role in ensuring accountability and value for money are demonstrated to the public. However, local authority financial statements are complex and can be difficult to understand: they must comply with CIPFA's Local Authority Code of Practice, which is based on International

Financial Reporting Standards and also the accounting and financing regulations of central government.

- 1.5. This covering report explains the key features of the primary statements and notes that make up the 2020/21 Statement of Accounts. The narrative statement provides further information on the key issues for the benefit of readers of the statements.
- 1.6. The Committee is asked to consider the 2020/21 Statement of Accounts attached at **Appendix A** and recommend them to Council for approval, highlighting any issues that they wish to bring to Council's attention. Following their approval by Council the Statement of Accounts will be published as soon as the final Audit Opinion is received and inserted into the document.

2. Narrative Statement

- 2.1. The purpose of the narrative statement is to provide commentary on the financial statements. It includes an explanation of key events and their effect on the financial statements. The information in the narrative statement is consistent with budget information provided during the year and reconciles to the year-end financial position reported to Cabinet on 17 June 2021.

3. Core Financial Statements

3.1. Movement in reserves statement

Reserves represent the Council's net worth and show its spending power. Reserves are analysed into two categories: usable and unusable. The level of usable reserves, the Council's spending plans, and other sources of funding determine how much council tax needs to be raised. Unusable reserves derive from technical accounting adjustments and cannot be used to support spending. The movement in reserves statement analyses the changes in each of the authority's reserves between 2019/20 and 2020/21.

3.2. Comprehensive income and expenditure statement

The comprehensive income and expenditure statement reports on how the Authority performed during the year and whether its operations resulted in a surplus or deficit. It is produced in a standard format and is made up of five broad sections:

- Cost of services: Presented in the management structure of the Council. It includes service specific income and expenditure.

- Other operating income and expenditure: Includes the surplus or deficit from the sale of property, plant and equipment.
- Financing and investment income and expenditure: Includes interest payable and receivable and trading account income and expenditure.
- Taxation and general grant income and expenditure: Includes revenue from council tax, business rates and government revenue and capital grants.
- Other comprehensive income and expenditure: Includes items which are not allowed to be accounted for elsewhere, such as increases in the value of land and buildings and changes in the actuarial assessment of pension assets/liabilities.

3.3. Balance Sheet

The balance sheet is a 'snapshot' of the authority's financial position at a point in time, showing what it owns and owes at 31 March 2021. It is divided into two halves that, as the name suggests, balance. These are assets less liabilities (the top half) and reserves (the bottom half).

3.4. Cash flow statement

The cash flow statement sets out our cash receipts and payments during the year, analysing them into operating, investing and financing activities. Cash-flows are related to income and expenditure but are not equivalent to them. The difference arises from the accruals concept, whereby income and expenditure are recognised in the comprehensive income and expenditure statement when the transactions occurred, not when the cash was paid or received.

4. Accounting Policies and Notes to the Core Financial Statements

- 4.1. The accounting policies set out the accounting rules the authority has followed in compiling the financial statements. They are largely specified by International Financial Reporting Standards and the Local Authority Accounting Code of Practice. We have limited discretion to amend them.
- 4.2. The Notes to the accounts provide further detail for the figures within the core statements as well as other information we are required to include in the Statement of Accounts.

5. Firefighters' Pension Fund Statement

- 5.1. It is unusual for an unfunded pension scheme (such as the firefighters' scheme) to have a fund as it holds no assets that need to be ringfenced. We collect in the Fund contributions receivable from Warwickshire County Council (as the employer) and firefighters' (employee) contributions and pay out any benefits due. The Fund is then balanced to nil at the end of each financial year by either paying over or receiving pension fund top-up grant from the government.

6. Audit Status

- 6.1. The attached 2020/21 Statement of Accounts has been audited and the Audit Findings Report from the external auditors, Grant Thornton, is elsewhere on today's agenda.
- 6.2. The audit opinion is also included in that auditor's report and will be signed by Grant Thornton's Engagement Partner on receipt of our letter of representation signed by the Strategic Director for Resources following approval of the accounts at Council on 14 December 2021. A letter of representation is provided in connection with the audit of the 2020/21 financial statements for the purpose of expressing our opinion to the best of our knowledge and belief, having made appropriate enquiries, that the financial statements give a true and fair view.
- 6.3. The approved accounts will be published alongside the authority's Annual Governance Statement and the Accounts of Warwickshire Pension Fund (elsewhere on the Agenda) together with the signed audit opinions.

7. Financial Implications

- 7.1. None

8. Environmental Implications

- 8.1. None

9. Background Papers

- 9.1. None.

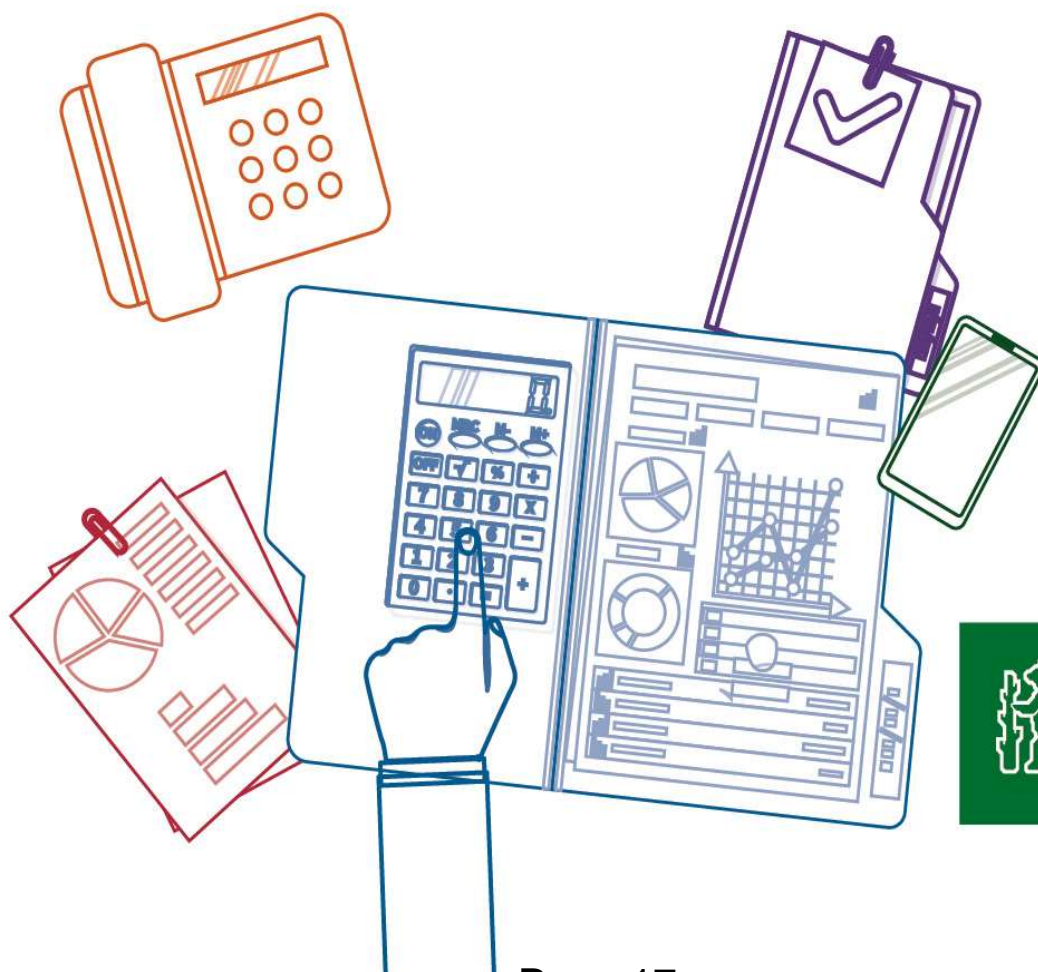
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STATEMENT OF ACCOUNTS

2020-2021



Warwickshire County Council

Statement of Accounts

Section A: Narrative Statement

Section B: Statement of Accounts

Section C: Warwickshire County Council Annual Governance Statement

Section D: Warwickshire Pension Fund Statement of Accounts

Introduction

I am pleased to introduce our Financial Accounts for 2020/21. The purpose of these accounts is to present a true and fair view of the financial results of our activities for the year and the value of our assets and liabilities at the end of the year. This narrative report is set out in five parts. The first provides some key information on what the Council does, how it does it and its plans for the future. The second part provides further detail on how we plan to resource the Council's activities. This section also considers the factors in the external environment that influence our decisions and highlights some of the key risks that we have identified to delivery of our priorities. The third part summarises our financial and other performance in 2020/21 and our effectiveness in the use of our resources, while the fourth part describes our outlook moving forward into the new financial year. It includes some of the key pressures facing the Council over the next few years and the changes taking place in the Council to respond to those challenges. Finally, this report explains how the

Financial Accounts for 2020/21 are prepared and set out.

The Covid-19 Pandemic has had profound impacts, globally and locally, for public health, the economy, society and the environment. It has challenged the County Council to deliver a range of new services at short notice and provide existing services in different ways whilst reducing income generation opportunities and causing delays in the delivery of some of our key revenue and capital projects. Alongside responding to the immediate challenge presented by the pandemic we have been working on delivering our recovery strategy to ensure the Council, residents and Warwickshire as a whole emerges from the pandemic stronger than ever. Our efforts were supported by additional government funding of £75.5m allowing us to continue this crucial work beyond the end the current financial year. The result is a highly unusual financial year with the impact of Covid visible throughout our financial statements.

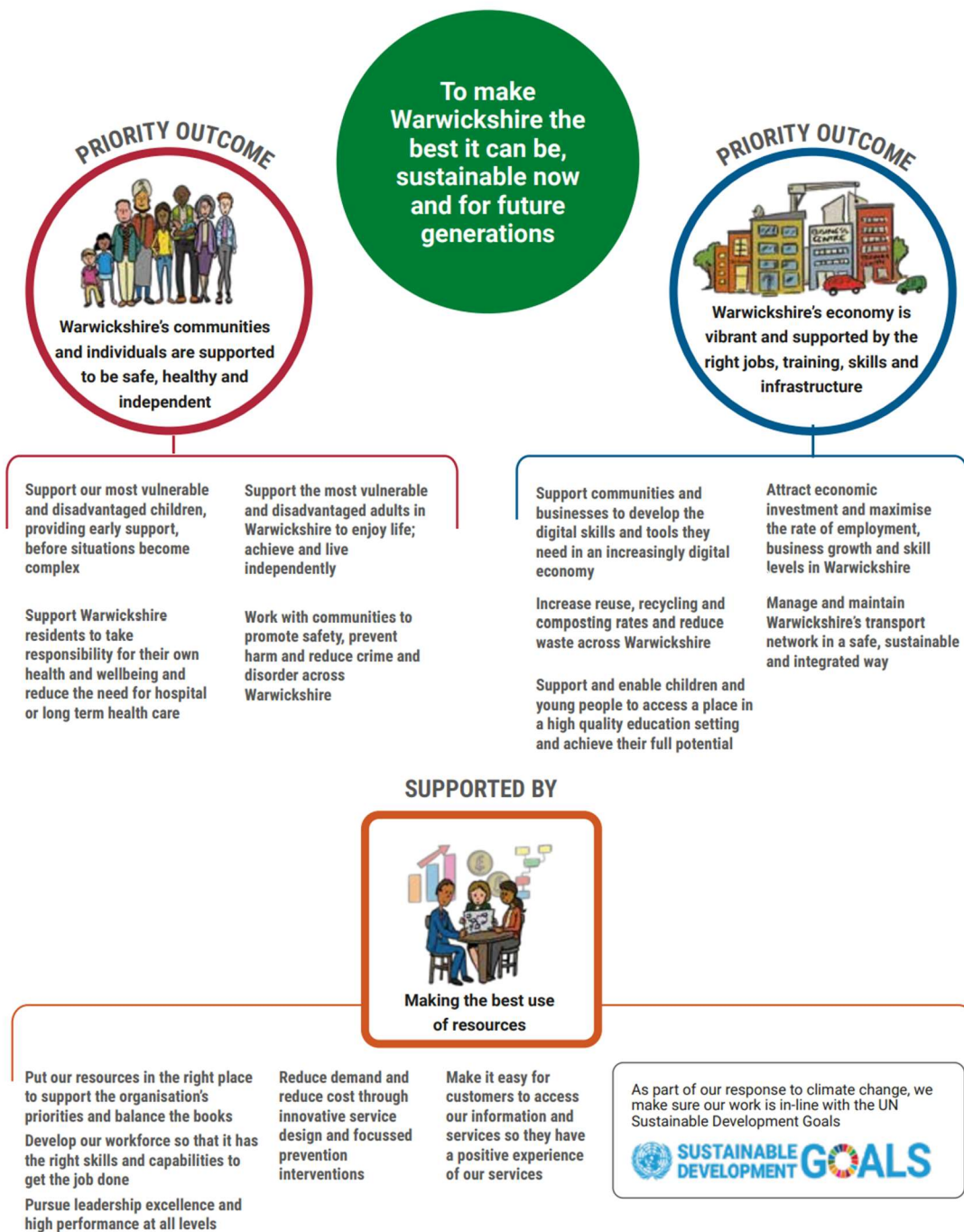


Rob Powell
Strategic Director for Resources

Organisational overview

In February 2020 our 2020-2025 Council Plan was approved. It is a single, policy-led plan with a clear and compelling vision for Warwickshire, setting out clearly where we need to get to by 2025 and how we are going to get there. The

Council Plan provides the necessary framework to deliver on our ambitions, through change management and innovation, and to ensure clear line of sight delivery of the Council's core purpose and outcomes.



Alongside the Council Plan is Warwickshire's Covid-19 Recovery Plan, creating a clear strategy for a future where we must balance our ongoing response to the pandemic with implementing our strategic approach to recovery. Both documents are supported by a rolling five-year medium-term financial strategy. This helps us to plan ahead, so we are able to meet our spending requirements, taking into account Government grants, Business Rates and Council Tax income. The financial strategy helps us to ensure our financial resilience and medium-term financial sustainability, so we can continue to provide high quality services to our residents.

There are a number of key themes to the strategy, setting out our areas of focus:

1. tackling climate change in the Council's operations and ways of working, and across the county and its communities;
2. implementation of the Council's commercial strategy and shaping places to ensure the Council maximises the use of its assets while creating a strong economy and infrastructure for Warwickshire; and
3. reducing the demand for our services through investing in the preventative agenda; scoping innovation and development ideas; and progressing internal change.

We are becoming more commercially minded in the delivery of our services. This is a key driver of our change programme and will help us make better use of our resources to deliver the outcomes our residents have helped prioritise.

We use reserves to manage financial risk and promote financial sustainability. Any reserves not needed to manage financial risk are used for time-limited investment to support the delivery of the Council's objectives, to deliver savings and to reduce demand in future years.

The medium-term financial strategy will require regular reviews in order to remain dynamic, robust,

ambitious and deliverable, and will be updated at least annually.

Politically, Warwickshire County Council has 57 councillors, who are elected every four years. The last elections were held on 6 May 2021. The current political composition of the Council is 42 Conservative members, 6 Labour members, 5 Liberal Democrat members, 3 Green Party members and one Independent. The Council makes its decisions via a Cabinet of nine members including the Leader of the Council, Cllr Izzi Seccombe OBE. Warwickshire's Councillors are responsible for setting the strategic direction of the Council and for scrutinising performance. Further details of the governance arrangements in the Council are included in the Annual Governance Statement, included within this document.

Organisationally, Warwickshire operates through three Directorates: Communities (including Fire and Rescue and Education), People (including Public Health) and Resources. Each Directorate is headed by a Strategic Director who sits on the Council's Corporate Board along with the Chief Executive. Services within each Directorate have plans in place which correspond to the budget set for them by Council and the key outcomes within the Council Plan. Each service has Key Performance Indicators which are monitored and included in quarterly performance reports to Directorate Leadership Teams and Members.

At the end of the year we had the equivalent of 4,031 full-time employees and just under a third of our spending each year is on staffing. This is an increase of 226 full-time employees from last year. Planned organisational change and pandemic response has resulted in a strengthening of our teams in several areas including Children and Families and the Commissioning Support Unit. Warwickshire's employees are responsible for translating Councillors' strategic decisions into actions. Our Workforce Strategy sets out the key principles to ensure we have a workforce that is fit for purpose to deliver the Council Plan.

The Council collaborates with a number of external partner organisations to plan and deliver its intended outcomes. These include the neighbouring councils of Coventry City Council, Solihull Metropolitan Borough Council, and the five Warwickshire District and Borough Councils. We are a non-constituent member of the West Midlands Combined Authority and a member of the Coventry and Warwickshire Local Enterprise Partnership. We work closely with local NHS organisations and a number of other bodies, including:

- Central government departments and ministries;

- National and local voluntary and community sector organisations, and charities;
- Academy schools and academy trusts in Warwickshire;
- Local universities and other academic organisations;
- Local industry and businesses; and
- Town and parish councils in Warwickshire.

Further details of the Council's key priorities, plans and outcomes are available in the Council Plan.

Resourcing our activities

The medium-term financial strategy underpins the delivery of the Council Plan and is agreed as part of the budget-setting process which concludes in February each year. Taking a medium-term approach allows for a more coordinated and planned approach to

prioritisation and allows services to focus on delivery knowing the financial limits and constraints within which they are required to operate. Within the budget resolutions, the Council confirms and applies a number of fundamental financial strategies and policies.

Revenue and capital spending

We spend our resources in two ways, through revenue and capital spending. Broadly, our revenue spending relates to income received in year and spending on items used in the year. Most of our salary costs are included in revenue expenditure. Our capital spending relates to items we have bought, created, or improved and which will be used for more than one year. An annualised amount is charged to our revenue accounts to reflect the economic use of assets each year to provide services. This accounting charge does not reduce our revenue resources

but borrowing to fund our capital expenditure does.

Revenue allocations are made to services through a process which balances demand forecasts, inflation and other price increases, commitment to our statutory duties and the investment choices which the Council wishes to make to improve services or reduce costs. By law, we must set a balanced budget which ensures that the Council meets not only its existing commitments but also remains on a firm footing for the future.

Revenue Resources	2020/21	2021/22
Original budget at start of year	£m	£m
Business Rates	71.2	67.7
Council Tax	286.4	293.0
Total Unconditional Revenue Resources	357.6	360.7
Specific Government Grants	79.7	84.3
Adult Social Care Levy	27.2	30.7
Customer and Client Receipts	115.4	131.2
Dedicated Schools Grant	238.0	246.3
Total Revenue Resources	817.9	853.2

Adult social care is the second largest area of revenue spending after schools. Each year since 2016-17 the Government has permitted local authorities to levy an additional amount on top of their normal council tax increase each year, with this additional funding to be ring-fenced for use in adult social care. We have taken the additional levy (2% for each year between 2016/17 and 2020/21, and 1% in 2021/22) and have increased the resources available to deliver adult social care by at least the amount raised this way.

The figures shown above for specific government grants include a number of grants which come with conditions that limit our

discretion in how they can be used. The largest of these is the Dedicated Schools Grant which we receive from government to meet the cost of funding schools and relevant pupil-related services; this is presented separately in the table above. We are continuously reviewing how we deploy these resources for maximum strategic effectiveness.

Our capital spending power is the combination of external income which must be spent on capital (such as specific grants or contributions and the receipts from the sale of our assets) and the extent to which the Council is willing to meet the costs associated with borrowing money from its revenue resources.

Capital Resources Budget for the year after adjusting for previous year's outturn	2020/21 £m	2021/22 £m	2022/23 and later £m
Capital Grants and Contributions	109.6	148.8	97.3
Receipts from the Sale of Assets	35.0	29.2	52.8
Direct Application of Revenue Resources	1.6	1.4	0
Borrowing (to be repaid from revenue resources)	1.7	39.9	107.9
Total Capital Resources	147.9	219.3	258.0

Our capital allocations are made in line with our Capital Strategy, which includes two key elements: capital maintenance works to ensure our assets continue to be fit for purpose and able to support the provision of services; and capital investment to create and develop new assets. Each element has a number of strands that ensure a clear focus on the purpose of capital spending and the prioritisation of

proposals, underpinned by specific service asset management strategies.

Allocations included in the maintenance programme meet one of the following three criteria:

- Maintaining our assets to ensure services can continue to be delivered;

- Statutory health and safety and other regulatory requirements; and
- Annual equipment and/or vehicle replacement programmes.

Our annual maintenance programme includes allocations from the government grants received for schools and highways maintenance plus revenue funding used for the replacement of vehicles, where this is more cost effective than leasing the vehicle. We also finance some maintenance from borrowing.

Investment schemes are, by their nature, not routine and so are only considered if they move the organisation towards the delivery of our outcomes or are invest-to-save schemes. Where we have discretion in how to apply

Savings and efficiencies

The resource estimates shown above reflect the impact of the pandemic and the broader economic outlook. The council has a strong track record of delivering savings and this has served us well this year through some undoubtedly challenging financial times. The Council Plan and the Medium-Term Financial Strategy aims to further this success, maintaining strategies of investment for longer

Reserves

Reserves are resources we have accumulated over time and set aside for a particular purpose as part of an integrated approach to the effective financial management of the authority over the short, medium and long term.

We hold reserves to:

- Ensure future events outside of our control do not undermine the authority's overall financial position or impact on service delivery;
- Plan for the effective use of resources over time for a specific purpose;

capital financing, we use a structured evaluation process that assesses:

- What we are trying to achieve for the Warwickshire residents, businesses and visitors by investing in particular assets;
- The contribution of the new assets to the delivery of corporate outcomes;
- The financial costs and benefits over the short, medium and long term; and
- The risks inherent in the delivery of the scheme itself and the expected benefits, with a focus on better up-front planning and timetabling.

Investment schemes may be funded by any of the sources in the above table, and often a combination of these.

term savings and finding new ways of working rather than upfront cuts to decrease input. The key themes are better procurement, improvements in efficiency, increased income and delivering reductions in demand. The Medium-Term Financial Strategy tasks the authority with finding £48.2m of savings over the next 5 years.

- Ensure we meet funding conditions (set either by an external funding body or a specific decision of Members) in our use of any available resources; and
- Retain any other accumulated underspends prior to decisions on their use.

Our budget is set to include anticipated levels of reserves added or drawn down in the year; these plans may change as the year progresses to react to emerging pressures or other events and are approved in our quarterly monitoring process. Some reserves are held at a corporate level to support overarching risks and strategies.

The level of general reserves is consistent with the overall financial environment and the key financial risks faced by the Council. These risks are assessed at least annually and take account of circumstances at the time of assessment as well as trends into the future.

The Medium-Term Financial Strategy includes the planned use of £32.6m of the Available-for-Use reserve.

Reserves Balances at start of year	2020/21 £m	2021/22 £m
Management of Risk	22.5	18.8
Available to Use Reserve	11.8	42.0
Earmarked Reserves	66.5	78.9
General Reserves	21.2	21.4
Specific Investment (including Covid funding)	56.8	70.2
Schools	14.2	21.3
Total Reserves	193.0	252.6

Borrowing and investments

We undertake treasury management activities in a prudent and flexible manner so as to ensure we retain sufficient liquid funds to provide for day-to-day cashflow requirements whilst funding our capital spend at the lowest cost. These activities are managed within an overall framework determined by the Treasury

Management Strategy which is updated and approved by Members annually. Interest income and expenditure as a result of investments or borrowing is reflected in our revenue budgets. Our budget does not rely on income streams from service investment activities.

Pensions

The majority of the Council's employees are members of the Warwickshire Local Government Pension Scheme, and the Council administers the fund that supports the Scheme. As a defined benefit scheme, the Scheme is shown as a long-term liability in our accounts. However, statutory arrangements for funding this deficit are in place, including increased contributions over the working life of

employees, and means that our financial position remains healthy.

Both the accounts for the County Council and the Pension Fund are included in this document, though they are operated as independent entities. The County Council's accounts reflect the pension disclosures relating only to its own employees. This includes disclosures for those

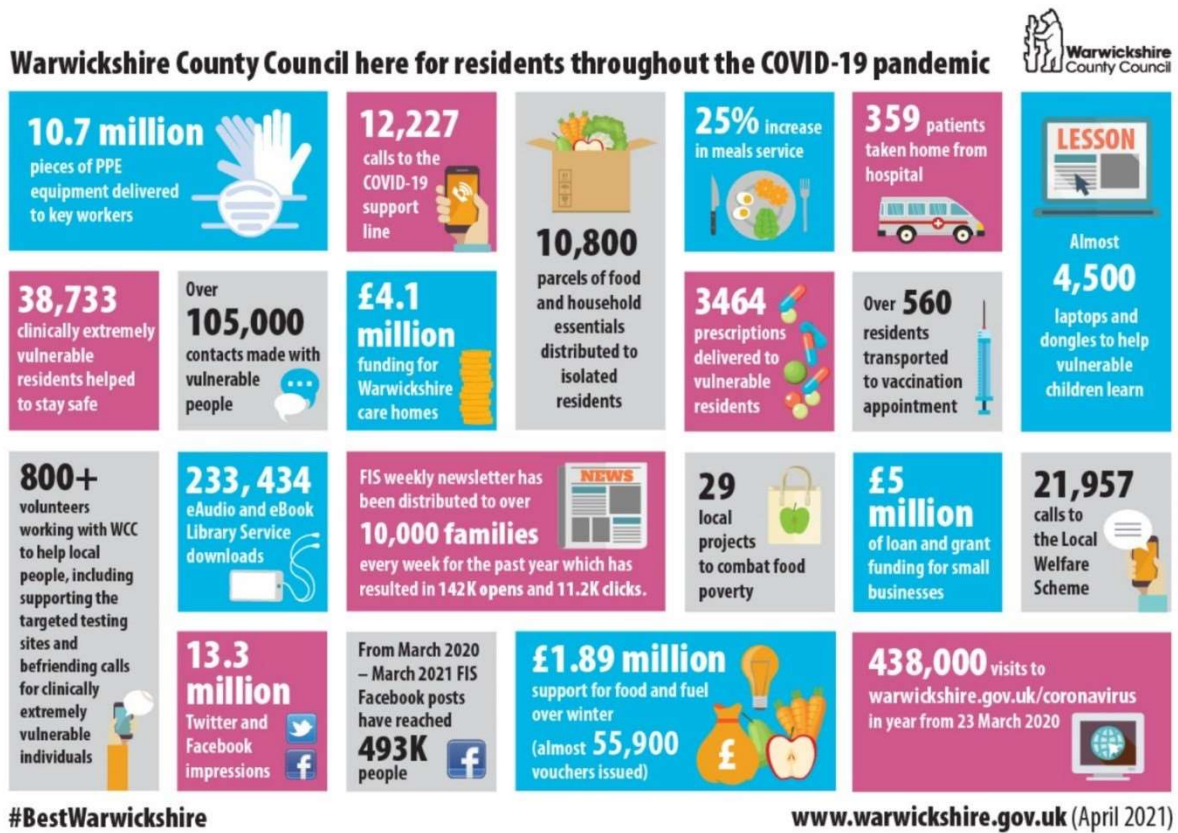
staff with alternative pension schemes, such as Teachers and Firefighters.

Management of Risk

The successful delivery of the Council Plan and our sustainability into the future are dependent on our ability to manage and respond to the risks we face. Many potential issues will remain on the strategic risk register and be regularly

monitored, while others are actively managed to reduce the risk or its impact. Further information can be found in the Annual Governance Statement section within this document.

Our performance in 2020/21



We have been operating in an emergency planning capacity since March 2020 when the nation went into the first lockdown in response to the Covid-19 pandemic, quickly reprioritising our service offer to concentrate on supporting our communities, particularly the most vulnerable. As the pandemic has progressed, we have been agile in our approach responding to the changing landscape in Warwickshire moving from a response phase into recovery, developing a comprehensive Recovery Plan alongside our Medium-Term Financial Strategy. Our workforce has been responsive to these needs and, as reprioritisation has occurred, capacity has been released resulting in staff being redeployed to other services supporting the response and recovery effort most effectively.

Our response to the pandemic

Throughout the pandemic our Public Health colleagues have worked closely with partners. During the first wave of the pandemic, we led a partnership approach, including Borough and District Councils and Military Planners, and community and voluntary sector organisations, which provided food and other support to Clinically Extremely Vulnerable people who were shielding, distributing 10,500 food and household essentials parcels. Support was also provided through a dedicated shielding hotline handling 4,700 calls; 1,700 prescription deliveries were arranged; 200 welfare calls were undertaken by Fire and Rescue, and emotional and mental health support was provided through a range of initiatives. Across Warwickshire 21,000 shielding people were offered support in various forms.

Our response to the second and third waves of the pandemic has been different, reflecting better intelligence and data around those shielding and their needs. Improved access to food through supermarkets and other food suppliers has resulted in the direct supply of food being minimal, but we have continued to provide the extended support and have funded a range of external agencies including Citizens Advice; homeless support providers and befriending services to use their specialist skills to further support those shielding.

We have, and still do, provide advice to schools; care homes; event organisers; workplaces; retail and entertainment venues to enable them to provide Covid-19 safe environments. We collated data to help target key activity and manage the spread of the virus and continued to keep the residents of Warwickshire up to date with key information and guidance on the pandemic, our social media campaign proving extremely successful with 164,309 followers and likes across active WCC accounts.

At the outset of the pandemic, it became clear that ensuring access to appropriate PPE for Council staff and social care providers across Warwickshire would be both critical and extremely challenging. In response we established a PPE Team who undertook several activities including modelling likely demand, sourcing, maintaining, storing, and distributing PPE. Additionally, we offered mutual aid to other public sector organisations, including the health sector, assisting them to meet their PPE needs and expanding this offer to education, services supporting those experiencing homelessness and/or domestic violence, funeral directors and others.

The Covid-19 pandemic significantly impacted the delivery of health and social care. Essential services adapted to continue to deliver in Covid-19 secure ways and to keep their staff and customers healthy and safe. Services redesigned their offer, maximising delivery

through virtual or digital means. Taking a partnership approach, we maintained and strengthened the health and care system in Warwickshire to support people leaving hospital who still required care services. We provided more homecare to help people to remain in their own homes. We worked with our providers to ensure that there was good availability of care home places and, where appropriate, people were supported to leave hospital and move to or return quickly into care homes. This work was recognised by the Local Government Association as a Covid-19 good practice case study.

As part of our response to the pandemic the council supported over 250 adult social care providers. Additional and direct financial support upwards of £21.5m was provided to the adult social care market to ensure provider viability, and to address a significant number of issues, for example infection control and staffing capacity. Several funding streams supported this including: the Emergency Response Fund, the Infection Control Fund, the Rapid Testing Fund, the Workforce Capacity Fund, and the Provision of PPE.

We have also supported providers with advice and practical support on areas such as Hand Hygiene assessments, access to testing, PPE, set up a staffing agency database to access emergency staffing and set up a recruitment campaign linking with the national campaign to recruit staff to social care.

Maintaining our core work through the pandemic

Our ability to deliver services to residents has been significantly affected by the pandemic, but we have been creative and innovative in changing our ways of working so that we could continue to deliver our services and support residents at this challenging time.

Our Children's and Families Service continues to engage and support our families by completing

virtual visits; doorsteps and garden visits; shared virtual online tools with families; went on socially distanced walks and completed drawings with chalk in parks. We have experienced an increase in the number of children in care across this year to 776 from 679 in 2020 and this is partly due to delays in court processes making it harder to return children home or move children out of care.

Alongside our continuing support to children in care our care-experienced young people are being engaged online through workshops; education; youth clubs; 1 to 1 support and mental health support groups. A virtual bike project was set-up to give young people a positive focus, this project and its lead Youth Worker were recognised for the outstanding contribution to young people as part of West Midlands Employers (WME) #EverydayHeroes campaign. The pandemic and national lockdowns have impacted on the availability of employment and training opportunities for our care experienced young people so an additional careers officer to support them has been engaged.

Education of our children has been severely affected by Covid-19. Inspection and examination frameworks were paused from reporting at this time nationally, many of our school children had to receive their education from home. 246 academies and special schools remained open for children of keyworkers. Ongoing support is being provided to head teachers and school leaders including support with schools' risk assessments and preparation of guidance to keep schools open. Further support to schools includes the establishment of an online learning resource for pupils and providing IT equipment.

As a result of the move to new devices we have been able to donate around 600 surplus, pre-owned laptops to help our communities. 300 were allocated through the Councillor scheme whereby communities can request a device and

we are able to provide them to those that will benefit most. A further 300 were released to organisations who support disadvantaged children to help with their learning from home during the lockdowns.

The Customer Service Centre switched to working from home almost overnight in the early days of the first lockdown. The way they handle calls has been completely transformed using Teams Chat to answer questions and queries whilst they are talking to customers. The Centre answered 222,183 calls over the year and we are proud that customer satisfaction levels have remained at 87%, despite a 5.1% increase in service calls August to March 2020/21, compared to the same period the previous year.

To comply with Government guidance on how to be Covid-19 safe in the workplace we needed to change the way we deliver some of our services in the community. For example, to keep our Country Parks and Household Waste and Recycling Centres safe, we introduced a successful online booking system to manage the number of people coming to the sites.

Libraries have not been able to fully open for much of the year, but 'Click and Collect' has allowed us to continue to provide books to our customers, with 900% increase in the use of our e-services for books and magazines. We have been innovative in offering events online such as Meet the Author and children's activities such as Rhyme Time. A doorstep service has also been offered to those customers who usually use our mobile libraries further supporting vulnerable communities. School Libraries Service is a traded service and has continued to meet the needs of its subscribed schools, introducing new e-based services as well as books directly to the schools.

Although our Registration Service conducted 720 marriages and 49 civil partnerships, the Service has been affected during the periods of lockdown with all weddings except those taking

place 'due to exceptional circumstances' being cancelled. This has led not only to disappointment for many couples but also budget pressures as income targets will not be met. Births and deaths registrations have been able to continue, albeit in a modified form.

Investment in infrastructure has continued and we have a growing programme of council and developer highways, bridges and traffic signal schemes including the Transforming Nuneaton project and the Historic Bridge Maintenance Programme and an ambitious programme of cycle schemes. During 2020/21 we successfully recruited 20 new staff to enable delivery of its expanding programme. During this period, Phase 1 of the Stanks Island Scheme was completed and works under the main construction contract for the A46 Stoneleigh Junction scheme were started.

A planned review and subsequent reduction of our property portfolio by 2 sites in Warwick, was possible earlier than anticipated due to our staff working successfully from home. A review of the use of our office space is currently underway to ensure our future office accommodation meets the needs of a more agile workforce.

We established a Warwickshire Property Development Group of companies in March 2021 enabling us to change our approach to asset disposal to generate capital receipts. Instead, we will look to use alternative routes to market and engage in a wider range of development activity enable us to better deliver our key goals for and achieve a greater level of overall financial return than its current disposal/development projections.

The Nuneaton Education Strategy continues to develop and supports the goal of making the town a place where people want to live and which offers children the best possible start in life, including a good education. At present some schools within Nuneaton have the lowest performance within Warwickshire. The strategy

aims to help schools and raise standards as well as working with businesses and colleges to increase career options and to give young people valuable, relevant and interesting work experience, increasing their employability.

With Covid-19 restrictions leading to reduced traffic on the roads this year there has been a subsequent reduction in the number of killed and seriously injured on our roads. Across the year there were 211 killed and seriously injured which is a 31.9% reduction from last year's 310. Many of our face-to-face road safety education services have been affected and we have had to go online with several of our courses including our schools programme which has resulted in the team being able to deliver to more children. Our Bikeability course which is the Cycling Proficiency Test designed to give the next generation of children the skills and confidence to ride their bikes on today's roads has run successful courses during the summer holidays.

Crime rates have reduced from 74.26 per 1,000 population in 2019/20 to 63.28 in 2020/21. Whilst the reductions are positive this has been affected greatly by lockdown restrictions. We have experienced a change in levels of some crime categories for example an increase in reports of hate crime as part of Black History Month during October: this may also be due to raised awareness of how to report such crimes. Violence without injury is a current area of concern with an increasing trend in some categories such as assault without injury, malicious communications and stalking harassment and controlling and coercive behaviour offences which are the result of a recent Home Office recording change. In the last year there has been an increased risk associated with domestic abuse as the lockdown has reduced victims' ability to make report incidents and seek help and support.

We have provided a comprehensive online training offer to residents and local businesses this year including presentation on Prevent,

Business crime, Lesbian, Gay, Bi and Transgender (LGBT) awareness, lockdown scams, vaccination scams and Black Lives Matter.

Waste targets continue to be met: 51.5% of household waste is projected to be reused, recycled or composted compared which is above the 50% target. 60% has been achieved so far at the Household Waste Recycling Centres which is in line with our target for these. We have continued our award-winning behavioural change initiatives across the county including Slim Your Bin and Home Compost workshops which are now online. Residents' behaviours appear to have changed and we have seen a reduction in green waste and residual waste at the recycling centres, and an increase in these wastes for the Districts' and Boroughs' kerbside collections.

Awards and Inspections

Despite the pandemic of our services and achievements have been recognised formally this year.

Our work with providers in supporting people to leave hospital and move to or return quickly into care homes was recognised by the Local Government Association as a Covid-19 good practice case study.

The National Leaving Care Bench Marking Forum awarded us with the Best Project Award for our Baby Box project which supports new and expectant parents who are care leavers. The project, led by care-experienced employees and apprentices at the council, was set up to provide useful supplies to young people who have recently become parents.

One of our Family Support Workers, a care leaver and previously an Unaccompanied Asylum Seeker, won Champion of the Year Award for his contribution to supporting young

care leavers. He also came second in the Best Public Speaker Award.

We received a Gold Employers Award from the Armed Forces Covenant which recognises our support to the Armed Forces and demonstrates a forces-friendly approach to our recruitment process. Gold Employers are recognised for having distinct HR policies for Reservists, Cadet Forces Adult Volunteers, veterans and Military spouses plus their efforts to advocate externally the benefits of working with Defence by promoting the Armed Forces Covenant.

Our Legal Services team won two awards at this year's national Lawyers in Local Government Awards, Governance Legal Team of the Year Award and a team member winning Legal Professional of the Year.

We passed our LEXEL inspection which is a legal practice quality mark for client care, compliance and practice management. It sets the standard for client care; risk management; people management; structure and strategy; financial management; information management as well as file and case management.

We won the NDL Community Awards for mobile apps in the category "Driving Value - Making multiple uses of the technology across the organisation". Our apps were developed to capture data regardless of mobile signal and can record high resolution photographs, GPS data and digital signatures. This has enabled colleagues in Social Care; Highways, Property and Fire and Rescue to work more efficiently and effectively and collect thousands of records and photos safely and securely.

We were recertified with ISO 1401 (Environmental Management System) recognising our systems to control the environmental impact of our work and service delivery, both immediately and longer term.

Her Majesty's Inspectorate for Constabularies and Fire and Rescue Services has recently conducted an inspection focused on the Warwickshire Fire and Rescue Services' response to the Covid-19 pandemic. The feedback in the report is positive and reflects the part that the Service has played alongside Warwickshire County colleagues; Public Health England; the NHS and Warwickshire Police. A comprehensive service-wide reinspection is taking place in March and April 2021, the outcome of this inspection will be published October/November 2021.

Our recovery from the pandemic

Our Recovery Plan was developed during 2020 and sets out short-term priority actions for recovery from Covid-19 laying the foundations for longer term recovery going into 2021/22 and beyond. The plan has a clear strategy and ten priorities, aligned to our existing long-term vision and the outcomes we set out in our Council Plan to 2025. We have already started our work, with partners, to aid our recovery. Some of these priorities are set out below with the supporting actions we are taking.

Contain the virus and promote physical and mental health and wellbeing

In November 2020 we were approached by the Department of Health and Social Care (DHSC) who asked us to establish Targeted Testing Sites across the County where asymptomatic members of our communities can easily access Lateral Flow Tests. This allows residents to ensure they are not carrying the Covid-19 virus and transmitting it to others unknowingly as they go about their daily lives. On 7 December 2020 our first site in Water Orton opened and was quickly followed by 5 more in the other Districts and Boroughs of Warwickshire. By the end of March 2021 154,616 tests had been conducted of which there were 1,232 positive results where we were able to encourage those people affected to self-isolate. We have since supplemented this offer to support

mobile and workplace testing, as well as supporting other community groups with access to Home Testing such as places of worship and become collection points for Home Testing Kits. Our offer has received positive feedback from DHSC.

We recognise that the pandemic continues to have a profound impact on mental health and well-being and we have worked with our partners to strengthen our support to children and adults. To support children and young people a 24hr 7 days a week Crisis Help Line was implemented, and we are also piloting a peer support mental wellbeing app for children and young people in schools. We delivered webinars on suicide prevention and self-harm reduction in children and young people to over 1,000 professionals and carers last year. A new website was created to improve access to information and support for people who are experiencing suicidal thoughts, or who are concerned about someone they care about and for those who have been bereaved by suicide: <https://www.dearlife.org.uk/>. Alongside this initiative a Realtime Surveillance Co-ordinator was appointed to work in the Coroner's office to improve provision of information and support related to the impact of suicides.

Help our children and young people catch up on their education

Warwickshire pupil's attainment levels have been above the national and statistical neighbour averages however, disadvantaged pupil's attainment levels are below national average but either above or in line with statistical neighbours. Using the DfE and WCC laptop scheme over 3,000 laptops, alongside other electronic equipment, have been provided to our most vulnerable children particularly in primary schools to that they are able to catch up on their education. These devices have also provided children with the chance to communicate where they would usually feel isolated and disconnected. Working with local

schools we have helped ensure provision of a summer activities programme and giving support for Lateral Flow device testing within schools ahead of reopening in 2021.

There has been extensive work underpinning our priorities to *Support business and grow the economy and stimulate job creation and skills.*

Covid-19 has had a negative impact on our economy over the last year, as it has everywhere. We commissioned economic and social development research which has outlined to us the potential impact of the pandemic locally. Our tourism industry is particularly affected and is worth over £1 billion to the local economy, employing 20,000 people. Food and beverage services, retail and accommodation sectors that employ a large proportion of younger people have all been significantly adversely affected by the pandemic. Unemployment rates and economic growth figures are always reported at a delay, whilst we know these will have been negatively affected by the pandemic, we will not see the full impact until later in 2021.

We developed an Economic Recovery Programme to complement our usual business support services and programmes. To date over 1,200 businesses have been supported and £4 million of loans and grants awarded. Of these businesses, 835 received intensive support to start and grow or sustain their business in Warwickshire.

In August, we established the new “Survive, Sustain and Grow” programme for businesses most impacted by Covid-19. The programme – which provides intensive, one-to-one support through a network of specialist or industry-specific consultants – had supported 154 businesses by the end of March helping safeguard 242 jobs in the Warwickshire economy.

In September we launched the Retail and Hospitality Recovery and Investment Fund. This supported small businesses in the retail and hospitality sectors with the costs of capital investments which help sustain the business, safeguard jobs and support future growth. We had 192 applications for a total grant request amount of £1,090,194. We allocated £222,437 of funding in total to 40 businesses. We extended our training programme to help retail and hospitality businesses reach and connect customers through online and social media tools. The popular workshop programme – which is delivered by Coventry and Warwickshire Chamber of Commerce in conjunction with Stories Marketing – supported over 100 small businesses during the year.

The Covid-19 Adapt and Diversify grant scheme, introduced in February 2021, offers grants of £2,500 to £5,000 to access specialist external advice and up to £20,000 for projects which involve specialist advice and/or the purchase of equipment or the refurbishment of property. It is open to all retail, hospitality, tourism and leisure businesses and certain other identified businesses in their supply chains that have also been affected by Covid-19. Applicants must be able to demonstrate the impact and have clear plans to adapt and diversify their business. 145 applications were received in Round 1 and over £600,000 was awarded to 52 small businesses. Round 2 was launched in April.

Our focus on Apprentices in the county remains strong and we lead by example with currently 77 apprentices employed at Warwickshire County Council including schools.

Another successful initiative this year was the “Buy and Eat Local” campaign which aimed to ensure local businesses were supported by us promoting their offers to the local community. It was a marketing campaign which helped various businesses across Warwickshire by promoting their services via local Facebook groups and council webpages.

We extended our Employee Assistance Programme to support business owners and the employees of high street small and micro-businesses (employing 10 or less) to provide information and a confidential telephone number for help with mental health and well-being.

The Tech Challenge fund, launched by the County Council in November 2020, supports three digital initiatives across the county which boost support for town centre businesses. Funding was available for projects within the range of £10,000 to £80,000 for a mixture of new or existing solutions.

We have developed the Warwickshire Investment and Recovery Fund which was approved in June 2021 by Cabinet to mitigate the economic issues caused by Covid-19. Our proposals aim to support our communities; helping to power the economy through the next 5 years with £140m gradually being invested on a repayable basis.

With the pandemic resulting in phased lockdowns affecting businesses within Warwickshire and especially town centres we have had to look at ways to help with reopening of town centres in a way that complies with the latest government guidance on social distancing. We collaborated with Warwick District Council, Royal Leamington Spa Town Council and Business Improvement District (BID) Leamington to support the safe reopening and recovery of town centres, including Leamington, by implementing temporary changes to road layouts. These schemes created a safe space for social distancing allowing businesses to operate and the public to return safely to town centres.

We have established a *Climate Change* Programme of wide-ranging activity. This includes tackling our carbon emissions by decarbonising our estate and fleet, supporting Warwickshire communities to reduce their

carbon emissions through Green Shoots community grant scheme, Switch and Save energy buying scheme, Solar Together buying scheme, installing electric charging points, safe and active travel schemes for schools to promote cycling and walking, and continuing strategic countywide activity in areas like waste, flood prevention, transport policy and planning development.

Clearly climate change is a long-term challenge that requires significant partnership working. We have established partnership working through our Climate Emergency Cross Party Group, and with Borough and District Councils through the Warwickshire Local Councils Climate Emergency Partnership and the Climate Change All Councils Officer Group.

We continue to explore more and more opportunities to deliver this Programme, which continues to need long term financial planning, resourcing, partnerships and expertise.

Develop our people and future ways of working

Our People Strategy outlines our commitment to creating a workplace that promotes health and wellbeing in our people. We want to support our staff with this in the best way that we can. Throughout the last year we have helped our staff in several ways including regular check in surveys to gauge how people are doing and signing up to the Thrive at Work programme. Despite the challenging times we have been experiencing, we were pleased that our staff engagement score increased to 76%, compared to 70% in the previous year. More widely, colleagues have embraced our focus on employee engagement with gains in communications, ability to take responsibility for performance, opportunities for personal development and growth and wellbeing all seeing gains of over 10 percentage points when compared with the previous survey.

Sickness levels have improved significantly in the year to 31 March 2021. This indicator is based on a rolling 12-months, over which period our sickness absence levels have reduced to 7.45 days per Full Time Equivalent (FTE) employee from 10.9 days per FTE in the year to 31 March 2020. In this period we have initiated a

Sustainable and Resilient Workforce project which builds on our earlier work in equipping managers to manage our people and their attendance effectively and focusing on wellbeing. In parallel with these activities we have benefited for a sizeable proportion of our workforce operating largely from home and in line with central government guidance.

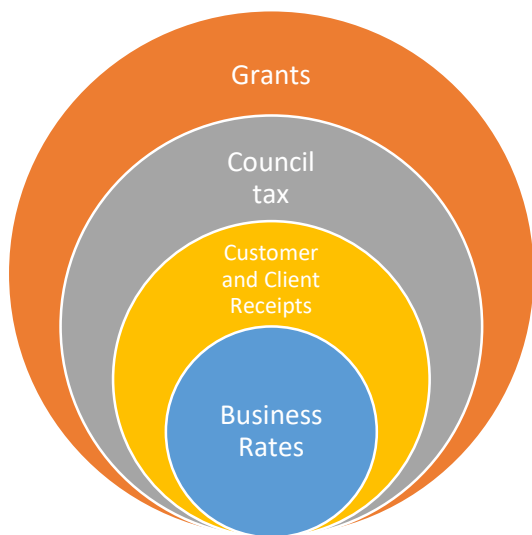
Ongoing Challenges

The Covid-19 pandemic has had profound impacts, globally and locally, for public health; the economy; society and environment, highlighting and compounding existing challenges. The ever-changing Covid-19 landscape poses significant and ongoing challenges for us and we are conscious that we must continue to take an agile approach to our decision making and our organisational priorities, so we support the communities of Warwickshire in the best way to recover as quickly as possible.

Financial performance

Revenue income and expenditure

Our total revenue income from all sources in 2020/21 was £926.1million.

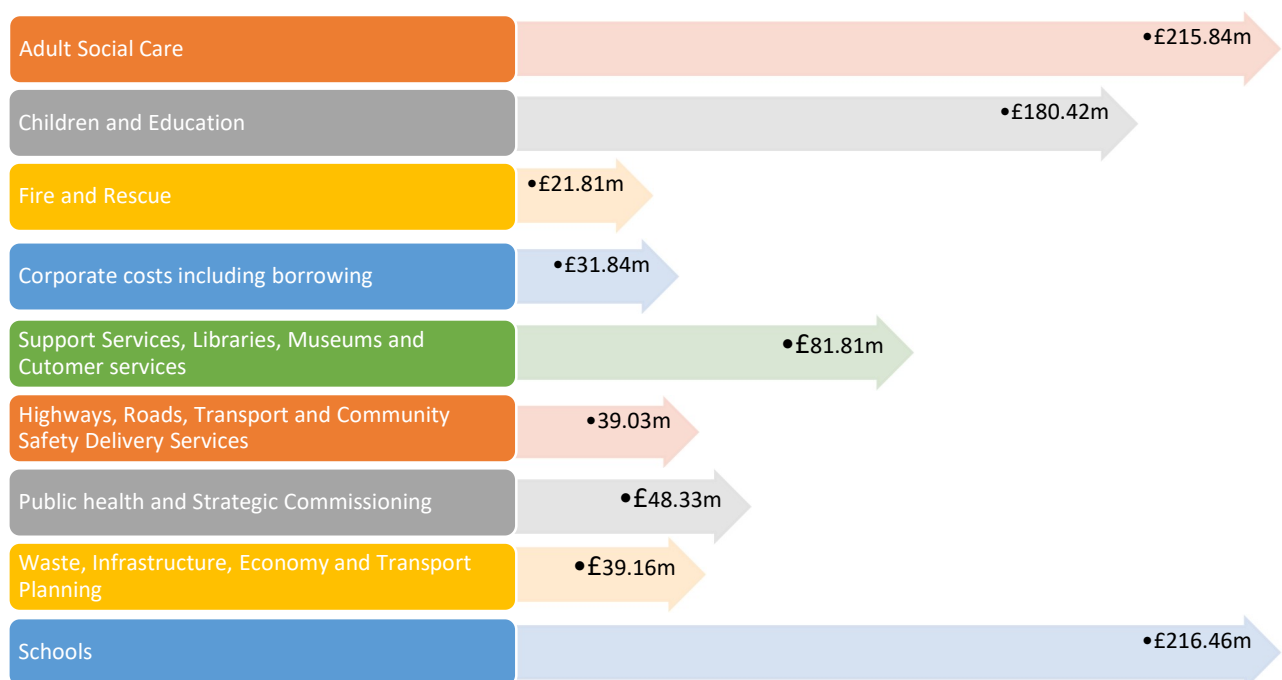


Revenue Income

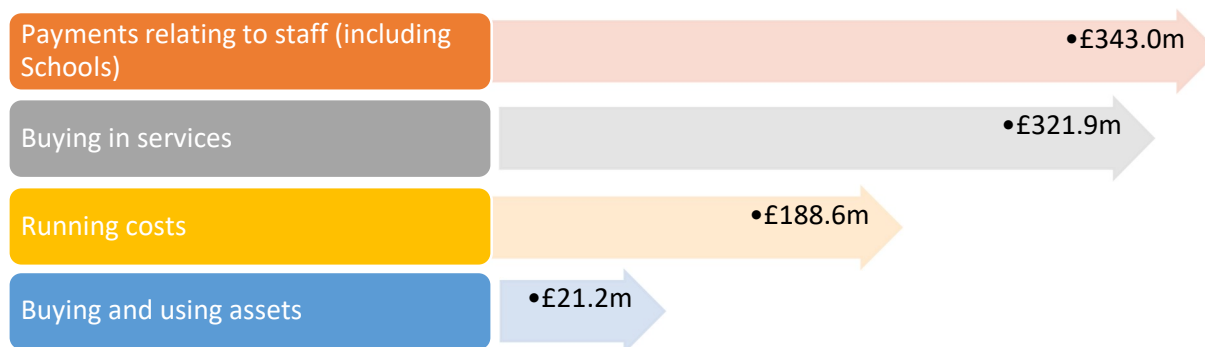
Grants	£435.1m
Council tax (inc. Adult Social Care Levy)	£313.7m
Customer and Client Receipts	£111.7m
Business rates	£65.6m

We have spent £658.2 million of this revenue income to finance the various services we provide (excluding schools). Adding on schools spending (£216.5 million) and technical adjustments makes up the gross expenditure shown in our Comprehensive Income and Expenditure Statement.

Revenue Spend by Service



Revenue Spend by Type

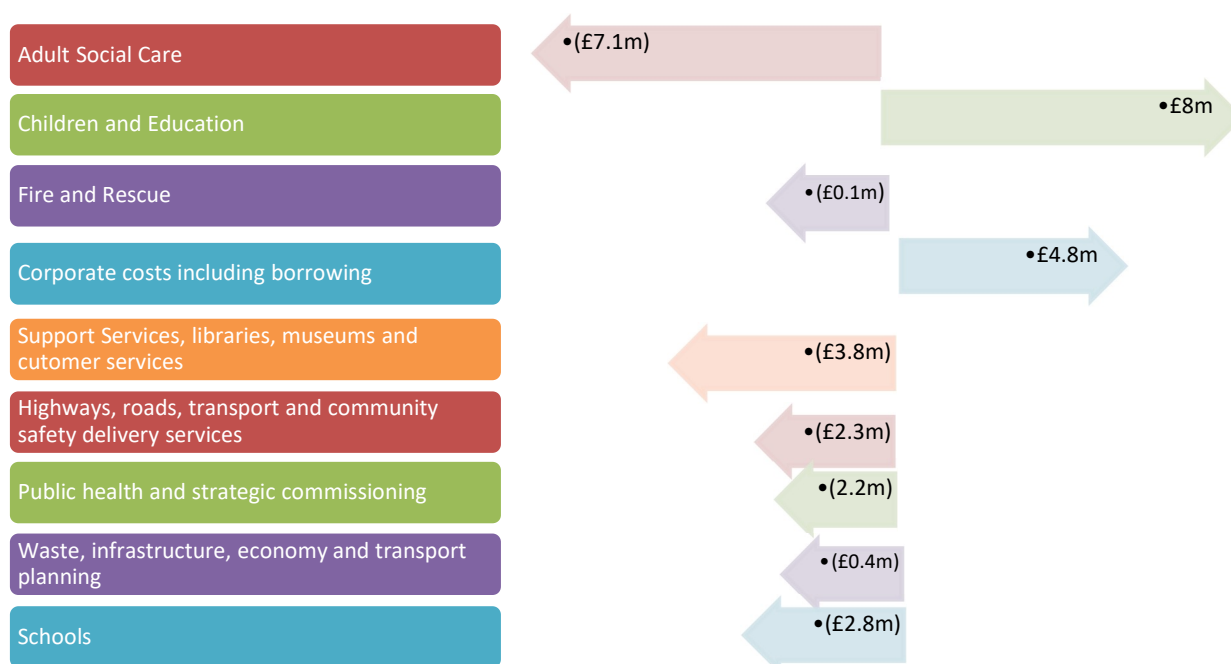


Revenue Underspends/Overspends

The net difference between our funding and expenditure for the year is £51.3million. This is £12.5m higher than our previously reported outturn due to late receipt of information in relation to school spending, local tax collection and government grants. This is included in our final accounts as required by accounting standards. As part of our outturn we received £67.0m of Covid-related funding from the Government and Health and spent £51.0 million of this in the financial year. As a result, we have carried £16.0 million forward to fund the cost of Covid response and recovery in 2021/22.

Of the remaining £22.7 million added to reserves:

- £8.1m was an underspend against resources received to fund specific activity over more than one year;
- £6.2m related to projects we were unable to complete in year as a result of Covid;
- £2.5m was additional non-Covid grant income received after the budget was set; and
- £5.9m was the residual net underspend on services.



Capital spending and the value of our assets

We spent **£100.0 million** on the purchase and creation of assets in 2020/21 including **£20.8 million** on assets owned by other parties. Our initial estimate was **£147.8 million** but in-year adjustments for additions (for example, to spend newly awarded grants), reductions or rescheduling brought our approved budget for 2020/21 down to **£128.8 million** as at January 2021. Our capital spending was therefore **£47.8 million** less than our original budget, and **£28.8 million** less than the latest approved budget. This underspend was due to delays on individual projects. Most of this spending now is expected to be incurred in 2021/22, for which the budget is **£153.7 million**.

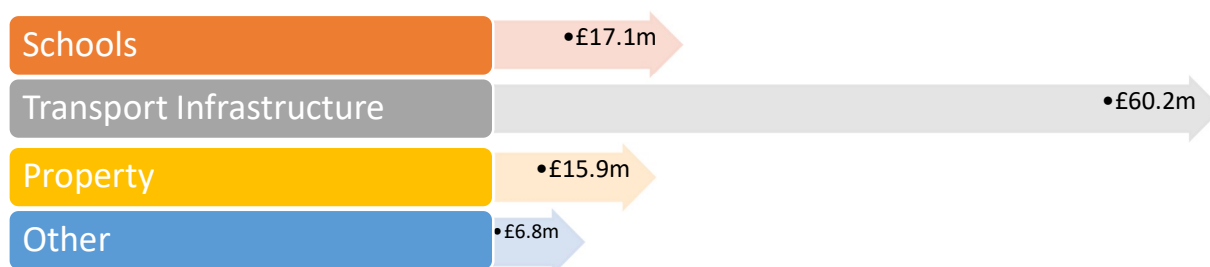
The value of our fixed assets has decreased from **£1,162 million** to **£1,134 million** in 2020/21.

The main reasons for this decrease are:

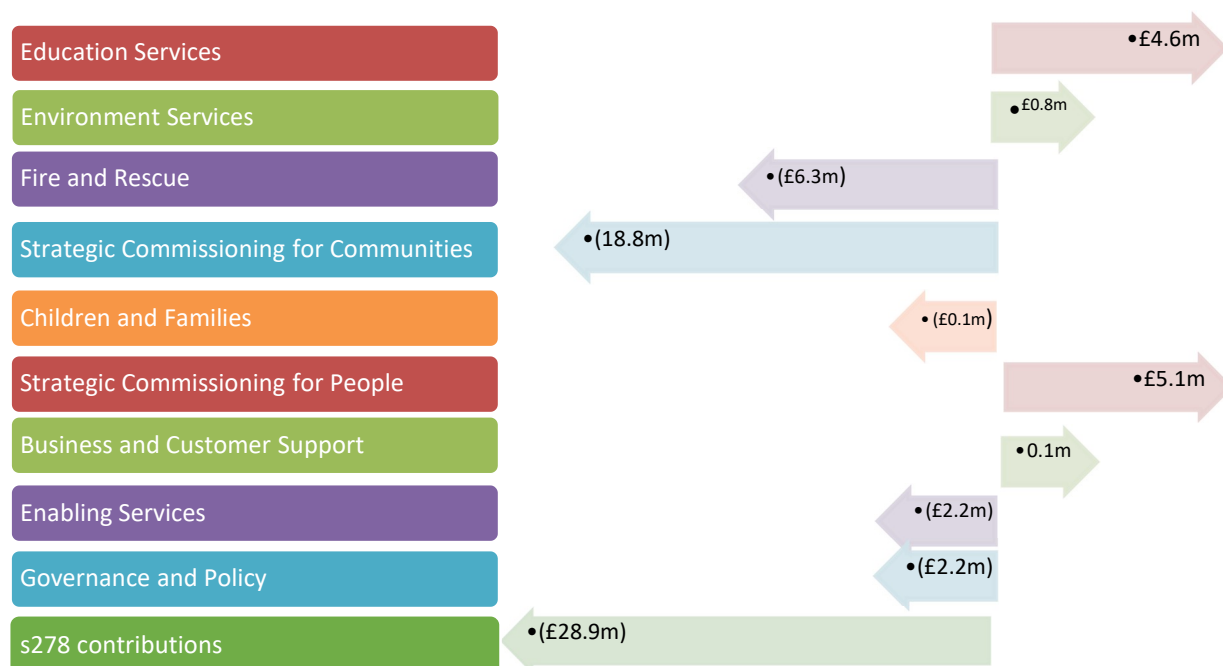
- **£49.3 million** of assets disposed of or through schools transferring to Academy status;
- A spend of **£79.1 million** increasing the value of our assets;
- A write-down of **£39.9 million** to reflect our assets' usage by services; and

A net decrease in the value of our assets of **£17.5 million** is a result of updated valuations to reflect market movements and usage changes.

Capital Spend by Service



Capital over/underspends compared to the budget at the start of the year



Savings and efficiencies

As part of the Medium-Term Financial Strategy the savings target set for the 2020/21 financial year was £6.2m. These savings were spread across a number of areas. Some of the larger items were:

- £2.5 million reduced capital financing costs as a result of reinvestment of capital receipts;
- £0.9 million reduction in cost as a result of a service wide restructure of business support;
- £0.5 million savings through the reduction in cost of laptops, mobiles and

other devices as part of the delivery of the ICT Strategy;

- £0.5 million saving from a review of contracted services and third party spend and improved contract management at all stages of the procurement process.

Delivery of the service changes required to monetarise these savings has been impacted by Covid and the need to divert focus and resources to response and recovery for much of the year. As a result, there has been a shortfall in the delivery of the savings plan by £2.7m.

Reserves

We planned to use £0.8 million of our reserves to support the delivery of services in 2020/21. However, services spent £56.8 million more than their cash-limited budget; when combined with the £108.1 million additional resources received during the year and the reclassification of the Dedicated Schools Grant deficit of £8.3 million as an unusable reserve, the outcome was that our

usable revenue reserves increased overall by £59.6 million.

At 31 March 2021 our usable revenue reserves are therefore £252.6 million, of which £21.3 million is held by schools. We consider this to be a robust figure and allows us some flexibility to balance the challenges of meeting current and unknown future economic uncertainty alongside

investment to improve our efficiency and the wider community economic recovery. We will continue to apply our Reserves Strategy which describes how and when these reserves should

Borrowing and Investments

Whilst the Council's benchmark rate of return on investment in 2020/21 was 0.41%, our treasury management activity generated a higher average interest on investments of 0.52%. In line with the Treasury Management Strategy the Council has prioritised first security, then liquidity and yield in its investments. This involved investing in banks,

Pensions

At 31 March 2021 our total pensions liability was £1,062.8 million, an increase of £250.2 million over the year. The increase is largely attributable to the re-measurement of liabilities relating to the Local Government Pensions Scheme to

be used or added to. Based on our current medium term financial strategy it is anticipated that the level of revenue reserves will reduce to £153.2m by the end of the 2025/26.

building societies and other local authorities, as well as external fund managers such as cash, property and bond funds. Our long-term debt outstanding is £321.4 million at 31 March 2021; and at 31 March 2021 we are holding £395.6 million of cash, cash equivalents and treasury investments.

recognise the changes in actuarial assumptions at the balance sheet date. This remains within the expected range and we are confident that this liability is well managed within the statutory arrangements.

Outlook

Pre-Existing Financial Challenges

The current Council Plan that was designed and implemented in 2019/20, includes a 5-year medium-term financial strategy and reserves strategy that are updated annually. This gives greater alignment of the financial position and plans of the Council to the strategic objectives of healthy communities and a vibrant local economy, as well as managing the risk inherent in providing a diverse range of services to a diverse community funded by numerous income streams.

The finance strategy recognised a number of risks to be monitored, managed and where uncontrollable to be financially underwritten:

- On-going impact of the Covid -19 pandemic.
- Prolonged uncertainty around Central Government's future decisions about local government financing, including a

new funding model for adult social care to replace the social care council tax precept and the Better Care Fund grants.

- Dependency on locally collected Business Rates, placing greater importance on the need to maintain reserves to manage any volatility.
- Designing and delivering sustainable delivery of Special Educational Needs services within the level of DSG funding.
- The broader economic environment, such as the impacts of movement in inflation, council tax base and interest rates on our day-to-day costs, income and debt repayments.
- Pension cost increases arising from revaluations and any Central Government decisions about the scheme's funding mechanisms.

Covid-19

2020/21 has been a highly unusual financial year due to Covid and this has impacted on, and is very clearly reflected in, our financial position at the end of the year. Services in some areas have faced unprecedented increases in demand and significant drops in planned income as well as the need to set up and deliver a range of new services almost overnight (for example PPE or test and trace activities). In other areas Covid has reduced or depressed demand, which we expect to see come through in 2021-22 and beyond and limited our ability and capacity to invest in change and deliver our planned capital investments.

We received significant and very welcome additional funding from government, in many different tranches, with numerous conditions attached, and at various times during the year, to help us support our communities through the Pandemic. The nature of the Pandemic and therefore the funding provided in response does not fit neatly into financial years. This incremental provision of in-year funding, proliferation of small funding pots and understanding the financial impact on our costs and income have provided for a challenging financial management environment.

Whilst the financial results for the year reflect significantly higher variation than would usually

be expected, we continue to remain a financially strong and resilient Authority. However, the potential additional costs and loss of income

need to be managed to ensure the Council's budget remains balanced and sustainable into the future.

Mitigation

These risks are common to all local authorities, and we continue to combat them through a mix of active management and financial planning. The specific plans to mitigate the financial risk associated with Covid-19 are:

- All Covid-related funding received is managed corporately, with decisions on the allocation of any resources requiring Corporate Board approval to ensure the effective use of resources;
- The prioritisation of investment to support recovery in the use of the revenue and capital investment funds;

- The creation of a taxbase volatility reserve, alongside the existing business rates appeals reserve to provide for any deficits on the collection of the council tax and business rates from the current economic downturn; and
- The reflection of a gradual economic recovery in projections of future resource levels in the Medium-Term Financial Strategy.

Major Developments

During 2020/21 we have brought forward two major developments to support economic growth, as part of our investment in Warwickshire's recovery post the Covid-19 pandemic. Both will become operational in 2021/22.

investment of up to £120 million over the next five years.

[Warwickshire Property and Development Group](#) is a local authority trading company set up to deliver our policy objective of creating jobs and more homes across Warwickshire. Maximising the value of our balance sheet we expect

The [Warwickshire Recovery and Investment Fund](#) will provide access to finance, on a repayable basis, that helps businesses in Warwickshire start, grow and scale-up; helps businesses locate in the county and leverages additional resources for the county through investment and support for key growth businesses. Our investment will be a maximum of £140 million over the next five years.

Basis of preparation and presentation

In considering this report, you should note that the comparison of spend against service budgets which we use internally to assess our financial performance is not directly comparable to the cost of services disclosed in the Statement of Accounts. This is mainly due to the accounting adjustments required to comply with reporting requirements, which do not impact on the

amount of our spending to be met by local taxpayers, which is central to our in-year monitoring of our financial performance. The key differences relate to the way in which we account for items such as depreciation, impairment, reserves, provisions and carry-forwards. Each of these items is explained further in our accounting policies or the glossary.

Core Financial Statements

These comprise the four key pieces of information in the Statement of Accounts

Comprehensive Income and Expenditure Statement	Balance Sheet
<p>An accounting deficit of £7.9 million for 2020/21 has been reported; the outturn position is an £62.1 million surplus. This is inclusive of the £23.3m that was not included as part of our outturn report due to timing and the £5.3 million in-year Dedicated Schools Grant deficit transferred to an unusable reserve. These are reflected in our accounts, as required by proper accounting practice.</p> <p><i>This statement shows the accounting cost in the year of providing services rather than the amount to be funded from taxation. The main factors in the move from surplus to deficit are capital depreciation, revaluation and pensions charges.</i></p>	<p>A decrease of £224.2 million in County Council's net assets as at 31 March 2021.</p> <p><i>The balance sheet shows the value of the assets and liabilities recognised by the County Council. At 31 March 2021 the County Council's net worth was £46.7 million.</i></p>
Cash Flow Statement	Movement in Reserves Statement
<p>A net cash outflow of £3.2 million in 2020/21 in cash or cash equivalents.</p> <p><i>This statement summarises the cash that has been paid to us and which we have paid to other organisations and individuals.</i></p>	<p>An increase of £68.6 million in the County Council's usable reserves, made up of an increase of £59.6 million in revenue reserves and £9.0 million in capital reserves.</p> <p><i>This statement shows the movement in year on the different reserves held by the Council, analysed into usable reserves (i.e. those that can be used to fund spending or reduce taxation) and other reserves.</i></p>

Statement of accounting policies

This summarises the accounting rules and conventions we have used in preparing these financial statements. During the year the Audit and Standards Committee agreed two changes to our accounting policies relating to group accounts and leases. None of these changes impacted on the 2020/21 financial statement but both of these

policies are expected to affect the preparation of the 2021/22 accounts.

Notes to the core financial statements

The notes include more detail to support the information contained in the core financial statements as well as information on critical judgements and assumptions applied in the production of the accounts.

Other sections of this Document

As well as the Statement of Accounts for the County Council, this document includes separate sections for the Annual Governance Statement and the Statement of Accounts for the Warwickshire Pension Fund.

the future. The Annual Governance Statement also covers the Warwickshire Pension Fund.

The Annual Governance Statement describes the Council's Governance Framework and system of internal control. It includes a review of the effectiveness of this system in the past year and identifies key risks for the Council to manage in

The Warwickshire Pension Fund's Statement of Accounts describes the Fund's financial position and performance in 2020/21. While the County Council administers the Fund, the Fund's accounts represent its activities on behalf of all its member organisations. Further information about the Fund can be found in Note 1 of that section.



Rob Powell
Strategic Director for Resources

Warwickshire County Council

Statement of Accounts

2020/21



*Working for
Warwickshire*

We would welcome any comments or suggestions you have about this publication. Please contact Virginia Rennie, Strategic Finance, Resources Directorate, Warwickshire County Council.

- Phone: 01926 412239
- E-mail: vrennie@warwickshire.gov.uk

You can also leave your comments on our website at www.warwickshire.gov.uk

If this information is difficult to understand, we can provide it in another format, for example, in Braille, in large print, on audiotape, in another language or by talking with you. Please contact Hayley Green on 01926 412232.

This document forms part of the Warwickshire County Council's 2020/21 Statement of Accounts which also includes the Annual Governance Statement and the accounts for Warwickshire Pension Fund. The accounts for the Pension Fund are available at www.warwickshire.gov.uk

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Independent auditor's report to the members of Warwickshire County Council

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Independent auditor's report to the members of Warwickshire County Council

Statement of responsibilities for the statement of accounts

This section explains our responsibilities for our financial affairs and how we make sure we carry out these responsibilities properly, in line with the Accounts and Audit (Amendment) Regulations 2021 and the Accounts and Audit Regulations 2015.

Responsibilities of the Council

We do the following:

- Make sure that one of our officers is responsible for managing our financial affairs. In this council, the Strategic Director for Resources is responsible for this;
- Manage our affairs to make sure we use our resources efficiently and effectively and protect our assets; and
- Approve the statement of accounts.

Responsibilities of the Strategic Director for Resources

As the Strategic Director for Resources, I am responsible for preparing our statement of accounts. These accounts must present a true and fair view of our financial position, including our income and spending for the year.

In preparing our statement of accounts, I have:

- Selected suitable accounting policies and applied them consistently;
- Made reasonable and prudent judgements and estimates; and
- Followed the Chartered Institute of Public Finance and Accountancy/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

I have also:

- Kept proper accounting records which are up to date; and
- Taken steps to prevent and detect fraud and other irregularities.

I certify that the Statement of Accounts presents a true and fair view of the financial position of Warwickshire County Council at 31 March 2021 and the income and expenditure for the year ended 31 March 2021. The unaudited draft accounts were authorised for issue on 30 June 2021. These will then be audited and presented at a meeting of the Council on 14 December 2021.

Rob Powell
Strategic Director for Resources

Date: 14 December 2021

Councillor Peter Gilbert
Chair of the Council

Date: 14 December 2021

Comprehensive Income and Expenditure Statement

2019/20			Summary of revenue spending	2020/21		
Gross expenditure £m	Gross income £m	Net expenditure / income £m		Gross expenditure £m	Gross income £m	Net expenditure / income £m
			Money spent on services			
279.3	-38.1	241.2	~ Communities Directorate	285.8	-36.2	249.6
314.7	-67.7	247.0	~ People Directorate	356.5	-88.4	268.1
80.7	-8.8	71.9	~ Resources Directorate	96.8	-10.3	86.5
182.9	-260.7	-77.8	~ Schools	176.2	-268.1	-91.9
8.2	-36.4	-28.2	~ Corporate Services and Resourcing	25.4	-69.1	-43.7
0.8	0.0	0.8	~ Non-distributed costs		-3.4	-3.4
866.6	-411.7	454.9	Net cost of services	940.7	-475.5	465.2
9.8	0.0	9.8	~ Other operating expenditure (note 4)	24.4	0.0	24.4
53.0	-18.2	34.8	~ Financing and investment income and expenditure (note 5)	49.7	-14.2	35.5
0.0	-495.1	-495.1	~ Taxation and non-specific grant income and expenditure (note 6)	0.0	-517.2	-517.2
929.4	-925.0	4.4	Surplus (-) or deficit on the provision of services	1,014.8	-1,006.9	7.9
			Items that will not be reclassified to the surplus (-) /deficit on the provision of services			
		-14.1	~ Surplus (-) or deficit on revaluation of property, plant and equipment			-7.6
		-0.1	~ Surplus or deficit from investments in equity instruments designated at fair value through other comprehensive income.			-0.1
		-160.7	~ Remeasurements of the net defined benefit liability/(asset)			224.0
		-174.9	Other comprehensive income and expenditure			216.3
		-170.5	Total comprehensive income and expenditure			224.2

To arrive at the figures for each directorate in the table above we adjust the income and expenditure figures used internally to report our financial performance, as required by the Code and regulations. A reconciliation of these adjustments and more details as to what each adjustment relates to are shown in the Expenditure and Funding Analysis (Note 1) and the Adjustments between accounting basis and funding basis under regulations (Note 2) in conjunction with the Movement in Reserves Statement.

Figures for income, gains and surpluses are shown as negative (-) above.

Movement in Reserves Statement

Movement in Reserves Statement - 2020/21	General Fund (Unearmarked Funds)	General Fund Earmarked Reserves	General Fund Capital Fund	Total General Fund Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Balance at 31 March 2020	21.2	170.1	1.7	193.0	8.9	3.6	205.5	65.4	270.9
Reporting of Schools Budget Deficit to new Adjustment Account at 1 April 2020	0.0	3.0	0.0	3.0	0.0	0.0	3.0	-3.0	0.0
Restated balance at 1 April 2020	21.2	173.1	1.7	196.0	8.9	3.6	208.5	62.4	270.9
Movement in Reserves during 2020/21									
Total Comprehensive Income and Expenditure	-7.9	0.0	0.0	-7.9	0.0	0.0	-7.9	-216.3	-224.2
Adjustments between accounting basis and funding basis under regulations (note 2)	64.4	0.0	0.1	64.5	8.8	0.2	73.5	-73.5	0.0
Net Increase / Decrease (-) before Transfers to Earmarked Reserves	56.5	0.0	0.1	56.6	8.8	0.2	65.6	-289.8	-224.2
Transfers to / from (-) Earmarked Reserves (note 7)	-56.4	57.4	-1.1	0.0	0.0	0.0	0.0	0.0	0.0
Increase / Decrease (-) in Year	0.2	57.4	-1.0	56.6	8.8	0.2	65.6	-289.8	-224.2
Balance at 31 March 2021	21.4	230.5	0.7	252.6	17.7	3.8	274.1	-227.4	46.7

The opening balance adjustment reflects a change in statutory accounting treatment of Dedicated Schools Grant deficits.

Movement in Reserves Statement - 2019/20	General Fund (Unearmarked Funds)	General Fund Earmarked Reserves	General Fund Capital Fund	Total General Fund Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Balance at 31 March 2019	32.3	135.2	1.4	168.9	9.6	15.1	193.6	-93.2	100.4
Movement in Reserves during 2019/20									
Total Comprehensive Income and Expenditure	-4.4	0.0	0.0	-4.4	0.0	0.0	-4.4	174.9	170.5
Adjustments between accounting basis and funding basis under regulations (note 2)	28.5	0.0	0.0	28.5	-0.7	-11.5	16.3	-16.3	0.0
Net Increase / Decrease (-) before Transfers to Earmarked Reserves	24.1	0.0	0.0	24.1	-0.7	-11.5	11.9	158.6	170.5
Transfers to / from (-) Earmarked Reserves (note 7)	-35.2	34.9	0.3	0.0	0.0	0.0	0.0	0.0	0.0
Increase / Decrease (-) in Year	-11.1	34.9	0.3	24.1	-0.7	-11.5	11.9	158.6	170.5
Balance at 31 March 2020	21.2	170.1	1.7	193.0	8.9	3.6	205.5	65.4	270.9

Balance Sheet as at 31 March 2021

31 March 2020 £ m		31 March 2021 £ m	Notes
1,130.9	Property, plant and equipment	1,122.8	8
4.5	Heritage assets	4.6	10
23.6	Investment property	4.9	11
3.0	Intangible assets	2.2	12
1,162.0	Total fixed assets	1,134.5	
12.3	Long-term investments	12.3	13
0.0	Long-term debtors	3.1	13
1,174.3	Total long-term assets	1,149.9	
	Current assets		
162.3	Short-term investments	211.7	13
0.5	Inventories	0.4	
84.7	Short-term debtors	105.6	15
201.7	Cash and cash equivalents	198.5	16
449.2	Total current assets	516.2	
	Current liabilities		
-5.9	Short-term provisions	-5.6	18
-20.0	Short-term borrowing	0.0	13
-122.9	Short-term creditors	-149.0	17
-0.9	Short-term grants received in advance	-2.7	24
-149.7	Total current liabilities	-157.3	
299.5	Current assets less current liabilities	358.9	
-2.3	Long-term provisions	-2.2	18
-321.4	Long-term borrowing	-321.4	13
-66.6	Long-term grants received in advance	-75.7	24
-812.6	Liability related to defined benefit pension scheme	-1,062.8	20
-1,202.9	Long-term liabilities	-1,462.1	
270.9	Net assets	46.7	
205.5	Usable reserves	274.1	19
65.4	Unusable reserves	-227.4	20
270.9	Total reserves	46.7	

Rob Powell
Strategic Director for Resources
14 December 2021

Cash Flow Statement

31 March 2021 Restated £ m		Notes	31 March 2021 £ m
-4.4	Net surplus or (deficit) on the provision of services		-7.9
110.3	Adjustment to surplus or deficit on the provision of services for noncash movements	21	154.9
-100.1	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	21	-104.9
5.8	Net Cash flows from operating activities		42.1
1.2	Net Cash flows from Investing Activities	22	-25.3
-10.0	Net Cash flows from Financing Activities	23	-20.0
-3.0	Net increase or (decrease) in cash and cash equivalents		-3.2

31 March 2020 £ m		Note	31 March 2021 £ m
204.7	Cash and cash equivalents at the beginning of the reporting period	16	201.7
201.7	Cash and cash equivalents at the end of the reporting period	16	198.5
-3.0	Net increase or (decrease) in cash and cash equivalents		-3.2

Statement of accounting policies

This section summarises the accounting rules and conventions we have used in preparing these financial statements.

General

The content, layout and general rules we used to prepare these accounts comply with the Code of Practice on Local Authority Accounting 2020/21 ('the Code') issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) in accordance with International Financial Reporting Standards (IFRSs).

Accruals of income and expenditure

Activity is accounted for in the year that it takes place. This means that income from the sale of goods or the provision of services is recorded in our accounts when the goods or services are transferred to the recipient in accordance with the performance obligations in the contract. Expenditure is recorded in our accounts when services are received, rather than when we actually make a payment, and supplies are recorded as expenditure when we use them or as inventories on the Balance Sheet until that point. Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract. Where income and expenditure have been recognised but cash has not been received/paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet, subject to a de minimis level for non-system generated accruals of £50,000. We do not expect the effect of this de minimis level to be material to the overall position.

Assets held for sale

Where we have decided to sell an asset and the asset is being actively marketed with a sale expected within 12 months of making that decision, it is categorised as a current asset held for sale. We value these at the lower of carrying amount and fair value less disposal costs. Those assets that we do not expect to sell within 12 months are not classed as assets held for sale and instead are valued at their previous use.

Apprenticeship Levy

The cost of the Levy is recognised as a direct cost of employment in the Comprehensive Income and Expenditure Statement (CIES) when it is paid to Her Majesty's Revenue and Customs (HMRC). When funds are transferred from the Government's Digital Apprenticeship Account to an approved training provider a training expense up to the value of the training provided, with a corresponding entry for a government grant, will be recognised in the CIES against the service benefiting from the training.

Cash and cash equivalents

Cash is money held in current bank accounts and overdrafts that are repayable on demand and are integral to daily cash flow management. Money held in call accounts and short-term funds invested for a term of three months or less are classified as cash equivalents because they are readily available to be converted into cash.

Contingent assets

We identify contingent assets where an event has taken place that gives the authority a possible asset whose existence will only be confirmed by the occurrence or non-occurrence of some uncertain future event not wholly within our control. Our contingent assets disclosure is shown in note 33. These are not included in our Balance Sheet.

Contingent liabilities

We identify contingent liabilities where either:

- A possible obligation has arisen from past events and whose existence will be confirmed by the occurrence or non-occurrence of some uncertain future event not wholly within our control; or
- A present obligation may arise from past event but is not recognised because either it is not probable that an outflow of resources will be required, or the amount of the obligation cannot be measured reliably.

Our contingent liabilities disclosure is shown in note 34. These are not included in our Balance Sheet.

Employee benefitsBenefits payable during employment

The accounts reflect entitlements that have been earned by employees, such as salaries and wages, as a consequence of the service completed by them as at 31 March each year even if we would never normally make payments for them, such as annual leave and time-off in lieu not yet taken. These are accrued for in the cost of services in the CIES.

Termination benefits

Termination benefits are amounts payable as a result of a decision to terminate an officer's employment before normal retirement age or an officer's decision to accept voluntary redundancy. Termination benefits are recognised immediately as an expense to the service in the CIES at the earlier of when the authority can no longer withdraw the offer or when we recognise costs of a restructuring.

Post-employment benefits

As part of the terms and conditions of employment we offer retirement benefits. Although these benefits will not actually be payable until the employee retires, we account for post-employment benefits in the CIES at the time that employees earn their future entitlement.

Our employees are members of four different pension schemes, and we participate in one compensation scheme:

- The Local Government Pension Scheme;
- The Teachers' Pension Scheme;
- The Firefighters' Pension Scheme and the Firefighters' Injury Awards Scheme; and
- The National Health Service Pension Scheme.

All four pension schemes provide members with pensions and other benefits related to their pay and length of service. Details of these schemes, our accounting policies in relation to them and their impact on the financial statements are shown in note 37.

Events after the Balance Sheet date

We consider any material events that occur between the date of the Balance Sheet and the date the accounts are authorised for issue by the Strategic Director for Resources.

Exceptional items, prior period adjustments and changes to accounting policies

Exceptional items are material items of income or expenditure that are disclosed separately in the CIES to aid understanding of our financial performance.

Prior period adjustments are made where there are material adjustments applicable to prior years arising from changes in accounting policies or to correct a material error. Where a change to accounting policies is made it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for earlier years as if the policy had always applied.

Fair value

We value several classes of our assets at fair value. We define this as 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. In 2020/21 fair value applies to non-operational property, plant and equipment classified as surplus assets, investment properties, assets held for sale and financial instruments.

We use appropriate valuation techniques, maximising the use of relevant known data and thereby minimising the use of estimates or subjective valuations. We assess the level of uncertainty in our valuations by assigning our assets into three categories:

- Level 1 – quoted prices of identical assets or liabilities;
- Level 2 – inputs other than quoted prices that are observable, either directly or indirectly; and
- Level 3 – unobservable inputs.

Further detail is shown in notes 11 and 13.

Financial assets

Financial assets are classified based on our business model for holding them and their cash flow characteristics. There are three main classes:

- Amortised cost;
- Fair value through profit or loss (FVPL); and
- Fair value through other comprehensive income and expenditure (FVOCI) – designated equity instruments.

Financial assets measured at amortised cost are recognised on the Balance Sheet when we become a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to CIES for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. The amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest)..

The fair value measurements of FVPL assets are based on the following techniques:

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

FVPL assets are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services. A financial instrument revaluation reserve exists to hold qualifying gains and losses on FVPL assets (note 19). Those that do not qualify impact the general fund and are held in an earmarked volatility reserve (note 7).

Equity instruments designated as FVOCI are those which are not held in order to give rise to contractual cashflows and are not held for trading. They are valued at fair value using the earnings multiple valuation method or at cost if suitable information is not available or appropriate. Movements in fair value are recognised in the CIES in Other Comprehensive Income and Expenditure and reflected in the Financial Instruments Revaluation Reserve. These gains or losses are only realised in the General Fund when the assets are sold. Interest is recognised in the CIES is the amount receivable for the year in the loan agreement.

We recognise expected credit losses on assets held at amortised cost or FVOCI either on a 12-month or lifetime basis as appropriate. Impairment losses are calculated to reflect our expectation that future cash flows might not take place because the debtor defaults on their obligations. Where risk has significantly increased since an instrument was recognised, losses are assessed on a lifetime basis. Where risk has not significantly increased or remains low, losses are assessed on the basis of 12-month expectations. For further details on the impairment of current debtors (allowances for bad debts) see note 14. These are shown in service expenditure in the CIES.

Financial liabilities

Financial liabilities are recognised on the Balance Sheet when we become party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently carried at their amortised cost. Annual charges to the CIES for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument in the year it was due. For our borrowings, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the CIES is the amount payable for the year in the loan agreement.

Trade creditors are due within one year and carrying value is deemed to equate to fair value.

Going concern

Local authorities cannot be created or dissolved without statutory prescription. The provisions of the Code on going concern reflect the economic and statutory environment in which local authorities operate and hence these accounts are prepared on the basis that the functions of the authority will continue in operational existence for the foreseeable future.

Grants

Grants are shown in the accounts in the year that they relate to rather than when we actually receive them. They are only shown in the accounts if we are certain that we will receive them. General grants we receive are shown as Taxation and non-specific grant income in the CIES. Revenue grants we receive to pay for spending on specific service activities are shown as income for the relevant service area when we are confident that any grant conditions have been met. Where revenue grants have conditions outstanding the grant is held as a receipt in advance; if the conditions are met but the grant remains unspent it is held in an earmarked reserve.

Capital grants are credited to the CIES when any relevant conditions governing their use have been met. This income is then reversed out and charged to the Capital Adjustment Account upon use, so the level of council tax is not affected. Unused non-conditional capital grants are held in the Capital Grants Unapplied Reserve. Before the conditions are met, capital grants are held on the Balance Sheet as a receipt in advance.

Group accounts

We have assessed a number of entities, including our wholly owned subsidiaries, in line with the Code and accounting standards. Having due regard to materiality of effects on the financial statements and other qualitative considerations that may affect the understanding by the readers of the accounts, we have not established a requirement to produce group accounts. Further details of all our associated companies, subsidiary company holdings and other related party details are outlined in note 40. In addition, we have accounted for schools' income and expenditure, assets and liabilities in the single entity financial statements rather than produce group accounts, in accordance with the Code.

Heritage assets

Our heritage assets are held for their cultural, environmental or historic associations, making their preservation for future generations important. We value our museum collections and valuables at the Courts, Judges House and Shire Hall at their insurance valuations. The Golden Tower of Leaves and our Waller of Woodcote archive collection of family and estate letters and deeds at County Records are valued at cost. It would not be cost effective to undertake revaluations for all other County Record documents and any valuations would not have a material impact on the accounts. Operational heritage assets used in the provision of services or for other activities are accounted for under other asset classes elsewhere in the Balance Sheet. Heritage assets classified as community or other assets are valued at insurance cost unless our valuer believes conventional methods relevant to their classification are more appropriate. Any gains on reclassification are taken to the Revaluation Reserve. More detailed information on the heritage assets we hold is available on our website <https://www.warwickshire.gov.uk>.

Income from selling non-current assets

We use the income from selling non-current assets (buildings, vehicles and land) to meet part of the cost of new capital spending or to repay borrowing. We show the gain or loss on the sale of assets in the CIES. This is the difference between the sale proceeds and the carrying value of an asset after allowing for costs relating to the sale of the asset. We take all costs of disposal incurred in a year to the CIES, regardless of whether all the proceeds of the related sale have been received. We use up to 4% of a capital receipt to meet these disposal costs.

The carrying value of the asset (the net book value after depreciation) and the sale proceeds are also reversed in the Movement in Reserves Statement (MIRS) and transferred to the Capital Adjustment Account and Capital Receipts Reserve respectively, so the level of council tax is not affected.

Where we have the right to capital receipts but have not yet received the cash payment, the transactions in the CIES are unaffected. However, instead of recognising the sales proceeds we instead recognise a Deferred Capital Receipt, which cannot be used to pay for our capital expenditure until the cash is received.

Intangible assets

Intangible assets are non-financial non-current assets that do not have physical substance and are controlled by the authority through custody or legal rights (such as software licences). We treat intangible assets in the same way as other non-current assets. We gradually reduce the value of intangible assets on a straight-line basis over their useful life (up to 10 years) to reflect the consumption of the economic or service benefit and charge this to the CIES. Intangible assets are valued at amortised historic cost.

Inventories

Inventories are materials or supplies that will be consumed in producing goods or providing services. The highways, roads and transport services stocks are valued at the cost of replacing them. Other stocks are valued at the cost we paid for them. These methods of valuing stocks are different from the methods set out by the Code. This does not have a material effect on the financial statements.

Investment property

Investment property assets are those held for rental purposes or capital value appreciation or both. They are not used for the delivery of services. Such assets are initially measured at cost. Investment property is not depreciated but is revalued at fair value every year. Gains and losses on revaluation, as well as disposal and/or rental income, are shown in the Financing and investment income and expenditure line in the CIES. Our valuation techniques in relation to investment properties are as outlined in note 26.

Leases

Leases can be designated as either finance leases or operating leases. Finance leases are those where substantially all the risks and rewards relating to the leased asset transfer to the lessee. All other leases are operating leases.

Finance leases

We deal with finance leases where we are the lessee in the same way as other capital spending. We include these as assets in the Balance Sheet and charge depreciation on them. Rentals are apportioned between a charge for the acquisition of the asset (recognised as a liability in the Balance Sheet at the start of the lease and written down annually as rent becomes payable) and a finance charge made each year to the CIES.

We do not have material finance leases where we are the lessor.

Operating leases

The vast majority of our lease rental payments (as lessee) are assessed to be operating leases and are charged evenly to the CIES over the life of the lease.

Where we grant an operating lease over a property or item of plant or equipment, the asset is retained on the Balance Sheet and the rental income is credited to the CIES as it is due.

We do not disclose contingent rents as they are not material to the financial statements.

Minimum Revenue Provision

We are required to make an annual contribution from revenue for the repayment of our debt as approved in our Treasury Management Strategy. This is known as the Minimum Revenue Provision (MRP). We calculate MRP on a weighted average straight-line basis using the average remaining useful life of our asset portfolio over the two asset categories of:

- Land, buildings and infrastructure; and
- Vehicles, plant and equipment.

Overheads and support service costs

All support service costs are held within the directorate within which they are managed. In accordance with the CIPFA Service Reporting Code of Practice 2020/21 support service costs are only apportioned to services on a relevant basis for the purposes of unit costs reporting on services when required for Government statistical comparability.

Pooled budgets

We are the host authority to a number of pooled budget arrangements. These are joint arrangements solely for the purposes of working together with other public sector bodies and which do not create separate entities. We have reported on those arrangements showing the total pooled resources and expenditure including the nature of those arrangements in the notes to the accounts. We have accounted for in our income, expenditure, assets and liabilities in our financial statements, only that where we are the commissioning body. This will include amounts owed to or owed by the other parties in the pooled budget arrangement to the authority where it is the commissioning body.

Property, plant and equipment

Assets that have a physical substance, are held for use in the production or supply of services and that are expected to be used during more than one financial year are classified as property, plant and equipment (PPE).

Recognition

Our spending on buying, creating or improving PPE is classed as capital spending provided that it is probable that the future economic benefits or service associated with the item will flow to us and the cost of the item can be measured reliably. Spending that does not provide a significant benefit in terms of value, asset life, or service performance or which falls below our de minimis level of £6,000 is charged to our revenue account in full in the year it occurs.

Measurement

Assets are initially measured at cost, comprising the purchase price and any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended. Assets are valued on the basis set out by CIPFA and in line with the Statements of Asset Valuation Practice and Guidance Notes issued by the Royal Institute of Chartered Surveyors. Our valuation process is led by the Council's Strategic Assets Management team, who commission external valuers as needed.

The closing balances on 31 March 2021 were determined in the following ways:

- Operational land and buildings are included in the Balance Sheet at their current value based on their existing use less an annual charge for depreciation. However, where there is insufficient market valuation evidence, for example schools, assets are included in the Balance Sheet at a depreciated replacement cost;
- Surplus assets are those which we do not use in our day-to-day work and which are not likely to be disposed of in the next twelve months. We include these assets in the Balance Sheet at fair value, based on highest and best use. These assets are revalued every year and so are not subject to depreciation;

- We include infrastructure assets, such as roads and bridges and community assets, vehicles and equipment in the Balance Sheet at the amount they cost when brought into use less an annual charge for depreciation. These assets are valued in this way because there is no meaningful market data available to calculate an existing use value; and
- Assets under construction are held in the Balance Sheet at the cost incurred on their production to date. When the asset is deemed operationally complete the balance is transferred to the appropriate asset class shown above and depreciation begins.

We revalue operational PPE assets held at a value other than depreciated historic cost annually to ensure their carrying amount is not materially different from their current value at year end.

When asset values rise above the amount, we paid for them we add the difference to the Revaluation Reserve. When asset values go down, the reduction is charged to any available Revaluation Reserve balance held for that asset, with the remainder being charged to the relevant service line in the CIES. This charge is then reversed out in the MIRS so that there is no impact on council tax.

Impairment

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

Depreciation

Depreciation is an accounting estimate used to spread the cost of an asset over its useful economic life. We charge depreciation on buildings over our valuer's estimate of their useful economic life (between 5 and 58 years), on roads and bridges over 30 years, and on vehicles and equipment over their own useful lives (between 3 and 20 years for vehicles and between 3 and 30 years for equipment).

The cost of depreciation is calculated by the following methodology:

- Our new assets are depreciated from the start of the financial year after they become operationally complete;
- Depreciation is calculated on a straight-line basis meaning that an asset's value falls equally each year throughout its life. If the gross value or remaining life of the asset changes due to expenditure, impairment or revaluation, the depreciation charge will change in the following year; and
- We generally charge depreciation on buildings as a single asset. However, if we determine that the value of major components within an asset are material with respect to the overall value of that asset, and that the lifetime of these components is significantly shorter than the remaining useful economic life of the asset, the major component is depreciated separately.

We do not charge depreciation on land we own, as it does not have a limited useful life, nor on investment properties or assets held for sale. Similarly, heritage assets are generally assessed to have infinite lives and so are not depreciated.

The estimated useful economic lives of our land and buildings are assessed by our valuers as part of the revaluation of these assets.

Provisions

We put amounts of money aside to meet future specific service payments. For future events to be reflected in provisions, they need to meet three tests:

- They must be the result of a past event;
- A reliable estimate can be made; and
- There must be a clear responsibility for the Council to make a future payment because of the past event.

Provisions are charged to the appropriate service line in the CIES when we become aware that it is probable a payment will be required. The provision is based on the best estimate of the likely settlement. When payments are made, they are charged to the provision already set up in the Balance Sheet.

Reserves

We keep reserves to pay for spending on projects we will carry out in future years, to protect us against unexpected events and to manage the financial risk of the uncertainty we face. Reserves include 'earmarked reserves' which are set aside for certain policy purposes and other 'general reserves' which represent resources set aside for purposes such as general events and managing our cash flow. By law, schools are entitled to keep any of their budgets they have not spent. These amounts are shown separately from other reserves.

Reserves are created by appropriating amounts from the Council's General Fund in the MIRS. When expenditure is financed from a reserve, the expenditure itself is charged to the appropriate service line in the CIES. The reserve is then appropriated back via the MIRS so that there is no net charge against council tax. Some reserves hold unspent funding which can only be applied in specific ways, such as the Capital Grants Unapplied and Capital Receipts Reserve.

Other 'unusable reserves' are kept to manage the accounting processes for non-current assets, financial instruments, and retirement and employee benefits:

- The capital accounting system requires us to maintain a Revaluation Reserve to reflect unrealised gains on non-current assets, and a Capital Adjustment Account to manage timing differences between their usage and financing;
- We maintain a Deferred Capital Receipts Reserve to recognise proceeds from the sale of assets where we have a right to the capital receipts but have not received cash payment.
- We maintain a Financial Instruments Revaluation Reserve to hold qualifying gains and losses on FVPL assets.
- We maintain an Accumulated Absences Reserve to hold the amount we have to accrue for post-employment benefits such as annual leave earned but untaken at the year-end so as not to affect the level of Council Tax;
- We maintain a Collection Fund Adjustment Account which holds the difference between the amounts required to be shown in the CIES for council tax and business rates and that required by legislation to be taken against the General Fund;
- We maintain a Dedicated Schools Grant (DSG) Adjustment Account to hold deficits on DSG as these cannot be offset against General Fund Reserves and must be carried forward and met from future DSG funding in line with current legislation and statutory requirements; and
- We maintain a Pensions Reserve to hold the difference between any increase in the accounting cost of pensions in the year and the statutory figure chargeable in any year, which is the contribution made by the authority.

Revenue expenditure funded from capital under statute

We undertake some capital spending during the year that does not result in the creation of an asset we own. Any money we spend this way must be charged to the CIES but be funded from capital resources, and so, we make an adjustment in the MIRS equal to the expenditure to reverse this to the Capital Adjustment Account.

Schools and schools' assets

The balance of control for local authority maintained schools, foundation, voluntary aided and voluntary controlled schools are all deemed to lie with the local authority. We therefore recognise schools' assets, liabilities, reserves and cash flows in our financial statements as if they were transactions, cash flow and balances of the authority. Any asset provided by a third party and consumed in the provision of an education service with schools or donated to the school will be treated as a donated asset. School assets are derecognised in full on the date that a school transfers to

academy status. These are disposals for nil consideration. These losses on disposal/transfer are shown in the Other operating income and expenditure line in the CIES.

VAT

VAT payable is included as an expense only to the extent that it is not recoverable from HMRC. VAT receivable is excluded from income. We are subject to Partial Exemption: as long as the VAT we claim on purchases used to generate exempt income is less than 5% of all VAT claimed on purchases in the year, we can claim all our VAT back in full.

Note on Roundings

Individual tables presented within disclosures may not sum due to roundings. This does not reflect any inaccuracy or error.

Notes to the Core Financial Statements

Note 1: Expenditure and Funding Analysis and associated notes

The purpose of the Expenditure and Funding Analysis is to demonstrate to council tax payers how the funding available to the authority (i.e. grants, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed and earned by the authority in accordance with generally accepted accounting practices. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the CIES.

2019/20				2020/21		
Net Expenditure Chargeable to the General Fund £m	Adjustments Between the Funding and Accounting Basis £m	Net expenditure in the Comprehensive Income and Expenditure Statement £m	Summary of revenue spending	Net Expenditure Chargeable to the General Fund £m	Adjustments Between the Funding and Accounting Basis £m	Net expenditure in the Comprehensive Income and Expenditure Statement £m
			Money spent on services			
186.2	55.0	241.2	~ Communities Directorate	208.5	41.1	249.6
236.3	10.7	247.0	~ People Directorate	259.2	8.9	268.1
58.0	13.9	71.9	~ Resources Directorate	69.6	17.0	86.6
-82.9	5.1	-77.8	~ Schools	-93.8	1.9	-91.9
-123.4	95.2	-28.2	~ Corporate Services and Resourcing	-181.1	137.3	-43.8
0.0	0.8	0.8	~ Non-distributed costs	0.0	-3.4	-3.4
274.2	180.7	454.9	Net cost of services	262.4	202.8	465.2
-298.3	-152.2	-450.5	~ Other income and expenditure	-313.7	-143.6	-457.3
-24.1	28.5	4.4	Surplus (-) or deficit on the provision of services	-51.3	59.2	7.9
			DSG Deficit in Year T transferred to DSG Adjustment Account - adjustment between funding and accounting basis	-5.3	5.3	
-24.1			Transferred to General Fund Balances	-56.6	64.5	
168.9			Opening General Fund Balances	193.0		
0.0			Opening Balance Adjustment - DSG Adjustment Account	3.0		
24.1			Less/Plus Surplus or (Deficit) on General Fund Balance in Year	56.6		
193.0			Closing General Fund Balance	252.6		

The General Fund balances above include a significant proportion of earmarked reserves including those held by schools. For more details and information see the MIRS and note 2 to the accounts.

The analysis of the money spent on services used in the Expenditure and Funding Analysis are those reported to the Cabinet as part of quarterly budget monitoring and year end reporting.

Notes to the Expenditure and Funding Analysis

The table below provides a reconciliation of the main adjustments to the net expenditure chargeable to the General Fund Balances to arrive at amounts in the CIES. The relevant transfers between reserves are explained in the MIRS.

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts	2020/21			
	Adjustments for Capital Purposes (a) £m	Net change for Pensions Adjustments (b) £m	Other Statutory Differences (c) £m	Total Adjustments £m
~ Communities Directorate	36.5	3.4	1.2	41.1
~ People Directorate	1.2	4.5	3.2	8.9
~ Resources Directorate	11.1	3.7	2.2	17.0
~ Schools	-0.3	1.3	0.9	1.9
~ Corporate Services and Resourcing	8.8	0.9	127.6	137.3
~ Non-distributed costs	0.0	-3.4	0.0	-3.4
Net cost of services	57.3	10.4	135.1	202.8
~ Other income and expenditure from the Expenditure and Funding Analysis	-40.3	15.9	-119.2	-143.6
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement surplus or deficit on the Provision of Services	17.0	26.3	15.9	59.2
DSG Deficit in Year T transferred to DSG Adjustment Account - adjustment between funding and accounting basis			5.3	5.3
Total for MIRS	17.0	26.3	21.2	64.5

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts	2019/20			
	Adjustments for Capital Purposes (a) £m	Net change for Pensions Adjustments (b) £m	Other Differences (c) £m	Total Adjustments £m
~ Communities Directorate	45.8	7.7	1.5	55.0
~ People Directorate	0.8	7.8	2.1	10.7
~ Resources Directorate	4.5	6.2	3.2	13.9
~ Schools	-0.3	4.8	0.6	5.1
~ Corporate Services and Resourcing	-11.9	1.9	105.2	95.2
~ Non-distributed costs	0.0	0.8	0.0	0.8
Net cost of services	38.9	29.2	112.6	180.7
~ Other income and expenditure from the Expenditure and Funding Analysis	-64.2	19.3	-107.3	-152.2
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement surplus or deficit on the Provision of Services	-25.3	48.5	5.3	28.5

- a) **Adjustments for capital purposes** – this column adds in depreciation, impairment and revaluation gains and losses as well as revenue expenditure funded by capital under statute and capital grants used to fund that expenditure to the service lines within the CIES. It also includes:
- **Other operating expenditure** – income received on disposal of assets and the amounts written off on those assets are added;
 - **Financing and investment income and expenditure** – statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted; and
 - **Taxation and non-specific grant income and expenditure** – credits for capital grants receivable in the year without conditions or for which conditions were satisfied in the year are added.
- b) **Net change for the Pensions adjustments** – this column adds the net change for the removal of pensions contributions and the addition of employee pension-related expenditure and income.
- **For services** – this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement of current service costs and past service costs as a result of employee service; and
 - **For financing and investment income and expenditure** – the net interest on the defined benefit liability is added as a cost.
- c) **Other differences** – this column adds other differences between the amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute. These include:
- **Taxation and non-specific grant income and expenditure** – the difference between what is chargeable under statutory regulations for Council Tax and Business Rates and the income recognised under generally accepted accounting practices. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund. Revenue grants that are receivable without conditions or service-specific stipulation are required to be shown within this line rather than within the Net Cost of Services.
 - **Transfer of DSG Deficits** – the amount by which we are required to transfer the deficit on schools' budgets to an unusable reserve in line with statutory requirements.

Expenditure and Income Analysed by Nature

2019/20 (Restated) £m	Expenditure/Income	2020/21 £m
	Expenditure:	
361.4	~ Employee expenses	359.2
495.2	~ Other services expenses	546.0
38.8	~ Depreciation and amortisation	39.9
7.3	~ Impairment and revaluation losses (including reductions in fair value of investment property)	28.7
16.9	~ Interest payments	16.6
0.2	~ Precepts and Levies	0.3
9.6	~ Loss on the disposal of assets	24.2
929.4	Total Expenditure	1,014.8
	Income:	
-84.9	~ Fees, charges and other service income from contracts with customers	-73.1
-35.9	~ Other contributions, reimbursements and statutory income	-36.1
-5.4	~ Interest and investment income (including increases in fair value of investment property)	-4.6
-295.9	~ Income from council tax	-310.7
0.0	~ Pensions Gain on settlements and curtailments	-3.4
-502.8	~ Grants & non domestic rates income	-579.1
-925.0	Total Income	-1,006.9
4.4	Surplus or Deficit on the Provision of Services	7.9

Total income received can be analysed on a segmental basis as follows:

2019/20 £m	Segmental Income Received	2020/21 £m
-44.2	~ Communities Directorate	-42.0
-69.8	~ People Directorate	-90.3
-16.6	~ Resources Directorate	-15.8
-261.1	~ Schools	-268.1
-459.6	~ Corporate Services and Resourcing	-520.9
-851.3		-937.0
-73.1	~ Capital Grants Credited to the CIES (Note 24)	-66.4
0.0	~ Pensions Gain on settlements and curtailments	-3.4
-0.6	~ Revaluation Gains and profit on sale of investment property credited to the CIES (Notes 11 & 5)	0.0
-925.0	Total Income Analysed on a segmental basis	-1,006.9

We lease some of our properties on long term contracts with customers, but these are not material. Any amounts outstanding at year end are shown amongst the debtors in note 15 as appropriate.

Note 2: Adjustments between accounting basis and funding basis under regulations

Adjustments between accounting basis and funding basis under regulations 2020/21	General Fund Balance	Capital Fund	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves net spending
	£ m	£ m	£ m	£ m	£ m
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES):					
~ Charges for depreciation of non-current assets	38.9				-38.9
~ Revaluation losses on property, plant and equipment assets	26.6				-26.6
~ Movements in the market value of investment properties	0.0				0.0
~ Amortisation of intangible assets	1.0				-1.0
~ Capital grants and contributions applied	-83.0				83.0
~ Revenue expenditure funded from capital under statute	20.8				-20.8
~ Amounts of non-current assets written off on disposal to the CIES	47.8				-47.8
Insertion of items not debited or credited to the CIES					
~ Minimum Revenue Provision	-11.4				11.4
~ Capital expenditure charged to the General Fund Balance	-2.0				2.0
Adjustments primarily involving the Capital Grants Unapplied Account					
~ Application of Capital Grants to the Capital Adjustment Account	-0.2			0.2	0.0
Adjustments primarily involving the Capital Receipts Reserve & the Deferred Capital Receipts Reserve					
~ Cash sale proceeds credited as part of the gain/loss on disposal to the CIES	-12.6		12.6		0.0
~ Deferred capital receipts realised in year			11.3		-11.3
~ Deferred capital receipts credited as part of the gain/loss on disposal to the CIES	-9.1				9.1
~ Use of Capital Receipts Reserve to finance new capital expenditure	0.0		-15.1		15.1
~ Contribution from Capital Receipts Reserve to fund administrative costs of non-current asset disposals	0.0	0.1	-0.1		0.0
Adjustments primarily involving the Financial Instruments Revaluation Reserve					
~ unrealised gains and losses of financial instruments which are shown in the CIES but are not charged/credited to the General Fund Balance in accordance with statutory requirements	0.1				-0.1
Adjustments primarily involving the Pensions Reserve					
~ Grant funding of fire fighters' pension liabilities	-3.7				3.7
~ Reversal of net charges made for retirement benefits in accordance with IAS19	76.3				-76.3
~ Employer's pensions contributions and direct payments to pensioners	-46.3				46.3
Adjustments primarily involving the DSG Adjustment Account					
~ Amount of DSG deficit for the year required to be removed from the CIES in accordance with statutory requirements	5.3				-5.3
Adjustments primarily involving the Collection Fund Adjustment Account					
~ Amount by which council tax income credited to the CIES is different from council tax income calculated in accordance with statutory requirements	3.1				-3.1
~ Amount by which business rates income credited to the CIES is different from business rates income calculated in accordance with statutory requirements	7.8				-7.8
Adjustment primarily involving the Accumulated Absences Account					
~ Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5.0				-5.0
Total adjustments	64.4	0.1	8.8	0.2	-73.5

Adjustments between accounting basis and funding basis under regulations 2019/20	General Fund Balance	Capital Fund	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves net spending
	£ m	£ m	£ m	£ m	£ m
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES):					
~ Charges for depreciation of non-current assets	37.8				-37.8
~ Revaluation losses on property, plant and equipment assets	7.6				-7.6
~ Movements in the market value of investment properties	-0.2				0.2
~ Amortisation of intangible assets	1.0				-1.0
~ Capital grants and contributions applied	-96.6				96.6
~ Revenue expenditure funded from capital under statute	19.2				-19.2
~ Amounts of non-current assets written off on disposal to the CIES	24.1				-24.1
Insertion of items not debited or credited to the CIES					
~ Minimum Revenue Provision	-11.9				11.9
~ Capital expenditure charged to the General Fund Balance	-2.7				2.7
Adjustments primarily involving the Capital Grants Unapplied Account					
~ Application of Capital Grants to the Capital Adjustment Account	11.5			-11.5	0.0
Adjustments primarily involving the Capital Receipts Reserve & the Deferred Capital Receipts Reserve					
~ Cash sale proceeds credited as part of the gain/loss on disposal to the CIES	-3.6		3.6		0.0
~ Deferred capital receipts realised in year			6.0		-6.0
~ Deferred capital receipts credited as part of the gain/loss on disposal to the CIES	-11.4				11.4
~ Use of Capital Receipts Reserve to finance new capital expenditure	0.0		-10.3		10.3
~ Contribution from Capital Receipts Reserve to fund administrative costs of non-current asset disposals	0.0				0.0
Adjustments primarily involving the Financial Instruments Revaluation Reserve					
~ unrealised gains and losses of financial instruments which are shown in the CIES but are not charged/credited to the General Fund Balance in accordance with statutory requirements	0.4				-0.4
Adjustments primarily involving the Pensions Reserve					
~ Grant funding of fire fighters' pension liabilities	-5.1				5.1
~ Reversal of net charges made for retirement benefits in accordance with IAS19	98.8				-98.8
~ Employer's pensions contributions and direct payments to pensioners	-45.2				45.2
Adjustments primarily involving the Collection Fund Adjustment Account					
~ Amount by which council tax income credited to the CIES is different from council tax income calculated in accordance with statutory requirements	2.4				-2.4
~ Amount by which business rates income credited to the CIES is different from business rates income calculated in accordance with statutory requirements	1.2				-1.2
Adjustment primarily involving the Accumulated Absences Account					
~ Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	1.3				-1.3
Total adjustments	28.5	0.0	-0.7	-11.5	-16.3

Note 3: Significant items of income and expenditure and restatements of prior year figures

There have been no significant changes in the organisations structure from 2019/20 to 2020/21. As any changes would not have had a material effect on the income and expenditure statement, we have not restated comparatives.

By 31 March 2021 we had received £75.5 million of funding from Government/NHS to support Covid response and recovery in 2020/21 and in future years. We spent £51.0 million of this funding in 2020/21 and the balance is being carried forward in an earmarked reserve.

Note 4: Other operating expenditure

2019/20 (Restated) £ m	Other operating expenditure	2020/21 £ m
0.2	Environment Agency Levy	0.3
9.6	Losses on disposal/transfer of non-current assets	24.2
9.8		24.4

The loss on the disposal/transfer of non-current assets in 2020/21 primarily relates to the transfer of schools to academy status.

Note 5: Financing and investment income and expenditure

2019/20 £ m	Financing and investment income and expenditure	2020/21 £ m
16.9	Interest payable and similar charges	16.6
22.5	Net interest on the net defined benefit liability	18.7
-3.8	Interest receivable and similar income	-2.5
0.7	Unrealised gains or losses on financial assets held at fair value through profit and loss transferred to usable reserves	-1.4
0.4	Unrealised gains or losses on financial assets held at fair value through profit and loss transferred to unusable reserves	0.1
-12.8	Trading account income	-9.6
12.0	Trading account expenditure	12.0
-0.6	Income and expenditure on investment properties and changes in their fair value	2.0
0.4	Other investment expenditure	0.3
-1.0	Other investment income	-0.7
34.8		35.5

Note 6: Taxation and non-specific grant income and expenditure

2019/20 £ m	Taxation and non specific grant income and expenditure	2020/21 £ m
-295.9	Council tax income	-310.7
	Business rates income and expenditure	
-39.9	~ Retained business rates	-40.5
-24.7	~ Business rates top up	-18.3
-1.5	Business rates pool growth (WCC share)	3.7
-1.2	Business rates pool surplus	-2.6
	Other non-ringfenced Government grants	
-5.1	~ Fire Pensions Fund Grant	-3.7
-53.7	~ Revenue grants	-78.7
-73.1	~ Capital grants and contributions	-66.4
-495.1		-517.2

Note 7: Transfers to/from earmarked reserves

Movement in earmarked reserves (restated)	Balance at 31 March 2019 £ m	Transfers		Balance at 31 March 2020 £ m	Transfer to DSG Unusable Reserve 1 April 2020 £ m	Transfers		Balance at 31 March 2021 £ m
		Out	In			Out	In	
		£ m	£ m			£ m	£ m	
Schools Balances	14.8	-0.6	0.0	14.2		0.0	7.1	21.3
DSG Reserve	0.0	-5.2	2.2	-3.0	3.0	0.0	0.0	0.0
External Commitments Reserves	10.2	-1.4	3.0	11.8		-4.1	3.0	10.7
Redundancy Fund	10.6	-2.2	0.0	8.4		-1.4	0.0	7.0
Insurance Fund	8.9	0.0	0.2	9.1		-0.5	0.0	8.6
DSG Offset Fund	0.0	0.0	12.3	12.3		0.0	0.0	12.3
Investment Funds	20.7	-19.8	36.0	36.9		0.0	3.6	40.5
Projects and Policies Reserves	7.7	-1.6	4.5	10.6		0.0	0.0	10.6
Volatility Reserves	17.6	-0.8	4.6	21.4		-0.8	13.6	34.2
Management of Directorate Reserves	37.9	-42.2	26.8	22.5		-3.7	0.0	18.8
Covid Grants Reserves	0.0	0.0	14.1	14.1		0.0	10.4	24.5
Medium Term Financial Strategy	6.8	0.0	5.0	11.8		-16.5	46.7	42.0
Total	135.2	-73.8	108.7	170.1	3.0	-27.1	84.4	230.5

Earmarked Reserves are the money that we set aside to meet future known budget commitments or so we have the resources to respond to unforeseen events. A full list of reserves can be found in the 2020/21 Financial Outturn Report, available at <https://www.warwickshire.gov.uk>.

The categories of Earmarked Reserves we held are:

- School balances: accumulated underspends of schools held under a scheme of delegation;
- DSG Reserve: Deficits on DSG (not managed under a scheme of delegation) must now be held in an unusable reserve called the Dedicated Schools Grant Adjustment Account. At 1 April 2020 we were required to transfer from General Fund earmarked reserves the deficit brought forward. This is shown above and in note 20;
- External Commitments Reserves: unused funding received from third parties with conditions on its use is carried forward until the conditions are met;
- Redundancy Fund: resources set aside to meet the costs of redundancies that arise as a result of changes to our services and the way they are delivered;

- Insurance Fund: resources set aside to meet the costs of self-insurance and any excesses on our insurance policies;
- DSG Offset Fund: we are holding £12.3 million in a DSG Offset Fund. This is part of our medium-term financial strategy to ensure sufficient funds are available to meet a future deficit when either we have approval to fund deficits from general reserves or the current regulations change;
- Investment Funds: funding to deliver a future programme of activity to deliver the outcomes and priorities in the Council Plan;
- Projects and Policies Reserves: funding to deliver projects and policies approved by the Council that extend over more than one financial year;
- Volatility Reserves: a number of the Council's activities and costs are volatile over time/ Rather than managing this volatility on an annual basis the volatility reserves are used to smooth the financial impact across financial years;
- Management of Directorate Risk Reserves: as part of our Reserves Strategy up to a maximum of 3% of a directorate's net revenue budget is held to manage in-year variations between planned and actual spend;
- Covid Grants Reserves: funding received from Government to support the covid response and recovery that had not been used by the end of the financial year; and
- Medium Term Financial Strategy (MTFS): funding available to support the delivery of the Council's MTFS. Of the £42.5 million in this reserve at 31 March 2021, £32.6 million is planned to be used as part of the resourcing delivery of our 2021-26 MTFS.

Note 8: Property, plant and equipment

Property, plant and equipment	Land and buildings £ m	Surplus assets £ m	Vehicles, machinery, furniture and equipment £ m	Roads and bridges £ m	Country parks and open spaces £ m	Assets under construction £ m	Total £ m
Gross book value at 1 April 2020	605.3	1.4	56.1	673.2	2.5	62.8	1,401.3
Depreciation balance at 1 April 2020	0.0	0.0	-45.9	-224.5	0.0	0.0	-270.4
Net book value at 1 April 2020	605.3	1.4	10.2	448.7	2.5	62.8	1,130.9
Changes in the year							
~ reclassifications	-2.2	2.2	0.0	0.0	0.0	0.0	0.0
~ spending on assets	14.9	0.0	3.0	34.7	0.1	26.2	78.9
~ transfer of assets under construction to operational assets on project completion	18.1	0.0	0.0	13.9	0.0	-32.0	0.0
~ value of assets we have sold/transferred	-29.6	0.0	-0.8	0.0	0.0	-0.1	-30.5
~ changes in the value of assets: revaluation	-37.9	0.4	0.0	0.0	-0.6	0.0	-38.1
~ reversal of prior year impairments and revaluation losses	4.1	1.1	0.0	0.0	0.2	0.0	5.4
Depreciation							
~ reclassifications	0.0	0.0	0.0	0.0	0.0	0.0	0.0
~ depreciation written off on revaluation	13.6	0.0	0.0	0.0	0.1	0.0	13.7
~ depreciation written off on disposal	0.6	0.0	0.8	0.0	0.0	0.0	1.4
~ depreciation	-14.1	0.0	-2.3	-22.4	-0.1	0.0	-38.9
Net book value at 31 March 2021	572.8	5.1	10.9	474.9	2.2	56.9	1,122.8
Gross book value at 31 March 2021	572.8	5.1	58.3	721.8	2.2	56.9	1,417.1
Depreciation balance at 31 March 2021	0.0	0.0	-47.4	-246.9	0.0	0.0	-294.3
Net book value at 31 March 2021	572.8	5.1	10.9	474.9	2.2	56.9	1,122.8

Property, plant and equipment	Land and buildings £ m	Surplus assets £ m	Vehicles, machinery, furniture and equipment £ m	Roads and bridges £ m	Country parks and open spaces £ m	Assets under construction £ m	Total £ m
Gross book value at 1 April 2019	615.8	1.3	54.8	631.7	2.4	36.2	1,342.2
Depreciation balance at 1 April 2019	0.0	0.0	-44.8	-203.5	0.0	0.0	-248.3
Net book value at 1 April 2019	615.8	1.3	10.0	428.2	2.4	36.2	1,093.9
Changes in the year							
~ reclassifications	0.0	0.0	0.0	0.0	0.0	0.0	0.0
~ spending on assets	11.6	0.0	3.1	32.5	0.2	42.6	90.0
~ transfer of assets under construction to operational assets on project completion	6.2	0.0	0.1	9.1	0.0	-15.4	0.0
~ value of assets we have sold/transferred	-21.3	0.0	-1.8	0.0	0.0	-0.6	-23.7
~ changes in the value of assets: revaluation	-11.8	0.0	0.0	0.0	-0.1	0.0	-11.9
~ reversal of prior year impairments and revaluation losses	4.7	0.1	0.0	0.0	0.0	0.0	4.8
Depreciation							
~ depreciation written off on revaluation	13.7	0.0	0.0	0.0	0.0	0.0	13.7
~ depreciation written off on disposal	0.5	0.0	1.5	0.0	0.0	0.0	2.0
~ depreciation	-14.1	0.0	-2.6	-21.1	0.0	0.0	-37.8
Net book value at 31 March 2020	605.3	1.4	10.2	448.7	2.5	62.8	1,130.9
Gross book value at 31 March 2020	605.3	1.4	56.1	673.2	2.5	62.8	1,401.3
Depreciation balance at 31 March 2020	0.0	0.0	-45.9	-224.5	0.0	0.0	-270.4
Net book value at 31 March 2020	605.3	1.4	10.2	448.7	2.5	62.8	1,130.9

Our land and building assets include schools, fire stations, libraries, waste disposal sites and other buildings. Assets we have disposed of mainly relate to four schools that have transferred to Academy status during the year and one investment property.

Depreciation

We charge depreciation on buildings over our valuer's estimate of their useful economic life (between 5 and 53 years), on roads and bridges over 30 years, and on vehicles and equipment over their own useful lives (between 3 and 20 years for vehicles and between 3 and 30 years for equipment).

Capital commitments

At 31 March 2021, the authority had entered into a number of contracts for the construction or enhancement of property, plant and equipment in 2020/21 and future years. The total of those payments we were still due to make on capital schemes that were not yet finished, or which we had not finished paying for, is £11.9 million. Similar commitments at 31 March 2020 were £18.9 million.

The three largest outstanding commitments are as follows:

1. BDUK Broadband contract no 3 - £5.1 million;
2. Highways maintenance contract - £4.8 million;
3. Automatic Traffic Counts (ETC) equipment - £1.2 million.

Effects of changes in estimates

There have been no material changes to our accounting estimates for property, plant and equipment in 2020/21.

Revaluations

We carry out a programme of revaluations that ensures all property, plant and equipment required to be measured at fair value for the asset type is revalued annually. The table below shows the date at which our property, plant and equipment assets were last valued.

Revaluations	Land and buildings £ m	Surplus Assets £ m	Vehicles, machinery, furniture and equipment £ m	Roads and bridges £ m	Country parks and open spaces £ m	Assets under construction £ m	Total £ m
Carried at Historical Cost	0.0	0.0	10.9	474.9	2.2	56.9	544.9
Valued at current value as at:							
31st March 2021	572.8	5.1	0.0	0.0	0.0	0.0	577.9
Total cost or valuation	572.8	5.1	10.9	474.9	2.2	56.9	1,122.8

All our assets carried at current value were valued in 2020/21. Valuation of land and buildings were carried out in accordance with the methodologies and basis for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

All our Surplus Assets fall within the Level 2 - Fair value category, valued using observable inputs. There has been no change in categorisation during the year.

Note 9: School property, plant and equipment

The value of our school property, plant and equipment is £399.5 million (2019/20 - £432.8 million). The table below shows a breakdown across the various types of school.

School property, plant and equipment At 31 March 2021	Land £ m	Buildings £ m	Assets £ m	Total £ m	Number of Schools
Community Schools	124.0	97.8	1.6	223.4	70
Voluntary Aided Schools	39.9	20.6	0.0	60.5	26
Voluntary Controlled Schools	59.5	30.5	0.0	90.0	36
Foundation Schools	9.6	16.0	0.0	25.6	6
Net book value at 31 March 2021	233.0	164.9	1.6	399.5	138

School property, plant and equipment At 31 March 2020	Land £ m	Buildings £ m	Other £ m	Total £ m	Number of Schools (Restated)
Community Schools	132.3	101.1	1.7	235.1	72
Voluntary Aided Schools	51.5	27.5	0.0	79.0	28
Voluntary Controlled Schools	60.4	32.5	0.0	92.9	36
Foundation Schools	9.6	16.2	0.0	25.8	6
Net book value at 31 March 2020	253.8	177.3	1.7	432.8	142

The number of schools has reduced by 4 which chose to take up academy status in 2020/21.

Whilst we recognise the assets of voluntary aided, voluntary controlled and foundation schools in our accounts we do not have the right to access or dispose of these assets to settle any liabilities. We have no donated school assets.

Note 10: Heritage assets

The net book value of the heritage assets we hold is £4.6 million (£4.5 million in 2019/20). There have been no material acquisitions during 2020/21 and there have not been any significant disposals of heritage assets. More detailed information about the specific heritage assets we hold is on our website <https://www.warwickshire.gov.uk>.

Note 11: Investment properties

We classify a number of properties as investment properties, most of which are leased out to third parties under operating leases.

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

31 March 2020 £ m	Investment properties	31 March 2021 £ m
0.1	Direct net operating expense arising from investment property	0.1
0.1	Net gain(-) /loss	0.1

The table below summarises the movement in the fair value of investment properties over the year.

31 March 2020 £ m	Investment properties	31 March 2021 £ m
25.6	Balance at the start of the year	23.6
0.1	Additions	0.0
-2.3	Disposals	-18.7
0.2	Net gains from fair value adjustments	0.0
23.6	Balance at the end of the year	4.9

The table below shows the fair value of these assets.

Investment Properties - Fair value	Quoted Market Price - Level 1 £ m	Using Observable Inputs - Level 2 £ m	Unobservable Inputs - Level 3 £ m	Total £ m
31st March 2020	0.0	23.6	0.0	23.6
31st March 2021	0.0	4.9	0.0	4.9

There have no changes in the year between levels.

Note 12: Intangible Assets

We account for our software as intangible assets, to the extent that the software is not an integral part of a particular IT system accounted for as a hardware item of property, plant and equipment. Our intangible assets include both purchased licences and internally generated software.

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £1.0 million (£1.0 million in 2019/20) was charged to revenue in 2020/21.

The movement on intangible asset balances during the year is as follows:

2019/20 £ m	Intangible assets	2020/21 £ m
7.3	Gross book Value at 1 April	7.6
-3.6	Amortisation balance at 1 April	-4.6
3.7	Net book value at 1 April	3.0
	Changes in the year	
0.3	~ Spending on assets	0.2
0.0	~ Value of assets we have sold	-0.1
	Amortisation	
0.0	~ Amortisation written off on disposal	0.1
-1.0	~ Amortisation	-1.0
3.0	Net book value at 31 March	2.2
7.6	Gross book Value at 31 March	7.8
-4.6	Amortisation balance at 31 March	-5.6
3.0	Net book value at 31 March	2.2

All software is valued at historic cost. We own a number of software licences across the authority which are written off to revenue over their expected useful lives:

Remaining Useful Life	2019/20		2020/21	
	Internally Generated	Other Assets	Internally Generated	Other Assets
1 year	0.0	0.1	1.3	0.2
2 years	0.0	0.1	0.2	0.0
3 years	2.3	0.2	0.1	0.0
4 years	0.1	0.0	0.1	0.0
5 years	0.2	0.0	0.2	0.0
Total	2.6	0.4	2.0	0.2

Note 13: Financial instruments

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments:

Financial Assets and liabilities	31 March 2020			31 March 2021		
	Current £m	Long-term £m	Total £m	Current £m	Long-term £m	Total £m
Financial Assets						
Investments:						
~ Loans and receivables						
~ Fair Value through Profit and Loss	32.1	10.3	42.4	33.5	10.2	43.7
~ Loans and Receivables/Amortised Cost	130.2	0.0	130.2	178.2	0.0	178.2
~ Fair value through other comprehensive income - designated equity instruments	0.0	2.0	2.0	0.0	2.1	2.1
Total investments	162.3	12.3	174.6	211.7	12.3	224.0
Debtors - at amortised cost						
~ Amortised cost	1.5	0.0	1.5	0.2	3.1	3.3
~ Financial assets carried at contract amounts	56.3	0.0	56.3	83.9	0.0	83.9
Total Debtors	57.8	0.0	57.8	84.1	3.1	87.2
Cash:						
~ Cash and cash equivalents	201.7	0.0	201.7	198.5	0.0	198.5
Total Cash	201.7	0.0	201.7	198.5	0.0	198.5
Total Financial assets	421.8	12.3	434.1	494.3	15.4	509.7

Financial Assets and liabilities	31 March 2020			31 March 2021		
	Current £m	Long-term £m	Total £m	Current £m	Long-term £m	Total £m
Financial Liabilities						
Borrowings:						
~ Financial liabilities at amortised cost	20.0	321.4	341.4	0.0	321.4	321.4
Total Borrowings	20.0	321.4	341.4	0.0	321.4	321.4
Creditors - amortised cost						
~ Financial liabilities at contractual amounts	67.9	0.0	67.9	77.4	0.0	77.4
Total	67.9	0.0	67.9	77.4	0.0	77.4
Total Financial Liabilities	87.9	321.4	409.3	77.4	321.4	398.8

Reconciliation to Balance Sheet carrying amounts	2019/20 £m	2020/21 £m
Debtors that are financial instruments	57.8	84.1
Debtors that are not financial instruments	26.9	21.5
Total Debtors	84.7	105.6
Creditors that are financial instruments	67.9	77.4
Creditors that are not financial instruments	55.0	71.6
Total Creditors	122.9	149.0

The valuation of financial instruments has been classified into the three levels of fair value hierarchy required in the Code according to the quality and reliability of the information and techniques used to value them at fair value.

The fair values of financial liabilities and financial assets carried in the balance sheet at contractual amounts have been assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. (Level 1 in the fair value hierarchy).

The difference between the long term borrowing nominal amounts carried in the Balance Sheet and their fair value is based on a calculation that uses new loan rates to estimate what it would cost to borrow a similar portfolio of loans at the Balance Sheet date. These loans are with the Public Works Loan Board with interest rates fixed on the date of the initial lending. For more details see note 14.

We use an external expert to provide the fair values for our borrowings, which along with our other financial assets held in the amortised cost and fair value through profit and loss categories, are Level 2 in the fair value hierarchy.

Equity instruments assets are valued internally using the earnings multiple valuation method based on the latest available accounts for the companies in which we hold shares. Details are shown in note 40. Where that data is not available, they are valued at cost. (Level 3 in the fair value hierarchy).

Investments held at amortised cost of £178.2 million (£130.2 million in 2019/20) consist of bank, building society and local authority investments which are held solely for payment of principal and interest and a business model to collect contractual cash flows. The carrying amount and fair value consist of the principal amount and accrued interest to 31 March.

Assets held at fair value through profit and loss of £43.7 million (£42.4 million in 2019/20) are made up of two funds: Threadneedle Social Bond Fund and CCLA Property Fund. At 31 March 2020 the CCLA Property Fund was gated by the Fund manager, as a result of the Covid-19 pandemic and its effects on the accurate valuation of the property portfolios it held. This meant we were unable to request for these funds to be cashed in and we re-categorised the CCLA as a long-term investment. Whilst the fund is no longer gated the cost of requesting the funds in the short-term means that we have determined that this investment should remain as a long-term investment. The carrying amount and fair value are based on unit prices provided through fund manager statements.

In assessing fair value, we have made the following assumptions:

- No early repayment or impairment is recognised;
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value; and
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

There have been no transfers between input levels in 2020/21 and no changes in the valuation techniques for financial instruments during the year.

The fair value hierarchy of assets and liabilities is shown in the table below:

Financial Instruments - Fair value 31 March 2021	Quoted Market Price - Level 1 £ m	Using Observable Inputs - Level 2 £ m	Unobservable Inputs - Level 3 £ m	Total £ m
Financial Assets:-				
~ Amortised cost	0.0	178.2	0.0	178.2
- Fair Value through Profit and Loss	0.0	43.7	0.0	43.7
- Fair value through other comprehensive income - designated equity instruments	0.0	0.0	2.1	2.1
Debtors:-				
- Amortised cost	3.3	0.0	0.0	3.3
- Financial assets carried at contractual amounts (deemed to be fair value)	83.9	0.0	0.0	83.9
Cash:-				
- Cash and cash equivalents (deemed to be fair value)	198.5	0.0	0.0	198.5
Total Financial Assets	285.7	221.9	2.1	509.7
Financial Liabilities:-				
Borrowings:-				
- Financial liabilities carried at amortised cost	0.0	520.6	0.0	520.6
Creditors:-				
- Financial liabilities carried at contractual amounts (deemed to be fair value)	77.4	0.0	0.0	77.4
Total Financial Liabilities	77.4	520.6	0.0	598.0

Financial Instruments - Fair value 31 March 2020	Quoted Market Price - Level 1 £ m	Using Observable Inputs - Level 2 £ m	Unobservable Inputs - Level 3 £ m	Total £ m
Financial Assets:-				
~ Amortised Cost	0.0	130.2	0.0	130.2
- Fair Value through Profit and Loss	0.0	42.4	0.0	42.4
- Fair value through other comprehensive income - designated equity instruments	0.0	0.0	2.0	2.0
Debtors				
- Amortised Cost	1.5	0.0	0.0	1.5
- Financial assets carried at contractual amounts (deemed to be fair value)	56.3	0.0	0.0	56.3
Cash:-				
- Cash and Cash Equivalents - deemed to be fair value	201.7	0.0	0.0	201.7
Total Financial Assets	259.5	172.6	2.0	434.1
Financial Liabilities:-				
Borrowings:-				
- Financial liabilities carried at amortised cost	0.0	507.5	0.0	507.5
Creditors:-				
- Financial liabilities carried at contractual amounts (deemed to be fair value)	67.9	0.0	0.0	67.9
Total Financial Liabilities	67.9	507.5	0.0	575.4

Interest paid and investment income received	(Surplus)/Deficit on the Provision of Services		Other Comprehensive Income and Expenditure	
	2019/20 £m	2020/21 £m	2019/20 £m	2020/21 £m
Net gains and Losses				
~ Financial assets measured at fair value through profit and loss	1.1	-1.3	0.0	0.0
~ Investment in equity instrument designated at fair value through other comprehensive income	-1.0	-0.7	-0.1	-0.1
Total net gains	0.1	-2.0	-0.1	-0.1
Interest Revenue				
~ Financial assets measured at amortised cost	-3.8	-2.5	0.0	0.0
Total Interest Revenue	-3.8	-2.5	0.0	0.0
Interest Expense				
~ Financial liabilities measured at amortised cost	16.9	16.6	0.0	0.0
Total Interest Expense	16.9	16.6	0.0	0.0

Financial Assets	31 March 2020		31 March 2021	
	Carrying Amount £ m	Fair Value £ m	Carrying Amount £ m	Fair Value £ m
Financial assets held at amortised cost	130.2	130.2	178.2	178.2
Financial assets at fair value through Profit and Loss	42.4	42.4	43.7	43.7
Cash and Cash Equivalents	201.7	201.7	198.5	198.5
Fair value through other comprehensive income - designated equity instruments	2.0	2.0	2.1	2.1
Debtors carried at amortised cost	1.5	1.5	0.2	0.2
Debtors carried at contractual amounts	56.3	56.3	83.9	83.9
Long term debtors - amortised cost	0.0	0.0	3.1	3.1
Total	434.1	434.1	509.7	509.7

Financial Liabilities	31 March 2020		31 March 2021	
	Carrying Amount £ m	Fair Value £ m	Carrying Amount £ m	Fair Value £ m
Financial liabilities held at amortised cost	341.4	507.5	321.4	520.6
Financial Liability at contractual amounts	67.9	67.9	77.4	77.4
Total	409.3	575.4	398.8	598.0

Note 14: Nature and extent of risk arising from financial instruments

Our activities expose us to a variety of financial risks:

- Credit risk – the possibility that other parties might fail to pay amounts due to us;
- Liquidity risk – the possibility that we might not have funds available to meet our commitments to make payments; and
- Market risk – the possibility that financial loss might arise as a result of changes in such measures as interest rates and stock market movements.

Our overall financial risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Financial risk management is carried

out by a central treasury management team, under policies approved by the Council annually in the Treasury Management Strategy, available via <https://www.warwickshire.gov.uk>. We have written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to our customers. Our Accounting Policies note describes our overall approach to evaluating impairments to be reflected in the carrying value of our financial assets.

Many of the invoices we raise are the result of statutory obligations. However, where we are providing non statutory goods or services to customers, we consider their ability to pay. A number of checks are available to managers as outlined in our Corporate Debt Recovery Policy. Our current debtors, including trade debtors, are assessed at each year end for impairment. This is assessed using aged debt analysis and past experience of bad debt profiles. The change in the bad debt provision during the year and any amounts found to be irrecoverable are charged against services in the Net Cost of Services in the CIES. The amount of our bad debt provision is shown in note 15.

We have assessed our potential maximum exposure to credit risk, based on experience of default and collectability over the last five financial years. This has been adjusted to reflect current market conditions. However, there is no effect as there is no instance of institutions that meet our credit ratings defaulting in the last five years. Deposits are not made with banks and financial institutions unless they are rated independently with a minimum score as laid out in the Treasury Management Strategy.

Liquidity risk

As we have ready access to borrowings from the Public Works Loan Board, there is no significant risk that we will be unable to raise finance to meet our future commitments under financial instruments. Instead the risk is that we will be bound to replenish a significant proportion of our borrowings at a time of unfavourable interest rates. To mitigate this, our strategy is to ensure that when taking out new borrowing we spread maturity dates to match future cash flows.

The maturity analysis of financial liabilities is as follows:

2019/20 £ m	Loans we have not yet repaid	2020/21 £ m
	We owe money to:	
341.4	~ Public Works Loans Board	321.4
341.4	Total	321.4
	When we will pay the money back:	
20.0	Less than 1 year	0.0
18.0	Between 5 and 10 years	18.0
303.4	More than 10 years	303.4
341.4	Total	321.4

Our level of borrowing is due to paying for capital spending in previous years. We have not borrowed any money from external sources in 2020/21 to pay for new capital spending.

We use cash reserves which we have set aside to support future years' revenue budgets to invest in the short term. We have included these as short-term investments on the Balance Sheet.

All trade and other payables are due to be paid in less than one year.

Market riskInterest Rate Risk

We are exposed to significant risk in terms of our exposure to interest rate movements on our borrowings and investments. Movements in interest rates have a complex impact. For instance, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the CIES will rise;
- Borrowings at fixed rates – the fair value of the borrowings will fall;
- Investments at variable rates – the interest income credited to the CIES will rise; and
- Investments at fixed rates – the fair value of the assets will fall.

As part of our strategy for managing interest rate risk we aim to keep a maximum of 25% of our borrowing in variable rate loans.

We have an active strategy for assessing interest rates exposure that forecasts any adverse changes on a quarterly basis and assesses the impact to be incorporated into the medium-term financial strategy. According to this assessment strategy, at 31 March 2021, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

- No change in the fair value of fixed rate investment assets; and
- A decrease in fair value of fixed borrowing of £86.0 million (£79.9 million in 2019/20).

Changes in interest payable and receivable on variable rate borrowings and investments will be posted to the CIES and affect the General Fund. Movements in the fair value of fixed rate investments will be reflected in the CIES.

Price risk

We have some shareholdings in specific interests, and we are not in a position to diversify our portfolio. The current value of the shareholding is £2.1 million. For these equity instrument holdings, we have irrevocably elected to recognise any movements in price as gains and losses recognised in Other Comprehensive Income in the CIES. In 2020/21 this amounted to a gain of £0.1 million. They will not be credited or charged to the General Fund until such times as they are either impaired, sold or derecognised. We also have some investments held as Fair Value through Profit and Loss. All profits and losses on sales and impairments as well as in-year valuation movements on these assets are recognised immediately in the CIES. We have not disposed of any of these holdings this year. At 31 March 2021 we recognised a total net gain of £1.3 million in the CIES. One of these investments has been classified as a pooled investment vehicle which allows us to apply a statutory override which means that any changes in fair value do not hit the General Fund but are reversed in the MIRS and placed in the unusable Financial Instruments Revaluation Reserve until the investment is either sold or de-recognised. The other is not classed as a pooled investment vehicle, so the statutory override does not apply and changes in fair value are reflected in the General Fund in the year.

Treasury management

We comply with CIPFA's Treasury Management in Public Services Code of Practice and the Ministry for Housing, Communities and Local Government guidance on local government investments issued in March 2004. An updated version of the latter was released in February 2018 to apply to accounting periods from 1 April 2018 onwards.

We aim to achieve the optimum return on our investments commensurate with proper levels of security and liquidity. The borrowing of monies purely to invest and make a return is unlawful and we do not engage in such activity. Our external fund managers comply with the Annual Investment Strategy, approved by Elected Members on an annual basis. The agreement between us and the fund managers additionally stipulates additional guidelines and limits in order to manage risk.

Note 15: Debtors

31 March 2020 £ m	Short-term debtors	31 March 2021 £ m
14.9	Trade Receivables	18.9
4.8	VAT	3.9
13.5	Other Public Sector Debtors	31.6
0.7	Other Public Sector Prepayments	0.0
14.1	Council Tax and Non Domestic Rates - Taxpayers	17.9
3.4	Council Tax and Non Domestic Rates - Local authorities	0.0
-3.7	Council Tax and Non Domestic Rates - Bad Debts	-4.3
7.6	Prepayments to External Organisations and Individuals	4.0
13.6	Social Care Debtors	17.4
14.6	Capital debtors from External Organisations and Individuals	9.1
4.7	Other debtors	10.7
-3.5	Bad Debts	-3.6
84.7	Balance at the end of the year	105.6

Note 16: Cash and cash equivalents

31 March 2020 £ m	Cash and cash equivalents	31 March 2021 £ m
21.0	Cash held by the authority (including schools and imprest accounts)	24.8
106.6	Bank current accounts (call accounts and instant access deposit accounts)	153.7
74.1	Short-term deposits with building societies and other institutions less than 3 months maturity	20.0
201.7	Total cash and cash equivalents	198.5

Note 17: Creditors

31 March 2020 £ m	Short-term Creditors	31 March 2021 £ m
13.9	Trade Payables	10.0
5.2	Social Security Costs	5.3
7.0	Other Public Sector accruals	7.5
3.3	Council Tax and Non Domestic Rates - Taxpayers	4.2
7.8	Council Tax and Non Domestic Rates - Local authorities	17.1
6.6	Accumulated Absences	11.6
38.6	Receipts in Advance	45.0
6.5	Other accruals in relation to capital contracts	11.7
34.0	Other accruals to External Organisations and Individuals	36.6
122.9	Balance at the end of the year	149.0

Note 18: Provisions

Our provisions total £7.8 million (£8.2 million 2019/20).

Our former liability insurers, Municipal Mutual Insurance (MMI) went into run-off (ceased to write new business) on 30 September 1992, following which a contingent Scheme of Arrangement became effective on January 1994 to ensure a smooth run-off should MMI subsequently be declared insolvent. In the event of the Scheme being triggered, claims paid by MMI after 30 September 1992 will be liable to claw back, at a percentage to be determined by the administrators, with subsequent claims to be paid in part at the same percentage. A Supreme Court judgement relating

to establishment of liability arising from mesothelioma claims under employers' liability policies has resulted in the increased possibility of the Scheme being triggered. We have set aside £2.0 million to cover the claw back and the outstanding claims.

We have to account for our share of non-domestic rating appeals that are still to be resolved by the Valuation Office Agency for the District and Borough Councils in Warwickshire. We cannot predict when these appeals may be raised or settled, so we have assumed that these settlements will be made within 1 year for the purposes of these accounts. The amount we have provided is £4.4 million.

We have reassessed the balance of liabilities between the County Council and the Firefighters' Pension Fund. Some of the final costs are still uncertain and so a provision of £0.6 million has been included.

We have had to plan to reduce our staff numbers to deliver our savings programme. We have accounted for these employment costs but only where the decisions taken are irreversible. This and all other provisions, totalling £0.8 million, are individually insignificant.

Note 19: Usable Reserves

Movements in our usable reserves are detailed in the Movement in Reserves Statement and in notes 1 and 2. A summary of revenue and capital usable reserves is shown below:

31 March 2020 £ m	Usable reserves	31 March 2021 £ m
21.2	General Fund	21.4
170.1	Earmarked Reserves	230.5
1.7	Capital Fund	0.7
8.9	Capital Receipts Reserve	17.7
3.6	Capital Grants Unapplied	3.8
205.5	Total usable reserves	274.1

Note 20: Unusable Reserves

31 March 2020 £ m	Unusable reserves	31 March 2021 £ m
193.1	Revaluation Reserve	188.6
679.2	Capital Adjustment Account	667.6
11.4	Deferred Capital Receipts Reserve	9.1
2.1	Financial Instruments Revaluation Reserve	2.1
-6.6	Accumulated Absences Reserve	-11.6
-1.2	Collection Fund Adjustment Account	-12.1
0.0	Dedicated Schools Grant Adjustment Account	-8.3
-812.6	Pensions Reserve	-1,062.8
65.4	Total unusable reserves	-227.4

Revaluation Reserve

The Revaluation Reserve contains the gains we have made arising from increases in the value of our property, plant and equipment and intangible assets. The balance is reduced when assets with accumulated gains are:

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

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

31 March 2020 £ m	Revaluation Reserve	31 March 2021 £ m
195.2	Balance on 1 April	193.1
16.4	Revaluation increases	10.0
-2.3	Revaluation decreases	-2.3
-6.2	Depreciation adjustment to Capital Adjustment Account	-6.0
-10.0	Revaluation written off on disposal	-6.2
193.1	Balance at 31 March	188.6

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for the financing of the acquisition, construction or enhancement of those assets under statutory provisions:

- The Account is debited with the cost of acquisition, construction and enhancement as depreciation, impairment and revaluation losses and amortisations are charged to the CIES (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts we set aside as finance for the costs of acquisition, construction and enhancement;
- The Account contains the accumulated gains and losses on investment properties; and
- The Account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 2 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2019/20 £ m	Capital Adjustment Account	2020/21 £ m
630.9	Balance on 1 April	679.2
0.2	Revaluation increase	0.0
-12.3	Revaluation decrease	-32.0
4.8	Reversal of previous impairments	5.4
6.2	Depreciation adjustment to Revaluation Reserve	6.0
10.2	Revaluation written off on disposal	6.2
-24.3	Value of asset disposals	-47.8
-19.2	Transfer of spending on assets we do not own	-20.8
-38.8	Depreciation charge to revenue	-39.9
11.9	Minimum revenue provision (MRP)	11.4
109.6	Money used to buy assets	99.9
679.2	Balance on 31 March	667.6

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the authority does not treat these gains as useable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

31 March 2020 £ m	Deferred Capital Receipts reserve	31 March 2021 £ m
6.0	Balance on 1 April	11.4
11.4	Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the comprehensive Income and Expenditure Statement	9.1
-6.0	Transfer to the Capital Receipts Reserve upon receipt of cash	-11.4
11.4	Balance on 31 March	9.1

Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains/losses made by the authority arising from increases/decreases in the value of its equity investments that are measured at fair value through other comprehensive income plus those financial assets valued at fair value through profit and loss for which a statutory over ride exists, because they meet the conditions of being classified as a pooled investment vehicle. This means that changes in their fair value do not hit the General Fund.

The balance is reduced when investments with accumulated gains are:

- Revalued downwards or impaired and the gains are lost; or
- Disposed of and the gains are realised.

31 March 2020 £ m	Financial Instrument Revaluation Reserve	31 March 2021 £ m
2.4	Opening Balance	2.1
0.1	Upward revaluation of investments	0.1
-0.4	Downward revaluation of investments	-0.1
2.1	Balance at 31 March	2.1

Accumulated Absences Account

The Accumulated Absences Account absorbs the amounts that would otherwise affect the General Fund from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund is neutralised by transfers to or from the Account.

31 March 2020 £ m	Movement in Accumulated Absences Account	31 March 2021 £ m
-5.3	Balance at 1 April	-6.6
5.3	Settlement or cancellation of accrual made at the end of the preceding year	6.6
-6.6	Amounts accrued at the end of the current year	-11.6
-1.3	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	-5.0
-6.6	Balance at 31 March	-11.6

Collection Fund Adjustment Account

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

31 March 2020 £ m	Movement in Collection Fund Adjustment Account	31 March 2021 £ m
2.4	Balance at start of year	-1.2
-2.4	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	-3.1
-1.2	Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rate income calculated for the year in accordance with statutory requirements	-7.8
-1.2	Balance at 31 March	-12.1

Dedicated Schools Grant Adjustment Account

The Dedicated Schools Grant (DSG) Adjustment Account is required to hold the deficits on DSG as these cannot be offset against General Fund Reserves and must be carried forward and met from future DSG funding in line with current legislation and statutory requirements. The deficit is removed from the CIES and reversed through the MIRS into this account. As this was only required from 1 April 2020 the amount transferred into the account at 31 March is the cumulative deficit and hence there are no comparatives.

31 March 2020 £ m	Dedicated Schools Grant (DSG) Adjustment Account	31 March 2021 £ m
0.0	Opening Balance - Deficit on 1 April 2020 transferred from General Fund Reserves	-3.0
0.0	Deficit on Schools Budget for the year	-5.3
0.0	Balance at 31 March	-8.3

Pensions Reserve

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

On 31 March 2020 £ m	Pensions Reserve - All Schemes	On 31 March 2021 £ m
-924.8	Balance as 1 April	-812.6
160.7	Remeasurements of net defined (liability)/asset	-224.0
-98.8	Reversal of net charges made for retirement benefits	-76.3
45.2	Employer's pension contributions and direct payments to pensioners payable in the year	46.4
5.1	Grant funding of firefighters' pensions liabilities	3.7
-812.6	Balance at 31 March	-1,062.8

Note 21: Cash Flow Statement – operating activities

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

31 March 2020 Restated £m		31 March 2021 £m
37.8	Depreciation	38.9
7.3	Impairment and downward valuations	26.6
1.0	Amortisation	1.0
-3.0	Increase/(decrease) in creditors	27.2
-7.1	(Increase)/decrease in debtors including bad debts	-11.4
0.1	(Increase)/decrease in inventories	0.1
48.5	Movement in pension liability	26.2
24.1	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	47.8
1.6	Other non-cash items charged to the net surplus or deficit on the provision of services	-1.6
110.3		154.9

The cash flows for operating activities include the following items:

31 March 2020 £m		31 March 2021 £m
4.0	Interest received	2.1
-25.4	Interest paid	-16.6
1.0	Dividends received	0.7

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

31 March 2020 £m		31 March 2021 £m
-15.0	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-21.7
-85.1	Any other items for which the cash effects are investing or financing cash flows	-83.2
-100.1	Total	-104.9

Note 22: Cash Flow Statement – investing activities

31 March 2020 Restated £ m	Cash flows from investing activities	31 March 2021 £ m
-92.3	Purchase of property, plant and equipment, investment property and intangible assets	-78.6
-233.5	Purchase (-) of short-term and long-term investments	-138.0
214.0	Proceeds of short-term and long-term investments	90.0
-0.7	Other receipts or payments (-) for investing activities	-1.8
9.7	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	23.9
104.0	Other receipts from investing activities - capital grants	79.1
1.2	Net cash flows from investing activities	-25.3

The figures for 2019/20 have been amended to show both the purchase of short-term investments and the repayment received rather than the net position as previously shown.

Note 23: Cash Flow Statement – financing activities

31 March 2020 £ m	Cash flows from financing activities	31 March 2021 £ m
-10.0	Repayments of short and long term borrowing	-20.0
-10.0	Net cash flows from financing activities	-20.0

Our only cash flow in relation to borrowing was the repayment of £20.0 million of loans outstanding (£10.0 million for 2019/20).

Note 24: Grant Income

We credited the following grants to the CIES in 2020/21:

2019/20 £ m	Grant income	2020/21 £ m
	Revenue grants credited to Services:	
224.6	Dedicated Schools Grant	233.2
9.4	Pupil Premium Grant	9.6
0.6	Sixth Form Funding	0.1
8.0	Other Schools Grants	13.7
3.6	Asylum Seekers Grant	4.3
22.4	Public Health Grant	23.4
4.6	Universal Infant Free School Meals	4.7
1.6	Adult & Community Learning	1.6
0.0	Contain Outbreak Management Covid Grant	14.5
0.0	Hospital Discharge Grant	7.8
0.0	Winter Grant Fund	1.9
0.0	Covid Test and Trace, Community Testing & ASC Rapid Testing Grants	5.6
0.0	Covid Infection Control Grant	13.4
13.0	Better Care Fund	14.7
3.8	Other revenue grants	7.3
291.6	Total revenue grants	355.7
	Capital grants and contributions credited to services:	
4.5	Disabled Facilities Grant	5.1
0.1	Environment Agency	0.0
1.4	Building Digital UK (BDUK)	2.3
4.9	Private developer funding	7.1
1.2	Other grants/contributions	2.3
12.1	Total capital grants and contributions	16.8
303.7	Total	372.5

2019/20 £ m	Grant income	2020/21 £ m
	Revenue grants credited to Taxation and Non Specific Grant Income:	
9.5	Business Rates Retention/Compensation Scheme	9.6
18.5	Adult Social Care & Better Care Fund	26.4
14.1	Covid 19 Support Grants	31.6
3.1	New Homes Bonus	3.4
1.7	Independent Living Fund Grant	1.8
0.9	Tackling Troubled Families	1.3
2.4	Childrens Social Innovation Programme	1.0
1.2	Fire Service Pensions Grant	1.2
5.1	Fire Pension Fund Grant	3.7
2.3	Other Grants	2.5
58.8	Total revenue grants	82.4
	Capital grants and contributions credited to Taxation and Non Specific Grant Income:	
1.7	Devolved Formula Capital	1.2
21.5	Schools Maintenance and Basic Need	5.6
23.3	Local Transport Plan and other transport grants	26.6
7.9	Contribution from other local authorities	4.9
15.7	Private developer funding	15.3
3.0	Other grants/contributions	12.8
73.1	Total capital grants and contributions	66.4
131.9	Total	148.9

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

The balances at year end are as follows:

31 March 2020 £ m		31 March 2021 £ m
	Short-term grant receipts in advance - revenue	
0.0	Rural Mobility Fund	1.0
0.9	Other grants	1.6
0.9	Total revenue grants	2.7
	Long-term grant receipts in advance - capital	
1.1	Devolved Formula Capital	1.0
2.4	Grant from Other Local Authorities	6.2
0.8	Additional School Capital Funding	0.7
62.0	Private developer funding and capital receipt deposits	66.5
0.3	Other grants/contributions	1.3
66.6	Total capital grants	75.7
67.5	Total	78.4

Note 25: Accounting standards issued that have not yet been adopted

The following accounting standards have been issued but not yet adopted:

- Definition of a business: Amendments to IFRS 3 Business Combinations
- Interest Rate Benchmark Reform: Amendments to IFRS9, IAS39 and IFRS 7
- Interest Rate Benchmark Reform – Phase 2: Amendments to IFRS9, IAS39, IFRS7, IFRS4, and IFRS16.

These standards all apply to local authority accounts in 2021/22 but are not expected to have a material effect on the authority's financial statements.

Note 26: Assumptions made about the future and other major sources of estimation uncertainty

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

The items in our Balance Sheet at 31 March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Property, plant and equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance in relation to individual assets. In the current economic climate, the authority cannot be certain about its ability to sustain the current level of spending on repairs and maintenance bringing into doubt the useful lives of the assets.	<p>If a reduction of asset life occurs, the depreciation increases and the carrying amount of the asset falls.</p> <p>It is estimated that the annual depreciation charge for property, plant and equipment would increase by £1.6 million for every year that useful lives are reduced.</p>
Pensions liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the authority with expert advice about the assumptions to be applied.	<p>The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.1% decrease in the discount rate, in isolation, would result in an increase in the pension liability of £38.4 million. See note 37 for further examples.</p> <p>During 2020/21, our actuaries advised that the net pensions' liability has increased by £250.2 million mainly as a result of an actuarial loss due to revaluation of fund liabilities.</p>
Fair Value	<p>It is not always possible for the fair values of investment properties, surplus assets and assets held for sale to be measured based on quoted prices in active markets (i.e. Level 1 inputs).</p> <p>For Level 2 inputs we use quoted prices for similar assets or liabilities in active markets at the balance sheet date.</p> <p>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.</p> <p>Where Level 1 inputs are not available, we use valuers to identify the most appropriate valuation techniques to determine fair value.</p>	<p>We use a combination of indexation techniques, beacon valuations and discounted cash flow models to measure the value of our investment properties, surplus assets and assets held for sale.</p>

Item	Uncertainties	Effect if actual results differ from assumptions
McCloud and Sargeant Judgements	The McCloud and Sargeant judgements upheld the claimant's cases that the method of implementation of the new public sector pension schemes discriminated against younger members. Our consulting actuaries have included an estimate of the impact in the calculation of our pension liability. However, the remedy to resolve the age discrimination has yet to be agreed and the financial impact remains uncertain.	A 1% change in the employer's liability as a result of the final remedy would change our pension liabilities by £23.4m.
Covid-19	<p>Our immediate response to the Covid-19 pandemic, the impact of lock down and social distancing on service provision, the wider effects on the economy locally, nationally and globally and the need to invest in the reinstatement of services and recovery began to impact towards the end of March 2020.</p> <p>We used expert external valuers and actuaries to value of our assets and liabilities as at the end of March 2021 to ensure our balance sheet reflects the estimated impact at that point. However, the duration of the pandemic and the depth of and timeframe for recovery from any economic downturn remain uncertain. Therefore, the financial impact and risk of a material adjustment to our balance sheet going forward remains.</p> <p>The key elements that could be negatively impacted include:</p> <ul style="list-style-type: none"> • The fair value of our assets and investments; and • The level of reserves and cash we use compared to our plans to meet any unfunded costs as well as an increase in both demand for our services and a reduced resource base in future years. 	<p>We have £252.6m of general fund revenue reserves and £410.2m of cash and short-term investments at 31 March 2021. A significant proportion of these could be used/redirected to meet any immediate funding shortfall. Any material use would require a review of our medium-term spending and investment plans.</p> <p>Our long-term investments and investment property equate to 1.5% of our total long-term assets at 31 March 2021. The decrease in value of these assets will not affect the underlying strength of our asset base.</p> <p>£187.8m of our operational land and buildings assets are valued on the basis of their existing use. A 7.5% variation in the value of these assets would have a material impact on our accounts.</p>

Note 27: Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it. Where capital expenditure is to be financed from borrowing (resulting in future revenue charges), the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically yet to be financed. The CFR is analysed in the second part of this note.

2019/20 £ m	Capital financing requirement	2020/21 £ m
301.7	Opening requirement	289.8
	Capital investment:	
90.0	- Property, plant & equipment	78.9
0.3	- Intangible assets	0.2
0.1	- Investment property	0.0
19.2	- Revenue spending from capital under statute	20.8
109.6	Total capital investment	99.9
	Sources of finance:	
-10.3	- Capital receipts	-15.0
-96.6	- Government grants and other contributions	-83.0
	- Sums set aside from revenue:	
-2.7	- Direct revenue contributions	-2.0
-11.9	- MRP	-11.4
-121.5	Total sources of income	-111.4
289.8	Closing capital financing requirement	278.3

2019/20 £ m	Explanation of movements in the year	2020/21 £ m
-11.9	Change in underlying need to borrow	-11.5
-11.9	Increase/decrease(-) in Capital Financing Requirement	-11.5

Note 28: Critical judgements in applying accounting policies

In applying our accounting policies as set out at the start of this document, we have had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- There is a high degree of uncertainty about future levels of funding for local government. However, we have determined that this uncertainty is not yet sufficient to provide an indication that our assets might be impaired as a result of a need to close facilities and reduce levels of service provision;
- We consider voluntary controlled, voluntary aided and foundation schools contribute alongside maintained schools, to meeting our service objectives both now and in the future and that therefore their expenditure, income and the assets they use in the provision of services should form part of our accounts. In accordance with the Code we include them in our single entity accounts, and we do not have to prepare separate group accounts. Details of the value and number of each type of school included in our accounts are shown at note 9;
- When a school that is held on our Balance Sheet transfers to academy status we account for this as a disposal for nil consideration on the date that the school converts to academy status rather than as an impairment on the date that approval to transfer to Academy status is agreed. See Notes 4 and 30.
- Details of our relationships with other companies and investments in companies are detailed in note 40. These are not material and we have not prepared group accounts on this basis.
- When we become aware of an expected credit loss our accounting policies require that, if material, we charge this to the CIES in the year. Our judgement, based on the advice of our external experts, is that there is no material expected credit loss at 31 March 2021 and therefore no impairment charge to the CIES has been made.

Note 29: Dedicated Schools Grant

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

Central spending includes other funding allocated as school specific contingencies and nominally held funds and allocations by the School Forum. The DSG figure is as confirmed by the Department for Education in March 2021.

We confirm that the DSG receivable in 2020/21 was £233.8 million (made under section 14 of the Education Act 2002). It has been fully distributed to support schools' budgets, as set out in the regulations made under sections 45A, 45AA, 47, 47ZA, 47A, 48, 49 and 138(7) of, and paragraph 2(B) of schedule 14 to, the Schools Standards and Framework Act 1998 and section 24(3) of the Education Act 2002.

New provisions, which came into force on 1 April 2020, under the Schools and Early Years Finance (England) Regulations 2020, mean that local authorities are required to carry forward overspends of DSG to their schools' budgets either in the year immediately following or the year after. Under Regulation 8, paragraphs (7) and (8) this also applies to a deficit from the previous year i.e. 2019/20, thus creating a comparable position to the statutory funding basis for the 2020/21 financial year. Any future funding to make good any deficit from our General Reserves can only be made upon approval from the Secretary of State. This reflects the statutory requirement that a deficit must be carried forward to be funded from future DSG income, unless the Secretary of State authorise the local authority not to do so. Furthermore, the DSG deficit has to be allocated between service categories so that a deficit from one service category cannot be offset against a surplus from another.

The early years DSG is based on data from earlier years. The final allocation will be determined and received during 2021/22 and will be shown in the table as an in-year adjustment. The £0.6m in-year adjustment shown in the table is £0.2m additional DSG income relating to the final in-year adjustment for 2019/20 and £0.8m estimated to be clawed back as the additional final early years DSG for 2020/21.

The deficit on the high needs DSG is £13.9m at the end of the 2020/21 financial year. This will be recovered through future funding growth and our recovery plan aimed at influencing the increasing level of demand in the high needs system and the push towards specialist placements. In line with new regulations which came into force on 29 November 2020, any deficit, as calculated under those regulations, must not be charged to the revenue account. That deficit should be recorded in a separate account solely for the purposes of recording deficits relating to its school's budget. This is an unusable reserve which we have called the Dedicated School Grant Adjustment Account. These regulations apply at the moment for a period of three years. This adjustment is included as a statutory adjustment in Note 2 to ensure it does not affect the Net Cost of Services or the Total General Reserves available. The opening DSG deficit from 2019-20 is shown as an opening transfer to the DSG Adjustment Account in the MIRS.

Details of the deployment of DSG receivable for 2020/21 across the different DSG blocks are shown below.

2019/20 Total (Restated) £ m		2020/21										
		Central Spending					Individual schools budget (ISB)					
		Schools Block	Early Years Block	High Needs Block	Central Block	TOTAL	Schools Block	Early Years Block	High Needs Block	Central Block	TOTAL	Total
		£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m	£ m
427.2	Final DSG for the year before Academy recoupment	5.6	1.5	49.4	4.1	60.7	344.0	32.1	19.1	0.0	395.2	455.9
-203.7	Less Academy recouped for the year	0.0	0.0	0.0	0.0	0.0	-208.7	0.0	-13.4	0.0	-222.1	-222.1
223.6	Total DSG after Academy recoupment for the year and agreed initial budget distribution in the year.	5.6	1.5	49.4	4.1	60.7	135.3	32.1	5.7	0.0	173.1	233.8
0.0	Plus DSG brought forward from the previous year	0.2	1.8	-5.2	0.2	-3.0	0.0	0.0	0.0	0.0	0.0	-3.0
0.0	Less DSG Carry forward to next year agreed in advance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
223.6	Agreed initial budgeted distribution in the year	5.8	3.4	44.2	4.3	57.7	135.3	32.1	5.7	0.0	173.1	230.9
1.0	In year Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	-0.6	0.0	0.0	-0.6	-0.6
224.6	Final budgeted DSG distribution for the year	5.8	3.4	44.2	4.3	57.7	135.3	31.5	5.7	0.0	172.5	230.2
-60.2	Actual central spending for the year	-2.6	-1.4	-58.1	-3.8	-65.9	0.0	0.0	0.0	0.0	0.0	-65.9
-169.5	Actual ISB deployed to schools	0.0	0.0	0.0	0.0	0.0	-135.6	-31.4	-5.6	0.0	-172.7	-172.7
2.1	Our contribution in the year	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-3.0	Under/Over(-) spend for the year (carried forward)	3.3	2.0	-13.9	0.5	-8.1	-0.3	0.1	0.1	0.0	-0.1	-8.3

Note 30: Events after the Balance Sheet date

Academisation of Schools

As a result of the Government's White Paper 'The Importance of Teaching', which allows Schools to opt out of local government control by becoming academies, four Warwickshire schools chose to take up the new academy status in 2020/21 and a further 12 Warwickshire schools are anticipated to also convert to academy status in 2021/22 and beyond. The significance of the conversion of these schools to academy is that the value of the land, buildings and any vehicles, plant and equipment will be removed from our Balance Sheet at the date of conversion. The value of the derecognition of the current schools looking to convert to academy status after 31 March 2021 will be in the region of £27.6 million.

Coronavirus Pandemic

In March 2020 it was announced that coronavirus was a global pandemic. This was swiftly followed by Government instituting a lockdown on 23 March 2020. As a result, the Council's staff and services changed overnight. Core services continue to be delivered with staff primarily working from home. Some functions, such as libraries, are restricting their services due to social distancing rules, a small number of internal support services have been paused to free up resources to the Covid-19 response efforts and a number of income generating schemes and investments paused.

The financial position of the Council/Local Government has changed significantly. In the longer term there is likely to be a further squeeze on public spending and there are anticipated risks around tax bases for business rates and Council Tax; increased costs for services we purchase, especially in the care sector, and the impacts of the delays to delivery of internal efficiency and development savings.

Although the Government has announced, and continues to announce, financial support packages these are unlikely to be sufficient to cover all of the expected Covid-related pressures. Despite this uncertain position, the Council is considering strategies for managing these potential pressures including the implementation of further savings and investing in recovery, utilising reserves to pump-prime the activity. However, due to the level of uncertainty concerning the virus, and the absence of a firm future funding commitment from Government it is not possible to make a reliable estimate of the impact this may have on the Council at this time.

Warwickshire Recovery and Investment Fund

On 17 June 2021 Cabinet approved the creation of the Warwickshire Recovery and Investment Fund (WRIF) to provide access to finance, on a repayable basis, that helps businesses in Warwickshire start, grow and scale up; helps businesses locate in the county and leverages additional resources for the county through the investment and support of key growth businesses. Our investment in the WRIF is a maximum of £140 million over the next five years. £130 million of the investment is expected to meet the definition of capital expenditure and this will be our maximum gross exposure to external debt. Repayment profiles estimate that the maximum peak debt will be £67 million in 2025/26.

Note 31: External audit costs

We have incurred costs of £0.115 million (£0.097 million in 2019/20) in the year in relation to the audit of the Statement of Accounts and £0.005 million (£0.006 million in 2019/20) in respect of certification of grant claims and other services provided by our external auditors.

Note 32: Leases

Authority as lessee

- Finance leases
We have acquired some equipment under finance leases. The assets acquired under these leases are carried as property, plant and equipment in the Balance Sheet. These amounts are not material to the financial statements.
- Operating leases
We have acquired a number of buildings, vehicles and items of equipment by entering into operating leases. These amounts are not material to the financial statements.

Authority as lessor

- Finance leases
We do not have any finance leases as lessor.
- Operating leases
We lease out property under operating leases for the following purposes:
 - For the provision of community services, such as community centres, homes for the elderly and disabled nurseries;
 - For economic development purposes to provide accommodation for local businesses;
 - For the support of rural businesses to support smallholdings and farming; and
 - To individuals for personal and business use.

The future minimum lease payments receivable under non-cancellable leases in future years are:

31 March 2020 £ m	Operating lease period	31 March 2021 £ m
1.5	Not later than 1 year	1.3
3.9	Later than 1 year and not later than 5 years	3.3
10.3	Later than 5 years	9.6
15.7	Total	14.2

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

Note 33: Contingent assets

We currently have no contingent assets.

Note 34: Contingent liabilities

A further legal ruling relating to Firefighter Additional Duties received in April 2019 charges Fire Authorities to ensure all allowances related to any regular additional duty are treated as pensionable. The appropriate changes have been made to the payroll system but backpay will be due once further advice is received concerning how far back we are required to consider recompense for. Until this advice is available, we are unable to calculate an appropriate provision amount, but our view is that for Warwickshire FRS this only relates to Training Allowance which is only paid to a small number of individuals and therefore should not be a material amount.

Note 35: Members' allowances

Elected members were paid a total of £0.756 million (£0.802 million in 2019/20) in allowances and expenses. In addition, we paid independent and co-opted members allowances and expenses of £0.013 million (£0.014 million in 2019/20). No single member was paid more than £50,000 during the year. Further details of allowances and expenses payments made to Elected Members in 2020/21 are available on our website <https://www.warwickshire.gov.uk>. Payments to Elected Members include expenses for the Police and Crime Panel which are reimbursed by the Home Office.

Note 36: Officers' remuneration and termination benefits

We are required to show the number of our staff who are paid more than £50,000 a year. This is shown in the table below. Pay includes salary, redundancy, taxable travel and other taxable costs. These figures do not include employer's pension contribution and exclude remuneration for senior staff who are shown separately.

2019/20		Remuneration Band	2020/21	
Number of Staff	Number Left in the Year		Number of Staff	Number Left in the Year
138	0	£50,000 - £54,999	138	1
78	1	£55,000 - £59,999	120	0
71	3	£60,000 - £64,999	66	3
39	3	£65,000 - £69,999	50	2
27	2	£70,000 - £74,999	33	1
19	3	£75,000 - £79,999	26	3
14	3	£80,000 - £84,999	12	1
4	1	£85,000 - £89,999	8	0
4	1	£90,000 - £94,999	6	1
6	2	£95,000 - £99,999	6	0
2	0	£100,000 - £104,999	3	0
1	0	£105,000 - £109,999	0	0
1	1	£110,000 - £114,999	0	0
2	1	£115,000 - £119,999	2	0
0	0	£135,000 - £139,999	1	0
406	21		471	12

We are required to disclose the remuneration of senior employees, as defined by regulation, by post for salaries under £150,000 and by name for those whose salary is over £150,000. Remuneration for senior staff includes the employer's contribution to the appropriate pension fund.

Post holder information (post title and name)		Salaries (including fees and Allowances) £	Taxable Expense Allowances £	Total excluding pension contributions £	Employer's Pension Contributions £	Total including pension contributions £
Chief Executive - Monica Fogarty (Head of Paid Service)	2019/20	179,500	0	179,500	35,002	214,502
	2020/21	190,808	0	190,808	37,587	228,395
Strategic Director for Resources (Section 151 Officer)	2019/20	135,644	0	135,644	26,451	162,095
	2020/21	147,718	0	147,718	29,099	176,817
Strategic Director for People Note 1	2019/20	139,250	0	139,250	27,154	166,404
	2020/21	147,743	0	147,743	29,104	176,847
Strategic Director for Communities	2019/20	132,038	0	132,038	25,747	157,785
	2020/21	140,282	0	140,282	27,633	167,915
Chief Fire Officer	2019/20	133,532	0	133,532	36,200	169,732
	2020/21	133,620	0	133,620	39,892	173,512
Assistant Director - Public Health (Director of Public Health) Note 2	2019/20	39,344	0	39,344	5,658	45,002
	2019/20	48,395	0	48,395	9,437	57,832
	2020/21	107,208	10,002	117,210	21,119	138,329
Assistant Director Education Services (Chief Education Officer)	2019/20	108,273	0	108,273	21,113	129,386
	2020/21	115,367	0	115,367	22,726	138,093
Assistant Director Governance and Policy (Monitoring Officer)	2019/20	111,555	0	111,555	21,753	133,308
	2020/21	120,527	0	120,527	23,742	144,269
Total 2019/20 (restated)		1,027,531	0	1,027,531	208,515	1,236,046
Total 2020/21		1,103,273	10,002	1,113,275	230,902	1,344,177

Note 1 The Strategic Director for People holds the posts of Director of Children's Services and Director of Adult Social Services.

Note 2 The role of the Director of Public Health was held by the Assistant Director of Public Health from 1 April 2019 to 9 October 2019 on an annualised salary of £89,244. A new Director started on 10 October 2019 on an annualised salary of £101,712. Figures for 2019/20 have been restated as this statutory post was omitted from the table last year.

The Director of Transformation, reporting directly to the Head of Paid Service, was paid via an Agency. Payments for 2019/20 were £142,500. They left in 2019/20.

There were no payments for compensation for loss of office or benefits in kind.

A number of employees left during 2020/21, incurring costs of £2.1 million (£2.9 million in 2019/20 (restated)). None of this relates to senior staff. This cost includes officers who have left as part of ongoing savings and efficiency plans. See table below for details of total exit costs, which also includes the pensions costs funded by the authority not shown in the table above.

Exit Package Cost Band (including Special Payments)	Number of compulsory redundancies		Number of other departures agreed		Total Number of packages by cost band		Total cost of packages in each band £ m	
	2019/20 (Restated)	2020/21	2019/20 (Restated)	2020/21	2019/20 (Restated)	2020/21	2019/20 (Restated)	2020/21
£0 - £20,000	6	8	72	59	78	67	0.474	0.414
£20,001 - £40,000	2	4	9	8	11	12	0.325	0.346
£40,001 - £60,000	5	2	5	5	10	7	0.507	0.328
£60,001 - £80,000	4	1	0	1	4	2	0.274	0.129
£80,001 - £100,000	4	2	0	0	4	2	0.356	0.173
£100,001 - £150,000	0	1	0	1	0	2	0.000	0.243
£150,001 - £200,000	3	3	1	0	4	3	0.721	0.498
£200,001 - £250,000	1	0	0	0	1	0	0.243	0.000
	25	21	87	74	112	95	2.900	2.131

This is staff that have left the authority in the year. In addition, we are required to account for the termination costs for staff that have signed an agreement to leave the authority which cannot be cancelled but who do not leave until after the 31 March, as a provision charged in the CIES. These staff will be included in the note in the year in which they leave the authority. Figures for 2019/20 have been restated to include some costs paid for staff who left in 2019/20. This is to ensure that departures and costs are only recorded for the year they left the authority.

Note 37: Pension schemes

As part of the terms and conditions of employment, we offer retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make payments that need to be disclosed at the time that employees earn their future entitlement.

Pension Schemes operated by the Council

Teachers

We operate a pension scheme for our teaching staff, under the Superannuation Act 1972. The scheme provides teachers with a defined benefit when they retire. The Teachers' Pensions Agency manages the scheme under the Teachers' Pensions Regulations 1997, as amended. The Government sets teachers' and employers' contribution rates on the basis of an assumed fund. The scheme has a large number of participating employers and so we are not able to identify our share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of our Statement of Accounts, the scheme is therefore accounted for on the same basis as a defined contribution scheme.

We may be required to make two kinds of contributions to the scheme – 'normal' and 'supplementary'. The normal contribution is the percentage of a newly recruited teacher's salary that is needed to meet the cost of the pension liability. We would pay a supplementary contribution if the Government found that future liabilities would not be met by the normal contributions. A supplementary contribution is not needed at present. Our total employer's contribution cost was £17.0 million in 2020/21 (£14.7 million in 2019/20).

We are also responsible for paying any extra added years of benefits and early retirement costs to pensioners. These extra costs are classed as defined benefits. As a result, in our accounts we show the extra cost of pensions decisions we made in the current year, no matter when we will actually pay these financial costs. There is no fund for these discretionary benefits and so there are no assets. In 2020/21 the payments relating to added pensionable years came to £3.2 million (£3.2 million in 2019/20). We made no payments relating to early retirement in 2020/21 or 2019/20.

Firefighters

There is a defined benefit pension scheme for our firefighters, under the Superannuation Act 1972. The Firefighters' Pension Scheme in England is an unfunded scheme where we promise to provide employees with benefits under the scheme but make no advance funding in the scheme for those benefits. Benefits are paid directly when they become due.

We pay an employer's pension contribution, based on a percentage of pay, into the pension fund. The pension fund will be balanced to nil at the end of the year by either paying over to the government any excess, or by receiving cash in the form of pension top-up grant. This grant is paid to the Firefighters' Pension Fund and not the County Council. The Government sets the employees' and employer's contribution rates by regulation.

In 2020/21, pension payments totalled £7.0 million (£6.8 million in 2019/20). Costs relating to early retirement totalled £0.7 million in 2020/21 (£2.1 million in 2019/20).

The estimated employer's contributions for Fire Fighters pension for the period to 31st March 2022 will be approximately £2.7 million.

Firefighters' Injury Awards Scheme

Firefighters' injury awards are financed from our revenue account. An ongoing liability to pay injury awards is included in our Balance Sheet. This liability is subject to the same actuarial assumptions as the main firefighters' scheme, though it is not a separate pension scheme as there is a benefit paid whether the recipient of the injury award is a member of the scheme or not. However, the liability forms part of our overall pensions' liability.

National Health Service

During 2013/14 some NHS staff transferred to us. These staff have maintained their membership in the NHS Pension Scheme. The scheme provides these staff with specified benefits upon their retirement and we contribute towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is an unfunded defined benefit scheme. However, we are not able to identify our share of the underlying financial position and performance of the Scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts it is therefore accounted for on the same basis as a defined contribution scheme.

In 2020/21 we paid £0.070 million (£0.098 million in 2019/20) to the NHS Pension Scheme in respect of former NHS staff retirement benefits, including employees' contributions.

Local Government Pension Scheme – all other Council employees

We operate a funded, defined benefit pension scheme for staff, under the Local Government Pensions Scheme Regulations 2013. We manage the scheme for ourselves, the five district councils and a number of other organisations. We prepare the accounts, but they are separate from our financial statements. The Council and employees pay contributions into the fund calculated at a level intended to balance pension liabilities with investment assets.

An actuarial valuation is carried out every three years to assess the difference between the fund's projected assets and liabilities and the amount employers will have to contribute for the next three years. The valuation on 31 March 2019 set the rates for 2020/21, 2021/22 and 2022/23.

In the valuation carried out as at 31 March 2019 the funding level increased from 82% to 92%. As a result, the employer's rate is expected to increase by 0.75% per annum until 2022/23. In 2020/21, we made normal employer's contributions totalling £28.7 million (£26.6 million in 2019/20).

We are also responsible for all pension payments relating to benefits we have awarded for added years, together with related increases. In 2020/21, these came to £2.5 million (£2.8 million in 2019/20). The estimated employer's contribution for the period to 31st March 2022 is £30.2 million.

The value of our LGPS assets at 31 March 2021 is based on the market value at 31 March 2021. The movement in our LGPS assets in the year is as shown below:

31 March 2020 £ m	Change in Fair Value of WCC Share of LGPS Assets	31 March 2021 £ m
1,117.0	Fair value of assets at the beginning of the year	1,019.2
0.0	Effect of settlements	-4.9
26.8	Interest Income on plan assets	23.3
-118.3	Remeasurements on assets	242.2
30.4	Employers' contributions (including receipts covering early retirements)	32.0
8.7	Member contributions	9.3
-45.4	Benefits/transfers paid	-43.0
1,019.2	Fair value of assets at the end of the year	1,278.1

A breakdown of the nature of those assets is as follows:

31 March 2020		LGPS Assets	31 March 2021	
Quoted prices in active markets £ m	Quoted prices not in active markets £ m		Quoted prices in active markets £ m	Quoted prices not in active markets £ m
0.0	0.0	Equity securities:	0.0	0.6
0.0	32.4	Debt Securities:	277.0	43.1
0.0	48.8	Private equity:	0.0	65.5
		Real estate:		
99.6	0.0	UK property	116.0	0.0
0.1	0.0	Overseas property	0.0	0.0
		Investment funds and unit trusts:		
584.2	0.0	Equities	714.2	0.0
156.6	0.0	Bonds	0.0	0.0
0.0	26.8	Infrastructure	36.9	0.0
56.5	0.0	Other	0.0	0.0
14.2	0.0	Cash and cash equivalents	24.8	0.0
911.2	108.0	Totals	1,168.9	109.2

The expected return on scheme assets does not affect the Balance Sheet position as at 31 March 2021 but will affect the reported pension cost for the following year. It is based on market expectations at the beginning of the financial period for returns over the life of the obligation. This requires the consideration of the composition of the Scheme's assets and the potential returns of different asset classes. The assumption used is the average of the assumptions appropriate to the individual asset classes weighted by the proportion of the assets in the particular asset class.

The Impact of Pensions in our Accounts

We show the cost of retirements benefits in 'Money spent on services' in the CIES when employees earn them. We have made adjustments in the MIRS so that the charge made against the council tax reflects the actual cash we have paid relating to the year.

31 March 2020					Pension scheme accounting	31 March 2021				
LGPS £m	Teachers £m	Fire fighters £m	Fire fighter Injury £m	Total £m		LGPS £m	Teachers £m	Fire fighters £m	Fire fighter Injury £m	Total £m
					Spending:					
62.1	0.0	4.2	0.5	66.8	Current service cost	49.6	0.0	3.3	0.4	53.3
0.8	0.0	0.0	0.0	0.8	Past service cost and curtailments	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	Effects of Settlement	-3.5	0.0	0.0	0.0	-3.5
40.7	1.2	6.8	0.6	49.3	Interest cost	34.6	1.0	5.8	0.6	42.0
-26.8	0.0	0.0	0.0	-26.8	Interest income on plan assets	-23.3	0.0	0.0	0.0	-23.3
76.7	1.2	11.0	1.1	90.0	Net charge to CIES	57.5	1.0	9.1	1.0	68.6
					Contribution from Pensions Reserve:					
76.0	6.7	26.7	2.8	112.2	Movement on the Pensions Reserve	-184.0	-3.1	-59.7	-3.4	-250.2
-122.3	-4.6	-30.6	-3.2	-160.7	Re-measurements recognised in CIES	158.5	5.4	57.1	3.0	224.0
n/a	n/a	-5.1	n/a	-5.1	Funded by Government top up grant	n/a	n/a	-3.7	n/a	-3.7
-46.3	2.1	-9.0	-0.4	-53.6	Contribution (from) Pensions Reserve	-25.5	2.3	-6.3	-0.4	-29.9
					Actual amount charged against council tax:					
30.4	n/a	2.6	n/a	33.0	Employer's contributions & ill-health contributions	32.0	n/a	2.8	n/a	34.8
30.4	0.0	2.6	0.0	33.0	Amount charged against council tax	32.0	0.0	2.8	0.0	34.8
					Amount funded by government top up grant					
n/a	n/a	8.2	n/a	8.2	Retirement benefits paid and due to be paid to pensioners and transfers out	n/a	n/a	7.7	n/a	7.7
n/a	n/a	-0.7	n/a	-0.7	Retirement Benefits paid directly by Government Top Up Grant	n/a	n/a	0.0	n/a	0.0
n/a	n/a	-1.1	n/a	-1.1	Employee contributions	n/a	n/a	-1.2	n/a	-1.2
n/a	n/a	-2.6	n/a	-2.6	Employer's contributions & ill-health contributions	n/a	n/a	-2.8	n/a	-2.8
0.0	0.0	3.8	0.0	3.8	Government top up grant receivable	0.0	0.0	3.7	0.0	3.7
					Movement in Reserves Statement					
-76.7	-1.2	-19.8	-1.1	-98.8	Reversal of net charges made for retirement benefits	-57.5	-1.0	-16.8	-1.0	-76.3
30.4	n/a	2.6	n/a	33.0	Employer's contributions & ill-health contributions	32.0	n/a	2.8	n/a	34.8
n/a	3.3	8.2	0.7	12.2	Retirement benefits paid or due to be paid to pensioners and transfers out	n/a	3.2	7.7	0.6	11.5
-46.3	2.1	-9.0	-0.4	-53.6	Movement in Reserves Statement	-25.5	2.3	-6.3	-0.4	-29.9

The key assumptions used by our actuary to determine valuations are as laid out in the table below:

31 March 2020				Pension scheme assumptions	31 March 2021			
LGPS	Teachers	Firefighters	Firefighter Injury Award		LGPS	Teachers	New Firefighters	Firefighter and Injury Award
				Financial assumptions:				
1.9%	1.9%	1.9%	1.9%	Rate of Inflation CPI	2.9%	2.9%	2.9%	2.9%
2.7%	2.7%	2.8%	2.8%	Salary Increase	3.1%	3.1%	3.3%	3.3%
1.9%	1.9%	1.9%	1.9%	Pensions increases	2.9%	2.9%	2.9%	2.9%
2.3%	2.3%	2.3%	2.3%	Rate of discount	2.0%	2.0%	2.0%	2.0%
				Life expectancy assumptions:				
21.6 (23.8)	21.6 (23.8)	26.4 (28.5)	26.4 (28.5)	A male (female) current pensioner aged 65	21.8 (24.2)	21.8 (24.2)	26.6 (28.9)	26.6 (28.9)
22.5 (25.4)	22.5 (25.4)	27.5 (29.7)	27.5 (29.7)	A male (female) future pensioner aged 65 in 20 years	23.0 (26.1)	23.0 (26.1)	27.9 (30.3)	27.9 (30.3)
				Commutation of pension for lump sum at retirement:				
75.0%	n/a	90.0%	90.0%	~ Taking maximum cash	75.0%	n/a	90.0%	90.0%
50.0%	n/a	n/a	n/a	~ Taking 3/80th cash	50.0%	n/a	n/a	n/a

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

Change in assumptions as at 31 March 2021	Approximate increase to Employer Liability %	Approximate monetary amount £ m
0.1% decrease in real discount rate	2%	38.4
1 year increase in member life expectancy	4%	78.0
0.1% increase in the salary increase rate	0%	3.4
0.1% increase in the pension increase rate	2%	34.5

The liabilities associated with each scheme are as shown in the table below:

31 March 2020					Change in present value of pension scheme liabilities during the year	31 March 2021				
LGPS £m	Teachers £m	Firefighters £m	Firefighter Injury Award £m	All Schemes £m		LGPS £m	Teachers £m	Firefighters £m	Firefighter Injury Award £m	All Schemes £m
1,680.0	51.4	283.3	27.1	2,041.7	Benefit obligation at the beginning of the year	1,506.2	44.7	256.6	24.3	1,831.8
62.1	0.0	4.2	0.5	66.8	Current service costs	49.6	0.0	3.3	0.4	53.3
0.0	0.0	0.0	0.0	0.0	Effect of Settlements	-8.4	0.0	0.0	0.0	-8.4
40.7	1.2	6.8	0.6	49.3	Interest on pensions liabilities	34.6	1.0	5.8	0.6	42.0
8.7	0.0	1.1	0.0	9.8	Member contributions	9.3	0.0	1.2	0.0	10.5
0.8	0.0	0.0	0.0	0.8	Past service costs	0.0	0.0	0.0	0.0	0.0
-45.5	-3.3	-8.2	-0.7	-57.7	Benefits/transfers paid	-43.0	-3.2	-7.7	-0.6	-54.6
-240.6	-4.6	-30.6	-3.2	-278.9	Remeasurements on liabilities	400.7	5.4	57.1	3.0	466.2
1,506.2	44.7	256.6	24.3	1,831.8	Present value of liabilities at the end of the year	1,949.1	47.8	316.3	27.7	2,340.9

This leaves each scheme with a net liability as shown below:

31 March 2020					Pension assets and liabilities recognised in the Balance Sheet	31 March 2021				
LGPS £m	Teachers £m	Fire fighters £m	Firefighter Injury Award £m	Total £m		LGPS £m	Teachers £m	Fire fighters £m	Firefighter Injury Award £m	Total £m
1,506.2	44.7	256.6	24.3	1,831.8	Present value of the defined benefit obligation	1,949.1	47.8	316.3	27.7	2,340.9
1,019.2	0.0	0.0	0.0	1,019.2	Less: Fair value of plan assets	1,278.1	0.0	0.0	0.0	1,278.1
487.0	44.7	256.6	24.3	812.6	Net Liability arising from defined benefit obligation charge to CIES	671.0	47.8	316.3	27.7	1,062.8
-76.0	-6.7	-26.7	-2.8	-112.2	Increase/decrease (-) in net liability from previous year	184.0	3.1	59.7	3.4	250.2

The liabilities show the underlying commitments that we have in the long run to pay retirement benefits. However, statutory arrangements for funding the deficit mean that our financial position remains healthy:

- LGPS - the deficit will be recovered by increased contributions over the remaining working life of employees, as assessed by the scheme actuary;
- Firefighters Pension Scheme - the deficit is paid by Central Government;
- Teachers' Pension Scheme - finance is provided by the Teachers Pensions Agency; and
- Firefighters' Injury Awards – these are financed through revenue budgets.

Note 38: Pooled budgets with health

Section 75 of the National Health Service Act 2006 allowed joint-working arrangements between NHS organisations and local authorities. Pooled funds allow these health organisations and local authorities to work together to tackle specific health issues. An important feature of the pool is that the way resources are used will depend on the needs of the clients who meet the conditions set for the pooled budget, rather than the contributions of the partners.

Warwickshire County Council is the host authority for the Section 75 Pooled budget arrangement via the Better Care Fund. The strategic aims of the programme are:

- People are helped to remain healthy and independent;
- People are empowered to play an active role in managing their own care and the care they receive; and
- People get the right service at the right time and in the right place – which means services will envelop individuals close to their home.

Agreements for the financial years since 1 April 2015 have been agreed by us and the three Clinical Commissioning Groups (CCGs) in Warwickshire. Annual contributions are agreed by the Better Together Programme Board before the commencement of each financial year thereafter. The agreement sets out the basis of the governance arrangements and reporting requirements to both the Better Together Programme Board and the Health and Wellbeing Board.

The total pooled budget arrangement for 2020/21 is £64.8 million (£61.6 million in 2019/20) of which £5.2 million (£4.5 million in 2019/20) is capital funding for Disabled Facilities. Of the revenue element £29.6 million (£27.1 million in 2019/20) is held by the CCGs for them to commission services and of that £3.9 million (£3.7million in 2019/20) has been passed back to the authority as part of a separate S75 Integrated Community Equipment Service agreement. A total of £30.1 million (£30.0 million in 2019/20) revenue funding was allocated by the council for commissioning services in accordance with the agreement.

The surplus and deficit at the end of the year on the Integrated Community Equipment Service and Better Care Fund Revenue respectively belong to the CCGs. The surplus at the end of the year on Disabled Facilities belongs to the District and Borough Councils of Warwickshire.

The S75 agreement for the Commissioning of Mental Health Services was agreed in 2018/19. The pooled resources total £4.9million (£5.4 million in 2019/20) with any surplus or deficits remaining within the pool, to be allocated by agreement with the Partnership Board.

The table below summarises the financial transactions of the pooled budgets.

2019/20 Surplus(-)/ Deficit £ m	Pooled budgets with health	2020/21			
		Our contribution £ m	Total pool £ m	Total spend £ m	Surplus(-)/ Deficit £ m
	Better Care Fund Pooled Budget - S75				
-0.2	~ Integrated community equipment service	1.7	5.6	5.2	-0.4
0.0	~ Better Care Fund - revenue other	28.4	54.1	53.1	-1.0
-1.1	~ Disabled Facilities Capital Grant	0.0	5.1	3.0	-2.2
-1.3	Total Better Care Fund	30.1	64.8	61.2	-3.6
0.0	Commissioning of Mental Health Services for Children & Young People	0.9	4.9	4.9	0.0
-1.3	Total	31.0	69.7	66.1	-3.6

Note 39: Coventry and Warwickshire Business Rates Pool

The Coventry and Warwickshire Business Rates Pool was created on 1 April 2013 with seven member authorities: Warwickshire County Council, the five District and Borough Councils within Warwickshire and Coventry City Council. Warwickshire County Council is the lead authority for the pool and there is an agreed memorandum of understanding in place that determines how the Pool's resources are allocated. Under the agreement any surplus generated by the pool, will be shared between pool members. We have accounted for our share of the current surplus in the CIES and the pool surplus is held in our reserves until such times as it is distributed (note 7).

Note 40: Related parties and associated parties

Central Government

Central Government has effective control over our general duties – it is responsible for providing the legal framework within which we work, provides funding in the form of grants and sets the terms of many of the relationships that we have with other organisations. Details of the grants we receive from government departments are set out in note 24. Details of the balances with central government departments are shown in notes 15 and 17. Pooled budget arrangements with the Department of Health via Clinical Commissioning Groups are disclosed in note 38.

Elected Members

Elected Members of the council have direct control over our financial and operating policies. The total of Elected Members' allowances paid in 2020/21 is shown in note 35. During 2020/21 works and services to the value of £26.9 million (£29.7 million in 2019/20) was paid to companies in which elected members had an interest (this includes £17.1 million (£14.2 million in 2019/20) paid to District and Borough Councils in Warwickshire where they are also elected members). Amounts owed to or by these councils are included in within the other public bodies figures disclosed elsewhere in this note. Contracts were entered into in full compliance with our contract standing orders. The above figure includes any grants paid to voluntary groups in which elected members had positions on the governing body, including any made to organisations whose senior management included close members of the families of elected members. In all instances, grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussions or decisions relating to the grants. Details of all these transactions are recorded in the Register of Members' Interests, open to public inspection at Shire Hall. Details of the Members and the Committees and organisations for which they represent the authority are also available on the authority's website www.warwickshire.gov.uk.

Senior Officers

During 2020/21 £1.7 million (2019/20 – £2.7 million) were made to organisations in which senior officers or members of their families had declared an interest.

A number of senior officers and elected members represent us on the board of related companies (such as Warwick Technology Park Management Limited, Warwick Technology Park Management No 2 Limited, SCAPE Group Limited, and University of Warwick Science Park Innovation Centre Limited). In addition, a number of officers within

the authority are directors of our three wholly owned Local Authority Trading Companies. You can see registers of members' and officers' interests at Shire Hall, Warwick or at the registered office of the company in question if this is not Shire Hall, Warwick.

Other Public Bodies

At the end of the year we owed £33.5 million (£22.4 million in 2019/20) to other local authorities, central government and public bodies including £5.3 million (£5.2 million in 2019/20) to Her Majesty's Revenue and Customs, and they owed us £42.3 million (£27.8 million in 2019/20), including £3.9 million (£4.8 million in 2019/20) from Her Majesty's Revenue and Customs.

We charged the Warwickshire County Council Pension Fund £1.6 million (£1.2 million in 2019/20) for carrying out the administration work for the fund (not including payroll-processing costs).

Other Entities

We hold shares in the following companies as at 31 March 2021:

Company	WCC Share holding	Directors
Warwickshire Legal Services Trading Ltd	Wholly owned LATC - £1 ordinary share capital	Two officers appointed as directors
Educaters Ltd	Wholly owned LATC - £1 ordinary share capital + working capital loan interest at	Three officers appointed as directors
Warwickshire Property and Development Group Ltd	Wholly owned LATC - £100 ordinary share capital	One officer currently appointed as director - minimum three directors to be appointed by WCC
University of Warwick Science Park Innovation Centre Limited	19.9% of ordinary share capital. 1/6 voting rights £1,502,500 preference shares	One of six directors is appointed by us
Warwick Technology Park Management Company Limited	4.8% of called up share capital	One officer and one elected member as directors
Warwick Technology Park Management Company (No 2) Limited	0.2% of called up share capital	One officer and one elected member as directors.
Eastern Shire Purchasing Organisation (ESPO)	n/a	Two elected members from each authority on Management Committee
ESPO Trading Ltd - also owns 100% share capital in Eduzone Ltd	16.67% of called up share capital	No Directors appointed by WCC
SCAPE Group Limited	16.7% of the called up share capital	One of the six directors is appointed by us
Coventry and Warwickshire Local Enterprise Partnership Limited	No share capital and liability limited to £1.	Two type 'B' (public sector) directors to be appointed by us
Coventry and Solihull Waste Disposal Company	10,000 ordinary 'C' shares 1 representative on shareholder panel with 1% voting rights and 24% voting rights for matters relating to WCC SLA agreement	No right to appoint to board of Directors. 1% proxy vote unless WCC SLA related.
UK Municipal Bond Agency Plc	120,000 fully paid B shares of £0.01 each 180,000 ordinary shares of £0.01 each	No Directors appointed by WCC

We have two wholly owned local authority trading companies which started trading in 2017/18 and a new one that was incorporated in March 2021.

Warwickshire Legal Services Trading Ltd started trading on 1 October 2017. It provides legal services to other entities outside the Council and pays the authority for the services of our staff to carry out that work. This company has negligible assets.

Educaters Ltd, providing meals services to schools, started trading on 1 September 2017. Its accounts for the year to 30 August 2020 showed net liabilities of £5.9 million (£2.7 million for the year to 30 August 2019). This is mainly as a result of an increased pensions liability. Most of the company's trading is with maintained schools in Warwickshire so that expenditure is already included in our CIES. Some authority staff transferred to the trading company and we have given a guarantee to pay any amount or employer's contributions due to the Warwickshire Pension Fund in respect of their pension liability if the company ever becomes insolvent and ceases trading. We have also agreed a working capital loan of up to £1.8 million as required up to 31 August 2022. Interest is charged at a market rate of 5.75% per annum charged periodically with interest changes mirroring that of the Bank of England Base Rate. At 31 March 2021 the balance on the loan was £1.8 million (£1.5 million at 31 March 2020). No dividends or profit distributions have yet been agreed for the trading periods up to 31 March 2021.

In addition, a new wholly owned Local Authority Trading company was incorporated on 26 March 2021 called the Warwickshire Property and Development Group Ltd. At 31 March 2021 no assets had transferred to the company and there has been no trading activity in the year. The Directors all have to be appointed by the Council and there must be a minimum of three. However, because this is a new company it currently only has one appointed director, an officer of the Council, with the other posts currently undergoing recruitment. The reason for creating Warwickshire Property and Development Group Ltd is to deliver our policy objective of creating jobs and more homes across Warwickshire. The procurement of a joint venture partner to undertake the funding and development of assets is currently underway.

We have assessed these three companies, having due regard to the non-material external turnover of both entities and the potential effect of consolidating them into our financial statements both quantitatively and qualitatively. We have concluded there is no current need to consolidate them into our accounts. It is likely that our property company will have material assets and liabilities by 31 March 2022 and will need to be consolidated into our accounts for that year.

We are part of a purchasing partnership, Eastern Shires Purchasing Organisation (ESPO), with five other local authorities. Each authority is represented on the management committee by two elected members. There are controls in place so that none of our elected members are involved in letting our contracts. We received £0.6 million in dividends from ESPO in 2020/21 (£0.5 million in 2019/20). As part of ESPO's strategic growth plan, ESPO Trading Limited was incorporated on 27 February 2018. We own 100 of the 600 shares for which we paid £100. The company has been set up to be able to trade with organisations outside the public sector customer base. It has also purchased Eduzone Ltd in June 2018 (100 shares) since its incorporation, a company with a strong base in the providing products to the early years sector. We have not received any income in respect of these holdings in the year.

We also received dividends from the University of Warwick Science Park in the year totalling £0.1million (£0.1 million in 2019/20 and £0.4 million from SCAPE Group Limited in 2019/20). All dividend income received is shown as investment income in note 5.

We are part of the Coventry and Warwickshire Local Enterprise Partnership Limited (the LEP). This company is limited by guarantee and aims to co-ordinate public and private sector partners to develop the economy and increase prosperity. The LEP's four objectives are:

- To drive economic growth;
- To help remove barriers to economic growth;
- To help create high value jobs; and
- To co-ordinate local government co-operation and support.

The LEP also has a role in coordinating elements of government funding for growth, for example the Growing Places Fund.

The Gateway Alliance is a strategic partnership of primary schools in Warwickshire. It was created to provide professional development and school to school support following the reduction of Local Authority improvement

services in 2011. The company is limited by guarantee and the members have confirmed that the governing documentation of the company contains the necessary provisions which are required pursuant to the School Company Regulations 2002. Under the regulations, all school companies are required to have a local authority as a supervising authority. Warwickshire is the supervising authority for the Gateway Alliance School Company.

West Midland Rail Ltd is a company limited by guarantee with a Board of Directors appointed from each of the 14 constituent member authorities and 2 affiliate member authorities for the purpose of providing local democratic strategic guidance for the specification of the new West Midlands rail franchise being let by the Department of Transport during 2017.

We are also a partner in a special company, Pride in Camp Hill Ltd. The company was set up in 2002/03 in partnership with the Homes and Communities Agency and Nuneaton and Bedworth Borough Council to carry out a redevelopment project in Camp Hill. Our initial share was £0.720 million and each partner is committed to funding the running costs of the company in equal shares until it completes its work, which is currently expected to be in 2023.

We are part of the Regional Adoption Agency via a shared service arrangement with Solihull Metropolitan Borough Council, Coventry City Council, Worcestershire County Council and Herefordshire Council. The Regional Adoption Agency is known as Adoption Central England. We have become the host authority to facilitate the operational delivery of the shared service, however governance arrangements ensure that all five authorities retain strategic responsibility for performance delivery and outcomes.

For 2020/21 our contribution was £1.496 million (£1.046 million in 2019/20) and we received £4.298 million (£4.155 million 2019/20) from the other local authorities and fees and charges. The total spend was £5.669 million (£4.463 million in 2019/20). The underspend belonging to the Agency for 2020/21 is £0.125 million (£0.738 million in 2019/20).

When the agency was created staff were seconded from partner authorities. On 1 October 2019 the staff were TUPEd (see glossary) across to the County Council and are now our employees.

The County Council, as administering authority on behalf of the Warwickshire Pension Fund is a shareholder in Borders to Coast Pension Partnership Limited. Borders to Coast is a wholly owned private limited company registered in England and Wales founded to carry out pension fund asset pooling obligations set out by the Government. The company provides the facility to pool the pension fund investments of eleven local authorities in order to gain the benefits of economies of scale: the concentration of expertise, improved ability to manage down investment costs and the benefits of investing on a larger scale. Each of the eleven local authorities is an equal joint owner of the company through purchase of a £1 class A ordinary share. The authority also owns £909,090 class B ordinary shares but these are not voting shares and do not give entitlement to dividends or other distributions of income.

The Firefighters' Pension Fund

2019/20 £m	Fund account	2020/21 £m
	Income to the fund	
	Contributions receivable (funds due to us during the year):	
	- from employer: Warwickshire County Council	
-2.7	- normal contributions in relation to pensionable pay	-2.7
0.0	- early retirements	-0.1
-1.1	- from members (firefighters' contributions)	-1.2
-3.8	Income to the fund	-4.0
	Spending by the fund	
	Benefits payable:	
6.8	- Pension payments	7.0
2.1	- Commutation of pensions and lump-sum retirement benefits	0.7
8.9	Spending by the fund	7.7
5.1	Net amount payable for the year (before top-up grant receivable from Government)	3.7
-5.1	Top-up grant payable by the Government	-3.7
0.0	Net amount payable or receivable (-) for the year	0.0

31 March 2020 £m	Firefighters' Pension Fund net assets statement	31 March 2021 £m
	Current assets:	
1.6	- Top-up grant receivable from Government	0.0
0.1	- other current assets (other than assets in the future) ~ debtor	0.0
	Current liabilities:	
-1.7	- other current liabilities (other than liabilities in the future)	0.0
0.0	Net assets or liabilities (-) at the end of the year	0.0

Notes to the Firefighters' Pension Fund statements

Note 1: Fund operations

The Firefighters' Pension Scheme in England is an unfunded scheme. The employer promises to provide employees with benefits under the scheme but makes no advance funding in the scheme for those benefits. Benefits are paid directly by the employer when they become due. We are required to pay an employer's pension contribution based on a percentage of pay into the pension fund. Each Fire and Rescue authority must run a pension fund and the amounts that must be paid into and out of the pension fund are set by regulation. The legislation that controls its operation is the Firefighters' Pension Scheme (Amendment) (England) Order 2006. The benefits payable are pensions to retired firefighters and/or widows/widowers of retired firefighters. The benefits paid and employee and employers contributions are administered through our human resources management system. The scheme has no investment assets.

The pension fund is balanced to nil at the end of the year by either paying over to the sponsoring government department the amount by which the amount receivable by (due to) the fund is more than the amount payable, or by receiving cash in the form of pension top-up grant from the sponsoring department equal to the amount by which the amount payable from (owed by) the pension fund for the year is more than the amount receivable. An amount of 80% of the estimated grant needed each year is paid to the fund by the Government during the year. The balance is only paid once the Pensions statement has been audited by our external auditors and a claim, certified by the authority's S151 officer, is submitted to the Government.

Note 2: Accounting policies

The financial statements are accounted for on an accruals basis. We did not use any estimation techniques in preparing the statements.

For assets and liabilities in the net asset statement the fair value is deemed to be the carrying value as they are both due within one year.

Note 3: Liabilities

The statements do not take account of any liabilities to pay pensions and other benefits after the period end i.e. 31 March 2021. Details of the long-term pension obligations, employees and employer's contribution rates and actuarial assumptions used in the required disclosures in accounts for the Firefighters' Pension Fund are found in note 37 to the accounts.

Note 4: Contribution levels

Employees' and employer's contribution levels are based on percentages of pensionable pay set nationally by the Home Office (previously dealt with by the Department for Communities and Local Government) and are subject to triennial revaluation by the Actuary.

Note 5: AVCs and added years

Additional voluntary contributions are excluded from the accounts of the Pension Fund. However, where members of the scheme have brought added years within the scheme, these will be included in the Fund contributions.

Note 6: Debtors and creditors

The debtors and creditors for both years are amounts due to/from central government (balance of grant due to balance the account to nil). Other debtors and creditors for both years are the amounts due to or from Warwickshire County Council, the administering authority or tax not yet paid to HMRC. This year we have had less grant from the Home Office than we have needed, so they owe us more money. As the Firefighters' Pension Fund does not have its own separate bank account this means that this year, more money has been received by the County fund than paid out and is therefore owed by Warwickshire County Council to the Pension Fund. All amounts are due within 1 year.

Glossary

This section explains some of the more complicated terms that have been used in this document.

Accruals

Cost of goods and services received in the year but not yet paid for, or income earned but not yet received.

Actuarial gain (loss)

For pension assets, actuarial gains or losses happen when the actual return on investments in the pension fund is different from the expected return. For pension liabilities, actuarial gains and losses happen when the actual liability is different from the expected liability. For assumptions, actuarial gains or losses happen as a result of changes to the population or financial assumptions the actuary uses to work out the liability. Liabilities are valued in terms of 'today's money'.

Amortisation

The drop-in value of intangible assets as they are used or become out of date.

Asset

An item which is purchased or created to be used by the Council.

Benefits we have awarded for added years

When a member of staff retires early because they are made redundant, we can give added years of scheme membership. We meet the costs of giving these added years, usually from the savings that will be made.

Budget

A statement of our spending plans for a financial year, which starts on 1 April and ends on 31 March.

Business rates (National Non-Domestic Rates)

Businesses pay these rates, set annually by government, to billing authorities instead of council tax. Business rates are shared between local authorities partly on the basis of need and partly on the basis of increased business rates generated locally. The amount each business is charged is based on multiplying the rateable value of each business property by the national rate in the pound.

Capital Adjustment Account

This account includes the value of capital charges to the Comprehensive Income and Expenditure Statement that do not directly affect the level of council tax.

Capital programme

Our plan of capital projects and future spending on buying land, buildings, vehicles and equipment.

Capital receipts

Income from selling assets that we would consider capital expenditure if we were the purchaser.

Capital spending

Spending on assets that have a lasting value, for example, land, buildings and large items of equipment such as computers or vehicles.

CIPFA

Chartered Institute of Public Finance and Accountancy

Contingent asset

A possible asset which may arise pending decisions that are not under our control.

Contingent liability

A possible liability which may arise when we know the outcome of outstanding claims made against us.

Council tax

A tax based on property which is retained by local authorities to fund their expenditure. In Warwickshire, the district or borough councils issue council tax bills and collect the council tax.

Creditors

People or organisations we owe money to for work, goods or services which have not been paid for by the end of the financial year.

Current assets

Short-term assets which constantly change in value such as stocks, debtors and bank balances.

Current liabilities

Short-term liabilities which are due to be paid in less than one year such as bank overdrafts and money owed to suppliers.

Current service cost

Officers employed during the year will have earned a year of pensionable service. The current service cost is the increase in the value of the pension scheme's liabilities arising from the employee service during the period.

Debtors

People who owe us money that is not paid by the end of the financial year.

Depreciation

The drop in the value of assets, for example, through wear and tear, age and becoming out of date.

Disclosure

Information we must show in the accounts under the Code.

Earmarked reserves

Money set aside for a specific purpose.

Fair value

The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

General reserves

Money set aside to be used in the future.

Historic cost

The cost of initial acquisition of an asset.

International Financial Reporting Standard (IFRS)

Standards on the way we need to treat certain items in our accounts.

Liabilities

Money we will have to pay to people or organisations in the future.

Material related-party transactions

Two or more organisations are 'related parties' if, during the year, one of them has some form of control over the other. By 'material' we mean of 'significant value'.

Minimum revenue provision (MRP)

The amount we must set aside to repay loans.

Net book value

The value of an asset after depreciation.

Non-current asset

An asset which is expected to be used for more than 12 months.

Non-distributed costs

Costs which are not allocated to specific services, according to the Service Expenditure Reporting Code of Practice.

Past service costs

The past service cost is the extra liability that arises when we grant extra retirement benefits that did not exist before, such as when we agree early retirement or extra years of service.

Pensions interest cost and expected return on assets

The pensions interest cost is the increase in the value of the liabilities that arise because those liabilities are one year closer to being paid. The return on assets is the value of the return expected to be achieved on the fund's investments in the long term.

Provisions

Money set aside to meet specific service liabilities and to meet spending.

Reserves

Savings we have built up from surpluses or by not spending income which has conditions on its use.

Return on assets

The return on assets is the value of the return we expect to achieve on the Pension Fund's investments in the long term.

Revaluation Reserve

This account contains the difference between the amount paid for assets and the amount that they are currently worth.

Revenue spending

Spending on the day-to-day running of services - mainly wages, running expenses of buildings and equipment, and debt charges. These costs are met from council tax, business rates, government grants and fees and charges.

Revenue expenditure funded by capital under statute (REFCUS)

Spending on assets that have a lasting value, for example land and buildings, but which we do not own.

Settlement costs

Settlement costs arise when we make a lump-sum payment to a scheme member in exchange for their rights to receive certain pension benefits.

Specific grants

Payments from external bodies to cover local authority spending on a particular service or project.

TUPE - Transfer of Undertakings (Protection of Employment)

Regulations to protect employees if the business in which they are employed changes hands. Its effect is to move employees and any liabilities associated with them from the old employer to the new employer by operation of law.

Unrealised

A change in the market value which does not actually take place until an asset is sold.

Audit & Standards Committee

Warwickshire Pension Fund Statement of Accounts 2020/21

4 November 2021

Recommendation

That the Committee considers the 2020/21 Pension Fund Statement of Accounts and recommends them to Council for approval.

1. Executive Summary

- 1.1 The Warwickshire Pension Fund Statement of Accounts for the financial year 2020/21 are presented at Appendix A.
- 1.2 The statement of accounts comprises the following:
 - Warwickshire Pension Fund Account (page 10). This statement sets out all of the revenue income and expenditure relating to the financial year.
 - Net Assets Statement (page 10). This statement sets out the total assets and liabilities of the fund as at the 31st March 2021, i.e. a snapshot at a moment in time.
 - Notes to the Accounts (pages 11-46). These statements provide further detail and explanation of the figures in the accounts.
- 1.3 The scheme is governed by the Public Service Pensions Act 2013 and the fund is administered in accordance with the relevant secondary legislation.
- 1.4 As at the 31st March the scheme had net assets of £2,574m and membership of 52,538 people.
- 1.5 One material change has been made compared to the draft published in June. The final valuation of the Harbourvest private equity fund was materially higher (£46.6m), and therefore the accounts have been adjusted to reflect this. The change in value of this fund has impacted materially on a number of pension funds who have also updated the figures in their final accounts as a result.

2. Audit Status

- 2.1 The accounts have been externally audited by Grant Thornton and the findings of the audit report are elsewhere on the agenda.

- 2.2 The Council submits a “Letter of Representation” to the external auditors confirming that appropriate and adequate steps have been taken in the production of the accounts and to the best of our knowledge and belief the statement gives a true and fair view. This letter is set out elsewhere on the agenda.

3. Financial Implications

- 3.1 The report sets out the financial position of the pension fund but does not cause any financial implications.

4. Environmental Implications

- 4.1 None.

5. Supporting Information

- 5.1 None

6. Timescales associated with the decision and next steps

- 6.1 The accounts will be presented to Council in December for final approval before being published.
- 6.2 The accounts will then also be included in the published Pension Fund Annual Report for 2020/21 which provides wider information about the Pension Fund including its policies and activities.

Appendices

1. Appendix 1 – Warwickshire Pension Fund Statement of Accounts 2020/21

Background Papers

1. None

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

Warwickshire Pension Fund
Statement of Accounts
2020/21



We would welcome any comments or suggestions you have about this publication. Please send any comments or suggestions to wpfinvestments@warwickshire.gov.uk

If this information is difficult to understand, we can provide it in another format, for example, in Braille, in large print, on audiotape, in another language or by talking with you.

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Note on rounding's: individual tables presented within disclosures may not sum exactly due to roundings. This does not reflect any inaccuracy or error.

Independent auditor's report to the members of Warwickshire County Council on the pension fund financial statements of Warwickshire Pension Fund

Opinion

We have audited the financial statements of Warwickshire Pension Fund (the 'Pension Fund') administered by Warwickshire County Council (the 'Authority') for the year ended 31 March 2021 which comprise the Warwickshire Pension Fund Account, the Net Assets Statement and notes to the pension fund financial statements, including a summary of significant accounting policies. 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 2020/21.

In our opinion, the financial statements:

- give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2021 and of the amount and disposition at that date of the fund's assets and liabilities;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law, as required by the Code of Audit Practice (2020) ("the Code of Audit Practice") approved by the Comptroller and Auditor General. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the Pension Fund's financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We are responsible for concluding on the appropriateness of the Strategic Director for Resources use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Pension Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify the auditor's opinion. Our conclusions are based on the audit evidence obtained up to the date of our report. However, future events or conditions may cause the Pension Fund to cease to continue as a going concern.

In our evaluation of the Strategic Director for Resources conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21 that the Pension Fund's financial statements shall be prepared on a going concern basis, we considered the inherent risks associated with the continuation of services provided by the Pension Fund. In doing so we had regard to the guidance provided in Practice Note 10 Audit of financial statements and regularity of public sector bodies in the United Kingdom (Revised 2020) on the application of ISA (UK) 570 Going Concern to public sector entities. We assessed the reasonableness of the basis of preparation used by the Authority in the Pension Fund financial statements and the disclosures in the Pension Fund financial statements over the going concern period.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Pension Fund's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

In auditing the financial statements, we have concluded that the Strategic Director for Resources use of the going concern basis of accounting in the preparation of the Pension Fund financial statements is appropriate.

The responsibilities of the Strategic Director for Resources with respect to going concern are described in the 'Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements' section of this report.

Other information

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

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

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice (2020) published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice)

In our opinion, based on the work undertaken in the course of the audit of the Pension Fund's financial statements and our knowledge of the Pension Fund, the other information published together with the Pension Fund's financial statements in the Statement of Accounts, for the financial year for which the financial statements are prepared is consistent with the Pension Fund financial statements.

Matters on which we are required to report by exception

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

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

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

Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 8, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Strategic Director for Resources. The Strategic Director for Resources is responsible for the preparation of the Statement of Accounts, which includes the Pension Fund's financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, for being satisfied that they give a true and fair view, and for such internal control as the Strategic

Director for Resources 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 Pension Fund's financial statements, the Strategic Director for Resources is responsible for assessing the Pension Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention by government that the services provided by the Pension Fund will no longer be provided.

The County Council is Those Charged with Governance for the Pension Fund. Those charged with governance are responsible for overseeing the Authority's financial reporting process. In this authority the Audit & Standards Committee is charges with assisting the County Council in meeting these responsibilities.

Auditor's responsibilities for the audit of the financial statements

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

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

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the Pension Fund and determined that the most significant ,which are directly relevant to specific assertions in the financial statements, are those related to the reporting frameworks (international accounting standards as interpreted and adapted by the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, The Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015, the Public Service Pensions Act 2013, The Local government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016.
- We enquired of senior officers and the Audit & Standards Committee, concerning the Authority's policies and procedures relating to:
 - the identification, evaluation and compliance with laws and regulations;
 - the detection and response to the risks of fraud; and
 - the establishment of internal controls to mitigate risks related to fraud or non-compliance with laws and regulations.
- We enquired of senior officers, internal audit and the Audit & Standards Committee, whether they were aware of any instances of non-compliance with laws and regulations or whether they had any knowledge of actual, suspected or alleged fraud.
- We assessed the susceptibility of the Pension Fund's financial statements to material misstatement, including how fraud might occur, by evaluating officers' incentives and opportunities for manipulation of the financial statements. This included the evaluation of the risk of management override of controls. We determined that the principal risks were in relation to:
 - The use of journal entries;

- Estimates and the use of unsupported or favourable assumptions which demonstrate indications of potential management bias;
- **Our audit procedures involved:**
 - evaluation of the design effectiveness of controls that the Strategic Director for Resources has in place to prevent and detect fraud;
 - journal entry testing, with a focus on all manual postings, journal entries that directly impacted on the net increase in net assets available for benefits, journal entries posted in the closing and accounts preparation period, postings made by unexpected users, frequency of postings by users and the use of suspense and net nil balance accounts.
 - challenging assumptions and judgements made by management in its significant accounting estimates in respect of level 2 and 3 investments and IAS 26 pensions liability valuations;
 - assessing the extent of compliance with the relevant laws and regulations as part of our procedures on the related financial statement item.
- These audit procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error. However, detecting irregularities that result from fraud is inherently more difficult than detecting those that result from error, as those irregularities that result from fraud may involve collusion, deliberate concealment, forgery or intentional misrepresentations. Also, the further removed non-compliance with laws and regulations is from events and transactions reflected in the financial statements, the less likely we would become aware of it.
- The team communications in respect of potential non-compliance with relevant laws and regulations, including the potential for fraud in revenue and expenditure recognition.
- **Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's.**
 - understanding of, and practical experience with audit engagements of a similar nature and complexity through appropriate training and participation
 - knowledge of the local government pensions sector
 - understanding of the legal and regulatory requirements specific to the Pension Fund including:
 - the provisions of the applicable legislation
 - guidance issued by CIPFA, LASAAC and SOLACE
 - the applicable statutory provisions.
- **In assessing the potential risks of material misstatement, we obtained an understanding of:**
 - the Pension Fund's operations, including the nature of its income and expenditure and its services and of its objectives and strategies to understand the classes of transactions, account balances, expected financial statement disclosures and business risks that may result in risks of material misstatement.
 - the Authority's control environment, including the policies and procedures implemented by the Authority to ensure compliance with the requirements of the financial reporting framework.

Use of our report

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

Ciaran McLaughlin, Key Audit Partner
for and on behalf of Grant Thornton UK LLP, Local Auditor
London

14 December 2021

Statement of responsibilities for the statement of accounts

This section explains our responsibilities for our financial affairs and how we ensure we carry out these responsibilities properly in line with the Accounts and Audit (Amendment) Regulations 2021 and the Accounts and Audit Regulations 2015.

Responsibilities of the Pension Fund

We do the following:

- make sure that one of our officers is responsible for managing our financial affairs. For the Pension Fund, Warwickshire County Council's Strategic Director for Resources is responsible for this;
- manage our affairs to use our resources efficiently and effectively and to protect our assets;
- approve the statement of accounts.

Responsibilities of the Strategic Director for Resources

As the Strategic Director for Resources, I am responsible for preparing our statement of accounts. These accounts must present a true and fair view of our financial position, including our income and spending for the year.

In preparing the Pension Fund accounts, I have:

- selected suitable accounting policies and applied them consistently;
- made reasonable and prudent judgements and estimates; and
- followed the Chartered Institute of Public Finance and Accountancy's/Local Authority (Scotland) Accounts Advisory Committee Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

I have also:

- kept proper accounting records which are up to date; and
- taken steps to prevent and detect fraud and other irregularities.

I certify that the Statement of Accounts presents a true and fair view of the financial position as at the 31st March 2021 and the income and expenditure for the year ended 31st March 2021. The unaudited draft accounts were authorised for issue on 30th June 2021. These will then be audited and presented at a meeting of the Council on 14th December 2021.

Rob Powell
Strategic Director for Resources

Date: 14th December 2021

Councillor Peter Gilbert
Chair of the Council

Date: 14th December 2021

Warwickshire Pension Fund Account

2019/2020		Notes	2020/2021
£ m			£ m
	Dealings with members, employers and others directly involved in the fund		
(84.9)	Contributions	7	(98.9)
(12.9)	Transfers in from other schemes	8	(12.7)
(97.8)			(111.7)
80.7	Benefits payable	9	83.5
12.0	Payments to and on account of leavers	10	9.9
92.7			93.4
(5.1)	Net (additions)/withdrawals from dealing with members		(18.3)
13.2	Management expenses	11	14.6
8.1	Net (additions)/withdrawals including fund management expenses		(3.7)
	Returns on investments		
(20.3)	Investment income	13	(21.0)
(0.1)	Taxes on income		(0.0)
(306.7)	Profit and losses on disposal of investments	23	(19.2)
450.6	Changes in the market value of investments	23	(496.1)
123.5	Net return on investments		(536.3)
131.6	Net (increase)/decrease in the net assets available for benefits during the year		(540.0)
(2,165.7)	Opening net assets of the scheme		(2,034.1)
(2,034.1)	Closing net assets of the scheme		(2,574.1)

Net Assets Statement

2019/2020		Notes	2020/2021
£ m			£ m
0.8	Long-term Assets	15	1.2
2,003.6	Investment assets	15/16	2,502.6
0.0	Investment liabilities	15	0.0
20.9	Cash deposits	15/16	48.3
2,025.3	Total net investments		2,552.1
12.6	Current assets	29	25.4
(3.8)	Current liabilities	30	(3.4)
2,034.1	Net assets of the fund available to fund benefits at the period end		2,574.1

The Fund's financial statements do not take account of liabilities to pay pensions and other benefits after the period end. The actuarial present value of promised retirement benefits is disclosed in the Actuary Statement Note 28.

Notes to the Warwickshire Pension Fund Accounts for the year ended 31 March 2021

Note 1: Description of fund

The Warwickshire Pension Fund ('the Fund') is part of the Local Government Pension Scheme and is administered by Warwickshire County Council. The County Council is the reporting entity for this pension fund.

The following description of the Fund is a summary only. For more detail, reference should be made to the Warwickshire Pension Fund Annual Report and the underlying statutory powers underpinning the scheme, namely the Public Service Pensions Act 2013 and The Local Government Pension Scheme (LGPS) Regulations.

a) General

The scheme is governed by the Public Service Pensions Act 2013. The Fund is administered in accordance with the following secondary legislation:

- The Local Government Pension Scheme Regulations 2013 (as amended);
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended); and
- The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (as amended).

The Warwickshire Pension Fund is a defined benefit scheme administered by the Director for Resources on behalf of Warwickshire County Council (the scheme administrator), five district councils and other scheduled and admitted public service organisations and their contractors. Teachers, police officers and firefighters are not included as they come within the remit of other national pension schemes.

The administration of the Fund is carried out through Warwickshire County Council's Staff and Pensions Committee, the Pension Fund Investment Sub-Committee and the Local Pension Board. The committees are comprised of elected County Council members whilst the Board is an equal mix of representatives of scheme employers and scheme members with an independent chair. The Pension Fund Investment Sub-Committee receives advice and guidance from two independent financial advisors (one post vacant as at 31 March 2021), its investment consultant (Hymans Robertson) and its Scheme Actuary (Hymans Robertson).

The Public Service Pensions Act 2013 included a requirement to establish a Local Pension Board, with responsibility to assist the administering authority to:

- secure compliance with: the LGPS regulations; other legislation relating to the governance and administration of the LGPS and; the requirements imposed by the Pension Regulator in relation to the LGPS; and
- perform an oversight role to ensure the effective and efficient governance and administration of the LGPS.

A Local Pension Board has been in place since February 2015.

b) Membership

Membership of the LGPS is automatic for entitled employees, but employees are free to choose whether to join the scheme, remain in the scheme or make their own personal arrangements outside the scheme.

Organisations participating in the Warwickshire Pension Fund include:

- scheduled bodies, which are local authorities and similar bodies whose staff are automatically entitled to be members of the Fund; and
- admitted bodies, which are other organisations that participate in the Fund under an admission agreement between the Fund and the relevant organisation. Admitted bodies include voluntary, charitable and similar bodies or private contractors undertaking a local authority function following outsourcing to the private sector.

There are 189 employer organisations with active members within Warwickshire Pension Fund including the county council itself, as detailed below.

Warwickshire Pension Fund	31 March 2020	31 March 2021
Number of employers with active members	190	189
Number of active employees in scheme		
County Council	7,930	8,434
Other employers	8,786	9,351
Total	16,716	17,785
Number of pensioners		
County Council	8,039	8,446
Other employers	6,355	6,692
Total	14,394	15,138
Deferred pensioners		
County Council	11,262	11,477
Other employers	7,659	8,138
Total	18,921	19,615
Total	50,031	52,538

c) Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the Fund in accordance with The LGPS Regulations 2013 and range from 5.5% to 12.5% of pensionable pay for the financial year ending 31 March 2021. Contributions are also made by employers which are set based on triennial actuarial funding valuations. The last valuation was at 31 March 2019 and a revised schedule of employer contribution rates became effective for the three years from 1 April 2020. Currently, employer contribution rates range from 0% to 58% of pensionable pay.

d) Benefits

Prior to 1 April 2014, pension benefits under the LGPS were based on final pensionable pay and length of pensionable service, summarised in the following table.

	Service pre 1 April 2008	Service post 31 March 2008
Pension	Each year worked is worth 1/80 x final pensionable salary	Each year worked is worth 1/60 x final pensionable salary
Lump Sum	Automatic lump sum of 3 x pension In addition, part of the annual pension can be exchanged for a one-off tax-free cash payment. A lump sum of £12 is paid for each £1 of pension given up.	No automatic lump sum Part of the annual pension can be exchanged for a one-off tax-free cash payment. A lump sum of £12 is paid for each £1 of pension given up.

From 1 April 2014, the scheme became a career average scheme, whereby members accrue benefits based on their pensionable pay in that year at an accrual rate of 1/49th. Accrued pension is updated annually in line with the Consumer Prices Index. The changes also brought in a 50/50 option allowing members the opportunity to contribute 50% for 50% of the benefit entitlement.

Contributions to the LGPS prior to 1 April 2014 were assessed on full-time equivalent pay and excluded non-contractual elements of pay such as overtime and bonus. However, contributions since 1 April 2014 are assessed on all pensionable pay received including non-contractual elements. In addition, the contribution bandings were extended with many of the higher paid seeing an increase in contributions.

There are a range of other benefits provided under the scheme including early retirement, ill health entitlements and life assurance.

Note 2: Basis of preparation

The Statement of Accounts summarises the Fund's transactions for the 2020/21 financial year and its position at year-end as at 31 March 2021. The accounts have been

prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2020/21* which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector. They have been prepared on a going concern basis in accordance with IAS1.

The accounts summarise the transactions of the Fund and report on the net assets available to pay pension benefits. The accounts do not take account of obligations to pay pensions and benefits which fall due after the end of the financial year. This is addressed by the Scheme Actuary's triennial valuation.

2.1 Accounting standards issued but not yet adopted

The code requires disclosure of any accounting standards issued but not yet adopted and their potential impact on the Fund. The new standards issued but not yet adopted for 21/22 are:

- a. Definition of a Business: Amendments to IFRS 3 Business Combinations
- b. Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7
- c. Interest Rate Benchmark Reform – Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16.

It is too early to say with any degree of certainty what the likely impact of the above issued accounting standards would be, but it is assumed it will not materially impact on the 2020/21 financial statements.

Note 3: Summary of significant accounting policies

a) Contribution income

Normal contributions, both from members and employers, are accounted for on an accruals basis at the percentage rate recommended by the Scheme Actuary in the period to which they relate.

Employer deficit, augmentation and pension strain contributions are accounted for in the period in which the liabilities arise. Any amount due in year but unpaid will be classed as a current financial asset.

b) Transfers to and from other schemes

Transfer values represent the amounts received and paid during the year for members who have either joined or left the Fund during the financial year and are calculated in accordance with The Local Government Pension Scheme Regulations (see notes 8 and 10). This is normally when the member liability is accepted or discharged.

c) Investment income

- i) Interest Income

Interest income is recognised in the fund account as it accrues, using the effective interest rate of the financial instrument as at the date of acquisition or origination. Income includes the amortisation of any discount or premium, transaction costs (where material) or other differences between the initial carrying amount of the instrument and its amount at maturity calculated on an effective interest rate basis.

ii) Dividend income

Dividend income is recognised on the date the shares are quoted ex-dividend. Any amount not received by the end of the reporting period is reflected within investment assets in the Net Assets Statement. Investment income arising from the underlying investments of the Pooled Investment Vehicles is either reinvested within the Pooled Investment Vehicles and reflected in the unit price or taken as dividends.

iii) Distributions from managed funds

Distributions from managed funds are recognised at the date of issue. Any amount not received by the end of the reporting period is reflected within investment assets in the Net Assets Statement.

iv) Profit and losses on disposal of investments

Profit and losses on the disposal of investments are recognised as income and comprise all realised profits/losses during the year.

v) Movement in the market value of investments

Changes in the market value of investments are recognised as income and comprise all unrealised profits/losses during the year.

d) Benefits payable

Pensions and lump-sum benefits payable include all amounts known to be due as at the end of the financial year. Amounts due but unpaid are disclosed in the Net Assets Statement as current liabilities.

e) Taxation

The Fund is a registered public service scheme under section 1(1) of Schedule 36 of the Finance Act 2004 and as such is exempt from UK income tax on interest received and from capital gains tax on the proceeds of investments sold. Income from overseas investments suffers withholding tax in the country of origin, unless an exemption is permitted. Irrecoverable tax is accounted for as a fund expense as it arises.

f) Management expenses

The Code does not require a breakdown of pension fund administration expenses. However, in the interests of greater transparency, the council discloses its pension fund

management expenses in accordance with the CIPFA guidance *Accounting for Local Government Pension Scheme Management Costs*.

Administrative expenses

All administrative expenses are accounted for on an accrual basis. All staff costs of the pension's administration team and associated accounting, management, accommodation and other overheads are apportioned and charged as expenses to the Fund.

Oversight and governance costs

All oversight and governance expenses are accounted for on an accrual basis. All costs associated with governance and oversight are charged direct to the Fund. Associated management, accommodation and other overheads are apportioned to this activity and charged as expenses to the Fund.

Investment management expenses

All investment management expenses are accounted for on an accrual basis. Fees of the external investment managers and custodian are agreed in the respective mandates governing their appointments. Broadly, these are based on the market value of the investments under their management and therefore increase or reduce as the value of these investments change. Where these are deducted at source (as opposed to being charged via an invoice) the fee is identified and a journal posted to record the investment management fee and increase the investment income.

g) Investment assets

Shareholder investment in Warwickshire's LGPS asset pool, Border to Coast Pensions Partnership (the "pool"), is valued at transaction price i.e. cost. The pool's main trading company, Border to Coast Pensions Partnership Limited, became licensed to trade in July 2018 and does not have established trading results or profit forecasts available yet.

The Pension Fund's view is that the market value of investments in the Border to Coast Pension Partnership at 31 March 2021 cannot be reasonably assessed and that cost is therefore an appropriate estimate of fair value.

All other investment assets are included in the Net Assets Statement on a fair value basis as at the reporting date. An investment asset is recognised in the net asset statement on the date the Fund becomes party to the contractual acquisition of the asset. From this date, any gains or losses arising from changes in the fair value of the asset are recognised in the Fund.

The values of investments as shown in the Net Assets Statement have been determined at fair value in accordance with the requirements of the Code and IFRS13 (see Pension Fund Note 24). For the purposes of disclosing levels of fair value hierarchy, the Fund has adopted the classification guidelines recommended in Practical Guidance on Investment Disclosures (PRAG/Investment Association, 2016).

The values of investments as shown in the Net Assets Statement have been determined as follows:

i) Market-quoted investments

The value of an investment for which there is a readily available market price is determined by the bid market price on the final day of the accounting period.

ii) Fixed interest securities

Are recorded at net market value based on their current yields.

iii) Unquoted investments

The fair value of investments for which market quotations are not readily available is determined as follows:

- directly held investments include investments in limited partnerships, shares in unlisted companies, trusts and bonds. Other unquoted securities typically include pooled investments in property, infrastructure, debt securities and private equity. The valuation of these is undertaken by the investment manager or responsible entity and advised as a unit or security price. The valuation standards followed in these valuations adhere to industry guidelines or to standards set by the constituent documents of the pool or to the management agreement;

- investments in unquoted property and infrastructure pooled funds are valued at the net asset value or a single price advised by the fund manager; and

- investments in private equity funds and unquoted listed partnerships are valued based on the Fund's share of the net assets in the private equity fund or limited partnership using the latest financial statements published by the respective fund managers in accordance with the *International Private Equity and Venture Capital Valuation Guidelines 2018*.

iv) Limited partnerships

Fair value is based on the net asset value ascertained from periodic valuations provided by those controlling the partnership.

v) Pooled investment vehicles

Pooled investment vehicles are valued at closing bid price if both bid and offer prices are published; if single priced, at the closing single price.

In the case of pooled investment vehicles that are accumulation funds, change in market value also includes income, which is reinvested in the Fund net of applicable withholding tax.

h) Foreign currency transactions

Dividends, interest and purchases and sales of investments in foreign currencies have been accounted for at the spot market rates at the date of transaction. End-of-year spot market exchange rates are used to value cash balances held in foreign currency bank accounts, market values of overseas investments and purchases and sales outstanding at the end of the reporting period.

i) Cash and cash equivalents

Cash comprises cash in hand and on demand deposits and includes amounts held by the Fund's external managers.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and that are subject to minimal risk of changes in value.

j) Investment Liabilities

The Fund recognises investment liabilities at fair value as at the reporting date. An investment liability is recognised on the date the Fund becomes party to the liability and these are summarised in Note 15. From this date any gains or losses arising from changes in the fair value of the liability are recognised by the Fund.

k) Actuarial present value of promised retirement benefits

The actuarial present value of promised retirement benefits is assessed on a triennial basis by the Scheme Actuary in accordance with the requirements of IAS19 and relevant actuarial standards. The last triennial valuation was carried out as at 31st March 2019. As permitted under the Code, the Fund has opted to disclose the actuarial present value of promised retirement benefits by way of a note to the Net Assets Statement (Note 28).

l) Additional Voluntary Contributions

Warwickshire Pension Fund provides an additional voluntary contributions (AVCs) scheme for its members, the assets of which are invested separately from those of the pension fund. The Fund has appointed Utmost Life & Pensions and Standard Life as its AVC providers. AVCs are paid to the AVC provider by employers and are specifically for providing additional benefits for individual contributors. Each AVC contributor receives an annual statement showing the amount held in their account and movements in the year.

AVCs are not included in the accounts in accordance with section 4(1)(b) of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 but are disclosed as a note only (Note 31).

j) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term, 'financial instrument' covers both financial assets and financial liabilities and includes financial assets and liabilities such as trade receivables and trade payables.

IFRS 13 Fair Value Measurement - The standard provides a consistent definition of fair value and enhanced disclosure requirements. It is designed to apply to assets and liabilities covered by those IFRS standards that currently permit or require measurement at fair value (with some exceptions). The Fund currently complies with this standard.

Note 4: Critical judgements in applying accounting policies

Pension fund liability

The McCloud and Sargeant judgements upheld the claimants' cases that the method of implementation of the new public sector pension schemes discriminated against younger members. On 4 February government confirmed in their response to the Firefighter Pension Scheme consultation that they will look to proceed with the 'Deferred Choice' option where members can choose between the legacy or reformed scheme for their benefits for 2015-2022 at the point of retirement (instead of having to make a pre-emptive choice in 2022). The update does not affect the LGPS; we are still awaiting MHCLG to publish their response to the McCloud consultation for the Local Government Pension Scheme. No allowance has been made for this in the accounts as the remedy to resolve the age discrimination has yet to be agreed and the financial impact remains uncertain. However, the fund actuary has included an allowance for the impact of McCloud in Note 28 within the fund liabilities.

Further legal judgements in force include Goodwin, Walker and O'Brien. There is still uncertainty surrounding the potential remedy to the Goodwin judgement, current analysis estimates this to be very small for a typical fund. The Walker and O'Brien cases are others which may impact on the LGPS in the future which are unlikely to be significant judgements in terms of pension obligations.

Investment in Border to Coast Pensions Partnership

This investment has been valued at cost on the basis that fair value as at 31 March 2021 cannot be reasonably assessed as set out under Note 3.

Impact of COVID-19

Last year the impact of COVID-19 was felt globally with markets experiencing greater volatility due to uncertainty. The Fund has exposure to several Property and Infrastructure funds which experienced some uncertainty surrounding their valuations. However, markets and asset values have since steadied and we now believe that valuations can be carried out with sufficient accuracy.

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

The preparation of financial statements requires management to make judgements,

estimates and assumptions that affect the amounts reported for assets and liabilities at the Balance Sheet date and the amounts reported for the revenues and expenses during the year. Estimates and assumptions are made taking into account historical experience, current trends and other relevant factors. However, the nature of estimation means that the actual outcomes could differ from the assumptions and estimates.

The items in the accounts as at 31 March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

	Uncertainties	Effect if actual results differ from assumptions
Actuarial present value of promised retirement benefits	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Fund with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance: a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £404m, a 0.5% increase in assumed earnings inflation would increase the value of liabilities by approximately £36m, and a one-year increase in assumed life expectancy would increase the liability by approximately 3-5%.
Private Equity, Infrastructure and Private Debt	<p>These investments are valued at fair value in accordance with <i>International Private Equity and Venture Capital Valuation Guidelines</i> 2018 and US GAAP. These investments are not publicly listed and as such there is a degree of estimation involved in the valuation.</p> <p>Due to the current Coronavirus pandemic, there is a risk that the valuation of these investments may have an increased level of uncertainty. There are a wide range of possible outcomes, resulting in a high degree of uncertainty.</p>	The total value of Level 3 investments stands at £331.8m. There is a risk that this investment may be under- or over-stated in the accounts. The custodian reports a tolerance of +/- 2% around the net asset values on which the valuation is based. This equates to a tolerance of +/- £6.6m.

Note 6: Events after the reporting date

Events from the balance sheet date to the date of authorisation for issue would be reflected as an adjustment to The Statement of Accounts whether favourable or adverse. This would occur where there was provision of evidence that these conditions were in place by the end of the reporting period and that these events were significant to the fair value of the Fund's net assets. Those events taking place after the date of authorisation for issue will not be reflected in the statement of accounts.

There has been significant volatility in markets since the 31st March 2021. The total Fund asset valuation reported as at Quarter 1 2021/22 to the Pension Fund Investment Sub Committee having risen to £2,666m due to returns on investments since 31st March 2021

Note 7: Contributions receivable

By category

2019/2020		2020/2021
£ m		£ m
18.2	Employees' contributions	19.3
	Employers' contributions:	
60.3	Normal contributions	74.8
6.5	Deficit Recovery contributions	4.8
66.8	Total Employers' contributions	79.6
84.9	Total	98.9

By authority

2019/2020		2020/2021
£ m		£ m
39.3	Administering authority	41.7
42.8	Scheduled bodies	55.4
2.7	Admitted bodies	1.8
0.1	Bodies no longer contributing	0.0
84.9	Total	98.9

Note 8: Transfers in from other pension funds

2019/2020		2020/2021
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£ m		£ m
0.7	Group transfers	0.7
12.2	Individual transfers	12.0
12.9	Total	12.7

Note 9: Benefits payable

By category

2019/2020		2020/2021
£ m		£ m
65.6	Pensions	68.0
13.3	Commutation and lump sum retirement benefits	14.1
1.8	Lump sum death benefits	1.5
80.7	Total	83.5

By authority

2019/2020		2020/2021
£ m		£ m
43.2	Administering authority	44.6
32.7	Scheduled bodies	34.0
4.0	Admitted bodies	4.1
0.9	Bodies no longer contributing	0.9
80.7	Total	83.5

Note 10: Payments to and on account of leavers

2019/2020		2020/2021
£ m		£ m
0.4	Refunds	0.3
0.0	Group transfers	0.0
11.7	Individual transfers	9.5
12.0	Total	9.9

Note 11: Management expenses

2019/2020		2020/2021
£ m		£ m
1.6	Administration costs	1.9
10.6	Investment management expenses	11.6
1.0	Oversight and governance costs	1.1
13.2	Total	14.6

This analysis of the costs of managing the Warwickshire Pension Fund during the period has been prepared in accordance with CIPFA guidance.

Indirect costs are incurred through the bid-offer spread on investment sales and purchases. These are reflected in the cost of investment acquisitions and in the proceeds from the sale of investments (Note 16 and Note 25).

Note 12: Investment management expenses

2019/2020 Total		Management Fees	Performance Fees	2020/2021 Total
£ m		£ m	£ m	£ m
1.8	Pooled Investments	2.6	0	2.6
2.0	Pooled Property Investments	1.7	0	1.7
3.6	Private Equity	2.4	0.8	3.2
1.3	Infrastructure	1.8	0.8	2.6
1.0	Private Debt	0.8	0.7	1.5
0.0	Managed funds	0.0	0	0.0
0.8	Equities	0.0	0	0.0
0.1	Custody Fees	0.0	0.0	0.0
10.6		9.4	2.2	11.6

Note 13: Investment income

2019/2020		2020/2021
£ 000		£ 000
5.3	Equity dividends	0.0
4.9	Property	6.5
1.5	Infrastructure	2.3
1.2	Pooled Equity	1.8
0.9	Private Debt	1.2
4.9	Absolute Return	3.7
1.4	Private Equity	0.9
0.0	Pooled Fixed Income	4.6
14.8	Managed funds	21.0
0.2	Interest on cash deposits	0.0
0.0	Stock lending	0.0
20.3		21.0

Note 14: Other fund account disclosures: external audit costs

The external audit fee for 2020/21 was £30,647 excluding VAT. The fee for 2019/20 was £22,647. Non-audit fees in respect of IAS 19 assurance for 2020/21 are £6,500 (2019/20: £7,000).

Note 15: Investments

2019/2020		2020/2021
£ m		£ m
	Long term investments	
0.8	Equities	1.2
	Investment Assets	
1,997.3	Pooled Funds ***	2,496.3
727.3	Global Equity	1,113.7
306.1	UK Equity	286.2
67.9	Infrastructure	72.3
83.1	Private Debt	84.5
120.7	Private Equity	175.0
217.4	Pooled Property	221.5
474.7	Fixed Income	543.1
20.9	Cash deposits	48.3
6.4	Investment Current Assets	6.2
2,025.3	Total Investment Assets	2,550.9
	Investment Liabilities	
0.0	Investment current liabilities	0.0
0.0	Total Investment Liabilities	0.0
2,025.3	Net Investment Assets	2,552.1

*** This refers to the management structure of the Funds, where the Warwickshire Pension Fund does not directly own the underlying assets.

Note 16: Reconciliation of movements in investments

	Market value 31 March 2020	Purchases during the year	Sales during the year	Change in market value during the year	Market value 31 March 2021
	£ m	£ m	£ m	£ m	£ m
Investment Assets					
Equities	0.8	0.3	0.0	0.0	1.2
Pooled Investments	1,997.3	119.2	-132.2	512.0	2,496.3
Private Equity	120.7	18.6	-22.8	58.5	175.0
Pooled Property	217.4	3.8	-0.5	0.8	221.5
Pooled funds, Unit Trusts & Other Managed Funds	1,508.2	61.0	-79.1	453.0	1,943.0
Infrastructure	67.9	17.6	-11.8	-1.4	72.3
Private Debt	83.1	18.3	-18.0	1.1	84.5
Other Investment Balances					
Cash deposits	20.9	63.3	-35.7	-0.1	48.3
Net investment current assets	6.4	1.2	-1.0	-0.4	6.2
Net Investment Assets	2,025.3	184.1	-168.9	464.9	2,552.1

	Market value 31 March 2019	Purchases during the year	Sales during the year	Change in market value during the year	Market value 31 March 2020
	£ m	£ m	£ m	£ m	£ m
Investment Assets					
Equities	390.1	13.8	-446.6	43.5	0.8
Private Equity	101.2	14.8	-17.7	22.3	120.7
Pooled Property	224.7	12.8	-10.3	-9.8	217.4
Pooled Investments, Unit Trusts & Other Managed Funds	1,308.9	874.5	-463.0	-212.3	1508.2
Infrastructure	47.9	14.5	-0.7	6.3	67.9
Private Debt	62.1	22.8	-5.7	3.8	83.1
Managed funds:	1,744.8	939.5	-497.4	-189.7	1,997.3
Other Investment Balances					
Cash deposits	17.5	59.9	-56.9	0.4	20.9
Net investment current assets	5.6	0.5	0.0	0.3	6.4
Net Investment Assets	2,158.0	1,013.7	-1,000.8	-145.5	2,025.3

Note 17: Derivatives

The Fund does not engage in any direct derivative activity however fund managers may make use of these to achieve investment objectives.

Note 18: Investments analysed by fund manager

Market value 31 March 2020			Market value 31 March 2021	
£ m	%		£ m	%
Investments managed by BCPP asset pool				
0.9	0.0%	Private Equity	2.7	0.1%
3.7	0.2%	Infrastructure	12.8	0.5%
0.0	0.0%	Private Debt	2.4	0.1%
292.2	14.4%	Global Equity Alpha Fund	370.5	14.5%
199.0	9.8%	UK Listed Equity Alpha Fund	286.2	11.2%
173.1	8.5%	Sterling Investment Grade Credit Fund	184.0	7.2%
668.9	33.0%		858.6	33.6%
Investments managed outside of BCPP asset pool				
2.3	0.1%	MFS Investment Management (Global Equities)	0.8	0.0%
542.4	26.8%	Legal and General Investment Management (Index Trackers - Global Equities)	743.4	29.1%
179.0	8.8%	Legal and General Investment Management (Index Trackers - Fixed Income)	184.7	7.2%
114.2	5.6%	Columbia Threadneedle Investments (Property)	116.9	4.6%
107.1	5.3%	Schroder Investment Management (Property)	110.9	4.3%
119.8	5.9%	HarbourVest (Private Equity)	172.3	6.8%
122.8	6.1%	JP Morgan (Bond)	114.6	4.5%
22.3	1.1%	Standard Life Capital (Infrastructure)	22.9	0.9%
41.9	2.1%	Partners Group (Infrastructure)	36.5	1.4%
29.9	1.5%	Alcentra (Private Debt)	40.6	1.6%
53.2	2.6%	Partners Group (Private Debt)	41.5	1.6%
0.0	0.0%	PIMCO (Diversified Income Fund)	60.4	2.4%
20.8	1.0%	BNY Mellon (Global Custodian)	46.9	1.8%
0.8	0.0%	BCPP Shareholding	1.2	0.0%
1,355.6	66.9%		1,693.5	66.4%
2,025.3	100.0%		2,552.1	100.0%

Note 19: Investments representing more than 5% net assets of the scheme

Security	Market value 31 March 2021	% of total fund as at 31.03.21
	£ m	
Border to Coast Global Equity Alpha Fund	370.5	14.8%
Border to Coast UK Listed Equity Alpha Fund	286.2	11.4%
LGIM Fundamental Indexation	264.3	10.6%
Border to Coast Sterling Investment Grade Credit Fund	184.0	7.3%
LGIM Europe (Exc UK) Equity Index	175.4	7.0%
Harbourvest (Private Equity)	172.3	6.8%
LGIM UK Equity Index	133.9	5.3%

Security	Market value 31 March 2020	% of total fund as at 31.03.20
	£ m	
Border to Coast Global Equity Alpha Fund	292.2	14.48%
Border to Coast UK Listed Equity Alpha Fund	199.0	9.86%
LGIM Fundamental Indexation	183.4	9.09%
Border to Coast Sterling Investment Grade Credit Fund	173.1	8.58%
LGIM Europe (Exc UK) Equity Index	130.2	6.45%
JPM* Unconstrained Bond Fund	122.8	6.08%
LGIM Index linked Bonds	121.8	6.04%
Columbia Threadneedle TPN Property A	114.2	5.66%
LGIM UK Equity Index	107.2	5.31%

* JPM refers to JP Morgan

Note 20: Stock lending

The Fund does not currently engage in any direct stock lending.

Note 21: Property holdings

The Fund does not hold property directly. Property is held in the form of pooled funds.

Note 22: Classification of financial instruments

Accounting policies describe how different asset classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the carrying amounts of financial assets and liabilities (excluding cash) by category and Net Assets Statement heading. No financial assets were reclassified during the accounting period.

Fair value through profit and loss	Financial assets at amortised cost	Financial liabilities at amortised cost		Fair value through profit and loss	Financial assets at amortised cost	Financial liabilities at amortised cost
31 March 2020				31 March 2021		
£ m	£ m	£ m		£ m	£ m	£ m
			Investment Assets			
0.0			Index linked bonds	0.0		
0.8			Equities	1.2		
1,997.3			Pooled Investments	2,496.3		
727.3			Global Equity	1,113.7		
306.1			UK Equity	286.2		
67.9			Infrastructure	72.3		
83.1			Private Debt	84.5		
120.7			Private Equity	175.0		
217.4			Pooled Property	221.5		
474.7			Fixed Income	543.1		
	20.9		Cash deposits		48.3	
	6.4		Investment Current Assets		6.2	
	9.0		Debtors		8.4	
	3.6		Cash balances		17.0	
1,998.1	39.8	0.0		2,497.5	80.0	0.0
			Liabilities			
		0.0	Investment current liabilities			0.0
		-3.8	Creditors			-3.4
0.0	0.0	-3.8		0.0	0.0	-3.4
1,998.1	39.8	-3.8		2,497.5	80.0	-3.4

Note 23: Net gains and losses on financial instruments

31 March 2020		31 March 2021
£ m		£ m
	Financial Assets	
306.7	Fair value through profit and loss	515.3
0.0	Loans and receivables	0.0
	Financial liabilities	
-450.6	Fair value through profit and loss	0.0
0.0	Loans and receivables	0.0
-143.9	Total	515.3

The authority has not entered into any financial guarantees that are required to be accounted for as financial instruments.

Note 24: Valuation of financial instruments carried at fair value

The Unquoted equities holding in Border to Coast Pensions Partnership is valued at cost (i.e. transaction price), as an appropriate estimate of fair value. A fair value cannot be otherwise established for these assets as at 31 March 2021 because the main trading vehicle of Border to Coast Pensions Partnership only became licenced to trade in July 2018 and the reliability of any observable or unobservable inputs used to calculate fair value cannot as yet be assessed with certainty.

All other investments are held at fair value in accordance with the requirements of the Code and IFRS13. The basis of the valuation of each class of investment asset is set out below. There has been no change in the valuation techniques used during the year.

All assets have been valued using fair value techniques based on the characteristics of each instrument, with the overall objective of maximising the use of market-based information.

The valuation of financial instruments has been classified into three levels, according to the quality and reliability of information used to determine fair values.

Level 1

Financial instruments at level 1 are those where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as level 1 comprise quoted equities, quoted fixed securities, quoted index linked securities and unit trusts.

Listed investments are shown at bid prices. The bid value of the investment is based on the bid market quotation of the relevant stock exchange

Level 2

Financial instruments at level 2 are those where quoted market prices are not available; for example, where an instrument is traded in a market that is not considered to be active, or where valuation techniques are used to determine fair value, these inputs are observable. Products classified as level 2 include unquoted bonds and overseas unit trusts and property funds.

Level 3

Financial instruments at level 3 are those where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data.

Such instruments would include unquoted equity and debt investments, which are valued using various valuation techniques that require significant judgement in determining appropriate assumptions.

The values of the investments in private equity, infrastructure and private debt are based on valuations provided by the general partners to the funds in which Warwickshire Pension Fund has invested.

These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines, which follow the valuation principles of IFRS and US GAAP. Valuations are undertaken quarterly and an adjustment is made to roll forward the latest available valuation to 31 March as appropriate.

Description of asset	Basis of valuation	Observable and unobservable inputs	Key sensitivities affecting the valuations provided
Market quoted investments Level 1	Published bid market price ruling on the final day of the accounting period	Not required	Not required
Pooled investments – overseas unit trusts & property funds Level 2	Closing bid price where bid and offer prices are published. Closing single price where single price is published.	NAV-based pricing set on a forward pricing basis	Not required
Private Equity, Infrastructure and Private Debt. Level 3	These investments are valued at fair value in accordance with International Private Equity and Venture Capital Valuation Guidelines 2018 and US GAAP.	NAV-based pricing set on a forward pricing basis	Valuations could be affected by material events occurring between the date of the financial statements provided and the pension fund's own reporting date, by changes to expected cashflows, and by any differences between audited and unaudited accounts.

The following table provides an analysis of the financial assets and liabilities of the pension fund grouped into Levels 1 to 3, based on the level at which the fair value is observable.

	Quoted market price	Using observable inputs	With significant unobservable inputs	
Valuation at 31 March 2021	Level 1	Level 2	Level 3	Total
	£ m	£ m	£ m	£ m
Equities	1.2			1.2
Pooled Investments	114.6	1,828.5		1,943.0
Infrastructure			72.3	72.3
Private Debt			84.5	84.5
Private Equity			175.0	175.0
Pooled Property		221.5		221.5
Financial assets at fair value through profit and loss	115.8	2,050.0	331.8	2,497.5
Financial liabilities at fair value through profit and loss				
Financial liabilities	0.0	0.0	0.0	0.0
Net financial assets	115.8	2,050.0	331.8	2,497.5

	Quoted market price	Using observable inputs	With significant unobservable inputs	
Valuation at 31 March 2020	Level 1	Level 2	Level 3	Total
	£ m	£ m	£ m	£ m
Equities	2.6			2.6
Pooled Investments	141.4	1,361.1		1,502.6
Infrastructure			67.9	67.9
Private Debt			83.1	83.1
Private Equity			120.7	120.7
Pooled Property		221.3		221.3
Financial assets at fair value through profit and loss	144.0	1,582.4	271.7	1,998.1
Financial liabilities at fair value through profit and loss				
Financial liabilities	0.0	0.0	0.0	0.0
Net financial assets	144.0	1,582.4	271.7	1,998.1

The following assets have been carried at cost:

	Quoted market price	Using observable inputs	With significant unobservable inputs	
Valuation at 31 March 2021	Level 1	Level 2	Level 3	Total
	£ m	£ m	£ m	£ m
Investment in Border to Coast Pensions Partnership Investments held at cost			1.2	1.2

Note 25 Reconciliation of fair value measurements within Level 3

	Market value 31 March 2020	Purchases during the year	Sales during the year	Change in market value during the year	Realised profit or loss (-) during the year	Market value 31 March 2021
	£ m	£ m	£ m	£ m	£ m	£ m
Private Debt	83.1	18.3	-18.0	1.7	-0.5	84.5
Private Equity	120.7	18.6	-22.8	49.9	8.6	175.0
Infrastructure	67.9	17.6	-11.8	-2.6	1.1	72.3
	271.7	54.5	-52.6	49.0	9.2	331.8

Note 26: Nature and extent of risks arising from financial instruments

Risk and risk management

The Fund's primary long-term risk is that the Fund's assets will fall short of its liabilities (i.e. promised benefits payable to members). Therefore, the aim of investment risk management is to minimise the risk of an overall reduction in the value of the Fund and to maximise the opportunity for gains across the whole Fund portfolio. The Fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and credit risk to an acceptable level. In addition, the Fund manages its liquidity risk to ensure there is sufficient liquidity to meet the Fund's forecast cash flows. The Council manages these investment risks as part of its overall pension fund risk management programme.

Responsibility for the Fund's risk management strategy rests with the Pension Fund Investment Sub-Committee. Risk management policies are established to identify and analyse the risks faced by the Council's pensions operations. Policies are reviewed regularly to reflect changes in activity and in market conditions.

Market risk

Market risk is the risk of loss from fluctuations in equity and commodity prices, interest and foreign exchange rates and credit spreads. The Fund is exposed to market risk from its investment activities, particularly through its equity holdings. The level of risk exposure depends on market conditions, expectations of future price and yield movements and the asset mix.

The objective of the Fund's risk management strategy is to identify, manage and control market risk exposure within acceptable parameters, whilst optimising the return on risk.

In general, excessive volatility in market risk is managed through the diversification of the portfolio in terms of geographical and industry sectors and individual securities. To mitigate market risk, the council and its investment advisors undertake appropriate monitoring of market conditions and benchmark analysis.

The Fund manages these risks in two ways:

- the exposure of the Fund to market risk is monitored through a factor risk analysis, to ensure that risk remains within tolerable levels; and
- specific risk exposure is limited by applying risk-weighted maximum exposures to individual investments.

It is possible for over-the-counter equity derivative contracts to be used in exceptional circumstances to manage specific aspects of market risk.

Other price risk

Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether those changes are caused by factors specific to the individual instrument, or its issuer, or factors affecting all such instruments in the market.

The Fund is exposed to share price risk. This arises from investments held by the Fund for which the future price is uncertain. All securities investments present a risk of loss of capital.

The Fund's investment managers mitigate this price risk through diversification. The selection of securities and other financial instruments is monitored to ensure price risk is within limits specified in the Fund's investment strategy.

Following analysis of historical data and expected investment return movement, the Fund has determined that the following movements in market price risk were reasonably possible for the 2020/21 reporting period. This analysis assumes that all other variables, in particular foreign currency exchange rates and interest rates, remain the same.

Asset Type	2020/21 Potential market movement
	%
UK Pooled Funds	17%
Overseas Pooled Funds	17%
Bonds	8%
Cash	0%
Property	14%
Alternatives	10%

The potential price changes disclosed above are broadly consistent with a one-year dispersion in the value of the assets and are based on observed historical volatility of the returns of the asset class.

Had the market price of the Fund investments increased/decreased in line with the above, the change in the net assets available to pay benefits would have been as follows (the prior year comparator is shown in the following table):

Asset Type	Value as at 31 March 2021	Potential market movement	Value on increase	Value on decrease
	£ m	£ m	£ m	£ m
UK Pooled Funds	287.4	48.9	336.3	238.6
Overseas Pooled Funds	1,113.7	189.3	1303.1	924.4
Total Bonds	428.5	34.3	462.8	394.2
Cash	54.6	0.0	54.6	54.6
Alternatives	446.4	44.6	491.0	401.7
Property	221.5	31.0	252.5	190.5
Total	2,552.1	348.1	2,900.2	2,204.0

Asset Type	Value as at 31 March 2020	Potential market movement	Value on increase	Value on decrease
	£ m	£ m	£ m	£ m
UK Pooled Funds	306.1	82.7	388.8	223.5
Overseas Pooled Funds	727.3	203.6	930.9	523.6
Total Bonds	352.0	35.2	387.1	316.8
Cash	27.3	0.0	27.3	27.3
Alternatives	394.5	43.4	437.8	351.1
Property	217.4	30.4	247.9	187.0
Total	2,024.5	395.3	2,419.8	1,629.2

Note: Segregated mandates have been transitioned the BCPP pool

Interest rate risk

The Fund invests in financial assets for the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represent the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Fund's interest rate risk is monitored as part of asset allocation decisions. Changes in interest rates do not impact on the value of cash and cash equivalent balances but they will affect the interest income received on those balances. Changes to both the fair value of assets and the income received from investments impact on the net assets available to pay benefits.

The analysis that follows assumes that all other variables, in particular exchange rates, remain constant, and shows the effect in the year on the net assets available to pay benefits of a +/- 1% change in interest rates.

Asset Type	Duration	Value as at 31 March 2021	Value on 1% increase	Value on 1% decrease
	Years	£ m	£ m	£ m
LGIM UK Corporate Bonds	7.7	60.3	55.6	64.9
LGIM UK Index Linked	21.4	124.3	97.7	150.9
JPM Absolute Return Bonds	3.1	114.6	111.0	118.1
BCPP Investment Grade Credit	8.2	184.0	170.0	197.9
Total		483.2	434.4	531.9

Asset Type	Duration	Value as at 31 March 2020	Value on 1% increase	Value on 1% decrease
	Years	£ m	£ m	£ m
LGIM UK Corporate Bonds	7.6	57.1	52.7	61.4
LGIM UK Index Linked	21.4	121.8	95.7	147.9
JPM Absolute Return Bonds	3.1	122.8	112.4	133.2
BCPP Investment Grade Credit	8.5	173.1	167.7	178.4
Total		474.7	428.5	521.0

Currency risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Fund is exposed to currency risk on financial instruments that are denominated in any currency other than the functional currency of the Fund (£UK). The Fund holds both monetary and non-monetary assets denominated in currencies other than £UK. Our investment adviser has provided an estimate of 10% volatility for a pooled overseas fund.

A strengthening/weakening of the pound against the various currencies in which the Fund holds investments would increase/decrease the net assets available to pay benefits as follows. This analysis assumes that all other variables, in particular interest rates, remain constant. The prior year comparator is shown below and based on the Fund's segregated overseas mandate which has now transitioned to the BCPP pool:

	Value as at 31 March 2021	Potential market movement	Value on increase	Value on decrease
	£ m	£ m	£ m	£ m
Overseas Pooled Funds	1,113.7	109.1	1,222.9	1,004.6
Total	1,113.7	109.1	1,222.9	1,004.6

	Value as at 31 March 2020	Potential market movement	Value on increase	Value on decrease
	£ m	£ m	£ m	£ m
Overseas Pooled Funds	727.3	72.7	800.0	654.6
Total	727.3	72.7	800.0	654.6

Note: Segregated mandates have been transitioned the BCPP pool

Credit risk

Credit risk represents the risk that the counterparty to a transaction will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the Fund's financial assets and liabilities.

In essence the Fund's entire investment portfolio is exposed to some form of credit risk. However, the selection of high-quality counterparties and financial institutions minimises credit risk that may occur through the failure to settle a transaction in a timely manner.

Liquidity risk

Liquidity risk represents the risk that the Fund will not be able to meet its financial obligations as they fall due. The Pension Fund therefore takes steps to ensure that it has adequate cash resources to meet its commitments, particularly cash to meet pensioner payroll and other benefit costs, and cash to meet investment commitments.

The Pension Fund has immediate access to its cash holdings and has had a long-term positive cash flow. Cash flow surpluses are invested with fund managers. The

Pension Fund is authorised to borrow on a short-term basis to fund cash flow deficits.

The actuary to the Pension Fund produces regular cash flow forecasts which are presented to the Investment Sub-Committee.

All financial liabilities as at 31 March 2021 are due within one year.

Note 27: Funding arrangements

In line with The Local Government Pension Scheme Regulations 2013, the Fund's actuary undertakes a funding valuation every three years for the purpose of setting employer contribution rates for the forthcoming triennial period. The last such valuation took place as at 31 March 2019 and set contribution rates for the three years commencing 1 April 2020.

The key elements of the funding policy are:

- to ensure the long-term solvency of the Fund, i.e. that sufficient funds are available to meet all pension liabilities as they fall due for payment;
- to ensure that employer contribution rates are as stable as possible;
- to minimise the long-term cost of the scheme by recognising the link between assets and liabilities and adopting an investment strategy that balances risk and return;
- to reflect the different characteristics of employing bodies in determining contribution rates where the administering authority considers it reasonable to do so; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the council taxpayer from an employer defaulting on its pension obligations.

The aim is to achieve 100% solvency over a period of 19 years and to provide stability in contribution rates by spreading any increases in rates over a period of time. Normally this is three years but, in some cases, an extended period can be granted. Solvency is achieved when the funds held, plus future expected investment returns and future contributions are sufficient to meet expected future pension benefits payable. When an employer's funding level falls significantly short of the 100% funding target, then a deficit recovery plan will be put in place requiring additional contributions from the employer to meet the shortfall.

At the 2019 actuarial valuation, the Fund was assessed as 92% funded. This corresponded to a deficit of £180m.

Contribution increases were phased in over the three-year period ending 31 March 2023. The common contribution rate (i.e. the rate which all employers in the Fund pay) is as follows.

Valuation Date	31-Mar-19
Total contribution rate	
Primary Rate (% of pay)	20.1%
2020/21 Secondary Rate £000	60.71
2021/22 Secondary Rate £000	62.51
2022/23 Secondary Rate £000	64.36

Individual employer rates will vary from the common contribution rate depending on the demographic and actuarial factors particular to each employer. Full details of the contribution rates payable can be found in the 2019 actuarial valuation report and the funding strategy statement on the Fund's website.

The valuation of the Fund has been undertaken using the projected unit method under which the salary increase for each member is assumed to increase until they leave active service by death, retirement or withdrawal from service. The principal assumptions are as follows:

Financial assumptions

Financial assumptions	31 March 2019
	%
Post Retirement Discount Rate	3.7%
Salary Increases	3.1%
Price Inflation/Pension Increases	2.3%

Demographic assumptions

Assumed life expectancy from age 65 is as follows.

Demographic assumptions	31 March 2019	
Assumed life expectancy at age 65	Male	Female
Pensioners	21.6	23.8
Non-pensioners	22.5	25.4

Commutation assumptions

It is assumed that future retirees will take 50% of the maximum additional tax-free lump sum up to HMRC limits for pre-April 2008 service and 75% of the maximum for post-April 2008 service.

50:50 Option

1.0% of members (uniformly distributed across the age, service and salary range) will choose the 50:50 option.

Note 28: Actuarial present value of promised retirement benefits

In addition to the triennial funding valuation, the Fund's actuary also undertakes a valuation of the pension fund liabilities, on an IAS19 basis, every year using the same base data as the funding valuation rolled forward to the current financial year, taking account of changes in membership numbers and updating assumptions to the current year. This valuation is not carried out on the same basis as that used for setting Fund contribution rates and the Fund accounts do not take account of liabilities to pay pensions and other benefits in the future.

In order to assess the value of the benefits on this basis, the actuary has updated the actuarial assumptions (set out below) from those used for funding purposes (see Note 27). The following is the full Pension Fund Accounts Reporting Requirement provided by the Scheme Actuary.

Introduction

CIPFA's Code of Practice on Local Authority Accounting 2019/20 requires Administering Authorities of LGPS funds that prepare pension fund accounts to disclose what IAS26 refers to as the actuarial present value of promised retirement benefits. I have been instructed by the Administering Authority to provide the necessary information for the Warwickshire Pension Fund ("the Fund"). The actuarial present value of promised retirement benefits is to be calculated similarly to the Defined Benefit Obligation under IAS19. There are three options for its disclosure in the pension fund accounts:

- showing the figure in the Net Assets Statement, in which case it requires the statement to disclose the resulting surplus or deficit;
- as a note to the accounts; or
- by reference to this information in an accompanying actuarial report.

If an actuarial valuation has not been prepared at the date of the financial statements, IAS26 requires the most recent valuation to be used as a base and the date of the valuation disclosed. The valuation should be carried out using assumptions in line with IAS19 and not the Fund's funding assumptions.

31 March 2020		31 March 2021
£m		£m
1,167	Active members	1,774
651	Deferred pensioners	905
1,089	Pensioners	1,180
(2,907)	Present value of promised retirement benefits (£m)	(3,859)
2,025	Fair Value of scheme assets (bid value) (£m)	2,552
(882)	Net Liability	(1,307)

The fair value of scheme assets (bid value) figure as at 31 March 2021 has been provided by the Administering Authority and is as disclosed in the Fund's 2020/21 accounts.

The promised retirement benefits at 31 March 2021 have been projected using a roll forward approximation from the latest formal funding valuation as at 31 March 2019. The approximation involved in the roll forward model means that the split of benefits between the three classes of member may not be reliable. However, I am satisfied that the total figure is a reasonable estimate of the actuarial present value of benefit promises.

The figures include both vested and non-vested benefits, although the latter is assumed to have a negligible value. Further, I have not made any allowance for unfunded benefits.

It should be noted the above figures are appropriate for the Administering Authority only for preparation of the pension fund accounts. They should not be used for any other purpose (i.e. comparing against liability measures on a funding basis or a cessation basis).

Assumptions

The assumptions used are those adopted for the Administering Authority's IAS19 report and are different as at 31 March 2021 and 31 March 2020. I estimate that the impact of the change in financial assumptions to 31 March 2021 is to decrease the actuarial present value by £792m. I estimate that the impact of the change in demographic and longevity assumptions is to decrease the actuarial present value by £47m.

Financial assumptions

Year ended (% p.a.)	31 March 21	31 March 20
	%	%
Inflation/pensions increase rate	2.85%	1.9%
Salary increase rate	3.65%	2.7%
Discount rate	2.00%	2.3%

Longevity assumptions

Life expectancy is based on the Fund's VitaCurves with improvements in line with the CMI 2020 model, with a 0% weighting of 2020 data, standard smoothing (Sk7), initial adjustment of 0.5% and a long term rate of improvement of 1.5% p.a.. Based on these assumptions, the average future life expectancies at age 65 are summarised below:

	Males	Females
Current pensioners	21.8 years	24.2 years
Future pensioners (assumed to be aged 45 at the latest formal valuation)	23.0 years	26.1 years

Please note that the longevity assumptions have changed since the previous IAS26 disclosure for the Fund.

Commutation assumptions

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post-April 2008 service.

Sensitivity analysis

CIPFA guidance requires the disclosure of the sensitivity of the results to the methods and assumptions used. The sensitivities regarding the principal assumptions used to measure the liabilities are set out below:

Sensitivity to the assumptions for the year ended 31 March 2021	Approximate % increase to liabilities	Approximate monetary amount (£m)
0.5% p.a. increase in the Pension Increase Rate	9%	360
0.5% p.a. increase in the Salary Increase Rate	1%	36
0.5% p.a. decrease in the Real Discount Rate	10%	404

The principal demographic assumption is the longevity assumption. For sensitivity purposes, I estimate that a 1-year increase in life expectancy would approximately increase the liabilities by around 3-5%.

Professional notes

This paper accompanies my covering report titled 'Actuarial Valuation as at 31 March 2021 for accounting purposes'. The covering report identifies the appropriate reliances and limitations for the use of the figures in this paper, together with further details regarding the professional requirements and assumptions.

Prepared by:-



Robert Bilton
20 October 2021
For and on behalf of Hymans Robertson LLP

Note 29: Current assets

31 March 2020		31 March 2021
£m		£m
	Debtors:	
1.2	Contributions due: Employees	1.4
5.7	Contributions due: Employers	6.0
1.6	Invoiced debtors	0.8
0.6	Sundry debtors	0.2
3.6	Cash balances	17.0
12.6	Total	25.4

Note 30: Current liabilities

31 March 2020		31 March 2021
£m		£m
	Liabilities:	
1.5	Owed to administering authority	0.6
1.5	Sundry Creditors	2.4
0.9	Benefits Payable	0.4
3.8	Total	3.4

Note 31: Additional Voluntary Contributions

Contributions Paid 2019/20	Market Value 31 March 2020		Contributions Paid 2020/21	Market Value 31 March 2021
£000's	£m		£000's	£m
334.8	2.4	Standard Life	342.7	2.8
1.6	0.2	Utmost Life and Pensions	1.4	0.2
336.4	2.6	Total	344.1	3.0

Note 32: Related Party Transactions

Warwickshire County Council

The Warwickshire Pension Fund is administered by Warwickshire County Council. Consequently, there is a strong relationship between the council and the pension fund.

During the reporting period, the council incurred costs of £1.9m (2019/20: £1.6m) in relation to the administration of the Fund and was subsequently reimbursed by the Fund for these expenses. The council is also the single largest employer of members of the pension fund. Employee and employer contributions from the council amounted to £41.7m in 2020/21 (£39.3m in 2019/20).

Border to Coast Pensions Partnership

The Warwickshire Pension Fund, through Warwickshire County Council as the Administering Authority, is a shareholder in Border to Coast Pensions Partnership Limited. The Partnership is a wholly owned private limited company registered in England and Wales founded to carry out pension fund asset pooling obligations set out by the Government. The company provides the facility to pool the pension fund investments of 11 local authorities in order to gain the benefits of economies of scale, concentration of expertise and improved ability to reduce investment costs. The company was incorporated in 2017/18 and the first transfers of investment assets into the pool occurred in 2018/19. As at the balance sheet date all 11 partners own an equal 1/11th share of the company.

The Border to Coast Pensions Partnership is a joint venture that brings risks as well as benefits. The partnership has grown significantly, for example in terms of the value of assets under management and the number of personnel employed. At Fund level the pool manages 1/3 of total AUM. Pooling and membership of the Border to Coast Pensions Partnership is a regular and high-profile feature of reporting to the Pension Fund Investment Sub-Committee and the Fund's risk register has regard to key pooling risks.

Governance

There are two members of the Pension Fund Investment Sub-Committee who are in receipt of pension benefits from the Warwickshire Pension Fund.

Each member of the Pension Fund Investment Sub-Committee is required to declare their interests at each meeting.

There is one member of the Local Pension Board who is an active member of the Warwickshire Pension Fund.

Key management personnel

Several employees of Warwickshire County Council hold key positions in the financial management of the Warwickshire Pension Fund, alongside responsibilities for Warwickshire County Council directly. The posts of Strategic Director for Resources (2%), Assistant Director Finance (16%), Strategy and Commissioning Manager (50%), Finance Service Manager Transformation (30%), Technical Specialist Pensions (100%), Lead Commissioner Pensions and Investment (100%), and Pensions Admin Delivery Lead (100%) are considered to be key management personnel. These employees and their financial relationship with the Fund are set out below.

	2020/21	2019/20
	£000's	£000's
Short-term benefits	256.7	108.0
Post-employment benefits	630.6	103.4

Note 33: Contingent Liabilities

Outstanding capital commitments at 31 March 2021 totalled £364.0m. Of this, £99.6m related to Private Equity, £187.3m related to Infrastructure, and £77.1m related to Private Debt. During 20/21 the Fund committed to BCPP Series 1C alternatives (across Infrastructure, Private Equity and Private Debt) to a value of £120m.

Glossary

A

Actuarial valuation

A review of the assets and *liabilities* of a pension fund to determine the surplus or deficit, and the future rate of contributions required.

Alternative investments

Investments other than the mainstream *asset classes* of *equities* and *bonds*. Alternatives include *hedge funds*, *private equity*, private debt, *infrastructure* and *commodities*. Property is also sometimes described as an alternative.

Asset allocation

The apportionment of a fund's assets between different *asset classes*.

B

Benchmark

A yardstick against which the investment policy or performance of a fund manager can be compared.

C

Currency risk

Investing in any securities not denominated in the investor's own base currency introduces currency risk due to the *volatility* of foreign exchange rates.

D

Defined benefit scheme

A type of pension scheme where the pension that will ultimately be paid to the employee is fixed, usually as a percentage of final salary. It is the responsibility of the sponsoring organisation to ensure that sufficient assets are set aside to meet the pension promised. Compare with *defined contribution scheme*.

Deferred Pensioners

Members of the Pension Fund who are no longer active employees making contributions to the Fund but who are not yet receiving their pension (may also be referred to as Deferred Members).

Diversification

The spreading of investment funds among different types of assets, markets and geographical areas in order to reduce *risk*.

H

Hedge Funds

A hedge fund is a capital pool that has the ability to use *leverage* and to take both *long* and *short* positions with the aim of achieving an *absolute return*. A large variety of hedge fund strategies exist, and the level of *risk* taken will vary. Investors looking for a diversified exposure to hedge funds will normally opt for a fund of hedge funds – a fund with underlying investments in several hedge funds covering different strategies and geographical areas.

I

IAS19 (International Accounting Standards)

An accounting standard which requires organisations to incorporate their pension funds into their balance sheets and specifically that all pension fund *liabilities* should be valued using an AA corporate bond yield. Any mismatch between assets and liabilities is effectively brought on to the organisation's balance sheet.

IAS1

An accounting standard that sets out overall requirements for the presentation of financial statements, guidelines for their structure and minimum requirements for their content.

P

Private equity

Funds put up by investors to finance new and growing businesses. Also known as venture capital

Pooled funds

Pooled funds are where the Fund does not directly own underlying assets.

Private Debt

Private debt comprises mezzanine and other forms of debt financing that comes mainly from institutional investors such as funds and insurance companies – but not from banks.

R

Risk

In its simplest sense, risk is the variability of *returns*. Investments with greater inherent *risk* must promise higher expected returns if investors are to invest in them. Risk management is an important aspect of portfolio management and involves the use of complex statistical models.

S

Stock lending

The lending of a *security* by the registered owner, to an authorised third party, for a fixed or open period of time, for an agreed consideration secured by *collateral*. The demand to borrow *securities* comes mainly from *market makers* to cover *short positions* or take *arbitrage* opportunities.

T

Transaction costs

Those costs associated with trading on a portfolio, notably *stamp duty* and *commissions*.

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Audit and Standards Committee

4 November 2021

Warwickshire County Council External Auditor's Governance Report 2020/21

Recommendations

That the Committee:

- 1) Endorses the Audit Findings Report of the External Auditors for Warwickshire County Council, attached at Appendix A, and consider whether there are any matters it wishes to bring to the attention of Council.
- 2) Approve, subject to any changes which may be necessary to the final draft, the wording of the Letter of Representation, attached at Appendix B.

1. Key Issues

- 1.1. Our external auditors, Grant Thornton, are required to report to those charged with governance on issues arising from the audit of the County Council's financial statements before issuing their final opinion. This report is in addition to the Annual Audit Letter which is planned to be presented to Council in December 2021. A separate audit findings report is required for the Warwickshire Pension Fund; this can be found elsewhere on today's agenda.
- 1.2. The 2020/21 Audit Findings report is attached at **Appendix A** to this report. The Engagement Partner for Grant Thornton and the Audit Manager will attend the meeting to present their report.
- 1.3. As part of the audit process the External Auditors require written confirmation about the fairness of various elements of the financial statements. This is known as the Letter of Representation. In the letter the Strategic Director for Resources and those charged with governance on audit matters declare that the financial statements and other presentations to the auditor are sufficient and appropriate and without omission of material facts to the financial statements, to the best of their knowledge.

- 1.4. The Audit and Standards Committee are asked to approve, subject to any changes which may be necessary to the final draft, the wording of the Letter of Representation for the County Council (**Appendix B**). The final version of the letters will be signed, by the Chair of the Council and the Strategic Director for Resources, when the accounts are approved by Council on 14 December 2021.
- 1.5. As is our usual approach, once the accounts are signed and approved, we will be undertaking a review of the process, in conjunction with the External Auditors, to ensure that any lessons learned are built into the closedown/audit process for the 2021/22 accounts.

2. Financial Implications

- 2.1. None.

3. Environmental Implications

- 3.1. None.

4. Background Papers

- 4.1. None.

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The report was circulated to the following members prior to publication:

None

The Audit Findings for Warwickshire County Council

Year ended 31 March 2021

4 November 2021



Contents



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Section

1. Headlines
2. Financial statements
3. Value for money arrangements
4. Independence and ethics

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Appendices

- A. Action plan
- B. Audit adjustments
- C. Fees
- D. Audit Opinion
- E. Management Letter of Representation
- F. Audit letter in respect of delayed VFM work

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

Ciaran McLaughlin

Name : Ciaran McLaughlin
For Grant Thornton UK LLP
Date : 4 November 2021

The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit planning process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Council or all weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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1. Headlines

This table summarises the key findings and other matters arising from the statutory audit of Warwickshire County Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2021 for those charged with governance.

Financial Statements

Under International Standards of Audit (UK) (ISAs) and the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion:

- the Council's financial statements give a true and fair view of the financial position of the Council and its income and expenditure for the year; and
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the Local Audit and Accountability Act 2014.

We are also required to report whether other information published together with the audited financial statements (including the Annual Governance Statement (AGS), Narrative Report and Pension Fund Financial Statements), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

In July 2021 Ciaran McLaughlin was appointed by the firm to undertake the engagement leader role for the audit of Warwickshire County Council. Ciaran has 30 years experience of auditing in local government.

Our audit work was completed on remotely during August - November. Our findings are summarised on pages 7 to 21. We have identified one adjustment to the financial statements that have resulted in a £23.3m adjustment to the Council's Comprehensive Income and Expenditure Statement. Audit adjustments are detailed in Appendix B. We have also raised recommendations for management as a result of our audit work in Appendix A.

Our work is substantially complete and there are no matters of which we are aware that would require modification of our audit opinion in Appendix D or material changes to the financial statements, subject to the following outstanding matters;

- Completion of our detailed testing of journal entries, property, plant and equipment (including revaluations), operating expenditure, grant income, debtors and creditors. These areas are all substantially progressed, and management are providing responses to queries and outstanding information in a timely manner
- receipt of management representation letter – see appendix E; and
- review of the final set of financial statements.

We have concluded that the other information to be published with the financial statements, is consistent with our knowledge of your organisation and the financial statements we have audited.

Our anticipated audit report opinion will be unmodified.

1. Headlines

Value for Money (VFM) arrangements

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to consider whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. Auditors are now required to report in more detail on the Council's overall arrangements, as well as key recommendations on any significant weaknesses in arrangements identified during the audit.

Auditors are required to report their commentary on the Council's arrangements under the following specified criteria:

- Improving economy, efficiency and effectiveness;
- Financial sustainability; and
- Governance

We have not yet completed all of our VFM work and so are not in a position to issue our Auditor's Annual Report. An audit letter explaining the reasons for the delay is attached in the Appendix F to this report. We expect to issue our Auditor's Annual Report by the end of December 2021. This is in line with the National Audit Office's revised deadline, which requires the Auditor's Annual Report to be issued no more than three months after the date of the opinion on the financial statements.

As part of our work, we considered whether there were any risks of significant weakness in the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. We have not identified any risks of significant weaknesses in arrangements from our work to date and will report our findings to members in our Auditor's Annual Report on completion of our audit procedures. Our work on this is underway and an update is set out in the value for money arrangements section of this report.

Statutory duties

The Local Audit and Accountability Act 2014 ('the Act') also requires us to:

- report to you if we have applied any of the additional powers and duties ascribed to us under the Act; and
- to certify the closure of the audit.

We have not exercised any of our additional statutory powers or duties.

Significant Matters

We did not encounter any significant difficulties or identify any significant matters arising during our audit.

2. Financial Statements

Overview of the scope of our audit

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

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

Audit approach

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

- An evaluation of the Council's internal controls environment, including its IT systems and controls; and
- Substantive testing on significant transactions and material account balances, including the procedures outlined in this report in relation to the key audit risks

Subsequent to communication of our audit plan in June 2021, we have established that the value of investment properties reported in the draft accounts for year ended 31 March 2021 is immaterial, and therefore the valuation of these assets which was reported as a significant risk, is no longer in scope.

There were no further changes to our audit approach.

Conclusion

We have substantially completed our audit of your financial statements and subject to outstanding queries being resolved, we anticipate issuing an unmodified audit opinion following the meeting of the full Council on 14 December 2021.

Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff.

Ciaran McLaughlin

2. Financial Statements



Our approach to materiality

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

We detail in the table below our determination of materiality for the Council.



Amount (£)

Qualitative factors considered

Materiality for the financial statements	14,000,000	We determined materiality for the audit of the Council's financial statements as a whole to be £14m in our audit plan which equated to approximately 1.5% of the Council's 2019-20 gross operating expenses. This benchmark is considered the most appropriate because we consider users of the financial statements to be most interested in how it has expended its revenue and other funding. As a Firm we cap materiality at 1.5% to reflect the risk associated with a large and complex authority such as Warwickshire County Council, and regulatory expectation of audit firms.
Performance materiality	10,500,000	Performance materiality drives the extent of our testing and this was set at 75% of financial statement materiality. Our consideration of performance materiality is based upon a number of factors: <ul style="list-style-type: none"> • We are not aware of a history of significant deficiencies in the control environment. • There has not historically been a large number or significant misstatements arising; and • Senior management and key reporting personnel has remained stable from the prior year audit
Trivial matters	700,000	Triviality is the threshold at which we will communicate misstatements to the Audit and Standards Committee.
Materiality for senior officer remuneration	25,000	In accordance with ISA320 we have considered the need to set lower levels of materiality for sensitive balances, transactions or disclosures in the accounts. We consider the disclosures of senior manager's remuneration to be sensitive as we believe these disclosures are of specific interest to the reader of the accounts.

2. Financial Statements - Significant risks

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

This section provides commentary on the significant audit risks communicated in the Audit Plan.

Risks identified in our Audit Plan

Commentary

Fraud in revenue recognition (rebutted)

Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.

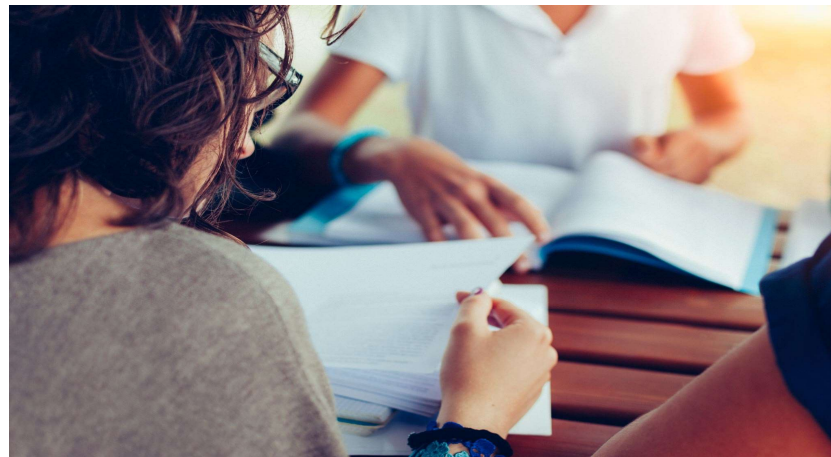
Having considered the risk factors set out in ISA240 and the nature of the revenue streams at the Council, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because:

- there is little incentive to manipulate revenue recognition
- opportunities to manipulate revenue recognition are very limited
- the culture and ethical frameworks of local authorities, including Warwickshire County Council, mean that all forms of fraud are seen as unacceptable

Therefore we do not consider this to be a significant risk for Warwickshire County Council.

Conclusion

No changes noted from risk assessment performed at the audit planning stage and therefore no detailed procedures undertaken.



2. Financial Statements - Significant risks

Risks identified in our Audit Plan

Commentary

The expenditure cycle includes fraudulent transactions (rebutted)

Practice Note 10 suggests that the risk of material misstatement due to fraudulent financial reporting that may arise from the manipulation of expenditure recognition needs to be considered, especially if an entity is required to meet financial targets.

Having considered the risk factors relevant to the Council, we have determined that no separate significant risk relating to expenditure recognition is necessary, as the same rebuttal factors listed above relating to revenue recognition apply. We consider that the risk relating to expenditure recognition would relate primarily to period-end journals and accruals which are considered as part of the standard audit tests mentioned and our testing in relation to the significant risk of management override of control as mentioned below.

During the audit, we have undertaken the following work:

- obtained an understanding of the design effectiveness of controls relating to operating expenditure
- performed testing over post year-end transactions to assess completeness of expenditure recognition
- tested a sample of operating expenditure to gain assurance in respect of the accuracy of expenditure recorded during the financial year

Conclusion

Our audit work has not identified any issues in respect of this risk.

Management override of controls

Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities.

The Authority faces external scrutiny of its spending and this could potentially place management under undue pressure in terms of how they report performance.

We therefore identified management override of control, in particular journals, management estimates and transactions outside the course of business as a significant risk, which was one of the most significant assessed risks of material misstatement.

We have:

- evaluated the design effectiveness of management controls over journals
- analysed the journals listing and determined the criteria for selecting high risk unusual journals
- tested unusual journals recorded during the year and after the draft accounts stage for appropriateness and corroboration
- gained an understanding of the accounting estimates and critical judgements applied made by management and considered their reasonableness with regard to corroborative evidence
- evaluated the rationale for any changes in accounting policies, estimates or significant unusual transactions.

Conclusion

No issues have been identified to date as a result of our journals work to address the significant risk of management override of control, we are awaiting final outstanding evidence for our sample of journal entries tested in detail and will update our findings accordingly on completion of our audit procedures.

In addition to this, we have concluded that there are no indications of management bias in estimates included in the financial statements.

2. Financial Statements - Significant risks

Risks identified in our Audit Plan

Commentary

Valuation of land and buildings and investment properties

The Authority revalues all of its land and buildings and investment properties on an annual basis. This valuation represents a significant estimate by management in the financial statements due to the size of the numbers involved and the sensitivity of this estimate to changes in key assumptions.

We therefore identified valuation of the Authority's land and buildings and investment properties as a significant risk.

We have:

- evaluated management's processes and assumptions for the calculation of the estimate, the instructions issued to valuation experts and the scope of their work
- evaluated the competence, capabilities and objectivity of the valuation expert
- written to the valuer to confirm the basis on which the valuation was carried out
- tested revaluations made during the year to see if they had been input correctly into the Authority's asset register
- engaged our own expert valuer to assess the instructions to the Authority's valuer, the Authority's valuer's report and the assumptions that underpin the valuation.

Conclusion

Our audit work on the valuation of the Council's land and buildings is ongoing at the time of writing this report. To date, we have no significant matters to report to you.

We have selected a sample of assets revalued in the period for agreement of key underlying assumptions to supporting evidence and have also posed a number of queries to management's expert valuer, we are awaiting supporting evidence and responses and we will report our final conclusions to members on completion of our outstanding procedures.

As a result of significant disposals in the period, investment properties are immaterial at 31 March 2021.

Also refer to the detailed assessment of the estimation process as described on page 12 of the report

2. Financial Statements - Significant risks

Risks identified in our Audit Plan

Commentary

Valuation of pension fund net liability

The Authority's pension fund net liability, as reflected in its balance sheet as the net defined benefit liability, represents a significant estimate in the financial statements.

The pension fund net liability is considered a significant estimate due to the size of the numbers involved (£1,062.8m in the Authority's balance sheet) and the sensitivity of the estimate to changes in key assumptions.

The methods applied in the calculation of the IAS 19 estimates are routine and commonly applied by all actuarial firms in line with the requirements set out in the Code of practice for local government accounting (the applicable financial reporting framework). We have therefore concluded that there is not a significant risk of material misstatement in the IAS 19 estimate due to the methods and models used in their calculation.

The source data used by the actuaries to produce the IAS 19 estimates is provided by administering authorities and employers. We do not consider this to be a significant risk as this is easily verifiable.

The actuarial assumptions used are the responsibility of the entity but should be set on the advice given by the actuary. A small change in the key assumptions (discount rate, inflation rate, salary increase and life expectancy) can have a significant impact on the estimated IAS 19 liability. We have therefore concluded that there is a significant risk of material misstatement in the IAS 19 estimate due to the assumptions used in their calculation. With regard to these assumptions we have therefore identified valuation of the Authority's pension fund net liability as a significant risk.

We have:

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

Conclusion

Our work on the valuation of the pension fund net liability is complete and we have identified a material adjustment to the financial statements as a result of an underlying change in asset values at the Warwickshire Pension Fund. This has led to a revised IAS 19 valuation report being obtained by the Authority and the necessary adjustments have been processed, the impact of this is to reduce the net liability by £23.3m and increased other comprehensive income through actuarial gains associated with the change in market value of the Authority's share of the underlying assets.

2. Financial Statements – new issues and risks

This section provides commentary on new issues and risks which were identified during the course of the audit that were not previously communicated in the Audit Plan and a summary of any significant deficiencies identified during the year.

Issue	Commentary	Auditor view
<p>IT Audit</p> <p>Our Information Technology (IT) audit team performed a full assessment of the relevant IT systems and controls operating at the Council and Pension Fund. This included:</p> <ul style="list-style-type: none"> • Agresso • Altair • YourHR (iTrent) • Active Directory 	<p>We completed the following tasks as part of this IT Audit:</p> <ul style="list-style-type: none"> • Evaluated the design and implementation effectiveness for security management, change management and technology infrastructure controls • Performed high level walkthroughs, inspected supporting documentation and analysis of configurable controls in the above areas • Documented the test results and provided evidence of the findings to the IT team for remediation actions where necessary. <p>We identified eight control weaknesses within the general IT control environment:</p> <ul style="list-style-type: none"> • Generic shared accounts within Agresso, Active Directory and Oracle database supporting Agresso and Altair • User access for terminated employees not disabled in a timely manner • Completeness and accuracy of Altair batch jobs • Lack of review of information security event/audit logs • Lack of approval and testing evidence to support the upgrade to Altair • Lack of documented IT operations policies (good practice only) • Password settings not compliant with password policy (good practice only) • Lack of formal review of the iTrent Service Auditor Report (good practice only) 	<p>See appendix A for control deficiencies reported and recommendations.</p> <p>The only significant control deficiency identified relates to the use generic shared accounts as this increases the risk of management override of controls and segregation of duties issues.</p> <p>As part of our work on journal entries, we have identified journals posted by generic accounts 'SYSTEM' and 'HLIL' and performed a focused review of these entries as they are deemed to pose an elevated risk.</p> <p>As noted on page 7, our work in this area is ongoing and we will report our findings accordingly on completion of our audit procedures.</p>

2. Financial Statements – key judgements and estimates

This section provides commentary on key estimates and judgements inline with the enhanced requirements for auditors.

Significant judgement or estimate	Summary of management's approach	Audit Comments	Assessment
<p>Land and Building valuations – £572.8m</p> <p>Surplus assets £5.1m</p>	<p>Other land and buildings comprises of specialised assets, which are required to be valued at depreciated replacement cost (DRC) at year end, reflecting the cost of a modern equivalent asset necessary to deliver the same service provision and assets not specialised in nature, and are required to be valued at existing use in value (EUV) at year end.</p> <p>Surplus assets are measured at fair value at the balance sheet date, based on highest and best use.</p> <p>The Council has engaged Bruton Knowles to complete the valuation of all assets as at 31 March 2021.</p> <p>In reporting a valuation for land and buildings, the valuer has considered a range of relevant sources of information, including, for EUV assets: relevant market data; current and prospective lease terms and income; for DRC assets: build costs, internal floor areas and pupil numbers; and for both EUV and DRC assets: condition assessments from inspections carried out, information provided by the Council and other relevant industry guidance. Management maintain regular dialogue with the valuer and review the valuation certificates provided and challenge where required.</p> <p>The valuation of properties valued by the valuer has resulted in a net decrease of £7.1m.</p>	<ul style="list-style-type: none"> • We are satisfied that management's expert, is competent, capable and objective • We have documented and are satisfied with our understanding of the Council's processes and controls over property valuations • We have validated sources of information used by management and the valuer for a selection of assets – work is ongoing • We have analysed the method, data and assumptions used by management to derive the estimate - work is ongoing • The estimate is adequately disclosed in the financial statements. 	<p>TBC</p>

Assessment

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

2. Financial Statements - key judgements and estimates

Significant judgement or estimate

Summary of management's approach

Audit Comments

Assessment

Net pension liability – £1,062.8m

The Council's total net pension liability at 31 March 2021 is £1,062.8m (PY £812.6m), comprising the Warwickshire Local Government pension scheme, firefighters pension schemes and teachers unfunded defined benefit pension scheme obligations. The Council uses Hymans Robertson to provide actuarial valuations of the Council's assets and liabilities derived from these schemes. A full actuarial valuation is required every three years.

The latest full actuarial valuation was completed in 2019. Given the significant value of the net pension fund liability, small changes in assumptions can result in significant valuation movements. There has been a £224.0m net actuarial loss during 2020/21.

- We are satisfied that management's expert, Hymans Robertson is competent, capable and objective
- Underlying information used to determine the estimate has been appropriately rolled forward from the latest triennial valuation
- The actuarial methodology applied in calculating the estimate is reasonable and in line with industry practice and peers

Assumption	Actuary Value	PwC range	Assessment
Discount rate	2.00%	1.95% to 2.05%	●
Pension increase rate	2.85%	2.80% to 2.85%	●
Salary growth	3.11%	2.85% to 3.85%	●
Life expectancy – Males currently aged 45 / 65	21.8/ 23.0	20.4 to 22.7 and 21.8 to 24.3	●
Life expectancy – Females currently aged 45 / 65	24.2/ 26.1	23.2 to 24.9 and 25.2 to 26.7	●

- The estimate of the net defined liability is higher than in the prior period which is in line with the expectation of our auditor's expert
- Sensitivities disclosed in the note to the financial statements are reasonable
- The estimate has been appropriately included in the key areas of estimation uncertainty disclosure
- The estimate is adequately disclosed in the financial statements

● We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Assessment

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


2. Financial Statements - key judgements and estimates

Significant judgement or estimate	Summary of management’s approach	Audit Comments	Assessment
Grants Income Recognition and Presentation- £521.4m	The Authority have received substantial grant funding in the year in order to support the local economy during the COVID-19 pandemic. These revenue streams are reviewed for terms and conditions which may indicate that the Authority is only acting as a distributing agent and therefore this income would not be recognised in the financial statements. Where the Authority is acting as Principal, this income is recognised accordingly in the Comprehensive income and expenditure statement and balance sheet where applicable.	<ul style="list-style-type: none"> Grant income has been tested substantively on a coverage basis and for amounts recognised in the financial statements, we are satisfied that this is appropriate on a principal basis. Where grant restrictions are in place, these have been adhered to and amounts held. We are satisfied that underlying information used to determine whether there are conditions outstanding (as distinct from restrictions) that would determine whether the grant be recognised as a receipt in advance or income are complete and accurate The disclosure of accounting treatment and key judgements made by management in the financial statements is adequate 	<p style="text-align: center;">●</p> <p>We consider management’s process is appropriate and key assumptions are neither optimistic or cautious</p>





Assessment

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

2. Financial Statements - key judgements and estimates

Significant judgement or estimate	Summary of management's approach	Audit Comments	Assessment
Minimum Revenue Provision - £11.4m	<p>The Council is responsible on an annual basis for determining the amount charged for the repayment of debt known as its Minimum Revenue Provision (MRP). The basis for the charge is set out in regulations and statutory guidance.</p> <p>The year end MRP charge was £11.4m, which was broadly consistent with 2019/20.</p>	<ul style="list-style-type: none"> The MRP has been calculated in line with the prior period and on a prudent basis as required by statutory guidance. This is determined on a straight line basis of the remaining useful economical life of assets acquired by debt No changes to the authority's policy on MRP have been made and therefore there was no requirement to discuss and agree with those charged with governance 	<p> We consider management's process is appropriate and key assumptions are neither optimistic or cautious</p>

Assessment

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

2. Financial Statements - other communication requirements

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

Issue	Commentary
Matters in relation to fraud	We have previously discussed the risk of fraud with the Audit and Standards Committee and not been made aware of any incidents in the period. In addition to this, no issues have been identified during the course of our audit procedures
Matters in relation to related parties	We are not aware of any related parties or related party transactions which have not been disclosed
Matters in relation to laws and regulations	You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work
Written representations	A letter of representation has been requested from the Council, which is appended and included in the Audit and Standards Committee papers
Confirmation requests from third parties	We requested from management permission to send confirmation requests to bodies with which the Council hold cash and cash equivalent balances, investments and borrowings. This permission was granted and the requests were sent, of these requests all were returned with positive confirmation
Accounting practices	We have evaluated the appropriateness of the Council's accounting policies, accounting estimates and financial statement disclosures. Our review found no material omissions, see Appendix B for disclosure changes proposed as a result of audit procedures performed
Audit evidence and explanations/ significant difficulties	All information and explanations requested from management was provided.



2. Financial Statements - other communication requirements



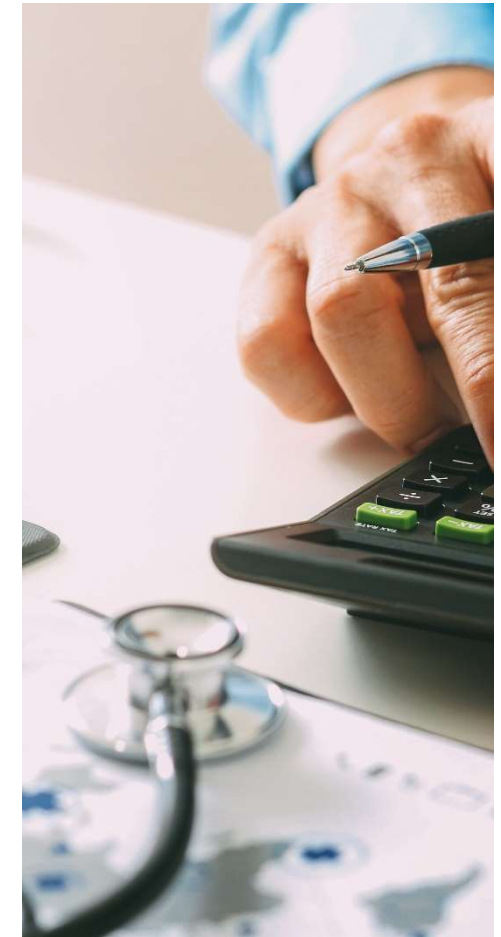
Our responsibility

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

Issue	Commentary
Going concern	<p>In performing our work on going concern, we have had reference to Statement of Recommended Practice – Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom (Revised 2020). The Financial Reporting Council recognises that for particular sectors, it may be necessary to clarify how auditing standards are applied to an entity in a manner that is relevant and provides useful information to the users of financial statements in that sector. Practice Note 10 provides that clarification for audits of public sector bodies.</p> <p>Practice Note 10 sets out the following key principles for the consideration of going concern for public sector entities:</p> <ul style="list-style-type: none"> the use of the going concern basis of accounting is not a matter of significant focus of the auditor’s time and resources because the applicable financial reporting frameworks envisage that the going concern basis for accounting will apply where the entity’s services will continue to be delivered by the public sector. In such cases, a material uncertainty related to going concern is unlikely to exist, and so a straightforward and standardised approach for the consideration of going concern will often be appropriate for public sector entities for many public sector entities, the financial sustainability of the reporting entity and the services it provides is more likely to be of significant public interest than the application of the going concern basis of accounting. Our consideration of the Council’s financial sustainability is addressed by our value for money work, which is covered elsewhere in this report. <p>Practice Note 10 states that if the financial reporting framework provides for the adoption of the going concern basis of accounting on the basis of the anticipated continuation of the provision of a service in the future, the auditor applies the continued provision of service approach set out in Practice Note 10. The financial reporting framework adopted by the Council meets this criteria, and so we have applied the continued provision of service approach. In doing so, we have considered and evaluated:</p> <ul style="list-style-type: none"> the nature of the Council and the environment in which it operates the Council’s financial reporting framework the Council’s system of internal control for identifying events or conditions relevant to going concern management’s going concern assessment. <p>On the basis of this work, we have obtained sufficient appropriate audit evidence to enable us to conclude that:</p> <ul style="list-style-type: none"> a material uncertainty related to going concern has not been identified management’s use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

2. Financial Statements - other responsibilities under the Code

Issue	Commentary
Other information	<p>We are required to give an opinion on whether the other information published together with the audited financial statements (including the Annual Governance Statement, Narrative Report and Pension Fund Financial Statements), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.</p> <p>No inconsistencies have been identified. We plan to issue an unmodified opinion in this respect – refer to Appendix D</p>
Matters on which we report by exception	<p>We are required to report on a number of matters by exception in a number of areas:</p> <ul style="list-style-type: none"> • if the Annual Governance Statement does not comply with disclosure requirements set out in CIPFA/SOLACE guidance or is misleading or inconsistent with the information of which we are aware from our audit, • if we have applied any of our statutory powers or duties. • where we are not satisfied in respect of arrangements to secure value for money and have reported [a] significant weakness/es. <p>We have nothing to report on these matters</p>
Specified procedures for Whole of Government Accounts	<p>We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions.</p> <p>As the Council exceeds the specified group reporting threshold, we examine and report on the consistency of the WGA consolidation pack with the Council's audited financial statements. At the current time, we are awaiting the group audit instructions and therefore our work is not yet complete, the instructions are expected in December 2021 and we will programme our work to correspond to the deadline for submission when this is confirmed.</p>
Certification of the closure of the audit	<p>We intend to delay the certification as the closure of the 2020/21 audit of Warwickshire County Council in the audit report, as detailed in Appendix D, due to incomplete VFM work and WGA assurance as noted.</p>



3. Value for Money arrangements

Revised approach to Value for Money work for 2020/21

On 1 April 2020, the National Audit Office introduced a new Code of Audit Practice which comes into effect from audit year 2020/21. The Code introduced a revised approach to the audit of Value for Money. (VFM)

There are three main changes arising from the NAO's new approach:

- A new set of key criteria, covering financial sustainability, governance and improvements in economy, efficiency and effectiveness
- More extensive reporting, with a requirement on the auditor to produce a commentary on arrangements across all of the key criteria.
- Auditors undertaking sufficient analysis on the Council's VFM arrangements to arrive at far more sophisticated judgements on performance, as well as key recommendations on any significant weaknesses in arrangements identified during the audit.

The Code require auditors to consider whether the body has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. When reporting on these arrangements, the Code requires auditors to structure their commentary on arrangements under the three specified reporting criteria.



Improving economy, efficiency and effectiveness

Arrangements for improving the way the body delivers its services. This includes arrangements for understanding costs and delivering efficiencies and improving outcomes for service users.



Financial Sustainability

Arrangements for ensuring the body can continue to deliver services. This includes planning resources to ensure adequate finances and maintain sustainable levels of spending over the medium term (3-5 years)



Governance

Arrangements for ensuring that the body makes appropriate decisions in the right way. This includes arrangements for budget setting and management, risk management, and ensuring the body makes decisions based on appropriate information

Potential types of recommendations

A range of different recommendations could be made following the completion of work on the body's arrangements to secure economy, efficiency and effectiveness in its use of resources, which are as follows:



Statutory recommendation

Written recommendations to the body under Section 24 (Schedule 7) of the Local Audit and Accountability Act 2014. A recommendation under schedule 7 requires the body to discuss and respond publicly to the report.



Key recommendation

The Code of Audit Practice requires that where auditors identify significant weaknesses in arrangements to secure value for money they should make recommendations setting out the actions that should be taken by the body. We have defined these recommendations as 'key recommendations'.



Improvement recommendation

These recommendations, if implemented should improve the arrangements in place at the body, but are not made as a result of identifying significant weaknesses in the body's arrangements

3. VFM - our procedures and conclusions

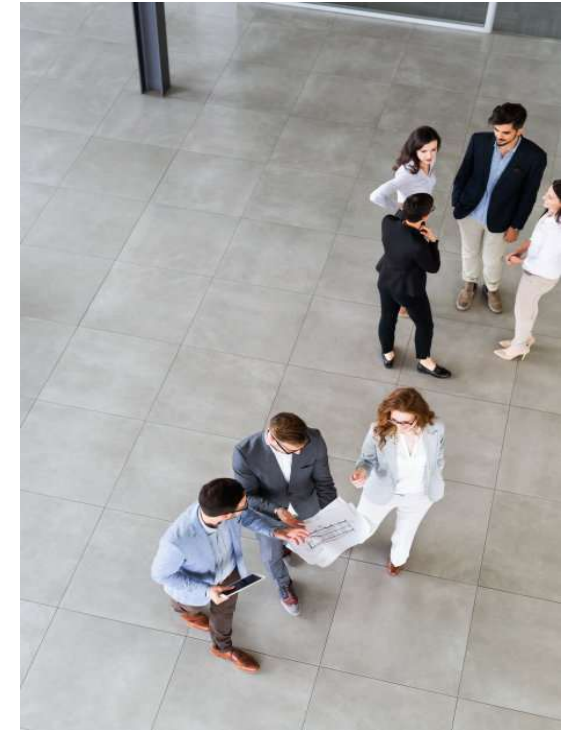
We have not yet completed all of our VFM work and so are not in a position to issue our Auditor's Annual Report. An audit letter explaining the reasons for the delay is attached in the Appendix F to this report. We expect to issue our Auditor's Annual Report by 14 December 2021. This is in line with the National Audit Office's revised deadline, which requires the Auditor's Annual Report to be issued no more than three months after the date of the opinion on the financial statements.

As part of our work, we considered whether there were any risks of significant weakness in the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. We have not identified any significant risks to date, our work is underway and an update is set out below.

Work performed to date

We have started to assess in detail the arrangements in place at the authority to secure value for money against the three criteria of financial sustainability, governance and improving the 3 E's (economy, efficiency and effectiveness). As part of our approach we will concurrently draft the relevant excerpts for the Auditors Annual Report.

Management have provided an extensive suite of documentation and supporting evidence in order to facilitate our assessment. We will also seek to arrange interviews and meetings with senior management in due course to feed into our overall assessment.



4. Independence and ethics

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

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

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

Details of fees charged are detailed in Appendix D

Transparency

Grant Thornton publishes an annual Transparency Report, which sets out details of the action we have taken over the past year to improve audit quality as well as the results of internal and external quality inspections. For more details see [Transparency report 2020 \(grantthornton.co.uk\)](https://www.grantthornton.co.uk/transparency-report-2020)

4. Independence and ethics

Audit and non-audit services

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


Service	Fees £	Threats identified	Safeguards
Audit related			
Certification of Teachers Pension Return	4,200	Self-Interest	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £4,200 in comparison to the total fee for the audit of £116,295 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
		Self review	To mitigate against the self review threat, the timing of certification work is done after the audit has completed, materiality of the amounts involved to our opinion and unlikelihood of material errors arising and the Council has informed management who will decide whether to amend returns for our findings and agree the accuracy of our reports on grants.
		Management	Changes to the return and the factual accuracy of our report will be agreed with informed management.
Non-audit related			
CFO Insights Subscription	10,000	Self-Interest	A £30,000 for a three year subscription to CFO insights (£10,000 per year) was paid by the Council in 2018/19. The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work in comparison to the total fee for the audit of £116,295 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.

These services are consistent with the Council's policy on the allotment of non-audit work to your auditors. None of the services provided are subject to contingent fees.




Appendices

A. Action plan – Audit of Financial Statements

We have identified one recommendation for the Council as a result of issues identified during the course of our audit. We have agreed our recommendation with management and we will report on progress on this recommendation during the course of the 2021/22 audit. The matters reported here are limited to those deficiencies that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
	<p>IT general controls audit</p> <p>The IT audit team have performed a review of IT general controls operational for key systems such as the Agresso general ledger and Altair pensions administration system. This has identified the following deficiencies:</p> <ul style="list-style-type: none"> a) Generic shared accounts within Agresso and Oracle database supporting Agresso and Altair. b) User access for terminated employees not disabled in a timely manner c) Completeness and accuracy of Altair batch jobs d) Lack of review of information security event/ audit logs; and e) Lack of approval and testing evidence to support upgrade to Altair 	<p>A separate audit findings report has been issued to management in respect of our IT general controls audit with recommendations for the control deficiencies identified adjacent.</p> <p>Management response</p> <p>We have put action plans and process reviews in place in respect of all the deficiencies identified. These have either been implemented or are scheduled for implementation by December 2021.</p>

Controls

-  High – Significant effect on financial statements
-  Medium – Limited Effect on financial statements
-  Low – Best practice

B. Audit Adjustments

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

Impact of adjusted misstatements

All adjusted misstatements are set out in detail below along with the impact on the key statements and the reported net expenditure for the year ending 31 March 2021.

Detail	Comprehensive Income and Expenditure Statement £'000	Statement of Financial Position £' 000	Impact on total net expenditure £'000
Pension fund actuarial gain	(23,304)	23,304	-
Adjustment in respect of actuarial gain experienced on revised valuation of pension fund assets			
Overall impact	(£23,304)	£23,304	£-

Impact of unadjusted misstatements

As a result of audit procedures performed, we have not identified any unadjusted misstatements.

Impact of prior year unadjusted misstatements

There are no unadjusted misstatements from the prior period of which have an ongoing impact on the Council.



B. Audit Adjustments

Misclassification and disclosure changes

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

Disclosure area	Auditor recommendations	Adjusted?
CIES	The row for non-distributed costs in the draft accounts reports income of (£3.4m) in the expenditure column. We have established this is a gain and should therefore be reported in the income column.	✓
Capital adjustment account	The movement on capital adjustment account in the draft accounts did not show MRP explicitly, and therefore this should be amended to show separate charge.	✓
Cash flow statement and cash flows from investing activities	Cash inflows and outflows from investing activities should be reported on a gross basis rather than a net basis.	✓
Officers remuneration and termination benefits	A restatement of prior period senior officer remuneration has been included to incorporate a post (Director of Public Health) which was previously omitted, as well as a small number of exit payments which were made in 2020/21 but relate to 2019/20. An amendment has been proposed to include narrative to explain this restatement.	✓
Related party transactions	Reporting of transactions in the year to bodies in which elected members and senior officers had interests has been made, but not balances owed/ owing to these entities at the reporting date per the Code requirements. We have established that these balance are not material however a cross reference has been added to the financial statements to refer users to reporting of material related party balances with other public bodies. Management have agreed to review procedures for other related parties in 2021/22.	✓
Various	Various typographical and formatting changes have been proposed to the financial statements to improve overall presentation	✓

C. Fees

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

Audit fees	Proposed fee	Final fee
Council Audit	116,295	116,295
Total audit fees (excluding VAT)	£116,295	£116,295
Non-audit fees for other services	Proposed fee	Final fee
Audit Related Services		
Certification of Teachers' Pensions return	4,200	TBC
Non-audit Related Services		
CFO insights subscription	10,000	10,000
Total non-audit fees (excluding VAT)	£14,200	£TBC

The fees reconcile to the financial statements through the following reconciliation:

Fees per note 31 of the financial statements - £120k

- Difference in estimate of additional audit fees - £0.5k
- CFO Insights subscription - £10k*
- Total audit and non-audit fees per audit findings report - £130.5

* CFO insights is billed upfront at £30k for a three year subscription therefore cost recognised by the County Council in year of renewal as opposed to on an annual basis as reported in our audit findings report.

D. Audit opinion

Our audit opinion is included below.

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

Independent auditor's report to the members of Warwickshire County Council

Report on the Audit of the Financial Statements

Opinion on financial statements

We have audited the financial statements of Warwickshire County Council (the 'Authority') for the year ended 31 March 2021, which comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies and include the Firefighters' Pension Fund and Firefighters Pension Fund Net Assets Statement and notes to the Firefighters' Pension Fund Statements. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2021 and of its expenditure and income for the year then ended;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law, as required by the Code of Audit Practice (2020) ("the Code of Audit Practice") approved by the Comptroller and Auditor General.

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

Conclusions relating to going concern

We are responsible for concluding on the appropriateness of the Strategic Director for Resources use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify the auditor's opinion. Our conclusions are based on the audit evidence obtained up to the date of our report. However, future events or conditions may cause the Authority to cease to continue as a going concern.

In our evaluation of the Strategic Director for Resources conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21 that the Authority's financial statements shall be prepared on a going concern basis, we considered the inherent risks associated with the continuation of services provided by the Authority. In doing so we had regard to the guidance provided in Practice Note 10 Audit of financial statements and regularity of public sector bodies in the United Kingdom (Revised 2020) on the application of ISA (UK) 570 Going Concern to public sector entities. We assessed the reasonableness of the basis of preparation used by the Authority and the Authority's disclosures over the going concern period.

D. Audit opinion

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Authority's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

In auditing the financial statements, we have concluded that the Strategic Director for Resources use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

The responsibilities of the Strategic Director for Resources with respect to going concern are described in the 'Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements' section of this report.

Other information

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

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

We have nothing to report in this regard.

Other information we are required to report on by exception under the Code of Audit Practice

Under the Code of Audit Practice published by the National Audit Office in April 2020 on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with 'delivering good governance in Local Government Framework 2016 Edition' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

Opinion on other matters required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority, the other information published together with the financial statements in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

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

D. Audit opinion

- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

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

Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements

As explained in the Statement of responsibilities for the statement of accounts set out on page 10, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Strategic Director for Resources. The Strategic Director for Resources is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, for being satisfied that they give a true and fair view, and for such internal control as the Strategic Director for Resources 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 Strategic Director for Resources 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 there is an intention by government that the services provided by the Authority will no longer be provided.

The Council is Those Charged with Governance. Those Charged with Governance are responsible for overseeing the Authority's financial reporting process. In this authority the Audit & Standards Committee is charged with assisting it in meeting these responsibility.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the Authority and determined that the most significant, which are directly relevant to specific assertions in the financial statements, are those related to the reporting frameworks (international accounting standards as interpreted and adapted by the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, The Local Audit and Accountability Act 2014, The Accounts and Audit Regulations 2015, The Local Government Act 2003, The Local Government Act 1972, The Local Government Finance Act 1988, The Local Government Finance Act 1992, The Local Government Finance Act 2012, The Fire and Rescue Services Act 2004, The Public Service Pensions Act 2013, The Local Government Pension Scheme Regulations 2013, The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016, The Firefighters' Pension Scheme (England) Regulations 2014 and The Firefighters' Pension Scheme (England) Order 2006.

D. Audit opinion

- We enquired of senior officers and the Audit & Standards committee, concerning the Authority's policies and procedures relating to:
 - the identification, evaluation and compliance with laws and regulations;
 - the detection and response to the risks of fraud; and
 - the establishment of internal controls to mitigate risks related to fraud or non-compliance with laws and regulations.
- We enquired of senior officers, internal audit and the Audit & Standards committee, whether they were aware of any instances of non-compliance with laws and regulations or whether they had any knowledge of actual, suspected or alleged fraud.
- We assessed the susceptibility of the Authority's financial statements to material misstatement, including how fraud might occur, by evaluating officers' incentives and opportunities for manipulation of the financial statements. This included the evaluation of the risk of management override of controls. We determined that the principal risks were in relation to:
 - The use of journal entries;
 - Estimates and the use of unsupported or favourable assumptions which demonstrate indications of potential management bias;
- Our audit procedures involved:
 - evaluation of the design effectiveness of controls that the Strategic Director for Resources and Performance has in place to prevent and detect fraud;
 - journal entry testing, with a focus all manual postings, journal entries that directly impacted on the net increase in net assets available for benefits, journal entries posted in the closing and accounts preparation period, postings made by unexpected users, frequency of postings by users and the use of suspense and net nil balance accounts.
 - challenging assumptions and judgements made by management in its significant accounting estimates in respect of land and buildings, investment property, defined benefit pensions liability valuations and provisions.

- assessing the extent of compliance with the relevant laws and regulations as part of our procedures on the related financial statement item.
- These audit procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error. However, detecting irregularities that result from fraud is inherently more difficult than detecting those that result from error, as those irregularities that result from fraud may involve collusion, deliberate concealment, forgery or intentional misrepresentations. Also, the further removed non-compliance with laws and regulations is from events and transactions reflected in the financial statements, the less likely we would become aware of it.
- The team communications in respect of potential non-compliance with relevant laws and regulations, including the potential for fraud in revenue and expenditure recognition, and the significant accounting estimates related to land and buildings and defined benefit pensions.
- Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's:
 - understanding of, and practical experience with audit engagements of a similar nature and complexity through appropriate training and participation
 - knowledge of the local government sector
 - understanding of the legal and regulatory requirements specific to the Authority including:
 - the provisions of the applicable legislation
 - guidance issued by CIPFA/LASAAC and SOLACE
 - the applicable statutory provisions.

D. Audit opinion

- In assessing the potential risks of material misstatement, we obtained an understanding of:
 - the Authority’s operations, including the nature of its income and expenditure and its services and of its objectives and strategies to understand the classes of transactions, account balances, expected financial statement disclosures and business risks that may result in risks of material misstatement.
 - the Authority’s control environment, including the policies and procedures implemented by the Authority to ensure compliance with the requirements of the financial reporting framework.

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

Matter on which we are required to report by exception – the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources

Under the Code of Audit Practice, we are required to report to you if, in our opinion, we have not been able to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

Our work on the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources is not yet complete. The outcome of our work will be reported in our commentary on the Authority’s arrangements in our Auditor’s Annual Report. If we identify any significant weaknesses in these arrangements, these will be reported by exception in a further auditor’s report. We are satisfied that this work does not have a material effect on our opinion on the financial statements for the year ended 31 March 2021.

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

Matter on which we are required to report by exception – the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources

Under the Code of Audit Practice, we are required to report to you if, in our opinion, we have not been able to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

Our work on the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources is not yet complete. The outcome of our work will be reported in our commentary on the Authority’s arrangements in our Auditor’s Annual Report. If we identify any significant weaknesses in these arrangements, these will be reported by exception in a further auditor’s report. We are satisfied that this work does not have a material effect on our opinion on the financial statements for the year ended 31 March 2021.

Responsibilities of the Authority

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

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

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

D. Audit opinion

We undertake our review in accordance with the Code of Audit Practice, having regard to the guidance issued by the Comptroller and Auditor General in April 2021. This guidance sets out the arrangements that fall within the scope of 'proper arrangements'. When reporting on these arrangements, the Code of Audit Practice requires auditors to structure their commentary on arrangements under three specified reporting criteria:

- Financial sustainability: how the Authority plans and manages its resources to ensure it can continue to deliver its services;
- Governance: how the Authority ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness: how the Authority uses information about its costs and performance to improve the way it manages and delivers its services.

We document our understanding of the arrangements the Authority has in place for each of these three specified reporting criteria, gathering sufficient evidence to support our risk assessment and commentary in our Auditor's Annual Report. In undertaking our work, we consider whether there is evidence to suggest that there are significant weaknesses in arrangements.

Report on other legal and regulatory requirements – Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate for Warwickshire County Council for the year ended 31 March 2021 in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice until we have completed:

- our work on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources and issued our Auditor's Annual Report'
- the work necessary to issue our Whole of Government Accounts (WGA) Component Assurance statement for the Authority for the year ended 31 March 2021.

We are satisfied that this work does not have a material effect on the financial statements.

Use of our report

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

Signature:

Ciaran McLaughlin, Key Audit Partner

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

London

Date: 14 December 2021

E. Management Letter of Representation

Grant Thornton UK LLP
30 Finsbury Square
London
EC2A 1AG

14 December 2021

Dear Sirs

Warwickshire County Council
Financial Statements for the year ended 31 March 2021

This representation letter is provided in connection with the audit of the financial statements of Warwickshire County Council for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the Council financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards, and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and applicable law.

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

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the Council's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.

- ii. We have complied with the requirements of all statutory directions affecting the Council and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. Such accounting estimates include the valuation of land and buildings, valuation of the pension fund liability, depreciation, provisions and accruals and fair value estimates. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.
- vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- vii. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent

E. Management Letter of Representation

- b. none of the assets of the Council has been assigned, pledged or mortgaged
 - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The Council's financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.
- xi. The financial statements are free of material misstatements, including omissions.
- xii. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xiii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiv. We have updated our going concern assessment. We continue to believe that the Council's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that :
 - a. the nature of the Council means that, notwithstanding any intention to cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements

- b. the financial reporting framework permits the entry to prepare its financial statements on the basis of the presumption set out under a) above; and
 - c. the Council's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements

Information Provided

- xv. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the Council's financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. access to persons within the Council via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic. from whom you determined it necessary to obtain audit evidence.
- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - a. management;
 - b. employees who have significant roles in internal control; or

E. Management Letter of Representation

- c. others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the identity of the Council's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

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

Narrative Report

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

Approval

The approval of this letter of representation was minuted by the Council's Audit and Standards Committee at its meeting on 4 November 2021.

Yours faithfully

Signed on behalf of the Council

F. Audit letter in respect of delayed VFM work

Audit and Standards Committee Members

Warwickshire County Council

24 September 2021

Dear Audit and Standards Committee Members as Those Charged With Governance

Under the 2020 Code of Audit Practice, for relevant authorities other than local NHS bodies we are required to issue our Auditor's Annual Report no later than 30 September or, where this is not possible, issue an audit letter setting out the reasons for delay.

As a result of the ongoing pandemic, and the impact it has had on both preparers and auditors of accounts to complete their work as quickly as would normally be expected, the National Audit Office has updated its guidance to auditors to allow us to postpone completion of our work on arrangements to secure value for money and focus our resources firstly on the delivery of our opinions on the financial statements. This is intended to help ensure as many as possible could be issued in line with national timetables and legislation.

As a result, we have therefore not yet issued our Auditor's Annual Report, including our commentary on arrangements to secure value for money. We now expect to publish our report no later than 31 December 2021.

For the purposes of compliance with the 2020 Code, this letter constitutes the required audit letter explaining the reasons for delay.

Yours faithfully

Ciaran McLaughlin

Ciaran McLaughlin

Director



Draft Letter of Representation

Grant Thornton UK LLP
30 Finsbury Square
London
EC2A 1AG

14 December 2021

Dear Sirs

Warwickshire County Council
Financial Statements for the year ended 31 March 2021

This representation letter is provided in connection with the audit of the financial statements of Warwickshire County Council for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the Council financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards, and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and applicable law.

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

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the Council's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting the Council and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. Such accounting estimates include the valuation of land and buildings, valuation of the pension fund liability, depreciation, provisions and accruals and fair value estimates. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.
- vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- vii. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent
 - b. none of the assets of the Council has been assigned, pledged or mortgaged
 - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The Council's financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.
- xi. The financial statements are free of material misstatements, including omissions.
- xii. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xiii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

- xiv. We have updated our going concern assessment. We continue to believe that the Council's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that:
- a. the nature of the Council means that, notwithstanding any intention to cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements
 - b. the financial reporting framework permits the entry to prepare its financial statements on the basis of the presumption set out under a) above; and
 - c. the Council's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xv. We have provided you with:
- a. access to all information of which we are aware that is relevant to the preparation of the Council's financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. access to persons within the Council via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic. from whom you determined it necessary to obtain audit evidence.
- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
- a. management;
 - b. employees who have significant roles in internal control; or
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- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.

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

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

Approval

The approval of this letter of representation was minuted by the Council's Audit and Standards Committee at its meeting on 4 November 2021.

Yours faithfully

Name:

Position:

Date:

Name:

Position:

Date:

Signed on behalf of the Council

Audit & Standards Committee

External Auditors Governance Report 2020/21 - Warwickshire Pension Fund

4 November 2021

Recommendations

That the Committee:

1. Endorses the Audit Findings Report of the External Auditors for Warwickshire County Council, attached at Appendix 1, and considers whether there are any matters it wishes to bring to the attention of Council.
2. Approves, subject to any changes which may be necessary to the final draft, the wording of the Letter of Representation, attached at Appendix 2.

1. Executive Summary

- 1.1 Our external auditors, Grant Thornton, are required to report to those charged with governance on issues arising from the audit of the County Council's financial statements before issuing their final opinion.
- 1.2 One material change has been made compared to the draft published in June. The final valuation of the Harbourvest private equity fund was materially higher (£46.6m), and therefore the accounts have been adjusted to reflect this. The change in value of this fund has impacted materially on a number of pension funds who have also updated the figures in their final accounts as a result. Processes will be reviewed for next year to seek to reduce estimation uncertainty and to reduce the likelihood of a significant movement in Quarter 4 not being identified until after the draft accounts are published.
- 1.3 As part of the audit process the External Auditors require written confirmation about the fairness of various elements of the financial statements. This is known as the "Letter of Representation". In the letter the Strategic Director of Resources and those charged with governance on audit matters declare that the financial statements and other presentations to the auditor are sufficient and appropriate and without omission of material facts to the financial statements, to the best of their knowledge.
- 1.4 The Audit and Standards Committee are asked to approve, subject to any changes which may be necessary to the final draft, the wording of the Letter of Representation for the County Council (Appendix 2).

2. Financial Implications

2.1 None.

3. Environmental Implications

3.1 None.

4. Supporting Information

4.1 None.

5. Timescales associated with the decision and next steps

5.1 The final version of the letter of representation will be signed, by the Chair of the Council and the Strategic Director for Resources, when the accounts are approved by Council in December 2021.

Appendices

1. Appendix 1 - Audit Findings Report
2. Appendix 2 - Draft Letter of Representation

Background Papers

1. None.

	Name	Contact Information
Report Author	Chris Norton	chrishnorton@warwickshire.gov.uk
Assistant Director	Andy Felton	andrewfelton@warwickshire.gov.uk
Lead Director	Strategic Director for Resources	robpowell@warwickshire.gov.uk
Lead Member	Portfolio Holder for Finance and Property	peterbutlin@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

The Audit Findings for Warwickshire Pension Fund

Year ended 31 March 2021

4 November 2021



Contents



Your key Grant Thornton team members are:

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Key Audit Partner

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Section

1. Headlines
2. Financial statements
3. Independence and ethics

Appendices

- A. Action plan
- B. Audit adjustments
- C. Fees
- D. Audit Opinion
- E. Management Letter of Representation

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The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit planning process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Pension Fund or all weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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1. Headlines

This table summarises the key findings and other matters arising from the statutory audit of Warwickshire Pension Fund ('the Pension Fund') and the preparation of the Pension Fund's financial statements for the year ended 31 March 2021 for those charged with governance.

Financial Statements

Under International Standards of Audit (UK) (ISAs) and the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion:

- the Pension Fund's financial statements give a true and fair view of the financial position of the Pension Fund and its income and expenditure for the year; and
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the Local Audit and Accountability Act 2014.

Our audit work was completed on site/remotely during July-October. Our findings are summarised on pages 6 to 15. We have identified one adjustments to the financial statements that have resulted in a £46.7m adjustment to the Pension Fund's reported financial position. Audit adjustments are detailed in Appendix B. We have also raised recommendations for management as a result of our audit work in Appendix A.

In July 2021, Ciaran McLaughlin was appointed by the Firm to undertake the engagement lead role for Warwickshire Pension Fund. Ciaran has 30 years experience of auditing in local government.

Our work is substantially complete and there are no matters of which we are aware that would require modification of our audit opinion included at Appendix D or material changes to the financial statements, subject to the following outstanding matters;

- Completion of our detailed testing of journal entries and contributions
- receipt of management representation letter – see appendix E; and
- receipt and review of the updated Annual report
- review of the final set of financial statements.

We have concluded that the other information to be published with the financial statements, is consistent with our knowledge of your organisation and the financial statements we have audited.

Our anticipated audit report opinion will be unmodified.

2. Financial Statements

Overview of the scope of our audit

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

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

Audit approach

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

- An evaluation of the Pension Fund's internal controls environment, including its IT systems and controls;
- Substantive testing on significant transactions and material account balances, including the procedures outlined in this report in relation to the key audit risks

Conclusion

We have substantially completed our audit of your financial statements and subject to outstanding queries being resolved, we anticipate issuing an unmodified audit opinion following the meeting of the full Council on 14 December 2021.

Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff.

Ciaran McLaughlin

2. Financial Statements



Our approach to materiality

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

We detail in the table below our determination of materiality for the Pension Fund.



Amount (£)

Qualitative factors considered

Materiality for the financial statements	20,000,000	Materiality for the Pension Fund was set at 1% of prior year net assets. This benchmark is considered the most appropriate based on the nature of the Pension Fund and is capped to reflect the risk associated with the Pension Fund, and regulatory expectation of audit firms.
Performance materiality	15,000,000	Performance materiality drives the extent of our testing and this was set at 75% of financial statement materiality. Our consideration of performance materiality is based upon a number of factors: <ul style="list-style-type: none"> • We are not aware of a history of significant deficiencies in the control environment. • There has not historically been a large number or significant misstatements arising; and • Senior management and key reporting personnel has remained stable from the prior year audit
Trivial matters	1,000,000	Triviality is the threshold at which we will communicate misstatements to the Audit and Standards Committee.

2. Financial Statements - Significant risks

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

This section provides commentary on the significant audit risks communicated in the Audit Plan.

Risks identified in our Audit Plan

Commentary

Fraud in revenue recognition (rebutted)

Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.

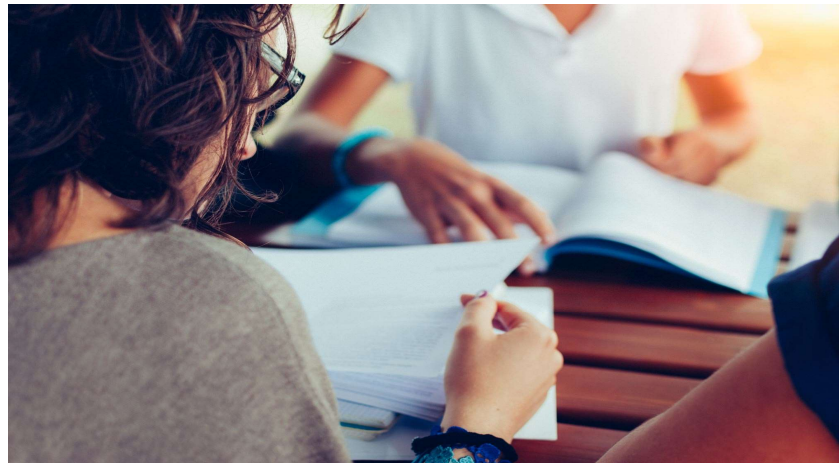
Having considered the risk factors set out in ISA240 and the nature of the revenue streams at the Fund, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because:

- there is little incentive to manipulate revenue recognition
- opportunities to manipulate revenue recognition are very limited
- the culture and ethical frameworks of local authorities, including Warwickshire Pension Fund, mean that all forms of fraud are seen as unacceptable

Therefore we do not consider this to be a significant risk for Warwickshire Pension Fund.

Conclusion

No changes noted from risk assessment performed at the audit planning stage and therefore no detailed procedures undertaken.



2. Financial Statements - Significant risks

Risks identified in our Audit Plan

Commentary

The expenditure cycle includes fraudulent transactions (rebutted)

Practice Note 10 suggests that the risk of material misstatement due to fraudulent financial reporting that may arise from the manipulation of expenditure recognition needs to be considered, especially if an entity is required to meet financial targets.

Having considered the risk factors relevant to the Pension Fund, we have determined that no separate significant risk relating to expenditure recognition is necessary, as the same rebuttal factors listed above relating to revenue recognition apply. We consider that the risk relating to expenditure recognition would relate primarily to period-end journals and accruals which are considered as part of the standard audit tests mentioned and our testing in relation to the significant risk of management override of control as mentioned below.

During the audit, we have undertaken the following work:

- obtained an understanding of the design effectiveness of controls relating to operating expenditure
- tested a sample of operating expenditure to gain assurance in respect of the accuracy of expenditure recorded during the financial year

Conclusion

Our audit work has not identified any issues in respect of this risk.

Management override of controls

Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities.

The Fund faces external scrutiny of its spending and stewardship of funds and this could potentially place management under undue pressure in terms of how they report performance.

We therefore identified management override of control, in particular journals, management estimates and transactions outside the course of business as a significant risk, which was one of the most significant assessed risks of material misstatement.

We have:

- evaluated the design effectiveness of management controls over journals
- analysed the journals listing and determined the criteria for selecting high risk unusual journals
- tested unusual journals recorded during the year and after the draft accounts stage for appropriateness and corroboration
- gained an understanding of the accounting estimates and critical judgements applied made by management and considered their reasonableness with regard to corroborative evidence
- evaluated the rationale for any changes in accounting policies, estimates or significant unusual transactions.

Conclusion

No issues have been identified to date as a result of our journals work to address the significant risk of management override of control, we are awaiting final outstanding evidence for our sample of journal entries tested in detail and will update our findings accordingly on completion of our audit procedures.

In addition to this, we have concluded that there are no indications of management bias in estimates included in the financial statements.

2. Financial Statements - Significant risks

Risks identified in our Audit Plan

Commentary

Valuation of Level 3 Investments

The Fund revalues its investments on an annual basis to ensure that the carrying value is not materially different from the fair value at the financial statements date.

By their nature Level 3 investment valuations lack observable inputs. These valuations therefore represent a significant estimate by management in the financial statements due to the size of the numbers involved and the sensitivity of this estimate to changes in key assumptions

Under ISA 315 significant risks often relate to significant non-routine transactions and judgemental matters. Level 3 investments by their very nature require a significant degree of judgement to reach an appropriate valuation at year end.

Management utilise the services of investment managers as valuation experts to estimate the fair value as at 31 March 2020.

We therefore identified valuation of Level 3 investments as a significant risk.

We have:

- evaluated management's processes for valuing Level 3 investments
- reviewed the nature and basis of estimated values and considered what assurance management has over the year end valuations provided for these types of investments; to ensure that the requirements of the Code are met
- independently requested year-end confirmations from investment managers
- for a sample of investments, tested the valuation by obtaining and reviewing the audited accounts, (where available) at the latest date for individual investments and agreeing these to the fund manager reports at that date. Reconciling those values to the values at 31 March 2021 with reference to known movements in the intervening period
- we have evaluated the competence, capabilities and objectivity of the valuation expert
- where available, reviewed investment manager service auditor report on design effectiveness of internal controls.

Conclusion

As a result of testing performed, we have identified one material difference in respect of the value of the level 3 investments held with fund manager HarbourVest. The independent third party confirmation received as at 31/03/2021 values these at £172.3m whereas the draft accounts and custodian report included a value of £125.7m (£46.7m understatement).

This is due to the timing of valuation information which is received in arrears and therefore the Fund were unable to capture the significant movement in the value of the investment in the final quarter of 2020/21. As the amount concerned is material, management have agreed to make the necessary adjustments to the financial statements.

Other differences noted between fund manager confirmations and amounts per the accounts are in total £2.4m and therefore below our performance materiality. Management have confirmed that no amendment will be processed in the financial statements based on materiality and we are satisfied that this will not impact our opinion. As the total value is above triviality of £1m, the differences have been reported as unadjusted misstatements at Appendix B and included in the letter of representation for the attention of those charged with governance.

In addition to this, we have reported a best practice control recommendation for management to review procedures around year end to address estimation uncertainty for level 2 and level 3 investments and ensure that where possible, these issues can be circumvented or prepared for.


2. Financial Statements – new issues and risks

This section provides commentary on new issues and risks which were identified during the course of the audit that were not previously communicated in the Audit Plan and a summary of any significant deficiencies identified during the year.





Issue	Commentary	Auditor view
<p>IT Audit</p> <p>Our Information Technology (IT) audit team performed a full assessment of the relevant IT systems and controls operating at the Council and Pension Fund. This included:</p> <ul style="list-style-type: none"> • Agresso • Altair • YourHR (iTrent) • Active Directory 	<p>We completed the following tasks as part of this IT Audit:</p> <ul style="list-style-type: none"> • Evaluated the design and implementation effectiveness for security management, change management and technology infrastructure controls • Performed high level walkthroughs, inspected supporting documentation and analysis of configurable controls in the above areas • Documented the test results and provided evidence of the findings to the IT team for remediation actions where necessary. <p>We identified eight control weaknesses within the general IT control environment:</p> <ul style="list-style-type: none"> • Generic shared accounts within Agresso, Active Directory and Oracle database supporting Agresso and Altair • User access for terminated employees not disabled in a timely manner • Completeness and accuracy of Altair batch jobs • Lack of review of information security event/audit logs • Lack of approval and testing evidence to support the upgrade to Altair • Lack of documented IT operations policies (good practice only) • Password settings not compliant with password policy (good practice only) • Lack of formal review of the iTrent Service Auditor Report (good practice only) 	<p>See appendix A for control deficiencies reported and recommendations.</p> <p>The only significant control deficiency identified relates to the use generic shared accounts as this increases the risk of management override of controls and segregation of duties issues.</p> <p>As part of our work on journal entries, we have identified journals posted by generic accounts 'SYSTEM' and 'HLIL' and performed a focused review of these entries as they are deemed to pose an elevated risk.</p> <p>As noted on page 7, our work in this area is ongoing and we will report our findings accordingly on completion of our audit procedures.</p>

2. Financial Statements – key judgements and estimates


This section provides commentary on key estimates and judgements inline with the enhanced requirements for auditors.

Significant judgement or estimate	Summary of management's approach	Audit Comments	Assessment
Level 3 Investments – £285.1m	<p>The Pension Fund have investments in infrastructure (£72.3m), private debt (£84.5m) and private equity (£128.4m) that in total are valued on the balance sheet as at 31 March 2021 at £285.1m.</p> <p>Management receive quarterly performance reports which are reviewed and subsequently summarised and presented to the Investments Sub-Committee in order to provide scrutiny of estimates and consider any uncertainty. Key fund manager's will periodically attend committee which provides opportunity for officers and members to challenge any unusual movements or assumptions.</p> <p>Per fund manager's, no material uncertainties have been reported in valuations as at 31 March 2021 as the market returns to normal trading conditions in the wake of Covid-19.</p> <p>No alternative assumptions are considered by management.</p> <p>The investments are not traded on an open market and the valuation of the investments are highly subjective. In order to determine the value, management's experts rely on models which apply multiples of revenue and earnings, net asset values or comparable valuations in a traded investment.</p> <p>The value of the investment has increased by £13.4m in 2020/21.</p>	<ul style="list-style-type: none"> We are satisfied that management's experts, the various fund manager's, are competent, capable and objective We obtained direct confirmation from fund manager's of the investment value at the year-end, as noted on page 8 this has identified variances between fund manager confirmation and reported asset values. Management have adjusted the financial statements accordingly for material variances noted, leaving a residual variance of £2.4m which is immaterial. We have obtained internal controls reports and audited financial statements where available to give us assurance over the valuation methodology and fair value of assets. This identified no significant issues with the controls and processes in place at fund manager level. We were unable to obtain audited financial statements for one fund manager. We performed reconciliations from the audited financial statements to the year end position through known movements in cash flow to sense check the valuation at 31 March 2021. This identified no significant exceptions Sensitivities disclosed in the note to the financial statements are reasonable in line with the Code The estimate has been appropriately included in the key areas of estimation uncertainty disclosure We have proposed that one disclosure amendment to enhance reporting of the unobservable inputs and basis of valuation of Level 3 investments. 	<p> We consider management's process is appropriate and key assumptions are neither optimistic or cautious</p>





Assessment

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

2. Financial Statements - key judgements and estimates

Significant judgement or estimate	Summary of management's approach	Audit Comments	Assessment
Level 2 Investments – £2,050m	<p>The Pension Fund have investments in pooled investments and pooled property funds that in total are valued on the balance sheet as at 31 March 2021 at £2,050m.</p> <p>Management receive quarterly performance reports which are reviewed and subsequently presented to the Investments Sub-Committee in order to provide scrutiny of estimates and consider any uncertainty. Key fund manager's will periodically attend committee which provides opportunity for officers and members to challenge any unusual movements or assumptions.</p> <p>Per fund manager's, no material uncertainties have been reported in valuations as at 31 March 2021 as the market returns to normal trading conditions in the wake of Covid-19.</p> <p>No alternative assumptions are considered by management.</p> <p>In order to determine the value, management's experts utilise prices where published and net asset value (NAV). The value of the investment has increased by £467.6m in 2020/21. This is primarily due to changes in market value due to the easing of the pandemic.</p>	<ul style="list-style-type: none"> We are satisfied that management's experts, the various fund manager's, are competent, capable and objective We obtained direct confirmation from fund manager's of the investment value at the year-end, as well as internal controls reports and audited financial statements where available to give us assurance over the valuation methodology and fair value of assets. This identified no significant issues with the controls and processes in place at fund manager level We challenged management to provide evidence of the observable inputs used in the valuation of level 2 investments, as these are based on some observable inputs and gained comfort that investment classification was appropriate Our detailed substantive testing identified only trivial variances between fund manager confirmation and reported assert values The estimate is adequately disclosed in the financial statements 	<p> We consider management's process is appropriate and key assumptions are neither optimistic or cautious</p>

Assessment

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

2. Financial Statements - key judgements and estimates

Significant judgement or estimate

Summary of management's approach

Audit Comments

Assessment

Actuarial present value of promised retirement benefits - £1,354m

The Pension Fund's net pension liability at 31 March 2021 is £1,354m (PY £882m). The Pension Fund uses Hymans Robertson to provide actuarial valuations of the Fund's assets and liabilities. A full actuarial valuation is required every three years.

The latest full actuarial valuation was completed in 2019. Given the significant value of the net pension fund liability, small changes in assumptions can result in significant valuation movements.

IAS 26 requires the actuarial present value of promised retirement benefits to be disclosed. However, it gives three options for disclosure:

Option A - in the net assets statement, in which case it requires the statement to disclose the resulting surplus or deficit

Option B - in the notes to the accounts

Option C - by reference to this information in an accompanying actuarial report.

In the case of Warwickshire, option B has been adopted and disclosed accordingly.

- We are satisfied that management's expert, Hymans Robertson is competent, capable and objective
- Underlying information used to determine the estimate has been appropriately rolled forward from the latest triennial valuation
- The actuarial methodology applied in calculating the estimate is reasonable and in line with industry practice and peers

Assumption	Actuary Value	PwC range	Assessment
Discount rate	2.00%	1.95% to 2.05%	●
Pension increase rate	2.85%	2.80% to 2.85%	●
Salary growth	3.65%	2.85% to 3.85%	●
Life expectancy – Males currently aged 45 / 65	21.8/ 23.0	20.4 to 22.7 and 21.8 to 24.3	●
Life expectancy – Females currently aged 45 / 65	24.2/ 26.1	23.2 to 24.9 and 25.2 to 26.7	●

- The estimate of the net defined liability is higher than in the prior period which is in line with the expectation of our auditor's expert
- Sensitivities disclosed in the note to the financial statements are reasonable
- The estimate has been appropriately included in the key areas of estimation uncertainty disclosure
- The estimate is adequately disclosed in the financial statements

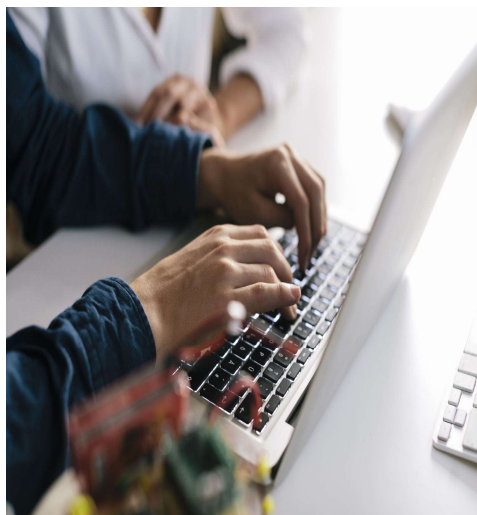
● We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Assessment

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

2. Financial Statements - other communication requirements

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



Issue	Commentary
Matters in relation to fraud	We have previously discussed the risk of fraud with the Audit and Standards Committee and not been made aware of any incidents in the period. In addition to this, no issues have been identified during the course of our audit procedures
Matters in relation to related parties	We are not aware of any related parties or related party transactions which have not been disclosed
Matters in relation to laws and regulations	You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work.
Written representations	A letter of representation has been requested from the Pension Fund, which is appended and included in the Audit and Standards Committee papers
Confirmation requests from third parties	We requested from management permission to send confirmation requests to bodies with which the Pension Fund hold cash and cash equivalent balances and investments. This permission was granted and the requests were sent, of these requests all were returned with positive confirmation.
Accounting practices	We have evaluated the appropriateness of the Pension Fund's accounting policies, accounting estimates and financial statement disclosures. Our review found no material omissions, see Appendix B for disclosure changes proposed as a result of audit procedures performed
Audit evidence and explanations/ significant difficulties	All information and explanations requested from management was provided.

2. Financial Statements - other communication requirements



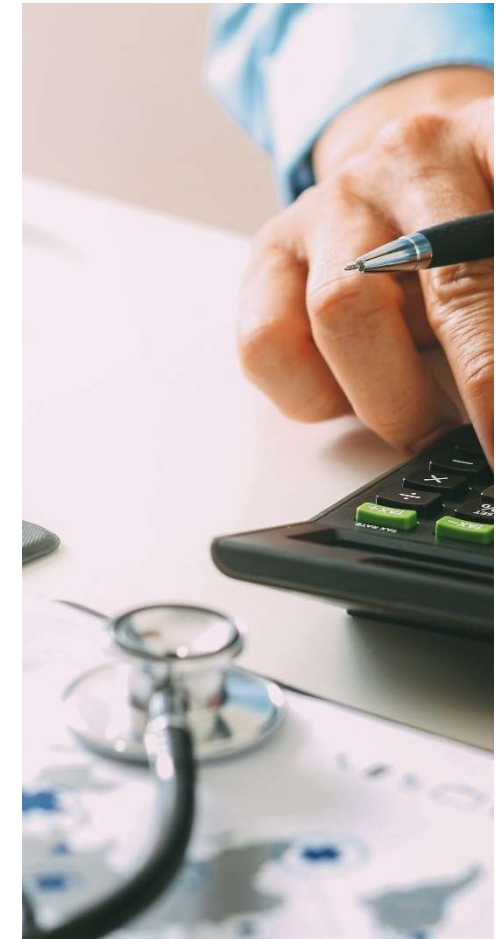
Our responsibility

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

Issue	Commentary
Going concern	<p>In performing our work on going concern, we have had reference to Statement of Recommended Practice – Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom (Revised 2020). The Financial Reporting Council recognises that for particular sectors, it may be necessary to clarify how auditing standards are applied to an entity in a manner that is relevant and provides useful information to the users of financial statements in that sector. Practice Note 10 provides that clarification for audits of public sector bodies. Practice Note 10 sets out the following key principles for the consideration of going concern for public sector entities:</p> <ul style="list-style-type: none"> the use of the going concern basis of accounting is not a matter of significant focus of the auditor’s time and resources because the applicable financial reporting frameworks envisage that the going concern basis for accounting will apply where the entity’s services will continue to be delivered by the public sector. In such cases, a material uncertainty related to going concern is unlikely to exist, and so a straightforward and standardised approach for the consideration of going concern will often be appropriate for public sector entities for many public sector entities, the financial sustainability of the reporting entity and the services it provides is more likely to be of significant public interest than the application of the going concern basis of accounting. <p>Practice Note 10 states that if the financial reporting framework provides for the adoption of the going concern basis of accounting on the basis of the anticipated continuation of the provision of a service in the future, the auditor applies the continued provision of service approach set out in Practice Note 10. The financial reporting framework adopted by the Pension Fund meets this criteria, and so we have applied the continued provision of service approach. In doing so, we have considered and evaluated:</p> <ul style="list-style-type: none"> the nature of the Pension Fund and the environment in which it operates the Pension Fund’s financial reporting framework the Pension Fund’s system of internal control for identifying events or conditions relevant to going concern management’s going concern assessment. <p>On the basis of this work, we have obtained sufficient appropriate audit evidence to enable us to conclude that:</p> <ul style="list-style-type: none"> a material uncertainty related to going concern has not been identified management’s use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

2. Financial Statements - other responsibilities under the Code

Issue	Commentary
Disclosures	No inconsistencies have been identified. We plan to issue an unmodified opinion in this respect – refer to appendix D
Matters on which we report by exception	We are required to give a separate opinion for the Pension Fund Annual Report on whether the financial statements included therein are consistent with the audited financial statements. Due to statutory deadlines the Pension Fund Annual Report is not required to be published until 1 December 2021 and as a result of changes made to the financial statements, will be updated accordingly. We have therefore not given this separate opinion at this time and are unable to certify completion of the audit of the administering authority until this work has been completed.



3. Independence and ethics

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

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

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

Details of fees charged are detailed in Appendix C.

Transparency

Grant Thornton publishes an annual Transparency Report, which sets out details of the action we have taken over the past year to improve audit quality as well as the results of internal and external quality inspections. For more details see [Transparency report 2020 \(grantthornton.co.uk\)](https://www.grantthornton.co.uk/transparency-report-2020)

3. Independence and ethics

Audit and non-audit services

For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Pension Fund. The following non-audit services were identified which were charged from the beginning of the financial year to current date, as well as the threats to our independence and safeguards that have been applied to mitigate these threats.

Service	Fees £	Threats identified	Safeguards
Audit related			
IAS19 Assurance letters for Admitted Bodies	6,500	Self-Interest	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £6,500 in comparison to the total fee for the audit of £30,647 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level. The Pension Fund can recover the costs of this work from the admitted bodies should it wish to do so.

These services are consistent with the Pension Fund's policy on the allotment of non-audit work to your auditors. None of the services provided are subject to contingent fees.

Appendices

A. Action plan – Audit of Financial Statements

We have identified two recommendations for the Pension Fund as a result of issues identified during the course of our audit. We have agreed our recommendations with management and we will report on progress on these recommendations during the course of the 2021/22 audit. The matters reported here are limited to those deficiencies that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
●	<p>Level 2 and 3 investment valuations</p> <p>we would recommend that management introduce more robust controls and procedures to address the risk of estimation uncertainty. We acknowledge that valuation data is provided in arrears and therefore is not always available at the time of accounts production, however for hard to value estimates which are subject to greater level of volatility, management should work with fund managers in order to establish any likely significant changes in value in the final quarter. Management could also perform high level reconciliations from the Q3 to Q4 position through known cash flows in order to identify investment values which may be materially different at year end.</p>	<p>We would recommend that management review procedures to address the risk of estimation uncertainty. We acknowledge that valuation data is provided in arrears and therefore is not always available at the time of accounts production, however for hard to value estimates which are subject to greater level of volatility, management should work with fund managers in order to establish any likely significant changes in value in the final quarter. Management could also perform high level reconciliations from the Q3 to Q4 position through known cash flows in order to identify investment values which may be materially different at year end.</p> <p>Management response</p> <p>We will review procedures and seek to implement changes which will reduce estimation uncertainty and reduce the likelihood of significant changes in value in the last quarter of the year.</p>
●	<p>IT general controls audit</p> <p>The IT audit team have performed a review of IT general controls operational for key systems such as the Agresso general ledger and Altair pensions administration system. This has identified the following deficiencies:</p> <p>a) Generic shared accounts within Agresso and Oracle database supporting Agresso and Altair. b) User access for terminated employees not disabled in a timely manner c) Completeness and accuracy of Altair batch jobs d) Lack of review of information security event/audit logs; and e) Lack of approval and testing evidence to support upgrade to Altair</p>	<p>A separate audit findings report has been issued to management in respect of our IT general controls audit with recommendations for the control deficiencies identified adjacent.</p> <p>Management response</p> <p>We have put action plans and process reviews in place in respect of all the deficiencies identified. These have either been implemented or are scheduled for implementation by December 2021</p>

Controls

- High – Significant effect on financial statements
- Medium – Limited Effect on financial statements
- Low – Best practice

B. Audit Adjustments

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



Impact of adjusted misstatements

All adjusted misstatements are set out in detail below along with the impact on the key statements and the reported net expenditure for the year ending 31 March 2021.

Detail	Pension Fund Account £'000	Net Asset Statement £' 000	Impact on total net assets £'000
Unrealised gain on Level 3 investments Adjustment in respect of the movement in market value of Level 3 investments in Q4 2020/21	(46,639)	46,639	46,639
Overall impact	(£46,639)	£46,639	£46,639

Impact of unadjusted misstatements

The table below provides details of adjustments identified during the 2020/21 audit which have not been made within the final set of financial statements. The Audit and Standards Committee is required to approve management's proposed treatment of all items recorded within the table below.

Detail	Pension Fund Account £'000	Net Asset Statement £' 000	Impact on total net assets £'000	Reason for not adjusting
Unrealised gain on Level 3 investments Adjustment in respect of the movement in market value of Level 3 investments in Q4 2020/21	(2,326)	2,326	2,326	Immaterial to the financial position and performance of the Fund
Overall impact	(£2,326)	£2,326	£2,326	

Impact of prior year unadjusted misstatements

There are no unadjusted misstatements from the prior period of which have an ongoing impact on the Pension Fund.

B. Audit Adjustments

Misclassification and disclosure changes

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

Disclosure area	Auditor recommendations	Adjusted?
Accounting standards issued but not yet adopted	The disclosure of accounting standards issued but not yet adopted should include quantification of the expected impact of relevant standards or a statement to the effect that no such reliable estimate can be made at the current time.	✓
Critical judgements in applying accounting policies	The critical judgements disclosed in the financial statements in relation to the net defined pension liability should be refined as this refers to estimation uncertainty which is more appropriate in note 5 (major sources of estimation uncertainty).	✓
Post balance sheet events	Investment value has risen by £166m in the first quarter of 2021/22, compared to a materiality of £20m, we deem this to be of fundamental significance to a users understanding of the financial statements. Therefore, a non-adjusting post balance sheet event should be disclosed.	✓
External audit fees	Fees payable for other non-audit services in the current and prior period should be disclosed as part of total remuneration paid to the external auditor.	✓
Financial instruments	<p>The disclosure of the basis of valuation and unobservable inputs for Level 3 investments should be expanded to differentiate between the various types of Level 3 investments i.e. infrastructure, private debt and private equity.</p> <p>Management response</p> <p>We will implement arrangements to expand this disclosure next year to show the different types of investment separately.</p>	✗
Financial instruments	<p>Our review of financial instruments identified the following:</p> <ol style="list-style-type: none"> 1) Prior year equities should be totalled, consistent with other assets 2) Casting of interest rate risk for 2020/21 has not been updated, this reflects the prior year total. 3) No quantitative analysis has been provided for currency risk or credit risk which is uncommon and we would expect to see this. <p>We are satisfied that point (1) and (2) have been adjusted appropriately however management have not addressed point (3).</p> <p>Management response</p> <p>We will implement a process to generate quantitative analysis of exposure to currency risk and credit risk to be included in next year's accounts.</p>	✗
Key management personnel	<p>The following amendments to enhance the disclosure of key management personnel remuneration should be made:</p> <ol style="list-style-type: none"> 1) Updating accompanying narrative above table to ensure roles outlined are consistent with what has been included; 2) Update prior year figures to match signed accounts, disclosure currently reflects 2019/20 figures as were prior to audit adjustment; and 3) Include additional information in the footnote to the disclosure to enable users to understand the % amount of time of key management personnel spent on the pension fund. 	✓
Actuarial disclosures	As a result of adjusted misstatements identified on page 20 to investment values, the gross asset value should be updated to be consistent with the net asset statement.	✓

C. Fees

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

Audit fees	Proposed fee	Final fee
Pension Fund Audit	30,647	30,647
Total audit fees (excluding VAT)	£30,647	£30,647
Non-audit fees for other services		
Audit Related Services		
IAS19 Assurance letters for Admitted Bodies	6,500	6,500
Total non-audit fees (excluding VAT)	£6,500	£6,500

The fees reconcile to the financial statements.

D. Audit opinion

Independent auditor's report to the members of Warwickshire County Council on the pension fund financial statements of Warwickshire Pension Fund

Opinion

We have audited the financial statements of Warwickshire Pension Fund (the 'Pension Fund') administered by Warwickshire County Council (the 'Authority') for the year ended 31 March 2021 which comprise the Warwickshire Pension Fund Account, the Net Assets Statement and notes to the pension fund financial statements, including a summary of significant accounting policies. 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 2020/21.

In our opinion, the financial statements:

- give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2021 and of the amount and disposition at that date of the fund's assets and liabilities;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law, as required by the Code of Audit Practice (2020) ("the Code of Audit Practice") approved by the Comptroller and Auditor General. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the Pension Fund's financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We are responsible for concluding on the appropriateness of the Strategic Director for Resources use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Pension Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify the auditor's opinion. Our conclusions are based on the audit evidence obtained up to the date of our report. However, future events or conditions may cause the Pension Fund to cease to continue as a going concern.

In our evaluation of the Strategic Director for Resources conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21 that the Pension Fund's financial statements shall be prepared on a going concern basis, we considered the inherent risks associated with the continuation of services provided by the Pension Fund. In doing so we had regard to the guidance provided in Practice Note 10 Audit of financial statements and regularity of public sector bodies in the United Kingdom (Revised 2020) on the application of ISA (UK) 570 Going Concern to public sector entities. We assessed the reasonableness of the basis of preparation used by the Authority in the Pension Fund financial statements and the disclosures in the Pension Fund financial statements over the going concern period.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Pension Fund's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

In auditing the financial statements, we have concluded that the Strategic Director for Resources use of the going concern basis of accounting in the preparation of the Pension Fund financial statements is appropriate.

D. Audit opinion

The responsibilities of the Strategic Director for Resources with respect to going concern are described in the 'Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements' section of this report.

Other information

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

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

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice (2020) published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice)

In our opinion, based on the work undertaken in the course of the audit of the Pension Fund's financial statements and our knowledge of the Pension Fund, the other information published together with the Pension Fund's financial statements in the Statement of Accounts, for the financial year for which the financial statements are prepared is consistent with the Pension Fund financial statements.

Matters on which we are required to report by exception

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

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

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

Responsibilities of the Authority, the Strategic Director for Resources and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 8, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Strategic Director for Resources. The Strategic Director for Resources is responsible for the preparation of the Statement of Accounts, which includes the Pension Fund's financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, for being satisfied that they give a true and fair view, and for such internal control as the Strategic Director for Resources determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

D. Audit opinion

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

The County Council is Those Charged with Governance for the Pension Fund. Those charged with governance are responsible for overseeing the Authority's financial reporting process. In this authority the Audit & Standards Committee is charged with assisting the County Council in meeting these responsibilities.

Auditor's responsibilities for the audit of the financial statements

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

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

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the Pension Fund and determined that the most significant, which are directly relevant to specific assertions in the financial statements, are those related to the reporting frameworks [international accounting standards as interpreted and adapted by the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2020/21, The Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015, the Public Service Pensions Act 2013, the Local government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016.
- We enquired of senior officers and the Audit & Standards Committee, concerning the Authority's policies and procedures relating to:
 - the identification, evaluation and compliance with laws and regulations;
 - the detection and response to the risks of fraud; and
 - the establishment of internal controls to mitigate risks related to fraud or non-compliance with laws and regulations.
- We enquired of senior officers, internal audit and the Audit & Standards Committee, whether they were aware of any instances of non-compliance with laws and regulations or whether they had any knowledge of actual, suspected or alleged fraud.
- We assessed the susceptibility of the Pension Fund's financial statements to material misstatement, including how fraud might occur, by evaluating officers' incentives and opportunities for manipulation of the financial statements. This included the evaluation of the risk of management override of controls. We determined that the principal risks were in relation to:
 - The use of journal entries;
 - Estimates and the use of unsupported or favourable assumptions which demonstrate indications of potential management bias;

D. Audit opinion

- Our audit procedures involved:
 - evaluation of the design effectiveness of controls that the Strategic Director for Resources has in place to prevent and detect fraud;
 - journal entry testing, with a focus on all manual postings, journal entries that directly impacted on the net increase in net assets available for benefits, journal entries posted in the closing and accounts preparation period, postings made by unexpected users, frequency of postings by users and the use of suspense and net nil balance accounts.
 - challenging assumptions and judgements made by management in its significant accounting estimates in respect of level 2 and 3 investments and IAS 26 pensions liability valuations;
 - assessing the extent of compliance with the relevant laws and regulations as part of our procedures on the related financial statement item.
- These audit procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error. However, detecting irregularities that result from fraud is inherently more difficult than detecting those that result from error, as those irregularities that result from fraud may involve collusion, deliberate concealment, forgery or intentional misrepresentations. Also, the further removed non-compliance with laws and regulations is from events and transactions reflected in the financial statements, the less likely we would become aware of it.
- The team communications in respect of potential non-compliance with relevant laws and regulations, including the potential for fraud in revenue and expenditure recognition.
- Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's.
 - understanding of, and practical experience with audit engagements of a similar nature and complexity through appropriate training and participation
 - knowledge of the local government pensions sector

- understanding of the legal and regulatory requirements specific to the Pension Fund including:
 - the provisions of the applicable legislation
 - guidance issued by CIPFA, LASAAC and SOLACE
 - the applicable statutory provisions.
- In assessing the potential risks of material misstatement, we obtained an understanding of:
 - the Pension Fund's operations, including the nature of its income and expenditure and its services and of its objectives and strategies to understand the classes of transactions, account balances, expected financial statement disclosures and business risks that may result in risks of material misstatement.
 - the Authority's control environment, including the policies and procedures implemented by the Authority to ensure compliance with the requirements of the financial reporting framework.

Use of our report

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

Ciaran McLaughlin, Key Audit Partner
for and on behalf of Grant Thornton UK LLP, Local Auditor

London

E. Management Letter of Representation

Grant Thornton UK LLP
 The Colmore Building
 20 Colmore Circus
 Birmingham
 B4 6AT

14 December 2021

Dear Sirs

Warwickshire Pension Fund Financial Statements for the year ended 31 March 2021

This representation letter is provided in connection with the audit of the financial statements of Warwickshire Pension Fund for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and applicable law.

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

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the Fund's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.

- ii. We have complied with the requirements of all statutory directions affecting the Fund and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Fund has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. Such accounting estimates include level 2 and level 3 investments, and the actuarial present value of promised retirement benefits. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. As a result of adjustments made to the draft accounts in respect of the valuation of level 3 investments, we will review our estimation process in conjunction with the relevant fund managers for the financial year ending 31 March 2022. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.
- vi. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent
 - b. none of the assets of the Fund has been assigned, pledged or mortgaged
 - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.

E. Management Letter of Representation

- vii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- viii. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- ix. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.
- x. We have considered the unadjusted misstatements schedule included in your Audit Findings Report and attached at appendix I. We have not adjusted the financial statements for these misstatements brought to our attention as they are immaterial to the results of the Fund and its financial position at the year-end. The financial statements are free of material misstatements, including omissions.
- xi. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. We have updated our going concern assessment and cashflow forecasts in light of the Covid-19 pandemic. We continue to believe that the Fund's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that that :
 - a. the nature of the Fund means that, notwithstanding any intention to liquidate the Fund or cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements

- b. the financial reporting framework permits the entity to prepare its financial statements on the basis of the presumption set out under a) above; and
- c. the Fund's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Fund's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xiv. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. access to persons within the Fund via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic, from whom you determined it necessary to obtain audit evidence.
- xv. We have communicated to you all deficiencies in internal control of which management is aware.
- xvi. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xvii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xviii. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Fund, and involves:
 - a. management;
 - b. employees who have significant roles in internal control; or
 - c. others where the fraud could have a material effect on the financial statements.

E. Management Letter of Representation

- xix. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xx. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxi. A communication was issued to The Pensions Regulator in respect of some Annual Benefit Statements being issued late in 2020/21 and in June 2021 a report was submitted to the Pensions Regulator in respect of a small number of overpayments to dependents. Neither issue has an impact on the accounts and actions have been taken to address each issue. No reports were issued to any other regulatory bodies during the year or subsequently concerning matters of non-compliance with any legal duty.
- xxii. We are not aware of any reports having been made to The Pensions Regulator by any of our advisors.
- xxiii. We have disclosed to you the identity of the Fund's related parties and all the related party relationships and transactions of which we are aware.
- xxiv. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Approval

The approval of this letter of representation was minuted by the Audit and Standards Committee at its meeting on 4 November 2021.

Yours faithfully

Name.....

Position.....

Date.....

Signed on behalf of the Fund



Grant Thornton UK LLP
The Colmore Building
20 Colmore Circus
Birmingham
B4 6AT

14 December 2021

Dear Sirs

Warwickshire Pension Fund Financial Statements for the year ended 31 March 2021

This representation letter is provided in connection with the audit of the financial statements of Warwickshire Pension Fund for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and applicable law.

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

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the Fund's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting the Fund and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Fund has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. Such accounting estimates include level 2 and level 3 investments, and the actuarial present value of promised retirement benefits. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. As a result of adjustments made to the draft accounts in respect of the valuation of level 3 investments, we will review our estimation process in conjunction with the relevant fund managers for the financial year ending 31 March 2022. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.
- vi. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent
 - b. none of the assets of the Fund has been assigned, pledged or mortgaged

- c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- vii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- viii. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- ix. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.
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- xi. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
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- xiii. We have updated our going concern assessment and cashflow forecasts in light of the Covid-19 pandemic. We continue to believe that the Fund's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that that :
 - a. the nature of the Fund means that, notwithstanding any intention to liquidate the Fund or cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements
 - b. the financial reporting framework permits the entity to prepare its financial statements on the basis of the presumption set out under a) above; and
 - c. the Fund's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Fund's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xiv. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. access to persons within the Fund via remote arrangements, in compliance with the nationally specified social distancing requirements established by the government in response to the Covid-19 pandemic. from whom you determined it necessary to obtain audit evidence.
- xv. We have communicated to you all deficiencies in internal control of which management is aware.
- xvi. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xvii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xviii. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Fund, and involves:
 - a. management;
 - b. employees who have significant roles in internal control; or
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- xxiii. We have disclosed to you the identity of the Fund's related parties and all the related party relationships and transactions of which we are aware.
- xxiv. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Approval

The approval of this letter of representation was minuted by the Audit and Standards Committee at its meeting on 4 November 2021.

Yours faithfully

Name.....

Position.....

Date.....

Name.....

Position.....

Date.....

Signed on behalf of the Fund

Appendix I – Unadjusted misstatements

Detail	Pension Fund Account £'000	Net Asset Statement £' 000	Impact on total net assets £'000	Reason for not adjusting
Unrealised gain on Level 3 investments	(2,326)	2,326	2,326	Immaterial to the financial position and performance of the Fund
Adjustment in respect of the movement in market value of Level 3 investments in Q4 2020/21				
Overall impact	(£2,326)	£2,326	£2,326	

Audit and Standards Committee

4 November 2021

Appointment of External Auditors

Recommendation

That the Audit and Standards Committee recommends to full Council that Warwickshire County Council opt-in to the sector-led body procurement, conducted by Public Sector Audit Appointments Limited, for the appointment of the Authority's external auditors from April 2023.

1. Purpose of the Report

- 1.1. Under the Local Government Audit and Accountability Act 2014 the Council is required to appoint an auditor to audit its accounts each financial year. Our current auditor appointment covers the period up to and including the audit of the 2022/23 accounts.
- 1.2. This report sets out proposals for appointing the external auditor to the Authority for the accounts for the five-year period from 2023/24. It concludes with a recommendation to opt-in to a sector-led approach and outlines the next steps for the Authority in implementing the agreed approach.
- 1.3. The decision on the appointment of the auditor is one that cannot be delegated by full Council but is being brought to Audit and Standards for their prior review and consideration.

2. Background and Summary

- 2.1. The current auditor appointment arrangements were agreed by full Council in 2016 and cover the 5 years up to and including the audit of the 2022/23 accounts. To make the appointment the Authority opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments Limited (PSAA).
- 2.2. Under the Local Government Audit and Accountability Act 2014, the Council is required to appoint an auditor to audit its accounts for each financial year. Our

statutory requirement is to have an auditor appointment in place by 31 December of the year preceding the start of the contract i.e. by 31 December 2022. The time needed to run an effective procurement process means that the Authority needs to decide how it wishes to undertake the process. Our options are:

- To arrange our own procurement and make the appointment ourselves;
- To arrange procurement in conjunction with other bodies; or
- Once again take advantage of the national collective scheme administered by PSAA.

2.3. The report concludes that the sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Authority than a procurement undertaken locally because:

- Collective procurement reduces costs for the sector and for individual authorities compared to a multiplicity of smaller local procurements;
- If it does not use the national appointment arrangements, the Authority will need to establish its own Auditor Panel with an independent chair and independent members to oversee a local auditor procurement and ongoing management of an audit contract;
- It is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement; and
- Supporting the sector-led body offers the best way of ensuring there is a continuing and sustainable public audit market into the medium and long term.

2.4. If the Authority decides to take advantage of the national auditor appointment arrangements and opt into the national scheme, the opt-in period closes on 11 March 2022.

3. The Appointed Auditor

- 3.1. The auditor appointed at the end of the procurement process will undertake the statutory audit of accounts and value for money assessment of the council in each financial year, in accordance with all relevant codes of practice and guidance. The appointed auditor is also responsible for investigating questions raised by electors and has powers and responsibilities in relation to Public Interest Reports and statutory recommendations.
- 3.2. The auditor must act independently of the council and the main purpose of the procurement legislation is to ensure that the appointed auditor is sufficiently qualified and independent.
- 3.3. The auditor must be registered to undertake local audits by the Financial Reporting Council (FRC) and employ authorised Key Audit Partners to oversee the work. There is a currently a shortage of registered firms (9) and Key Audit Partners.
- 3.4. The scope of a local audit is fixed. It is determined by the Code of Audit Practice (currently published by the National Audit Office), the format of the financial statements (specified by the Chartered Institute of Public Finance and Accountancy) and the application of auditing standards is currently regulated by the FRC.
- 3.5. These factors apply to all local audits. Councils therefore have very limited influence over the nature of the audit services they are procuring, the nature and quality of which are determined or overseen by third parties.

4. Options for Appointing the Auditor

- 4.1. The Authority has three options for appointing the auditor:
 - **Option 1:** To appoint its own auditor, which requires it to follow the procedure set out in the Act;
 - **Option 2:** To act jointly with other authorities to procure an auditor following the procedures in the Act; and
 - **Option 3:** To opt-in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the 'appointing person'. The body currently designated for this role is Public Sector Audit Appointments Limited (PSAA).

The remainder of this section considers the advantages/benefits and disadvantages/risks of each of these options.

4.2. Option 1: Appointment by the Authority itself

The Authority may elect to appoint its own external auditor under the Act, which would require the Council to:

- Establish an independent Auditor Panel to make a stand-alone appointment. The Auditor Panel would need to be set up by the Authority, and the members of the panel must be wholly, or have a majority of, independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing to which audit firm to award a contract for the Authority's external audit.
- Manage the contract for its duration, overseen by the Auditor Panel.

Advantages/benefits

- Setting up an Auditor Panel allows the Council to take maximum advantage of the local appointment regime and have some local input to the decision.

Disadvantages/risks

- Recruitment and servicing of the Auditor Panel, running the bidding exercise and negotiating the contract is estimated to cost up to £50,000 plus on-going expenses and allowances.
- The Council will not be able to take advantage of reduced fees that may be available through joint or national procurement contracts.
- The assessment of bids and the awarding of contracts will have limited elected member involvement.
- It would be more difficult to manage quality and independence requirements through a local appointment process.
- The Authority is unable to influence the scope of the audit and the regulatory regime inhibits the ability to affect quality.
- The local procurement exercise would be seeking tenders from the same firms as the national procurement exercise. Local firms cannot be invited to bid.

4.3. Option 2: Set up a Joint Auditor Panel to undertake local joint procurement arrangements

Alternatively, the Act enables the Council to join with other authorities to establish a joint Auditor Panel. Again, this will need to be constituted of wholly or a majority of independent appointees. Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council would need to liaise with other local authorities to assess the appetite for such an arrangement.

Advantages/benefits

- The costs of setting up the Panel, running the bidding exercise and negotiating the contract will be shared across a number of authorities.
- Greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract.

Disadvantages/risks

- The decision-making body will be further removed from local input, with potentially no or little input from elected members, depending on the constitution agreed with the other bodies involved.
- The choice of auditor could be complicated where individual councils have independence issues. An independence issue occurs where the auditor has recently or is currently carrying out consultancy or advisory work for a council. Where this occurs, some auditors may be prevented from being appointed by the terms of their professional standards or a council may be excluded from the appointment by the Auditor Panel and need to make their own arrangements.
- The Authority is unable to influence the scope of the audit and the regulatory regime inhibits the ability to affect quality.
- It would be difficult to manage quality and independence requirements through a local appointment process.
- The joint procurement exercise would be seeking tenders from the same firms as the national procurement exercise. Local firms cannot be invited to bid.

4.4. Option 3: The national auditor appointment scheme

PSAA is the sector-led body appointed by the Secretary of State specified as the 'appointing person' for local government under the provisions of the Local Government Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. PSAA let five-year audit services contracts in 2017 for the first appointing period, covering audits of the

accounts from 2018/19 to 2022/23. It is now undertaking the work needed to invite eligible bodies to opt in for the next appointing period, from the 2023/24 audit onwards, and to complete a procurement for audit services. PSAA is a not-for-profit organisation whose costs are around 4% of the scheme with any surplus distributed back to scheme members.

Advantages/benefits

- PSAA will manage the procurement process to ensure both quality and price criteria are satisfied.
- The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities.
- The suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise during the appointment period will be ensured.
- PSSA would undertake ongoing contract and performance management of the contracts once these have been let.
- By offering large contract values the accredited firms would be able to offer better rates and lower fees than are likely to result from local negotiation.
- Any conflicts at individual authority level would be managed by PSAA that would have a number of contracted firms to call upon.

Disadvantages/risks

- Individual elected members would have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups.
- In order for PSAA to remain viable and to be placed in the strongest negotiating position they will need councils to indicate their intention to opt-in before final contract prices are known.

4.5. Conclusion

The national offer provides the appointment of an independent auditor with limited administrative cost to the Authority. By joining the scheme, the Authority would be acting with other councils to optimise the opportunity to influence the market that a national procurement provides. The recommended approach is therefore to opt-in to the national auditor appointment scheme.

5. Next Steps

- 5.1. PSAA is now inviting Authorities to opt in for the second appointing period, for 2023/24 to 2027/28. Based on the level of opt-ins it will enter into contracts with appropriately qualified audit firms and appoint a suitable firm to be the Authority's auditor.
- 5.2. Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt-in must be made by a meeting of the full Council. It is proposed this decision is made by Council on 14 December 2021.
- 5.3. Assuming the recommendation to opt-in to the national auditor appointment scheme is made, the Council will then respond formally to PSAA's invitation by the close of the opt-in period on 11 March 2022.
- 5.4. PSAA will commence the formal procurement process in early February 2022. It expects to award contracts in August 2022 and will then consult with authorities on the appointment of auditors so that it can make appointments by the statutory deadline of 31 December 2022.

6. Risk Management

- 6.1. The principal risks are that the Authority:
 - Fails to appoint an auditor in accordance with the requirements and timing specified in local audit legislation; or
 - Does not achieve value for money in the appointment process.
- 6.2. These risks are considered best mitigated by opting into the sector-led approach through PSAA.

7. Legal implications

- 7.1. Section 7 of the Local Audit and Accountability Act 2014 requires a relevant Authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year.
- 7.2. Section 8 governs the procedure for appointment including that the Authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a

relevant Authority is operating executive arrangements (like the County Council) the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the Authority.

- 7.3. Section 12 makes provision for the failure to appoint a local auditor. The Authority must immediately inform the Secretary of State, who may direct the Authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the Authority.
- 7.4. Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a sector-led body to become the appointing person. In July 2016 the Secretary of State specified PSAA as the appointing person.

8. Financial Implications

- 8.1. The Council's current external audit fees are £116,000 a year for the County Council and £31,000 for the Warwickshire Pension Fund.
- 8.2. There have been significant increases in fees over recent years due to the complexity of the work and the problems with supply/capacity in the market outlined above as well as increases in the scope of audit, requiring more audit work. We expect fees to increase further when the current contracts end. A budget pressure to reflect the forecast increase in audit fees and the additional work associated with preparing the statement of accounts will be included in the 2022/23 Budget refresh report to be presented to Cabinet on 7 December 2021.
- 8.3. The concerns about capacity and sustainability in the local audit market also mean opting into a national scheme provides maximum opportunity to ensure fees are as realistic as possible, while ensuring the quality of audit is maintained, by entering into a large-scale collective procurement arrangement.
- 8.4. If the national scheme is not used further additional resource will be needed to establish and maintain an Auditor Panel and conduct a local procurement.

9. Environmental Implications

- 9.1. There are no environmental implications for the Authority arising from this report.

10. Background Papers

- 10.1. None.

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Audit and Standards Committee**Annual Governance Statement 2020-21**

4 November 2021

1 Recommendation(s)

1. That the Committee endorses the 2020/21 Annual Governance Statement for onwards submission to Cabinet and for recommendation to Full Council for approval.

2 Executive Summary

- 2.1 This report presents the 2020/21 Annual Governance Statement for endorsement at Appendix 1.
- 2.2 It has been assessed, as a result of the AGS evaluation and assurance gathering process, that there are no significant governance issues or governance failures to report. The results of the review and the draft AGS, prior to external audit review, were considered and endorsed by Audit and Standards Committee at its meeting on 10 June. Since then, the draft AGS has been subject to an External Audit review, with no updates required.
- 2.3 The Council has received the Local Area SEND inspection Ofsted report, since the draft AGS was published in June, and Section 5, Governance Challenges (p.20), has been updated to acknowledge receipt of the report and next steps.

3 Financial Implications*None***4 Environmental Implications***None***5 Supporting Information***None***6 Timescales associated with the decision and next steps**

- 6.1 The revised external audit and accounts approval timetable means that the 2020-21 AGS will be presented to Cabinet for endorsement on 25 November and submitted to Full Council for approval and certification on 14 December.

Appendices

- Appendix 1 2020-21 Annual Governance Statement for endorsement

Background Papers

None

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

Annual Governance Statement

Year ended 31 March 2021

Annual Governance Statement 2020/21

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1. What are we responsible for?

We are responsible for carrying out our business in line with the law and proper accounting standards, and for using public money economically, efficiently and effectively, and accounting for it properly. We also have a duty under the Local Government Act 1999 to continually review and improve the way we work, while at the same time offering value for money services.

To meet our responsibility, we have put in place proper governance arrangements for overseeing what we do. These arrangements are intended to make sure that we do the right things, in the right way, for the right people, in a timely, open and accountable manner. These arrangements consist of all the systems, processes, culture and values which direct and control the way in which we work and through which we account to, engage with and lead our communities.

2. The Governance Framework

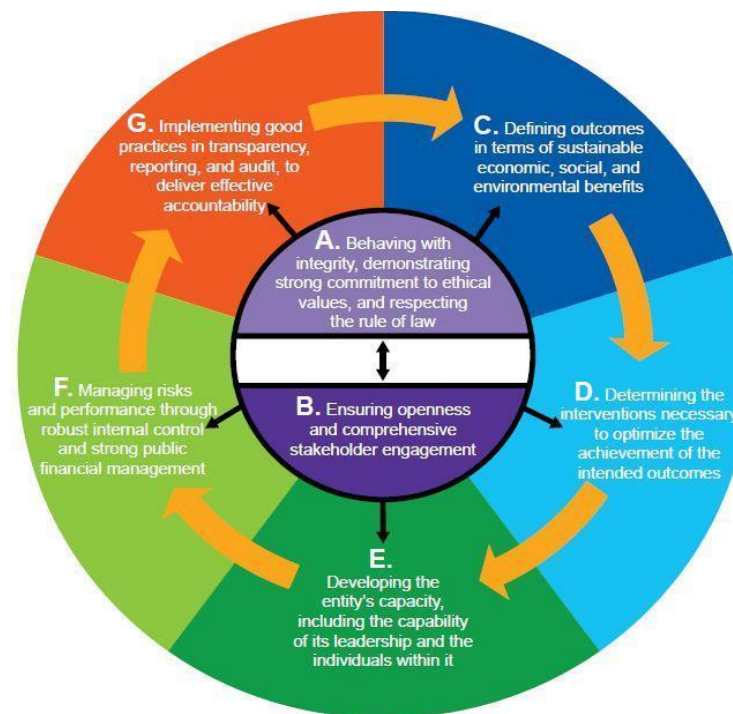
We have approved and adopted a **Code of Corporate Governance**, which sets out the principles of the *CIPFA/SOLACE Framework Delivering Good Governance in Local Government (2016)*

The Council's Code of Corporate Governance has recently been updated to present how our governance arrangements support each core governance principle and reflect organisational structures and processes. The full details of our current code and how we meet the seven Principles of good governance can be found on our website here:

<http://www.warwickshire.gov.uk/corporategovernance>

The Code will be reviewed at least every 4 years, and more frequently if needed. Consequently, governance arrangements in the Code are not repeated in the AGS, which will focus on compliance, effectiveness and improvements to the Framework.

Figure 1: CIPFA's Principles of Good Governance



Since March 2020, the COVID pandemic and the unprecedented public health and economic impacts have required a significant on-going managed emergency response. The Council has had to vary a range of working practices, service responses and business-as-usual governance mechanisms at pace.

Due process has been followed and the principles of the Governance Framework have been applied. Specific governance actions in response to the pandemic are captured in Section 3, as actions against the relevant governance principles and in Section 5, as governance challenges.

The aim of the governance framework

Our framework allows us to direct resources in accordance with our priorities, monitor how we are achieving our strategic aims and ambitions, and to consider whether they have helped us deliver appropriate services. The Framework also aims to assure we deliver value for money, by applying governance processes aligned to:

- Principle C: defining outcomes that have impact;
- Principle D: optimising achievement of outcomes that are effective;
- Principle E: strong financial management that delivers economic and efficient solutions.

Figure 2: The Council's Core Purpose and Priority Outcomes



The Annual Governance Statement provides assurances that these processes are working in practice and provide services in line with our priorities by delivering on our supporting priority of Making the Best Use of Resources.

Financial Management Code of Practice

Our Code of Corporate Governance will be enhanced by adopting CIPFA's Financial Management Code of Practice in 2021-22.

In preparation for adopting the CIPFA Financial Management Code of Practice, we conducted a self-assessment of our financial management arrangements and practice against each of the seven standards in the Code of Practice. This concluded that our current working practice and noted planned improvements will meet the expectations of the Code of Practice against each of the standards:

- Responsibilities of the Chief Finance Officer and Leadership Team;
- Governance and Financial Management Style;
- Long to Medium Term Financial Management;
- The Annual Budget;
- Stakeholder Engagement and Business Plans;
- Monitoring Financial Performance; and
- External Financial Reporting

We are alert to ensuring our governance arrangements support the Council as a whole and individual services to deliver value for money across all our activity and at all levels of accountability, and we continue to seek to adapt and improve our governance arrangements in that regard.

3. Review of compliance with the Local Code of Corporate Governance and the impact of COVID

Our recent review and update of the Local Code of Corporate Governance <http://www.warwickshire.gov.uk/corporategovernance> has confirmed that arrangements under each of seven governance principles continue to be applied. The COVID pandemic has made 2020-21 a year of significant change and the Council has, wherever required, adapted existing governance arrangements as part of our response to the pandemic and plans for recovery. We have set out below, for each governance principle, our self-assessment of compliance in the year and highlighted where COVID has impacted governance arrangements and has been an opportunity to enhance and seek to sustain the benefits of these changes.

Table1: Summary of Compliance and COVID impact against the Local Code of Corporate Governance

Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	
Compliance Overview	The key policies, procedures and practices set out in the Local Code of Corporate Governance remained in place and were applied throughout the year. Our six key behaviours and supporting values which underpin our governance arrangements are at the heart of all we do and continued to be central to how we appraise our performance.
	We have continued to meet the Public Sector Duty, as set out in the Equality Act 2010 and do not consider that we have unlawfully discriminated the provisions of services whether delivered by us or commissioned externally.
COVID impact and response	Council, Cabinet and Committee face to face meetings, including those relating to the Warwickshire Pension Fund were unable to be held in March and April 2020. Meetings resumed online in May and were compliant with access to information and public access requirements. Key decisions to be made by Cabinet from April were rescheduled without any further delay or deferment of Council business, with some decisions taken by the Leader/ Portfolio Holders as necessary. Formal Council meetings were held virtually from May 2020 until end April 2021. Plans for re-instating face to face council meetings from May 2021, are in place. A Member induction programme is also in place.
	We applied, wherever required, our statutory powers and our scheme of delegation to ensure continuity of core Council services and to deliver the emergency response and outbreak management activity at pace, in line with COVID related funding conditions and regulations. All such decisions and actual expenditure are recorded and evidenced.
	As an employer, we applied Public Health England and government guidelines in respect of COVID secure working, and required our staff to work at home wherever possible during periods of national lockdown. We undertook risk assessments for those staff whose role prevented them from working from home and ensured adequate supplies of PPE were available for the continued safe delivery of frontline council services. Reinstatement Toolkits were in place to ensure a safe- working arrangements at all locations during the pandemic. Throughout the period, we made available to staff support and wellbeing resources and the offer of reimbursement for equipment which enabled them to work safely from home.

	We are alert to changing risks to information security, including cybercrime, that may arise due to remote working and we continued to maintain prevention, control, testing and response regimes to mitigate this risk.
	The constitutional role and regulatory duties of the Director of Public Health, including applying the latest PHE guidance, government regulations and devolved responsibilities were supported by specialist legal advice.
	We prepared for and delivered, with our district and borough council partners, Covid secure elections on 6 May 2021.

Principle B: Ensuring openness and comprehensive stakeholder engagement

Compliance Overview	The key policies, procedures and practices set out in the Local Code of Corporate Governance remained in place and were applied throughout the year.
COVID impact and response	<p>We expanded our contribution to and collaboration with partner organisations to deliver a joined-up response to COVID through increased joint working in a wide variety of settings, notable examples are:</p> <ul style="list-style-type: none"> • Developing and delivering coordinated policy and support for vulnerable citizens and those shielding, including leadership and operation of a county-wide network distributing 10,800 food and household essential parcels to clinically extremely vulnerable people, and maintaining a seven day Covid hotline throughout the year; • Establishing place-based Incident Management Teams to prioritise local responses between partners; CSW (Coventry, Solihull and Warwickshire) and West Midlands Local Resilience Fora, Safer Warwickshire Partnership and collaborating with Category 1 and 2 Responders on county wide emergency response, contingency planning and public information staysafe. ; • Our strategic and tactical cells continued to meet at least weekly throughout the year with attendance from key partners including the Police, Health Service and Warwick University; • Throughout the year we convened a Service Resilience and Recovery Forum, involving district and borough council chief officers and Warwickshire Police; there were also regular COVID briefings of Warwickshire MPs, council leaders and the Police and Crime Commissioner; • We ran school leader meetings, webinars and online platforms for sharing advice, learning and tools to assist teachers, parents and students; • Our Mortuary Services Working Group and Bereavement Group held regular meetings (weekly at one stage) with Funeral Directors, the Coroner, the Fire and Rescue Service, Public Health and Registration Services to ensure bereaved families were treated with respect and dignity; • A CSW led review of economic resilience and capacity.

Our public engagement has been delivered and managed daily, through our external website home page and links to a dedicated suite of COVID information, advice and support pages <http://wawickshire.gov.uk/coronavirus>, which received 438,000 hits through the year. We maintained multi-platform links to the latest sources of national and local information, advice and contact points for the local communities, those who were shielding or vulnerable and their carers, schools, providers, businesses and volunteer groups. We also extended our community engagement through a range of social media channels, using #bestwarwickshire tag on Twitter, Facebook, Snapchat and Instagram for specific public health messaging and campaigns and extending our reach during this critical time. We issued a special edition of our brochure “Warwickshire Together” delivered to all our households signposting all key sources of help and advice to stay well, safe and connected with key services.

As a specific response to COVID, working at pace with district and borough councils and the voluntary and community sector, we led and co-ordinated the establishment of a network of Community Shielding Hubs to maintain food supplies and medicines, communication channels and information to support the most vulnerable members of the community. A central, seven-day telephone line provided advice and support to those extremely clinically vulnerable citizens who were shielding, and other vulnerable residents and over 105,000 contacts made with vulnerable people.

To support local business, we also published weekly “Warwickshire Economics” bulletins updating and signposting the latest financial and practical support for businesses. We ran Town Centre webinars to identify action needed to support local business and to support the re-opening of public spaces. This included redesign and reallocation of road space to enable social distancing and improve throughput of pedestrians in a safe way that provided confidence to visitors to come to our town centres.

We made proactive and extensive use of our Employee Engagement Strategy to stay connected with our staff and to support them through considerable enforced changes to ways of working and the challenges they faced at work and at home. On average, over 40% of staff participated in five short ‘Check-in’ surveys focused on health and well being as well as broader performance themes. Results for key indicators of well-being were analysed, followed up by Corporate Board in 2 action plans and shared with all staff via broadcasts and dedicated areas of the intranet with links to results dashboards. <https://www.warwickshire.gov.uk/employeeengagement>

Corporate Board and Strategic Director live stream broadcasts, at least fortnightly, were available to all staff (live or recorded) throughout the year greatly supporting staff engagement for both remote and community/site-based staff. Sessions included Q&A and supported staff with clear health & well-being messages, maintained connections within the organisation and aided understanding of decisions and key messages in a fast moving environment. 89% of staff agreed that internal communications kept them informed of what the Council is doing (Check in 5).

Pension Fund stakeholder engagement was delivered remotely, including a remote Annual General Meeting and employer engagement day. The Fund's policy and strategy documents remained publicly available at <https://www.warwickshirepensionfund.org.uk/home/investments/1>

Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

Compliance Overview	At the start of the year, prior to the pandemic, we had a clear set of priority outcomes in the Council Plan, https://www.warwickshire.gov.uk/strategies . The Medium Term Financial Strategy (MTFS) supports the delivery of the Council Plan and is based on clear assumptions; resources align to priorities and ensure a balanced budget to sustain services and the longer term financial health of the Council. The MTFS process, which includes scenario planning, assists with forward planning and responding to variations in financial forecasts and changes to assumptions.
COVID impact and response	In June 2020, we published a joint position statement with Warwickshire Council's on COVID recovery on our website news pages , setting out focus areas for joint working.
	Our COVID Recovery Plan was approved by Cabinet in September 2020, to provide leadership on recovery from the pandemic and address challenges, uncertainty and new opportunities. We carried out strategic and service impact assessments and financial reviews to support a series of theme based cross party member working groups in May. In June, reports were also prepared for each Overview and Scrutiny Committee on service focused response to the pandemic and next steps. The Recovery Plan is underpinned by recovery principles that ensure the plan remains dynamic and flexible enough to respond to changes in need.
	With our agreed Recovery Plan in place, our Change Portfolio was reviewed, and programmes and projects reprioritised against our four themes to drive recovery, linked to regional and sub regional recovery activity: <ul style="list-style-type: none"> • Place, Economy and Climate (including skills and education); • Community; • Health, Wellbeing and Social Care; and • Organisation (including the reinstatement of services).
	Warwickshire's Health & Well Being board conducted a COVID-19 Health Impact Assessment to best understand priorities and key drivers for future strategies. The Director of Public Health produced her annual report which was themed around the impact of COVID on health inequalities in Warwickshire. This was presented to Council in March 2021.

Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

Compliance Overview	The key arrangements for managing performance and delivery, to inform interventions, continued to operate throughout the year.
COVID impact and response	<p>We acted quickly to generate Business Intelligence data dashboards, to support daily response actions and decision making throughout the pandemic, supplementing national PHE and health data.</p> <p>Through our use of data, service impact assessments, CSW Resilience led action plans and risk assessments we identified cost, demand and business continuity pressures on Adult Social Care and Children & Families services. This informed decisions to direct COVID specific funds, where appropriate, to:</p> <ul style="list-style-type: none"> • Supplement the frontline workforce in Social Care, Children & Families; • Adapt working practices and service locations to be COVID secure; • Cover the increased costs of residential and other commissioned care; and • Respond to the emerging Mental Health crisis. <p>We maintained support for our school communities with direct interventions that supported remote learning during lockdown periods and on-site learning for key workers and vulnerable children, including school meals, transport and IT facilities.</p> <p>Progress against the COVID-19 Recovery Plan was reported to Cabinet in January 2021 and progress will continue to be reported in 2021/22, until recovery priorities and measures of success are integrated with future updates to the Council Plan. Reporting progress in January, at the time of the third national lockdown, meant there was a further reprioritisation of corporate activity, and realignment of resources to respond to changing circumstances and shifting recovery priorities.</p> <p>We conducted a mid-year stocktake of all our active and planned project activity and reviewed the impact of reprioritisation on current year budget forecast and the Medium Term Financial Strategy.</p> <p>Although we continued to collect Key Business Measure (KBM) data for our Commissioning Intentions Performance Framework throughout the year, our reprioritisation of non-essential activity meant Q1 and Q3 Council Plan progress reports to Cabinet were not produced. However, KBM data was available to access and interrogate through our PowerBI (Business Intelligence) suite of dashboards, available online to officers and members.</p>

Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it	
Compliance Overview	The key arrangements for building our capacity and capability continued to operate throughout the year. The process for annual appraisals was temporarily paused early in the pandemic and was reinstated when national restrictions were relaxed. Leadership forums, including Senior Leadership Forum were maintained and enhanced with strategy & commissioning network meetings.
COVID impact and response	In the earlier stages of the pandemic, we established a staff redeployment panel to manage voluntary applications from staff and redirect resources from non-essential activity to critical services and areas of greatest need, in accordance with our emergency action plans and business continuity plans. Staff involved in redeployment have fed-back that they felt valued, empowered to make best use of their existing skills and gained new skills and insights.
	<p>The health & wellbeing of our employees during the COVID pandemic and lockdown period has been a top priority, and as well as ensuring we engage with staff as stakeholders, we have focused on building a resilient and high performing workforce:</p> <ul style="list-style-type: none"> • maintaining wellbeing and HR policy information on dedicated staff intranet sites (Keeping You Well and Working, Working4Warwickshire) with links to active internal and external support networks, resources and staff well-being check in surveys; and actions arising from those surveys; and • regular live broadcast to staff from Corporate Board and Strategic Directors, to communicate key well-being messages, updates and Q&A. <p>"Check in 5" survey results (March 2021) provided assurance that 82% of respondents were feeling ok or better and 86% felt "employee well-being is promoted at work". We have also seen our sickness absence rate decline significantly through the year from 10.27 days per Full Time Equivalent to 7.45 days.</p>
	The delivery of Functional Operating Models (service reviews and structural reorganisations on a service by service basis) that support our Target Operating Model, was paused, but has now recommenced and is back on track.
	The Council's move to the Cloud-based Microsoft 365 environment has secured communication and data security and has also enhanced our ability to work remotely and collaboratively. Our How We Work programme, designed to invest in and deliver the right technology and tools to work as efficiently and effectively as possible, has also supported staff with bite-size MS training sessions that could be accessed at any time.

Principle F: Managing risks and performance through robust internal control and strong public financial management	
Compliance Overview	<p>The regulations, policies and governance arrangements set out in the Code of Corporate Governance have been fully applied throughout the year for the Council and for Warwickshire Pension Fund.</p> <p>We adopted a new Strategic Risk Management Framework in April 2021 and continue to apply the CIPFA Code of Practice for Managing the Risk of fraud and corruption and this is reflected in our anti-fraud policy. http://www.warwickshire.gov.uk/antifraud</p>
COVID impact and response	<p>The impact of COVID on the Council's financial position was subject to continuous financial analysis and key indicators reported to Corporate Board alongside financial impact returns to central government. Quarterly budget monitoring reports provided a COVID/ Non-COVID forecast split as well as commentary on the position of the Capital Programme and any delays in delivery. Monthly budget monitoring reports were also provided to Corporate Board and broken down for Directorate Leadership Teams.</p> <p>The Pension Fund set up a dedicated COVID Risk register and associated action plan to ensure impacts were identified and managed. Administration functionality was maintained, and although investment volatility was very significant it was within the range of the scenarios modelled in the previous triennial valuation and the Fund was not required to make any investment decisions under distress.</p> <p>COVID related expenditure was coordinated and governed centrally in accordance with delegated authorities. All specific grant funds and allocations were accounted for and controlled in compliance with the terms of the conditions of the grant and our financial rules and policies. The COVID Winter Grant Scheme funds allocated to the Council were subject to internal audit checks. Decisions to allocate multiple COVID funding streams and redirect resources to stand up or sustain critical services included funds allocated to:</p> <ul style="list-style-type: none"> • Standing up community-based shielding hubs with appropriate controls over procurement, stock control and distribution; • Apply the hospital discharge grant; • Procure PPE for frontline services, providers and carers; • Carry out community testing & contact tracing (including being a pilot authority) and local outbreak management; • Deliver infection control in residential care settings; and • Sustain public facing communication and customer services.

Where our emergency response involved the rapid turnaround of procurement and distribution of goods and services, we applied our Financial Rules and sought additional advice on appropriate controls from internal audit, to ensure that supplies of essential equipment and products were maintained, and suppliers paid promptly and accurately.

Core Principle G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Compliance Overview	<p>We endeavour always to be open and transparent. The regulations, policies and governance arrangements set out in the Code of Corporate Governance have been applied throughout the year for the Council and for the Warwickshire Pension Fund and can be accessed here: http://www.warwickshire.gov.uk/democracy and https://www.warwickshirepensionfund.org.uk</p> <p>Each year we publish information on our website outlining how we spend Council Tax income. http://www.warwickshire.gov.uk/counciltaxspending</p>
COVID impact and response	<p>During the early stages of the COVID response the Council made greater use of Leader (and where appropriate Portfolio Holder) decision making as set out in the Constitution. Arrangements were put in place to allow prior sharing of reports with Group Leaders for any representations to be taken into account and reports and minutes were published and made available to the public in the usual way.</p> <p>All COVID related expenditure and foregone income decisions were agreed collectively at Corporate Board, or by the Leader of the Council/ relevant Portfolio Holder, in accordance with our scheme of delegation and those decisions were recorded.</p> <p>Although there were changes to regulated inspection schedules during the year, we were able to take assurances from, and act quickly on, feedback received from:</p> <ul style="list-style-type: none"> • Ofsted’s Inspection of Local Authority Children & Families Service, which was started but not completed in March 2020 identified areas for improvement which are addressed by actions in the Practice Improvement Plan; and • Her Majesty’s Inspectorate of Constabularies and Fire & Rescue Services (HMICFRS) inspection of Warwickshire Fire & Rescue Service’s (WFRS) response to COVID reported that the inspectors were impressed with how we maintained statutory functions whilst increasing the support for the most vulnerable in the community, with “on call staff working beyond their normal operational commitments” WFRS Covid-19 inspection.

	<p>In the absence of Care Quality Commission and other regulatory inspections during the year, our Commissioning Support Unit have made sure that we maintained our existing Quality Assurance systems for providers delivering Adult Social Care and Children’s commissioned services.</p>
	<p>Although delivery of the 2020-21 Internal Audit plan was initially paused, due to reprioritisation of service based and audit resources, audit assurance work caught up in the final quarter of the year to complete sufficient audits to provide an annual audit opinion for the year.</p>

4. Review of effectiveness and improvements to governance arrangements

We have responsibility for conducting, at least annually, a review of the effectiveness of our governance framework including the system of internal control. The review of effectiveness is informed by the work of managers within the Authority who have responsibility for the development and maintenance of the governance environment and by the Head of Internal Audit's annual report

The review of effectiveness was co-ordinated by an evaluation panel consisting of representatives from each Directorate, Internal Audit and chaired by the Strategy & Commissioning Manager (Treasury, Pensions, Audit, Insurance and Risk). In carrying out its review, the evaluation panel:

- considered the approach of the Authority to establishing its principal statutory obligations and organisational objectives;
- considered the approach of the Authority to identifying principal risks to the achievement of those obligations and objectives;
- identified the key control frameworks that the Authority has in place to manage its principal risks;
- obtained assurance from managers on the operation of key control frameworks and on the results of relevant external or internal inspection;
- reviewed progress against the 2020-21 Governance Action Plan (Appendix 1) and;
- evaluated the assurances provided and identified gaps.

The evaluation panel also considered the strategic risks updated and agreed with Corporate Board in February 2021. The impact of COVID on strategic risk has been reviewed to inform recovery planning.

In addition, Assistant Directors have confirmed that they have complied with the risk management framework throughout the year and have provided assurances at year end, including additional assurances about COVID impacts.

Consideration was also given to the results of reviews carried out by external regulators and agencies during the year including the external audit of the accounts. The work of the evaluation panel was scrutinised by the Assistant Director Governance and Policy (Monitoring Officer), the Assistant Director Finance (Deputy Section 151 Officer), Strategic Director for Resources (Section 151 Officer) and Director of Adults and Children's Services before being submitted to the Audit and Standards Committee in June 2021 for further scrutiny.

The results of Internal Audit work were reported to the Audit and Standards Committee throughout the year with the exception of the March 2020 meeting which was cancelled. The individual reviews feed into the overall Internal Audit Annual Report. The Committee has also considered in greater detail areas where limited assurance opinions have been provided including; Pensions Administration, and Strategic Property. This report concludes that the Authority's control environment provides moderate assurance that the significant risks facing the Authority are addressed. The internal audit findings, including those with a limited assurance opinion, were duly considered in the preparation of this statement.

The 2021-22 Governance Action Plan (Appendix 1) presents, on an exception basis, additional actions that are already planned or being considered to inform future Council planning and strengthen governance.

The process of review has also captured governance improvements in Table 2, that we have made during the year. These improvements may not be a direct result of our response to COVID but may, in some case, have been influenced by successful outcomes and lessons learned.

Table2: Summary of improvements to governance arrangements in 2020-21

Activities and Assurances	Governance Principle (s)
Led by the Resources Directorate, including cross cutting actions	
An independent review of scrutiny arrangements was undertaken, with conclusions and recommendations reported to three of four Overview and Scrutiny Committees in February and March 2021, the remaining committee is due to consider recommendations and they will go forward to Cabinet and Council, for action in 2021-22 following the elections.	Transparency and effective accountability
LEXCEL accreditation of Legal Services provided ongoing assurance about the standards of legal services provided to internal and external clients.	
As part of developing our new Strategic Risk Management Framework, for implementation in 2021, we have articulated strategic risk appetite levels and updated our approach to strategic risk assessment to provide senior leaders and members with more insight on how successfully risk and opportunity is being managed.	Risk and Performance
<p>Change portfolio governance arrangements were structured for all our programmes, revenue projects, and any initiatives contributing to recovery deliverables as follows:</p> <ul style="list-style-type: none"> • Change Management Delivery Groups, for five defined programme areas, set priorities for programmes and assure delivery of projects and programmes to agreed time, cost, quality, benefits and risk; • The Change Portfolio Board acts as the Sponsorship Board across all programmes; • Gateway Group continued to meet to assess project proposals and business cases to ensure benefits align with our priority outcomes; and • Implementing a new Programme Management Office structure to support project delivery and quality assure project proposals, live projects and change control processes, that was subject to internal audit review and achieved a substantial assurance opinion 	Determining interventions
A dedicated Corporate Policy and Commissioning team to support Leadership Team and Members with strategy development, foresight and futures work, fortnightly policy scans and developing an Integrated Planning Framework across finance, performance, risk and compliance.	Defining outcomes
Deep dive financial reviews of IT, property management and Special Educational Needs and Disability services to inform zero based budget setting in those areas.	Strong public financial management

Activities and Assurances	Governance Principle (s)
Pension Fund Administration compliance and efficiency improvements have been achieved through implementation of the I-Connect system which is close to completion. This is expected to result in improved data quality and a reduced number of pension regulation breaches.	Transparency and effective accountability
Cabinet approved the constitutional, governance and accountability arrangements for Warwickshire Property and Development Group to manage Council owned risks and to assure the delivery of the required social, economic and financial benefits in the approved Business Plan. In doing so we carried out extensive due diligence on the proposed arrangements, and applied learning from other similar council led commercial and joint venture initiatives.	Strong public financial management / internal control
The Finance Training Board designed a new “Finance Training for Managers” course to cover commercial and project finance skills and are actively encouraging finance staff to submit applications for professional and technical qualifications.	Strong public financial management/ Building capacity and capability
Our Payroll Service successfully resolved system and control weaknesses identified by prior year audit reviews which had resulted in low assurance levels, receiving a higher Substantial Assurance opinion in March 2021.	Strong public financial management/ Robust internal control
Through Our People Strategy 2020-25 we aim to build a sustainable and resilient workforce; agile working principles have been agreed and flexible working contracts were formally adopted for new starters and have been offered to all staff.	Ethical Values/ building capacity and capability
A dedicated Equality Diversity and Inclusion team facilitates change activity within the How We Work programme to deliver our Equality, Diversity and Inclusion vision. We support a cross council Equality, Diversity and Inclusion Group and run training workshops open to all staff. We use our internal communications to promote equality awareness campaigns and support staff networks such as the Staff Carers’ Network.	Ethical Values/ building capacity and capability
A Bullying and Harassment Policy and Procedure was approved and launched and new guidance on delivering a neurodiversity inclusive workplace was issued.	Ethical Values/ building capacity and capability
Our strong focus on staff wellbeing, before and during the pandemic, includes new initiatives to support staff through difficult times, such as Listening Mates, and for staff to have their say on our priorities and preferred ways of working. “Check in 4” results provided assurance that 86% of staff agreed that Employee Well Being is promoted at work, compared with 72% in 2019.	Building capacity and capability/ Engagement

Activities and Assurances	Governance Principle (s)
Led by the Communities Directorate – service specific	
WFRS Integrated Risk Management Plan was approved at Council in March 2021 following consultation, including a public survey, to ensure our fire and rescue service has resources in the right locations to effectively manage the changing risk profile within the County.	Managing risk and performance
In 2020, we established a cross council Trade and EU Matters Group, chaired by the Strategic Director for Communities, to review and report to Council on transition and post transition risks. The Group is responsible for scanning new legislation and coordinating the response, including supply chain reviews, arising from the UK's exit from the European Union.	Managing risk and performance
The Council Plan 2020-25 includes our commitment to mitigate negative effects on climate change, aligned to our Change Portfolio and with oversight from the Climate Change Delivery Group.	Defining Outcomes
The adoption of the Warwickshire Minerals Plan following consultation and independent examination, sets out the preferred strategy, sites and policies for guiding mineral development for the next 15 years in support of sustainable development.	Defining outcomes
Led by the People Directorate – service specific	
Our new Health & Well Being Strategy 2021-26, produced in collaboration with Health and Well Being Board partners was agreed in March 2021, with three initial priorities: <ul style="list-style-type: none"> • children and young people have the best start in life; • improving mental health & well-being; and • reducing inequality in health outcomes 	Defining outcomes
The development and implementation of Warwickshire's Care Home Resilience Plan supported by our Learning and Development offer to the health and care market. We are also conducting further work with Warwick University on public health in care settings.	Managing risk and performance

Activities and Assurances	Governance Principle (s)
We are extending social care and community-based market management initiatives by inviting community-based groups to tender formally for services via the CSW Joint E-Tender platform.	Robust internal control

5. Governance issues and challenges

We have not experienced any significant governance failures during the last year and our arrangements remain fit for purpose in accordance with the governance framework.

A primary purpose of the governance framework is to manage strategic risks proactively and to ensure that risks that can't be tolerated are appropriately mitigated.

The areas of challenge listed below have been identified as major challenges for the Council (strategic risks assessed as having the highest risk scores). We are satisfied that the challenges identified here are addressed by the Council Plan/Covid-19 Recovery Plan and supporting strategies, with key mitigation strategies signposted below.

Risk of post pandemic widening of social, health and economic inequalities and inability to catch up, resulting in worsening outcomes for our communities.

One of the principles underpinning our [COVID Recovery Plan](#) is to tackle inequalities, to help our most vulnerable and disadvantaged citizens and communities overcome the negative impacts of the pandemic. Recovery priority four aims to: "harness the power of our communities to tackle inequality and social exclusions".

We are building on our response to the pandemic, with further targeted action to:

- promote and broaden the Local Welfare Scheme, which received nearly 22,000 calls in the last year; and
- establish a Warwickshire Food Forum to tackle food poverty, following the issues of over 55,000 winter food and fuel vouchers.

We also allocated £1.6m of COVID grants and investment funds to the specific initiatives in 2020-21 to:

- manage the impact of Covid-19 on BAME Communities;
- improve mental health and well being; and
- tackling inequalities through Children & Families services

Our Health & Well Being Strategy 2021-26 and The Director of Public Health's Annual Report 2020-21 directly addresses health inequalities and the "double impact of harm" for Black, Asian and Minority Ethnic communities and the most vulnerable individuals facing multiple deprivation and inequalities in health.

Many of our services have been in the frontline of the COVID response and continue to support ongoing community resilience, often in the face of increasing demand for Council services and pressure on points of contact. To sustain critical services, we will continue to review and test all our business continuity and emergency plans and learn from our ongoing response to the pandemic.

Risk of Education and skills gap widening and inability to catch up, resulting in worsening outcomes for students, particularly for disadvantaged students.

Our [COVID Recovery Plan](#), priority three, sets out how we will help our children and young people catch up on their education. These focused initiatives also support our [Warwickshire Early Help Strategy \(2018-23\)](#) and our current [Education Strategy](#), which includes our approach to Closing the Gap. Going forward, we will make best use of Government catch up funding and supporting our schools by:

- Targeted roll out of IT resources and training to enable children and young people to make best use of digital learning resources;

- Programme of out of school and enrichment activities to support learning and catch up;
- Delivering our Child Friendly Warwickshire programme;
- Delivering our Early Years Programme; and
- Delivering our SEND and Inclusion Strategy and integrated delivery.

Risk of a deep and prolonged downturn in the economy, impacting on business sustainability, reduced employment levels and household income.

The COVID pandemic inevitably led to a significant drop in economic activity compared with the previous year, and there continues to be significant uncertainty around patterns of future growth. We worked closely with district and borough councils, Chamber of Commerce, Federation of Small Businesses (FSB) and Local Enterprise Partnership to co-ordinate our approach and support and sustain our businesses to access the emergency response funds made available by central government.

A key theme of our COVID Recovery is “Place, Economy and Climate (including skills and education)”, with three recovery priorities dedicated to:

- Support business and grow the economy;
- Stimulate job creation and skills; and
- Invest in regeneration and a sustainable future.

We have allocated £5 million of loan and grant funding for small businesses through both government funded schemes and instigation of new or extended Warwickshire County Council programmes of financial and broader packages of support for businesses which so far include:

- Adapt and Diversify Covid-19 Recovery and Investment Grants;

- Survive, Sustain and Grow to support small businesses in retail, tourism and leisure; and
- Retail and Hospitality Recovery and Investment Grants.

The new Warwickshire Recovery and Investment Fund (WRIF) is being created to stimulate the county’s economy, create jobs, support local businesses and bring investment into the county, with plans to invest £140m over 5 years. <https://www.warwickshire.gov.uk/information-coronavirus/coronavirus-wcc-economic-recovery-programmes/1>

The Council has approved the creation of the Warwickshire Property Development Group which intends to generate significant economic activity within the county over the medium term.

At a regional level the Council is a non-constituent member of the West Midlands Combined Authority (WMCA), with its objectives to create jobs, enhance skills, develop prosperity and drive economic growth. We continue to actively engage with WMCA with regards to transport, planning, housing and economic development. We will:

- Continue to work with our partners to develop the Skills for Employment programme to improve the employability skills and attributes of young people;
- Enhance our approach to place-shaping and infrastructure investment, taking advantage of government funding opportunities to both support economic recovery and to help deliver the key Council Plan priorities;
- Develop and deliver a pipeline of transport infrastructure projects with associated funding strategies;
- Continue to work with partners on the development of HS2 and maximising the economic benefits and managing the impacts on our communities; and
- Proactive management of any risks arising from EU Exit including workforce, data handling and supply chain impacts.

Risk of continued uncertainty about external factors such as longer-term Government policies and economic outlook, impacting on longer-term planning and our ability to sustain key services.

The outlook for Local Government remains challenging and with uncertainty about future policy changes given the economic and financial consequences of the pandemic, and only short-term clarity about future funding levels for local authorities absent a multi-year settlement through the Comprehensive Spending Review. Most fundamentally, demand for services is high and increasing and can be expected to increase further as a consequence of the Pandemic.

We are actively managing the impact on future levels of business rate income, tax base and cashflow management. We also await the outcome of the Treasury's Fair Funding and Comprehensive Spending Review.

We are adopting a future focused and strategic approach to identifying priorities for local government and the implications for Warwickshire. In the short term this includes:

- Implementing the COVID-19 Recovery Plan
- Facilitating strategic conversations with members, senior leaders and staff; and
- Establishing an approach to Residents' Panel to inform our priorities going forward, supplementing existing community engagement platforms and data gathering.

The potentially significant impact of uncertainty and change is actively managed through the Change Programme workstreams.

Over the coming year we will:

- Continue to monitor the implementation of in year savings, delivery plans and possible inflationary impacts to ensure that revenue and capital budgets are managed effectively, with a particular focus on improving the quality of in-year forecasting to inform timely resource allocation decisions;
- Apply our Commercial Strategy and Treasury Management and Investment Strategy to manage commercial and investment risks;
- Participate in conversations about devolution and future challenges and opportunities facing local authorities through national professional bodies and council networks; and
- Consider options for conducting Local Government Association led Peer Challenge activity in 2021 to provide assurance our strategic planning approach matches the challenges we face.

Risk of continuing pressure on Special Educational Needs & Disability (SEND) provision

One of our most significant operational and financial challenges is responding to longer term pressures that have a fundamental impact on the funding and provision of SEND in Warwickshire. Demographic and societal pressures and the upward trend in assessments requested is driving the increasing and urgent demand for special needs provision, both in mainstream and specialist settings.

We will continue to implement our SEND and Inclusion Strategy priorities and outcomes, through investment in a multi project and integrated SEND Change Programme, supported by the council's Programme Management Office, with oversight of programme performance by the Change Portfolio Board.

An Ofsted and CQC inspection of local area SEND services took place in July 2021 and reported, in September, on the strengths and areas of development to improve the effectiveness of the local area. We are taking action to respond to specific concerns that were raised and already have the following key actions in our Service Plan for 2021-22:

- A review of mainstream school top-up funding for Education Health Care Plans (EHCP);
- A new quality assurance framework for EHCPs; and
- The opening of a new special school, The Warwickshire Academy, offering specialist provision, with up to 80 places for students with Social, Emotional and Mental Health (SEMH) and Autism Spectrum Disorder (ASD) support needs.

6. Certification

We will continue to manage the risks detailed above and further enhance our governance arrangements over the coming year as set out in the 2021-22 Governance Action Plan at Appendix 1. We are satisfied that the risks we have identified are addressed in our Council Plan, COVID-19 Recovery Plan and key strategies. We are satisfied that the actions identified will address the need for improvements that were highlighted in our review of effectiveness. These are monitored and reported to members and Corporate Board as part of the corporate performance management framework. We will monitor their implementation and operation as part of our next annual review.

.....
Councillor Izzi Seccombe OBE
Leader of the Council

.....
Monica Fogarty
Chief Executive/Head of Paid Service

Appendix 1 – Rolling Governance Action Plan

Governance Improvement Actions for 2020-21	Actions Completed	This year we are:
To update our Local Code of Corporate Governance to reflect organisational restructure and new ways of working with learning points from our COVID-19 response actions and recovery planning also informed updates to the code.	An updated Local Code of Corporate Governance was endorsed by the Audit & Standards Committee and Cabinet, with full Council approval to follow in 2021.	Updating Do the Right Thing intranet guidance and develop modular training to support the new Code.
Complete the review of the Council's Constitution and Financial Regulations .	The Member Code of Conduct was reviewed against the latest LGA model. Financial Regulations and Contract Standing Orders are being updated for approval by Council.	Updating the scheme of delegation.
To update our Risk Management Framework	A new Strategic Risk Management Framework was approved by Cabinet in April 2021 and Strategic Risk Appetite levels and statements agreed.	Rolling out the new risk management approach according to milestones in the Integrated Planning programme.
To implement a Three Line of Defence model as part of a council wide assurance framework to manage risks and deliver ongoing internal control assurances to Corporate Board and members throughout the year.	Three lines of assurance model has informed Functional Operating Models, Change Programme governance and is adopted as the governance model for Strategic Risk Management.	Assurance mapping systems of internal control, as part of Internal Audit planning.
Reinstatement Planning for all Council services are prioritised and risk-based, focusing on: <ul style="list-style-type: none"> • Keeping people safe; • Managing risk successfully; • Supporting staff with new ways of working; and • Ensuring learning points are identified and followed up. 	We adopted a precautionary approach, informed by legislation and progress of the pandemic. Site risk assessments and business need informed our Reinstatement Plans.	Continuing to consult with all staff to inform next steps, aligned to our How We Work programme.

<p>Update of strategic planning tools to reflect COVID recovery:</p> <ul style="list-style-type: none"> • Review and refresh the Council Plan informed by COVID recovery planning, • MTFS refresh for 2021/22 budget to accommodate revised income and expenditure forecasts. • Integrate Strategic Policies and Priority Outcomes • Review and update Our People Strategy Delivery Plan 	<p>The Council Plan 2025 and Medium Term Financial Strategy were updated and approved by Council in February 2021, incorporating Recovery Plan objectives.</p> <p>Our People Strategy Delivery Plan 2021-22 is approved and overseen by the How We Work Delivery Group.</p>	<p>Using our Integrated Planning programme to drive updates to the 2022/23 Council Plan.</p>
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Governance Improvement Actions 2021-22	Action Owner	By when?
<p>How we govern our partnership arrangements: We will review and refresh our partnership governance arrangements, which were last updated in 2014. We will seek a risk based and proportionate approach to managing our partnerships.</p>	Assistant Director Governance and Policy	March 2022
<p>How we manage our capital programme activity We will complete an end to end process review of our approach to capital project management with the aim of reducing the likelihood of significant budget overspends and impactful delays.</p>	Assistant Director Finance	December 2021
<p>How we manage our third party suppliers and contracts We will take forward actions identified from a review of Supplier Management by PwC. This includes establishing a Contract Management and Procurement Delivery Group, implementing a new Contract Management System and setting up cross directorate boards to oversee supplier relationships that hold the greatest risk (i.e. those where a supplier failure would risk delivery at a Council wide level).</p>	Assistant Director Commissioning Support Unit	March 2022

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Audit and Standards Committee

Annual Governance Report

4 November 2021

Recommendation

That the Audit and Standards Committee notes and comments upon the content of the report.

1. Executive Summary

- 1.1 This report has been produced following the meeting of the Audit and Standards Committee on 5 November 2020 which considered the Committee on Standards in Public Life's Local Government Ethical Standards Report. At that meeting the Committee agreed to introduce an Annual Governance Report for consideration by the Committee.
- 1.2 The role of the Audit & Standards Committee is to maintain oversight of internal and external audit matters, the council's arrangements for corporate governance and risk management and any other arrangements for the maintenance of probity.
- 1.3 Alongside this the Committee has a role in maintaining high standards of conduct by councillors and officers, promoting good governance through the behaviours and conduct of members and officers and upholding standards through operation of the Codes of Conduct (member and officer).
- 1.4 There are numerous ways in which the Council maintains strong governance arrangements and demonstrates the high standards of conduct that are required from public servants. These include legal/ regulatory compliance requirements, operation of policies and procedures as well as cultural norms and expectations – all of which fall within the umbrella of upholding and promoting high standards. This report aims to highlight for the Committee the arrangements that are in place to enable the Committee to undertake its assurance role as to the robustness of the governance arrangements that are in place. In producing this report, regard has been had to the practices of other Councils in producing similar reports and the guidance relating to good governance available from bodies such as CIPFA and the Institute of Good Governance.

2. Legal/ Regulatory Compliance

2.1 The Council has in place a series of systems and processes to ensure legal/regulatory compliance. These include (not an exhaustive list):

- The system in place for clearing committee reports to ensure legal and financial compliance.
- The cyclical reporting arrangements for Corporate Board to ensure that regulatory compliance matters are highlighted for consideration by senior officers (eg information requests, data breaches, LGSCO ombudsman outcomes).
- The regular Monitoring Officer briefing highlighting to the Chief Executive and the Strategic Director for Resources any issues of legal concern. This is supplemented by a Statutory Officers Briefing which is provided quarterly and includes issues of finance and legal concern for consideration by the Monitoring Officer, s151 Officer and Chief Executive;
- The annual process for declaring staff interests and the maintenance of a register of interests.
- Declarations of interests by members which are publicly available on the Council's website – the most recent having been completed by all members following the 2021 elections.
- The annual process for declaring third party interests / transactions as required by the external auditors in relation to senior officers
- The process for staff (and newly introduced for members following changes to the Member Code of Conduct) for registering and seeking approval to accept gifts and hospitality. For staff the process is automated through the Your HR system which then triggers a requirement for manager approval. For members the process is operated through Democratic Services. Since its introduction in July 2021, Democratic Services has received one notification from an elected member. At present the system requires members to email any declarations to the team. A system that will enable online declarations via modern.gov by members is under development.
- The whistleblowing procedure was updated in 2019 and is reviewed in light of any legislative or organisational changes. There were two whistleblowing reports received in financial year 2020/21. One was a small value financial matter (below £5000) referenced in the previous Internal Audit report to this committee. The second matter was an HR referral related to a school.
- Approving dispensations for elected members to enable them to take part in meetings where they have certain interests which would

otherwise prevent them from taking part. A Dispensations Sub Committee was held on 25 May 2021 following the May elections.

- Annual reporting of the Leader to the full Council on the use of the Call-In and Urgency procedures in May 2021. There has been one call in within the current financial year related to the decision to close Marle Hall.

2.2 In addition, the Cabinet receives an annual Local Government and Social Care Ombudsman (LGSCO) letter which provides a summary of complaints and findings in relation to the Council. The 2020/21 LGSCO letter was considered by Cabinet at its October meeting.

2.3 The information contained in the letter is publicly available on the LGSCO website. For Warwickshire, in the financial year 2020/21 50 complaints and enquiries were received by the LGSCO. This resulted in 9 investigations by the LGSCO of which, six complaints were upheld and three were not upheld. This gives the council an upheld rate of 67% which is lower than the average for similar local authorities in this period (which was 71%).

2.4 Our performance in relation to LGSCO complaints is reported on a monthly basis to senior officers and to members via the performance monitoring framework and we are now tracking compliance with remedial action to agreed timeframes as this is an area for improvement highlighted in the 2020/21 letter.

2.5 The outcomes of external inspections are also shared with elected members and reported to Cabinet as appropriate. Over the last year the council has received the outcome of the SEND inspection which has been shared with members and made public and is due to be formally presented, together with an action plan, before the end of the year. In addition, the Council's Fire and Rescue Service has been the subject of a HMICFRS inspection. The outcome of this inspection has not yet been made public however it is expected that this will be considered by members towards the end of the year.

3. Policies and Procedures

3.1 The Council's policies are periodically reviewed with member oversight and /or approval where required. Over the course of the year (since November 2020) the following governance related policies/ Codes have been reviewed and updated:

- The Member Code of Conduct- approved by full Council on 1 July 2021, having regard to the new model code published by the Local Government Association;
- Contract Standing Orders – due for consideration by full Council December 2021;
- The risk management framework – considered by Audit and Standards Committee in March 2021 and approved by Cabinet in April 2021;
- Our approach to gender/pay/disability pay gap reporting– approved by the Staff and Pensions Committee in September 2021; and
- Refreshing our pool of independent persons (who are consulted as appropriate in relation to member Code of Conduct complaints). The pool was reviewed, and the membership approved by Council in September 2021.
- Annual Governance Statement – considered by Audit and Standards Committee in June 2021 and November 2021 (post audit) and due for consideration by Council in December.
- Governance arrangements for Warwickshire Property and Development Group Limited and Warwickshire Property and Investment Fund – considered and approved by Cabinet in January 2021 and February 2021
- Financial Regulations and Constitutional updates – due for consideration by Council in December 2021

3.2 In addition, a comprehensive review was undertaken by an external expert in relation to the Council's scrutiny arrangements. This culminated in a report to this Committee in September 2021 followed by the approval of recommendations to enhance our overview and scrutiny arrangements by the full Council in 2021

3.3 The Council's constitution is also subject to a current review, along with Financial Regulations to ensure that they are up to date and reflect the operating changes made by the Council during that last two years. These are due to be considered by full Council in December 2021.

4. Organisational Culture

4.1 Culture plays a significant role in ensuring robust governance and high standards of conduct. We in Warwickshire have for many years fostered a culture of mutual trust and respect between officers and members, such that respecting the boundaries of officer and member responsibilities and 'doing the right thing' has become expected and common place. The cultural norms and expectations are reinforced through formal documents, such as the

Constitution, through induction and development programmes (for officers and members) and through communications and messaging re-emphasising the behaviours expected across the Council.

- 4.2 The consequence of this, as highlighted previously to the Committee, is that we have a strong track record in relation to member Code of Conduct complaints and receive very few complaints which go on to be investigated and a sanction applied.
- 4.3 In the year end to March 2021, the Council received 10 complaints under the Member Code of Conduct. All complaints were considered in line with the Council's procedure on handling complaints under the Member Code of Conduct and sought the views of an independent person where appropriate. Of the 10 complaints notified, the findings were:
- Code not engaged – one
 - Withdrawn by complainant – four
 - Complaint not upheld – four
 - Upheld - one
- 4.4 The one upheld complaint related to a disclosure of data which was considered to be confidential data contained in an internal briefing pack. The councillor concerned accepted the error and apologised to the Chief Executive.
- 4.5 The Council believes that a strong grounding in the governance procedures of the Council is important for both members and officers. Following the May 2021 elections, a detailed induction package was rolled out to new and prior members. This comprised a two-day virtual induction conference, introducing members to senior officers, key services and important initiatives – including the Council Plan, the Covid Recovery Plans, Warwickshire Property and Development Group Limited and Warwickshire Recovery and Investment Fund. It also included sessions by Finance on the Medium-Term Financial Strategy, Local Government accounting and the Annual Budget process alongside Governance sessions by the Monitoring Officer.
- 4.6 The two-day conference was followed by a series of one-to-two-hour sessions on key areas of delivery by the Council. This was accompanied by more practical sessions on how to make the most of meetings, how to give effective scrutiny and the behaviours expected of Councillors and targeted training for Chairs of Committees and members of specialist bodies such as Regulatory Committee, Overview and Scrutiny and Children's panels.

- 4.7 Member Development continues throughout each municipal year and is supplemented by additional sessions organised by the committees themselves (such as pensions training, planning law updates etc).
- 4.8 There continues to be a broad suite of officer training available via WILMA and a move to more remote and online training to fit with the agile working environment that we are moving into. Training forms part of the roll out of changes systems or policies. For example, the changes to Contract Standing Orders will be followed by training for those affected (and recorded in a way that means they can be returned to later if needed), Information Governance training is being refreshed for an online audience and new Anti-Money Laundering training is being rolled out for those involved in areas such as the Council's property companies and investment funds. Members and officers who are involved in pensions and finance consideration have access to a wide range of training internally and via our external advisers.

5. Financial Implications

- 5.1 There are no financial implications arising from the recommendations in the report.

6. Environmental Implications

- 6.1 There are no direct environmental implications arising from this report.

7. Timescales associated with the decision and next steps

- 7.1 This Report will now be entered into the Forward Plan for Audit & Standards Committee annually, to come to the most appropriate meeting following commencement of a new municipal year.

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

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Audit and Standards Committee

Contract Standing Orders

4 November 2021

Recommendation

That the revised Contract Standing Orders attached as Appendix 1 are recommended to Cabinet and to Council for approval.

1. Executive Summary

- 1.1 Contract Standing Orders (CSOs) set out procedures designed to ensure that the Council achieves value for money and social value, that it complies with statutory requirements, and that its affairs are prudently managed and properly controlled. There is a balance to be drawn between empowering officers to get on with the job in the most effective and efficient way and ensuring that the Council is protected from undue risk of challenge without being considered to be taking an approach which is overly risk adverse.
- 1.2 CSOs as currently drafted are legally compliant but have proven difficult in some circumstances for officers to interpret without seeking further guidance. A number of changes to titles and internal procedures have also taken place over the past two years which now need to be updated. A review, which was intended to address these issues, was commenced as part of the EU Exit workstream however was delayed due to pressures caused by the pandemic. As a consequence, the opportunity has been taken to review CSOs and this forms part of a wider constitutional review which will be considered by Cabinet and Council in December.
- 1.3 The proposed revisions to CSOs are highlighted in Appendix 1. There are no major changes to procedures and no substantial alteration to limits of authority or sign off as a result of this review. The only alteration to a limit of authority/sign off is to raise the threshold for one written quote to below £25,000 and for three written quotes to between £25,000 and £100,000 (previously one quote was up to £10,000 and three quotes was £10,000 to £100,000). £25,000 is not out of step with other authorities there being a very broad range of thresholds at this level.
- 1.4 The key change to CSOs has been to simplify language and to restructure the document to follow the life cycle of a procurement activity (i.e. from initial considerations, through authorisations required, how to tender and onto completion of the procurement and what happens if amendments are required post contract). We have also taken the opportunity to make the language within CSOs more inclusive, seeking to avoid gender-based pronouns and to

follow guidance from Equalities colleagues in this regard. We have also taken the opportunity to correct changes in titles and team names and clarify the post Brexit position.

- 1.5 There will be a need to further review Contract Standing Orders once the outcome of the Government's consultation on post EU transition procurement is known and any changes to legislation are notified.
- 1.6 As part of the review there are no major changes to procedures and no alteration to limits of authority or sign off. Appendix 2 contains a comparison version between the original CSO document and the proposed revised version at Appendix 1. Although there looks to be significant amendment the majority of changes are due to reordering and enhancing of existing text. The key changes are:
 - 1.6.1 Section 1 – expanding on the purpose and importance of CSOs to provide context to the rules that follow and linking to Financial Regulations
 - 1.6.2 Para 1.7 – clarification of requirements where a joint procurement with partners is undertaken
 - 1.6.3 Section 2 – clarification in relation to the extent and primacy of procurement legislation and expanding upon when CSO's apply as well as confirming the exemptions
 - 1.6.4 Section 3 – Highlighting the role of officers in a procurement
 - 1.6.5 Para 4.2 - reinforcing legislative rules preventing disaggregation of procurement
 - 1.6.6 Para 4.3 and 4.4 - providing context to preparing for a procurement and how to commence purchasing activity updated in light of EU exit
 - 1.6.7 Para 4.5 – clarification on use of frameworks and basic requirements of contracting process within the council
 - 1.6.8 Para 4.6 – Confirming the need for legal advice on extension or amendment of a contract
 - 1.6.9 Para 4.8(e) - confirming the Council's move to electronic signatures using Docusign where legally permitted,
 - 1.6.10 Para 4.9 – Clarifying the base requirements for any contract in terms of drafting
 - 1.6.11 Para 4.10 - updating requirements for record keeping
 - 1.6.12 Para 5.4 - inclusion of clarity over the requirements of the Social Value Act
 - 1.6.13 Para 6.2 - clarity over term “consultant”
 - 1.6.14 Section 11 – Highlighting transparency requirements and consistency information to be provided fairly to all bidders
 - 1.6.15 Section 15 – updating reporting requirements in light of EU exit
 - 1.6.16 Para 16.2 - clarifying requirements for external service delivery
 - 1.6.17 Para 17.3 – clarification on disposal of goods/assets by auction
 - 1.6.18 Definitions – updated
 - 1.6.19 Section 6.1 - Raise in threshold level for one quote to below £25,000 and for three quotes to from £25,000 to below £100,000.
 - 1.6.20 Old Section B – moved into text earlier in the document to reflect the procurement cycle as mentioned previously

- 1.7 Officers are satisfied that the revised document meets the requirements of procurement legislation and provides clarity over the process for procuring goods, services and works, and providing services to other organisations.
- 1.8 Minor corrections may be made to pick up formatting and typing errors in advance of final approval by Council.

2. Financial Implications

- 2.1 There are no direct financial implications arising from this report.

3. Environmental Implications

- 3.1 There are no direct environmental implications arising from this report.

4. Timescales associated with the decision and next steps

- 4.1 The Contract Standing Orders if endorsed will proceed to Cabinet and full Council in December 2021 for approval along with any other constitutional changes recommended following conclusion of the review.

Appendices

- 1. Revised Contract Standing Orders
- 2. Appendix 2 Comparison of existing CSOs and Appendix 1.

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The report was circulated to the following members prior to publication:

Local Member(s): n/a
 Other members: n/a

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Part 3(3)

SECTION 3 – CONTRACT STANDING ORDERS

Council rules for buying and supplying goods, works, or services and for disposing of assets other than property.

Effective from 1 January 2022

For clarity, and pursuant to the Constitution of the County Council, the role of S.151 officer is exercised by the Strategic Director for Resources and the role of Monitoring Officer is exercised by the Assistant Director for Governance & Policy.

1. SCOPE AND PURPOSE

- 1.1. As a body using public resources, the Council must set and follow the highest standards of financial control and stewardship. Contract Standing Orders (CSOs) provide Officers and Members with procedures to follow to ensure that the required standards are met.
- 1.2. CSOs are consistent with procurement legislation and the Council's Code of Corporate Governance and are considered by Audit & Standards Committee annually as part of the approval of the Annual Governance Statement.
- 1.3. CSOs set out procedures designed to ensure that the Council achieves value for money and social value, that it complies with statutory requirements, that its affairs are prudently managed and properly controlled.
- 1.4. Non-compliance with these rules could result in a legal challenge and may also constitute a disciplinary offence.
- 1.5. Prior to commencing a procurement /sale /contracting process on behalf of the Council, Officers should ensure that they have the authority to do so. Failure to do so may result in delay and/or the cancelling of procurement activity. Officers should check with Legal and Democratic Services if they are unsure of their authority.
- 1.6. The purpose of CSOs is to promote good procurement practice and public accountability, deter corruption and provide protection for the Council and its staff against allegations of impropriety. These CSOs set out and explain the Council's minimum requirements when contracting for goods, services and works.
- 1.7. CSOs must be read in conjunction with the Council's Financial Standing Orders. They apply to **all** spend with external suppliers regardless of type and regardless of the source

of funding (e.g. capital, revenue, sponsorship, donations or grants from a third party). They apply to contracts let by the Council on its own behalf and when it is acting as a purchasing authority on behalf of others. Where the Council is taking part in procurement activity controlled by a partner authority, Officers should satisfy themselves that any proposed process meets the Council's legal obligations and should speak to procurement and legal colleagues where they are unsure.

1.8. CSOs are designed to ensure that all procurement and disposal activity:

- Achieves best value for money
- Is consistent with the highest standards of integrity
- Generates market competition with a transparent, fair, and consistent approach
- Complies with all legal requirements
- Supports and complies with the Council's corporate aims and policies and
- Meets our diversity and sustainability objectives and ensures equality of treatment.

2. WHEN DO CSOS APPLY?

2.1. CSOs apply to all contractual arrangements entered into by the Council except for those specifically excluded at paragraphs 2.2 and 2.3 below. They apply to contracts where the Council is receiving goods works or services and to contracts where the council is supplying goods, works or services. Contracts must comply with CSOs irrespective of how they are funded. Procurement Legislation covers contracts for services, works and supplies. This includes contracts for the provision of works (including design and execution of works), for the purchase, lease, rental or hire of products (including installation) and for the provision of services generally, (subject to exemptions and relaxations for specific types of service activity that procurement can advise upon).

2.2. CSOs do not apply to the following activities or contracts which are covered by separate policies and procedures:

- a. Contracts for fixed term or permanent appointments where individuals become employees of the Council (NB they will apply to contracts for services even if those services are supplied by a named individual and to contracts with employment agencies for the provision of staff) **see HR Policies at []**;
- b. Agreements solely for the acquisition, disposal, or transfer of land (there will be some instances where disposal of land includes or presupposes a related works contract and therefore are caught by legislation and CSO's - advice must be taken from Legal in these circumstances) **see Property Policies at []**;
- c. Works placed with utility companies where no competition is required under procurement legislation or competition is not achievable;
- d. Services to be delivered to the Council by the Council's in-house services (i.e. legal/payroll etc);

- e. Direct payments to customers **see Social Care policies at []**;
- f. Non trade payments to third parties – i.e. insurance claims payments, pension payment, statutory payments to public bodies, compensation payments ordered by a court or tribunal **speak to Legal at []**;
- g. Contracts entered into by or on behalf of the Monitoring Officer for the appointment of counsel, solicitors and/or experts in relation to or in contemplation of proceedings, or where statutory procurement thresholds are not met; or
- h. Loans to banks or other financial institutions and investments made in accordance with the treasury management strategy **speak to Finance at []**.

2.3. The following are also excluded from the requirement for competition although legislation and CSO's still apply:

- a. Purchases made via a purchasing consortium (including Framework Contracts) (e.g. ESPO) accessible to local authorities. However, purchases above Procurement Thresholds will only be excluded if the consortium has let their contract lawfully and in accordance with requirements in force at the time.
- b. Contracts entered into through sub-regional working or collaboration with other local authorities or public bodies, where a competitive process has been followed that complies with the CSOs of the lead organisation, provided always that the collaborator has let their contract lawfully and in accordance with Procurement Legislation in force at the time.
- c. Collaborative proposals for joint working or shared services with other public bodies which the Monitoring Officer has approved as meeting the following conditions:
 - The principal activity of the collaborative arrangement is the provision of services back to the participating bodies;
 - The collaborating public bodies when acting together exercise the same kind of control over the service as they would over an in-house service; and
 - There is no independent or private sector partner involved in the collaborative arrangement.
- d. Residential placements for an individual with a registered care provider of their choice under the Care Act 2014.
- e. Personal care services where, in the opinion of the appropriate assistant director, the particular needs of an individual require a specific social care package which is only available from one provider.
- f. In relation to (d) and (e) above the assistant director responsible for the delivery of the services must ensure that adequate records are maintained to demonstrate:
 - The contractor meets the relevant national minimum standards
 - The contract is effectively managed in accordance with the Council's contract management framework
 - The reasons for the choice of contractor and

- Why these were best possible terms for the council in the circumstances.

2.4. If the contract is subject to the Public Contracts Regulations 2015 (PCR2015), or the Utilities Contracts Regulations 2015 (UCR2015), or the Concession Contracts Regulations 2016 (CCR2016) those regulations will apply in addition to CSOs. In the event of a conflict, the regulations will take precedence. Advice should be taken from Procurement and Legal as to whether the regulations apply before any procurement activity is commenced or contract awards are made.

3. OFFICER RESPONSIBILITIES

3.1. Officers in Procurement and Legal are available to advise and assist Officers with compliance with these CSOs.

3.2. All Officers and any agents, consultants or partners acting on their behalf MUST:

- Comply with these CSOs
- Comply with Financial Standing Orders
- Obtain necessary internal approvals in line with the Council's policies and procedures as published from time to time to ensure delegated authority is in place **before** commencing activity and ensure that there is budgetary provision before awarding any contract
- Take all necessary legal, financial, procurement or other professional advice **before** commencing activity and as required throughout the process
- Comply with the Code of Conduct for Officers
- Comply with all Procurement Legislation and any other legally binding requirements specific to their activity
- Comply with all codes of practice, guidance and instructions regarding contractual arrangements issued by the S.151 officer and the Monitoring Officer
- Ensure that any agents, consultants, or partners acting with or on behalf of the Council are also compliant
- Check with Procurement whether a suitable Council contract or Framework Agreement already exists before seeking to let another contract
- Ensure Council suppliers have sufficient insurance cover appropriate to the contract in accordance with the Council's insurance guidance
- Ensure that where an employee of the Council or its contractor may be affected by any transfer arrangement TUPE and related issues are considered before proceeding with inviting Tenders or Quotations
- Keep all required records in accordance with CSOs and the Contract Management Framework
- Ensure there is a procurement plan approved by the S.151 officer for major contracts and contracts above the applicable Procurement Threshold
- Comply with corporate project management arrangements.

3.3. Assistant directors must:

- Ensure their staff comply with CSOs
- Ensure their staff are sufficiently skilled in procurement matters to fulfil the duties of their post and complete any required learning and development
- Ensure all records are kept as required by these CSOs
- Ensure contracts are executed in accordance with CSOs and constitutional delegations and that a copy is retained for safekeeping on the approved Council systems
- Ensure all exemptions requested and approved are recorded in accordance with CSOs.

3.4. Strategic directors must:

- Ensure that any scheme of delegation within their directorate is clear about responsibilities in respect of CSOs and is lodged with the Monitoring Officer
- Approve any proposals by their directorate to provide services to external organisations
- Ensure all assistant directors within their directorate are sufficiently skilled in procurement matters to fulfil the duties of their post.

3.5. The S.151 officer shall:

- approve procurement plans for major contracts and contracts above Procurement Thresholds.

3.6. The S.151 officer and Monitoring Officer may:

- With the consent of each other (and only as permitted by these CSOs) waive any provision of CSOs provided the same does not contravene any legal, financial, or regulatory rules
- Delegate their powers under CSOs to another suitably qualified officer
- Issue codes of practice, guidance, and instructions on any matters relevant to these CSOs
- Specify the approved learning and development requirements in procurement matters that officers must complete to meet the minimum competency standards to fulfil their duties under CSOs.

3.7. The Monitoring Officer shall

- Approve contract terms and the form of contract to be used
- Ensure that a central register of all major contracts and contracts under seal is maintained
- Arrange for the safekeeping of original copies of contracts on council premises
- Ensure that a central register is maintained of all exemption applications relating to contracts of £100,000 or more.

3.8. All Officers must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. It will be for the Officer to prove that any gift or benefit received was received or approved in line with the Council's policy on gifts and hospitality which can be found at [\[LINK\]](#). Corrupt behaviour is a crime and will lead to disciplinary proceedings and possible dismissal.

3.9. Officers must comply with s117 of the Local Government Act 1972 in relation to the declaration of any interest in any contracts and with the provisions of the Bribery Act.

4. GENERAL REQUIREMENTS

4.1. Classification of Contracts

The following classifications apply for the purposes of CSOs:

- Minor contract – Total Value less than £100,000
- Ordinary contract – Total Value of £100,000 or more but below £1,000,000
- Major contract – Total Value of £1,000,000 or more

4.2. Valuation of Contracts

The Total Value of a procurement is the estimated total amount payable, net of VAT, including any form of option and any renewals of the contracts as explicitly set out in the procurement documents.

The Total Value of the contract should be calculated in accordance with the most appropriate of the following:

- a. fixed term contracts - the total price expected to be paid during the whole of the contract period, including possible extensions; or
- b. where the contract period is uncertain, multiply the price expected to be paid each month by 48; or
- c. if the purchase involves a series of separate transactions for the same type of item, the 'total value' is the expected aggregate value of all of those transactions
- d. for feasibility studies, it is the value of the scheme or contracts which may ultimately be awarded as a result, if it is intended or reasonably likely that the contractor will be awarded the resulting scheme or contract

An Officer **must not** select a method of calculating the Total Value in order to avoid the requirements of these CSOs or procurement legislation.

A procurement **must not** be subdivided with the intention of preventing it from falling below any threshold within CSOs or procurement legislation. The subdivision of contracts into smaller contracts or lots is only permitted where justified by objective

reasons.

Where a procurement will result in contracts being let in “lots” or as a series of separate contracts that are similar or connected, advice **must be** taken from Procurement and Legal. The general rule is that the Total Value in such cases is the total estimated value of all the related lots or contracts.

4.3. What must I do?

All contracts must be let through a competitive process that meets the requirements of Section C unless an exemption has been granted or the arrangement is permitted by these CSOs. The level of competition and the process required is determined by Procurement Legislation and CSO’s

Adequate resources must be identified to manage the procurement and any contracts awarded.

There must be a procurement plan for all Major contracts and any contract that exceeds the Procurement Thresholds. No procurement may commence until the procurement plan has been submitted to and approved by the S.151 officer or their nominated representative.

All references to value within CSOs are to value excluding any Value Added Tax applicable to the contract levied by government.

4.4. How do I start a procurement?

As the Authorised Officer you should familiarise yourself with the requirements of CSOs and ensure you have the approvals required by paragraph 4.5 below. The Council must advertise, procure, and award contracts in accordance with all procurement legislation and statutory guidance in force from time to time.

Additional rules will apply to any procurement subject to funding by EU or central government bodies. Where grant funding of any kind is used to fund a procurement advice must be taken from Legal to ensure the compliance of proposed activity.

If during the course of a procurement an issue arises upon which these CSOs are silent the matter shall be reported to the Monitoring Officer or their nominated representative for determination.

Procurements above the Procurement Threshold will always be conducted electronically using the Council’s approved e-tendering portal by Procurement unless

the Service Manager – Contract Management and Quality Assurance or their nominated representative(s) give(s) prior consent in writing. Procurements below the Procurement Threshold will be conducted using an appropriately robust process in line with the provisions of CSOs . If using a Framework Contract the suitability of the Framework Contract and the proposed method of choosing a supplier under it must be approved by Procurement.

In order to commence the process, you must be the Authorised Officer and you must take advice from Procurement on the following:

- Pre-procurement:
 - Options appraisal
 - Market engagement and
 - Procurement strategy
- Strategic sourcing
- Spend and supplier intelligence and development and management of opportunities for innovation in supply chain
- Transactional, operational, and administrative procurement activity and the use of the electronic tendering system.

The Authorised Officer must also take advice from Legal on:

- All legal, regulatory, and constitutional aspects of the procurement process and
- The content and form of any contract before it is made available to bidders (whether or not a formal tender is being carried out) and/or to be entered into on behalf of the Council.

4.5. Necessary Approvals

- a. **Before a procurement is commenced and/or a contract is awarded**, all contracts and activity **must** be appropriately authorised in accordance with the Council's scheme of delegation and relevant project governance framework (where applicable) and in line with the table below.
- b. Any proposal to let a contract with an estimated total value of between £1,000,000 and £3,000,000 can **only** be approved by the deputy leader, the leader or cabinet (see table below). Authority must be obtained before a procurement commences.
- c. Any proposal to let a contract with an estimated total value of more than £3,000,000 can **only** be approved by the cabinet or the leader (see table below). Authority must be obtained before a procurement commences.

- d. The approvals required are set out in the table below. They apply to all contracts regardless of the procurement process followed. They also apply to contracts awarded from Framework Agreements including those let using an ESPO framework or an internal council procured framework. Where proposing to use a Framework Agreement you **must** check with Legal and/or Procurement whether (a) the framework is valid and properly procured, (b) able to be utilised for the purpose proposed and (c) that your proposed process meets the requirements of the framework in question. Failure to do so may leave the Council at risk of a challenge and lead to delays and failures in service provision.
- e. Any Major Contract **must** comply with the Key Decision regime. When commissioning Major Contracts, the Key Decision is the proposal to begin a procurement process for a particular contract. Appropriate approvals **must** be obtained at that stage and not wait until award.
- f. The subsequent decision to award the Major Contract to a specific contractor will not be a Key Decision provided the value of the contract does not vary above the original estimated value by 10% or more.
- g. All contracts should be in writing.
- h. The terms and conditions of any contract must be approved in accordance with the table below.
- i. All contracts must be submitted to the appropriate person for signature in accordance with the table below.
- j. The written formalities should be completed **before** the contract is due to start.
- k. Letters of intent will only be used in exceptional circumstances and where approved by the S.151 officer in consultation with the Monitoring Officer.

Total Contract Value	Column 1:	Column 2:	Column 3:	Column 4:
	Authority to start process	Approval of Contract Terms	Authority to award contract	Contract Signing
Major Contracts More than £3,000,000	Cabinet or leader. This will be a Key Ddecision. This authority will also	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Generally covered by column 1. If bids exceed the original estimates by 10% or more then <u>you</u> must report back to	Send to Monitoring Officer for signing / sealing by designated

	generally give the strategic director delegated authority to award the contract.		leader or cabinet before award.	officers. The relevant authority must be provided at the same time.
Major Contracts £1,000,000 or more up to £3,000,000	Leader, deputy leader or cabinet. This will be a Key Decision. This authority will also generally give the strategic director delegated authority to award the contract.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Generally covered by column 1. If bids exceed original estimates by 10% or more then report back to leader, deputy leader or cabinet before award.	Send to Monitoring Officer for signing /sealing by designated officers. The relevant authority must be provided at the same time.
Ordinary Contracts £500,000 or more but below £1,000,000	Strategic director or person authorised in writing by him/her.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Same as column 1.	Strategic director or above.
Ordinary Contracts £100,000 or more but below £500,000	Assistant director or third tier manager or person authorised in writing by him/her.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Line manager or above of person who gave authority to start the process (column 1).	Assistant director or above.

<p>Minor Contracts</p> <p>Below £100,000</p>	<p>Cost centre manager or above.</p>	<p>Purchase order terms can be used unless the contract is for works, software, or the services of a consultant, in which case legal or procurement advice must be taken.</p>	<p>Line manager or above of person who gave authority to start the process (column 1).</p>	<p>Third tier manager or cost centre manager or above.</p>
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4.6. What if I want to change my contract?

- You must take advice from Legal if:
 - You wish to amend a contract
 - you wish to assign or novate a contract or
 - you wish to terminate a contract before the expiry of the contractual term.
- Where a variation means that the value of a contract would exceed the Procurement Threshold, or where there is any material change to the contract, the contract must be treated as a new procurement under CSOs
- A change will not be deemed material if the value of the modification is both below the Procurement Threshold and below 10% of the original contract value after indexation, or if permitted by the terms of the contract originally procured.
- The authorisation needed for any change will be dependent upon the value of that change in line with financial delegations.
- Officers must be satisfied that they have sufficient budget to cover any variation and that the variation is lawful, reasonable in all the circumstances and will achieve value for money.
- A copy of all variations must be kept with the original contract and provided to Procurement for inclusion on CSW-jets.

4.7. Exemptions from CSOs

- a. Any requirement of CSOs may be waived with the consent of both the S.151 officer and the Monitoring Officer subject to any legal restraints.
- b. Where a proposed contract is likely to exceed any Procurement Threshold in force at that time, no exemption can be authorised if such an exemption would result in a breach of Procurement Legislation.

- c. An application for a waiver (exemption) shall be:
 - submitted on the approved ‘exemption form’ [INSERT LINK]
 - set out the reason for requiring the waiver and
 - show how the proposal complies with any applicable law, demonstrates propriety, value for money and supports the Council’s objectives.

- d. Where an exemption from competition is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to Council services the relevant strategic director and assistant director must submit a report to the S.151 officer and the Monitoring Officer as soon as practicable following the event. Any contract entered into for these purposes should be the minimum required to remove the immediate risk to persons or property or to reduce the disruption to Council services to a manageable level.

- e. In cases of urgency if the contract is likely to exceed £1,000,000 then the urgent Key Decision regime **must** be complied with before any contract is entered into.

4.8. Contract Formalities, Signing and Sealing

- a. Contracts shall be signed by the Council as follows:

Major Contracts:	By affixing the common seal of the Council and witnessed (signed) by one designated officer OR where there is no seal affixed, signed by at least two designated officers.
Ordinary Contracts:	By affixing the common seal of the Council and witnessed (signed) by one designated officer OR where the contract value is between £500,000 and £999,999 and there is no seal affixed, signed by a strategic director or above OR where the contract value is between £100,000 and £499,999 and there is no seal affixed, signed by an assistant director or above.

Minor Contracts:	<p>By affixing the common seal of the Council and witnessed (signed) by one designated officer</p> <p>OR</p> <p>signed by third tier manager, cost centre manager or above.</p>
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- b. A contract **must** be sealed where:
- The Council wishes to enforce the contract more than six years after its end or
 - The price paid or received under the contract is nominal and does not reflect the value of the goods or services or no consideration at all is given.
- c. All contracts must be concluded formally in writing before the supply, service or construction work begins, except in exceptional circumstances, and then only with the written consent of the Monitoring Officer.
- d. The Authorised Officer is responsible for securing signature of the contract and must ensure that the person signing for the other contracting party has authority to enter into a legal agreement.
- e. The Council will undertake signing of contracts via DocuSign where practicable. Sealing must be done physically, and seals witnessed by an appropriately designated officer. Legal maintains the record of designated officers. All documents sealed must be recorded within the register held by Legal.

4.9. Contract Documents

- a. All contracts, irrespective of value, shall clearly specify:
- What is to be supplied
 - The price to be paid and when
 - Appropriate performance indicators
 - Clear dates and times for performance
 - Liquidated damages (where relevant) and
 - Termination provisions.
- b. The Monitoring Officer must approve the terms and conditions of all contracts either as a standard form contract for particular types of matters or through a specific approval. This clause is complied with by taking appropriate advice from Legal on the terms that are acceptable.

4.10. Record Keeping

- a. The Authorised Officer shall ensure that the following records in relation to successful tenders and awarded contracts are kept in the Council's contract management system for at least 7 years following the end of the contract if the contract is signed and 15 years if the contract is under seal:
 - A copy of the executed contract
 - Any relevant correspondence or documents which may have a bearing on how the contract is interpreted
 - A record of any exemptions exercised and the reasons for them
 - A copy of the tender documents and responses received (including award criteria and evaluation criteria)
 - A copy of the Contract Signature Form
 - Confirmation of authority to award
 - Procurement documentation confirming tender and award as required to be published in line with any relevant Procurement Legislation from time to time in force.
- b. The Authorised Officer shall ensure that unsuccessful tenders and quotes are kept in the Council's contract management system for a period of at least two years from the commencement of the contract to which they relate.
- c. Originals of signed contracts or deeds should be returned to Legal for secure storage unless otherwise agreed with the Strategy and Commissioning Manager for Legal and Democratic. Certified copies of contracts or deeds will be provided to the relevant service areas once executed.

4.11. Contract Management, Evaluation and Review

- a. All contracts must be managed in accordance with the Council's contract management framework which can be found at [LINK].
- b. As a minimum and subject any additional requirements within the contract management framework for all Ordinary and Major contracts:
 - An up to date risk register should be maintained throughout the procurement process and during the life of the contract;
 - For identified risks, appropriate actions should be put in place to manage them.
 - There should be regular monitoring and reports during the contract period

on:

- performance
 - compliance with programme, specification terms and conditions
 - estimated final cost compared to budgets
 - any value for money requirements and
 - user satisfaction and risk management.
- c. Before commencing any procurement for a major contract or a contract above Procurement Thresholds, the following steps must be completed:
- A 'lessons learnt' report should be considered to inform the tendering process
 - A business case must be approved and
 - A procurement plan must be approved by the S.151 officer.s.151 officers.

5. STEPS PRIOR TO PURCHASE

The Contracting Process

- 5.1. This section sets out in more detail the requirements to be met and steps to be followed when dealing with a specific contract.
- 5.2. Before beginning a purchase, the Authorised Officer must:
- a. Assess the need for the expenditure
 - b. Define the objectives of the purchase
 - c. Calculate the Total Value
 - d. Make sure that the appropriate approval is in place to start the process including adherence to the requirements of the Capital Project framework or Change Programme framework
 - e. Where necessary make sure that a procurement plan is in place
 - f. Make sure that the budget is available and approved to cover the **whole-life financial commitment** being made (including any internal and external charges or fees);
 - g. Make sure the Forward Plan requirements have been followed where the purchase is a Key Decision;
 - h. Ensure sufficient legal, procurement, finance, risk management and technical support is available throughout the entire procurement process;
 - i. Ensure sufficient resources will be available (i.e. people with sufficient skills and capacity) to manage the contract once it has been let;
 - j. Ensure the Council's requirements for data security and information governance (including but not limited to the General Data Protection Regulation) are met;
 - k. Consider, when commissioning services, whether these could improve the

economic, social, and environmental wellbeing of the area (social value).

5.3. For major contracts or contracts above the Procurement Threshold:

- a. Ensure that the matters at 5.2 have been complied with
- b. Engage with Procurement before any activity is undertaken to ensure compliance with procurement legislation
- c. Consider any lessons learnt report from previous relevant tender processes
- d. Produce a business case for approval by the appropriate body
- e. Submit a fully completed procurement plan for approval by the S.151 officer
- f. Carry out an options appraisal in conjunction with Legal and Procurement to decide the best way to achieve the purchasing objectives, including internal or external sourcing, partnering, and collaborative procurement arrangements with another public authority or government department
- g. Consult users where appropriate about the proposed procurement, contract standards, performance, and user satisfaction monitoring
- h. Consult the market where appropriate and permitted by legislation in accordance with these CSOs and the advice of Procurement
- i. Assess the risks and how to manage them and
- j. Agree with the Monitoring Officer the approved standard form of contract to be used or if there is no standard form the terms and conditions that are to apply to the proposed contract.

5.4. The **Public Services (Social Value) Act 2012** requires the Council to consider at the pre-procurement stage:

- How the proposed procurement might improve the economic, social, and environmental well-being of the area
- How the Council may act with a view to securing that improvement in conducting the process of the procurement and
- Whether it should undertake any community consultation on the above.

Officers must consult Procurement for advice on specifying requirements relating to social value and how to evaluate this as a part of any bids received.

Pre-Tender Market Research and Consultation

5.5. Authorised Officers may consult potential suppliers prior to the issue of an invitation to tender about the nature, level and standard of the supply, contract packaging and other relevant matters. Records must be kept of this consultation.

5.6. Advice should be taken from Procurement and/or Legal before any market engagement activity

5.7. Authorised Officers must not, once any pre-tender market research or consultation period has ended, seek or accept technical advice on the preparation of the actual invitation to tender or quote from anyone who may have a commercial interest in bidding for the contract as this may prejudice the equal treatment of all potential tenderers and distort competition.

Prevention of Corruption

5.8. The following clause (or suitable equivalent wording approved by Legal) must be included in every Council contract:

"The Council may terminate this contract and recover all its loss if the Contractor, its employees, or anyone acting on the Contractor's behalf do any of the following things:

- a. Offers, gives, or agrees to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has been done); or*
- b. Commits an offence under the Bribery Act 2010 or s117(2) of the Local Government Act 1972; or*
- c. Commits any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, Contractors, or employees.*

Any clause limiting the Contractor's liability shall not apply to this clause".

6. CONDUCTING A PURCHASE OR DISPOSAL

6.1. Purchasing – Competition Requirements

6.1.1 **Where the total value for a purchase is within the values in the first column below, the award procedure in the second column must be followed as a minimum.**

Total Value	Award Procedure
Minor – £0 to below £25,000	One Quotation confirmed in writing.
Minor - £125,000 to below £100,000	Three written Quotations of which at least one should be local if appropriate. Local means has a place of business in Warwickshire.
Ordinary & Major - £100,000 or more	Invitation to tender to at least three tenderers. If the contract value exceeds the Procurement Threshold the

	procedure must also comply with Procurement Legislation.
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6.1.2 The Authorised Officer shall take appropriate advice from Procurement to determine the method of conducting any purchase that exceeds the relevant Procurement Threshold in force from time to time.

6.2. The Appointment of Consultants to Provide Services

6.1.3 A Consultant is someone engaged for a specific length of time to work (or provide a service) to a defined project brief with clear outcomes to be delivered, and who brings specialist skills or knowledge to the role. A consultant is not an employee, a fixed term employee, a locum, an agency, or a temporary worker or someone engaged to provide general day to day activities within a service.

6.1.4 Contracts for consultancy services are subject to the same competition requirements as any other type of contract and must be procured in accordance with these CSOs.

6.1.5 The engagement of a Consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided, the total cost to be paid and any stage payment arrangements. The engagement shall also be subject to completion of a contract.

6.1.6 It is the responsibility of the Authorised Officer to ensure that all tax and legal advice regarding the terms of any consultancy appointment is taken in advance of the procurement activity and actioned.

6.1.7 Records of consultancy appointments shall be maintained in accordance with these CSOs and entered on the contract management system as for any other contract.

6.1.8 Consultants shall be required to provide evidence of and maintain professional indemnity insurance policies to the satisfaction of the Council's insurance team for the periods specified in the respective agreement.

7. Transparency

7.1. **All spend in excess of £500 must be published on the Council's website and in addition, contracts over £5000 must also be published on the Council's website.**

8. Framework Agreements

8.1. The term of a Framework Agreement must not exceed four years without the written consent of the Monitoring Officer. Such consent will only be given where there is a legally permissible justification for a framework in excess of four years.

8.2. Contracts based on Framework Agreements may be awarded by either:

- Applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off and permit it) this may be done without reopening competition; or
- Where the terms laid down in the Framework Agreement are not precise enough (or do not permit direct awards) by holding a mini competition in accordance with the terms of the particular framework or in accordance with the following procedure where the framework terms are unclear:
 - Inviting the organisations within the Framework Agreement who are capable of delivering the contract to submit written tenders
 - Fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract; and
 - Awarding each contract to the tenderer who has submitted the best tender on the basis of the Award Criteria set out in the Framework Agreement.
 - Observing a standstill period before finalising the award where applicable

9. Collaborative and Partnership Arrangements

9.1. In order to secure value for money the Council may enter into collaborative procurement arrangements. The Authorised Officer must consult the Monitoring Officer and the Service Manager, Contract Management and Assurance where the purchase is to be made using collaborative procurement arrangements to ensure that all legal requirements are met and the Council has vires to undertake the arrangement.

9.2. Collaborative and partnership arrangements include but are not limited to examples of joint working where one partner takes the lead and awards contracts on behalf of the other partners, long-term collaborative partnerships, pooled budgets, and joint commissioning.

9.3. Collaborative arrangements between public bodies for shared services where the aim of the arrangement is for the participating bodies to be provided with services by each other or through a Teckal company rather than by an external provider may fall outside the need for competition if the conditions in CSO 2.3c can be met.

10. Setting Standards and Award Criteria

- 10.1. Before seeking bids or commencing any procurement activity, the authorised officer must define the Selection and Award Criteria that are appropriate to the procurement ensuring that they are designed to secure an outcome giving value for money for the Council.
- 10.2. Authorised Officers are responsible for ensuring that all tenderers for a contract are suitably assessed. The assessment process shall establish that all potential tenderers have sound economic and financial standing and sufficient technical ability and capacity to fulfil the requirements of the Council.
- 10.3. The criterion for award of a contract shall be the “most economically advantageous”. This must be further defined by reference to sub-criteria which may refer only to relevant considerations. These may include price, service, quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance, social value and any other relevant matters.
- 10.4. **Selection and Award criteria must not include non-commercial considerations and must comply with Procurement Legislation at the time the procurement commences.**
- 10.5. Any shortlisting exercise must be carried out in accordance with the published terms of tender and have regard to the financial and technical standards relevant to the contract and the published Selection and Award Criteria.

11. Invitations to Tender / Quotations

- 11.1. All invitations to tender or quote must:
- Specify the goods, service or works that are required, together with the terms and conditions of contract that will apply; and
 - State that the Council is not bound to accept any Quotation or Tender.
- 11.2. **All Tenderers invited to tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis.** All invitations to tender shall include:
- Clear instructions on how and where Tenders are to be submitted, together with the date and time by which they are to be received
 - A specification that describes the Council’s requirements in sufficient detail to enable the submission of competitive offers

- A description of the Award Procedure
- Full details about how the bids will be assessed, including any weighting and sub-criteria that apply and any “pass mark” for any stage of the procurement;
- Information on the Council’s policies as appropriate, e.g.:
 - i.Equalities
 - ii.Complaints
 - iii.Sustainability.

11.3. All invitations to tender shall state that any Tender received after the date and time stipulated in the invitation to tender may be rejected and not considered.

11.4. All invitations to tender shall include requirements for Tenderers to:

- Declare that the Tender content, price or any other figure or particulars concerning the Tender have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose e.g. legal, financial advice etc) and
- Complete fully and sign a form of tender and certificates relating to canvassing and non-collusion
- Submit Tenders to the Council on the basis that they are compiled at the tenderer’s expense.

11.5. The Council’s approved E-tendering system must be used for all competitive procurement activity unless agreed otherwise by the Service Manager, Contract Management and Assurance or otherwise approved by these CSOs.

11.6. No Tender will be considered unless submitted in accordance with the conditions of participation included within the invitation to tender/quote.

12. Submission, Receipt and Opening of Tenders

12.1. Tenderers must be given an adequate period in which to prepare and submit a tender, consistent with the complexity of the contract. Procurement Legislation lays down specific time periods and processes that must be followed for procurements above the Procurement Thresholds at the time the procurement commences. Below thresholds contracts must still be treated in accordance with this clause 12.1

12.2. All Tenders must be returned in accordance with the system requirements of the Council’s E-tendering system and/or as required in any specific documentation published.

12.3. Tenders received by fax or electronic means outside of the Council’s e-tendering system

(e.g. email) must be rejected, save that Quotations for Minor Contracts under £10,000 may be received by email.

12.4. All Tenders are to be opened at the same session after the period for their submission has ended. Tenders must be opened in the presence of at least two officers.

12.5. The arithmetic in compliant Tenders must be checked. If arithmetical errors are found they should be notified to the Tenderer, who should be requested to confirm their Tender.

13. Clarification Procedures and Post-Tender Negotiations

13.1. Providing clarification of an invitation to tender to potential or actual Tenderers or seeking clarification of a Tender prior to the closing date whether in writing or by way of a meeting is permitted.

13.2. However, discussions with Tenderers after submission of a Tender and before the award of a contract with a view to obtaining adjustments in price, delivery, or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, such negotiations must not be conducted) without the agreement of the Monitoring Officer.

13.3. If post-tender negotiations appear necessary after a single stage Tender or after the second stage of a two-stage Tender, then you should take legal advice on whether negotiations are permissible. Normally such negotiations should be undertaken with all those who have met the Selection Criteria in the original process. During negotiations, the Council's requirements set out in the original procedure should not be substantially altered and no material change should be made to the risk profile of the contract. The prior approval of the Monitoring Officer is required to any proposal to negotiate in other circumstances.

14. Evaluation, Award of Contract and Debriefing Tenderers

14.1. Apart from the debriefing required or permitted by these CSOs, the confidentiality of Quotations, Tenders and the identity of Tenderers must be preserved at all times and information about one Tenderer's response must not be given to another during the evaluation process.

14.2. Quotations and Tenders must be evaluated in accordance with the Award Criteria. During this process, Authorised Officers shall ensure that submitted tender prices are compared with any pre-tender estimates and that any significant differences are examined and resolved satisfactorily.

- 14.3. For Ordinary and Major Contracts Authorised Officers must advise all Tenderers in writing of their award decisions. For contracts that are subject to Public Contract Regulations or other UK applicable Procurement Legislation this must be in the form of intention to award letters (award notification letters) that are issued simultaneously to all Tenderers advising them of the intention to award the contract to the successful Tenderer and providing them with a 'standstill period' of at least 15 days (10 days if notification letters are sent by the Council's approved E-tendering system) in which to challenge the decision before the contract award is confirmed.
- 14.4. For contracts that are subject to advertising and publication requirements within Procurement Legislation, the Council's 'intention to award notification letter' standard template must be used, which includes the following debriefing information:
- How the Award Criteria were applied
 - The name of the successful Tenderer(s);
 - The score of the Tenderer, together with the score of the successful Tenderer;
 - Details of the reason for the decision, including the characteristics and relative advantages of the successful Tender; and
 - Confirmation of the date before which the Council will not enter into the contract (i.e. the date after the end of the 'standstill period').
- 14.5. If a decision is challenged by an unsuccessful Tenderer, after the issue of an intention to award notification letter, then the Authorised Officer shall immediately inform the S.151 officer and seek the advice of the Monitoring Officer on next steps. No such contract may be awarded until the S.151 officer and the Monitoring Officer are satisfied that the matter has been resolved.
- 14.6. Authorised Officers shall ensure that the contract formalities are completed following the award of the contract .

15. Publication of Contract Awards

- 15.1. The award of all contracts over £5,000 must be published via the Council's contract management system.
- 15.2. The award of all contracts over £25,000 must be published on Contracts Finder. Publication will be undertaken by Procurement.
- 15.3. The award of contracts above the relevant Procurement Threshold applicable at the time of the commencement of procurement must be published as required by Procurement Legislation.

16. The Council as a Supplier - Providing Works, Goods or Services to External Organisations

- 16.1. The S.151 officer and the Monitoring Officer must be consulted where work for an external organisation is contemplated.
- 16.2. Any proposals to work for an external organisation must be approved by the strategic director responsible for the service and the approval recorded in writing in accordance with the Council's Standing Orders and Delegations.
- 16.3. **A robust business case must be produced and approved by Commercial Delivery Group and Corporate Board before any arrangement is entered into where the Council acts as a supplier. That business case must have input from Finance and take into account the full, whole life costs to the Council of delivering the goods, works or services concerned and that appropriate insurance and contract terms can be agreed. The financial viability of such business cases must be approved by the S.151 officer.** The Key Decision regime applies to the Council providing services over £1,000,000 as well as to purchasing services over £1,000,000.

17. Disposals

- 17.1. Assets for disposal must be sent to public auction except where:
- Better value for money is likely to be obtained by inviting quotations or tenders; or
 - The prior approval of the S.151 officer and the Monitoring Officer has been obtained to the selling of specified items on an auction website such as eBay; or
 - Specific disposal procedures have been agreed by the Council for certain types of assets.
- 17.2. Goods or assets may be disposed of via public auction, including electronic auctions, without further specific consent being sought provided the following conditions are met:
- The council owns the item and has the right to sell it
 - Appropriate market research has been carried out to establish the estimated value of the item and verified by Procurement
 - The estimated value of the item to be auctioned does not exceed £10,000
 - A reasonable reserve price is set for the item based on the estimated value
 - The item is withdrawn from sale if it does not reach its reserve price
 - The item is in good working condition and fit for purpose, and complies with relevant legislation, in particular:
 - Any electrical item bears a valid Electrical Safety Check label, completed by a registered electrician who is registered on the Kite Mark Scheme, the Electrical Safety Register, or the Electric Safe Register. The date of the

inspection on the label must not be more than 12 months prior to the date of sale.

- Any item of furniture complies with the Furniture and Furnishings (Fire Safety) Regulations 2010. Any item of furniture, with the exception of mattresses and bed bases, will have a permanent label in compliance with the regulations.
- Any computer or data storage device is adequately wiped of data, to ensure that no information, particularly personal data, remains on the device.

g. When an item is disposed of, any listing or description of it must NOT give any indication that the Council provides any guarantee for the product or any promise to make good any defects. All items are to be carefully and truthfully described in detail and any known defects highlighted. The following or similar wording must be prominent within the listing or description:

ITEM IS SOLD AS IS: THE SELLER DISCLAIMS ANY WARRANTY AS TO MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR DESIGN.

h. A record of the steps taken under a) to g) is kept for a period of 2 years.

17.3. Applications for approval of the disposal of goods/assets by auction which do not meet the above conditions should be made to the Exemption Panel who will liaise with the Monitoring Officer and S151 Officer as required.

17.4. An individual purchasing goods at auction without the opportunity to inspect the goods may still have consumer rights, i.e. that the goods:

- Are of a satisfactory quality
- Do what they are designed to do
- Are as described, matching any pictures or description of them
- Are safe, under the Consumer Protection Act 1987

17.5. Other matters to be aware of:

- Misrepresentation of goods - A customer is entitled to a refund on goods that have been misrepresented, for example, goods sold on the basis of features they do not have. Prosecution can also follow if the misrepresentation is reported to Trading Standards.
- Faulty goods - It is the Council's responsibility to arrange for the collection of faulty goods, particularly large items. If a customer returns faulty goods within a reasonable time, the Council is obliged to give a refund, and not a credit note. If a repair of a faulty good is unsatisfactory, a customer is still entitled to a refund.
- Time to check goods - on-line auctions - Customers have the right to the time to check they are satisfied with their goods, though this can be just a week.

Appendix: Definitions

Agent	A person or organisation acting on behalf of the council.
Authorised Officer	An officer responsible for conducting a procurement.
Award Criteria	The criteria by which the successful quotation or tender is to be selected. (see further CSO 1o).
Award Procedure	The procedure for awarding a contract as specified in CSO 14.
S.151 officer	The officer to whom the statutory role is delegated under the constitution
Code of Conduct	The 'Officers' Code of Conduct' (see part 4 of the council's constitution).
Consultant	A Consultant is someone engaged for a specific length of time to work (or provide a service) to a defined project brief with clear outcomes to be delivered, and who brings specialist skills or knowledge to the role. A consultant is not an employee, a fixed term employee, a locum, an agency, or a temporary worker or someone engaged to provide general day to day activities within a service.
Designated Officer	The chief executive, the strategic director for resources and any other officer authorised by either of them.
ESPO	The Eastern Shires' Purchasing Organisation.
Forward Plan	The forward plan, which is prepared on a rolling basis and contains matters which the Council has reason to believe are likely to be the subject of Key Decisions during the following four months.
Framework Agreement	An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period.
Invitation to Tender	An invitation to tender sent to tenderers inviting bids for works, goods or services.
Key Decision	Decisions that are defined as key decisions in the constitution. In relation to letting contracts, the key decision is the proposal to let a contract for a particular type of work.

	The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary above the estimated amount by more than 10% for contracts with a value of £1,000,000 or more.
Major Contract	A contract that has a total value of £1,000,000 or more.
Minor Contract	A contract where the total value is less than £100,000.
Monitoring Officer	The officer to whom the statutory role is delegated under the Council's constitution
Non-Commercial Considerations	<p>These are:</p> <p>the terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer, or training of or the other opportunities afforded to, their workforces ("workforce matters");</p> <p>whether the terms on which contractors' contract with their sub- contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only;</p> <p>any involvement of the business activities or interests of contractors with irrelevant fields of government policy;</p> <p>the conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ("industrial disputes");</p> <p>the country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors;</p> <p>any political, industrial, or sectarian affiliations or interests of contractors or their directors, partners, or employees;</p> <p>financial support or lack of financial support by contractors for any institution to or from which the authority gives or withholds support;</p> <p>use or non-use by contractors of technical or professional services provided by the authority under the Building Act 1984 or the Building (Scotland) Act 1959.</p> <p>Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations for the purposes of s17(5) Local</p>

	Government Act (LGA) 1988 and part 1 of the LGA 1999 (Best Value); or where there is a transfer of staff to which the Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”) may apply.
Officer	An employee of the Council
Ordinary Contract	A contract where the total value is £100,000 or more but is less than £1,000,000.
Pecuniary Interest	Any direct or indirect financial interest. An indirect interest is distinct from a direct interest in as much as it is not a contract to which the person having the indirect interest is directly a party. A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of the issued share capital (whichever is the greater) is not a pecuniary interest for the purposes of these CSOs.
Personal Care Services	Services provided to people who have personal care needs as assessed by the Strategic Director for People. As such these services can be provided to people of all ages whose needs may result from old age, physical disability, sensory loss, mental illness or learning disability.
Procurement Legislation	The requirements of any and all relevant public procurement legislation in force within England from time to time including but not limited to the Public Contracts Regulations, the Concession Contracts Regulations, the Utilities Contracts Regulations (all as amended or replaced from time to time) together with any relevant codes of practice and/or statutory guidance
Procurement Threshold	The contract value at which the Procurement Legislation must be applied
Quotation	A quotation of price and any other relevant matter (without the formal issue of an invitation to tender).
Relevant Contract	A contract to which these contract standing orders apply (see CSO 1).
S151 Officer	The officer to whom the statutory role is delegated under the Council’s constitution
Selection Criteria	The criteria by which tenderers are chosen to be invited to submit quotations or tenders.
Shortlisting	The process of selecting Tenderers who are to be invited to submit Quotations or Tenders or to proceed to final evaluation as part of a Restricted, Competitive with Negotiation or Competitive Dialogue Procedure.

Teckal company	A company which meets particular legal requirements relating to its ownership and activities including being wholly public sector owned and its main business is providing services to its members.
Tender	A Tenderer's proposal submitted in response to an invitation to tender.
Tenderer	Any person who asks or is invited to submit a Quotation or Tender.
Total Value	As defined in CSO 4.2.
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006 [SI2006 No.246]

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3(3)

SECTION 3 – CONTRACT STANDING ORDERS

Council rules for buying and supplying goods, works, or services and for disposing of assets other than property.

Effective from 1 January 2022

For clarity, and pursuant to the Constitution of the County Council, the role of S.151 officer is exercised by the Strategic Director for Resources and the role of Monitoring Officer is exercised by the Assistant Director for Governance & Policy.

1. SCOPE AND PURPOSE

- 1.1. As a body using public resources, the Council must set and follow the highest standards of financial control and stewardship. Contract Standing Orders (CSOs) provide Officers and Members with procedures to follow to ensure that the required standards are met.
- 1.2. CSOs are consistent with procurement legislation and the Council's Code of Corporate Governance and are considered by Audit & Standards Committee annually as part of the approval of the Annual Governance Statement.
- 1.3. CSOs set out procedures designed to ensure that the Council achieves value for money and social value, that it complies with statutory requirements, that its affairs are prudently managed and properly controlled.
- 1.4. Non-compliance with these rules could result in a legal challenge and may also constitute a disciplinary offence.
- 1.5. Prior to commencing a procurement /sale /contracting process on behalf of the Council, Officers should ensure that they have the authority to do so. Failure to do so may result in delay and/or the cancelling of procurement activity. Officers should check with Legal and Democratic Services if they are unsure of their authority.
- 1.6. The purpose of CSOs is to promote good procurement practice and public accountability, deter corruption and provide protection for the Council and its staff against allegations of impropriety. These CSOs set out and explain the Council's minimum requirements when contracting for goods, services and works.
- 1.7. CSOs must be read in conjunction with the Council's Financial Standing Orders. They apply to **all** spend with external suppliers regardless of type and regardless of the source of funding (e.g. capital, revenue, sponsorship, donations or grants from a third party). They apply to contracts let by the Council on its own behalf and when it is acting as a purchasing authority on behalf of others. Where the Council is taking part in procurement activity controlled by a partner authority, Officers should satisfy themselves that any proposed process meets the Council's legal obligations and should speak to

procurement and legal colleagues where they are unsure.

1.8. CSOs are designed to ensure that all procurement and disposal activity:

- Achieves best value for money
- Is consistent with the highest standards of integrity
- Generates market competition with a transparent, fair, and consistent approach
- Complies with all legal requirements
- Supports and complies with the Council's corporate aims and policies and
- Meets our diversity and sustainability objectives and ensures equality of treatment.

2. WHEN DO CSOS APPLY?

2.1. CSOs apply to all contractual arrangements entered into by the Council except for those specifically excluded at paragraphs 2.2 and 2.3 below. They apply to contracts where the Council is receiving goods works or services and to contracts where the council is supplying goods, works or services. Contracts must comply with CSOs irrespective of how they are funded. Procurement Legislation covers contracts for services, works and supplies. This includes contracts for the provision of works (including design and execution of works), for the purchase, lease, rental or hire of products (including installation) and for the provision of services generally, (subject to exemptions and relaxations for specific types of service activity that procurement can advise upon).

2.2. CSOs do not apply to the following activities or contracts which are covered by separate policies and procedures:

- a. Contracts for fixed term or permanent appointments where individuals become employees of the Council (NB they will apply to contracts for services even if those services are supplied by a named individual and to contracts with employment agencies for the provision of staff) **see HR Policies at []**;
- b. Agreements solely for the acquisition, disposal, or transfer of land (there will be some instances where disposal of land includes or presupposes a related works contract and therefore are caught by legislation and CSO's - advice must be taken from Legal in these circumstances) **see Property Policies at []**;
- c. Works placed with utility companies where no competition is required under procurement legislation or competition is not achievable;
- d. Services to be delivered to the Council by the Council's in-house services (i.e. legal/payroll etc);
- e. Direct payments to customers **see Social Care policies at []**;
- f. Non trade payments to third parties – i.e. insurance claims payments, pension payment, statutory payments to public bodies, compensation payments ordered by a court or tribunal **speak to Legal at []**;
- g. Contracts entered into by or on behalf of the Monitoring Officer for the appointment of counsel, solicitors and/or experts in relation to or in contemplation of proceedings, or where statutory procurement thresholds are not met; or
- h. Loans to banks or other financial institutions and investments made in accordance with the treasury management strategy **speak to Finance at []**.

2.3. The following are also excluded from the requirement for competition although legislation and CSO's still apply:

- a. Purchases made via a purchasing consortium (including Framework Contracts) (e.g. ESPO) accessible to local authorities. However, purchases above Procurement Thresholds will only be excluded if the consortium has let their contract lawfully and in accordance with requirements in force at the time.
- b. Contracts entered into through sub-regional working or collaboration with other local authorities or public bodies, where a competitive process has been followed that complies with the CSOs of the lead organisation, provided always that the collaborator has let their contract lawfully and in accordance with Procurement Legislation in force at the time.
- c. Collaborative proposals for joint working or shared services with other public bodies which the Monitoring Officer has approved as meeting the following conditions:
 - The principal activity of the collaborative arrangement is the provision of services back to the participating bodies;
 - The collaborating public bodies when acting together exercise the same kind of control over the service as they would over an in-house service; and
 - There is no independent or private sector partner involved in the collaborative arrangement.
- d. Residential placements for an individual with a registered care provider of their choice under the Care Act 2014.
- e. Personal care services where, in the opinion of the appropriate assistant director, the particular needs of an individual require a specific social care package which is only available from one provider.
- f. In relation to (d) and (e) above the assistant director responsible for the delivery of the services must ensure that adequate records are maintained to demonstrate:
 - The contractor meets the relevant national minimum standards
 - The contract is effectively managed in accordance with the Council's contract management framework
 - The reasons for the choice of contractor and
 - Why these were best possible terms for the council in the circumstances.

2.4. If the contract is subject to the Public Contracts Regulations 2015 (PCR2015), or the Utilities Contracts Regulations 2015 (UCR2015), or the Concession Contracts Regulations 2016 (CCR2016) those regulations will apply in addition to CSOs. In the event of a conflict, the regulations will take precedence. Advice should be taken from Procurement and Legal as to whether the regulations apply before any procurement activity is commenced or contract awards are made.

3. OFFICER RESPONSIBILITIES

3.1. Officers in Procurement and Legal are available to advise and assist Officers with compliance with these CSOs.

3.2. All Officers and any agents, consultants or partners acting on their behalf MUST:

- Comply with these CSOs
- Comply with Financial Standing Orders
- Obtain necessary internal approvals in line with the Council's policies and procedures as published from time to time to ensure delegated authority is in place **before** commencing activity and ensure that there is budgetary provision before awarding any contract
- Take all necessary legal, financial, procurement or other professional advice **before** commencing activity and as required throughout the process
- Comply with the Code of Conduct for Officers
- Comply with all Procurement Legislation and any other legally binding requirements specific to their activity
- Comply with all codes of practice, guidance and instructions regarding contractual arrangements issued by the S.151 officer and the Monitoring Officer
- Ensure that any agents, consultants, or partners acting with or on behalf of the Council are also compliant
- Check with Procurement whether a suitable Council contract or Framework Agreement already exists before seeking to let another contract
- Ensure Council suppliers have sufficient insurance cover appropriate to the contract in accordance with the Council's insurance guidance
- Ensure that where an employee of the Council or its contractor may be affected by any transfer arrangement TUPE and related issues are considered before proceeding with inviting Tenders or Quotations
- Keep all required records in accordance with CSOs and the Contract Management Framework
- Ensure there is a procurement plan approved by the S.151 officer for major contracts and contracts above the applicable Procurement Threshold
- Comply with corporate project management arrangements.

3.3. Assistant directors must:

- Ensure their staff comply with CSOs
- Ensure their staff are sufficiently skilled in procurement matters to fulfil the duties of their post and complete any required learning and development
- Ensure all records are kept as required by these CSOs
- Ensure contracts are executed in accordance with CSOs and constitutional delegations and that a copy is retained for safekeeping on the approved Council systems
- Ensure all exemptions requested and approved are recorded in accordance with CSOs.

3.4. Strategic directors must:

- Ensure that any scheme of delegation within their directorate is clear about responsibilities in respect of CSOs and is lodged with the Monitoring Officer
- Approve any proposals by their directorate to provide services to external organisations

- Ensure all assistant directors within their directorate are sufficiently skilled in procurement matters to fulfil the duties of their post.

3.5. The S.151 officer shall:

- approve procurement plans for major contracts and contracts above Procurement Thresholds.

3.6. The S.151 officer and Monitoring Officer may:

- With the consent of each other (and only as permitted by these CSOs) waive any provision of CSOs provided the same does not contravene any legal, financial, or regulatory rules
- Delegate their powers under CSOs to another suitably qualified officer
- Issue codes of practice, guidance, and instructions on any matters relevant to these CSOs
- Specify the approved learning and development requirements in procurement matters that officers must complete to meet the minimum competency standards to fulfil their duties under CSOs.

3.7. The Monitoring Officer shall

- Approve contract terms and the form of contract to be used
- Ensure that a central register of all major contracts and contracts under seal is maintained
- Arrange for the safekeeping of original copies of contracts on council premises
- Ensure that a central register is maintained of all exemption applications relating to contracts of £100,000 or more.

3.8. All Officers must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. It will be for the Officer to prove that any gift or benefit received was received or approved in line with the Council's policy on gifts and hospitality which can be found at [\[LINK\]](#). Corrupt behaviour is a crime and will lead to disciplinary proceedings and possible dismissal.

3.9. Officers must comply with s117 of the Local Government Act 1972 in relation to the declaration of any interest in any contracts and with the provisions of the Bribery Act.

4. GENERAL REQUIREMENTS

4.1. Classification of Contracts

The following classifications apply for the purposes of CSOs:

- Minor contract – Total Value less than £100,000
- Ordinary contract – Total Value of £100,000 or more but below £1,000,000
- Major contract – Total Value of £1,000,000 or more

4.2. Valuation of Contracts

The Total Value of a procurement is the estimated total amount payable, net of VAT, including any form of option and any renewals of the contracts as explicitly set out in the procurement documents.

The Total Value of the contract should be calculated in accordance with the most appropriate of the following:

- a. fixed term contracts - the total price expected to be paid during the whole of the contract period, including possible extensions; or
- b. where the contract period is uncertain, multiply the price expected to be paid each month by 48; or
- c. if the purchase involves a series of separate transactions for the same type of item, the 'total value' is the expected aggregate value of all of those transactions
- d. for feasibility studies, it is the value of the scheme or contracts which may ultimately be awarded as a result, if it is intended or reasonably likely that the contractor will be awarded the resulting scheme or contract

An Officer **must not** select a method of calculating the Total Value in order to avoid the requirements of these CSOs or procurement legislation.

A procurement **must not** be subdivided with the intention of preventing it from falling below any threshold within CSOs or procurement legislation. The subdivision of contracts into smaller contracts or lots is only permitted where justified by objective reasons.

Where a procurement will result in contracts being let in "lots" or as a series of separate contracts that are similar or connected, advice **must be** taken from Procurement and Legal. The general rule is that the Total Value in such cases is the total estimated value of all the related lots or contracts.

4.3. What must I do?

All contracts must be let through a competitive process that meets the requirements of Section C unless an exemption has been granted or the arrangement is permitted by these CSOs. The level of competition and the process required is determined by Procurement Legislation and CSO's

Adequate resources must be identified to manage the procurement and any contracts awarded.

There must be a procurement plan for all Major contracts and any contract that exceeds the Procurement Thresholds. No procurement may commence until the procurement plan has been submitted to and approved by the S.151 officer or their nominated representative.

All references to value within CSOs are to value excluding any Value Added Tax applicable to the contract levied by government.

4.4. How do I start a procurement?

As the Authorised Officer you should familiarise yourself with the requirements of CSOs and ensure you have the approvals required by paragraph 4.5 below. The Council must advertise, procure, and award contracts in accordance with all procurement legislation and statutory guidance in force from time to time.

Additional rules will apply to any procurement subject to funding by EU or central government bodies. Where grant funding of any kind is used to fund a procurement advice must be taken from Legal to ensure the compliance of proposed activity.

If during the course of a procurement an issue arises upon which these CSOs are silent the matter shall be reported to the Monitoring Officer or their nominated representative for determination.

Procurements above the Procurement Threshold will always be conducted electronically using the Council's approved e-tendering portal by Procurement unless the Service Manager – Contract Management and Quality Assurance or their nominated representative(s) give(s) prior consent in writing. Procurements below the Procurement Threshold will be conducted using an appropriately robust process in line with the provisions of CSOs. If using a Framework Contract the suitability of the Framework Contract and the proposed method of choosing a supplier under it must be approved by Procurement.

In order to commence the process, you must be the Authorised Officer and you must take advice from Procurement on the following:

- Pre-procurement:
 - Options appraisal
 - Market engagement and
 - Procurement strategy
- Strategic sourcing
- Spend and supplier intelligence and development and management of opportunities for innovation in supply chain
- Transactional, operational, and administrative procurement activity and the use of the electronic tendering system.

The Authorised Officer must also take advice from Legal on:

- All legal, regulatory, and constitutional aspects of the procurement process and
- The content and form of any contract before it is made available to bidders (whether or not a formal tender is being carried out) and/or to be entered into on behalf of the Council.

4.5. Necessary Approvals

- a. **Before a procurement is commenced and/or a contract is awarded**, all contracts and activity **must** be appropriately authorised in accordance with the Council’s scheme of delegation and relevant project governance framework (where applicable) and in line with the table below.
- b. Any proposal to let a contract with an estimated total value of between £1,000,000 and £3,000,000 can **only** be approved by the deputy leader, the leader or cabinet (see table below). Authority must be obtained before a procurement commences.
- c. Any proposal to let a contract with an estimated total value of more than £3,000,000 can **only** be approved by the cabinet or the leader (see table below). Authority must be obtained before a procurement commences.
- d. The approvals required are set out in the table below. They apply to all contracts regardless of the procurement process followed. They also apply to contracts awarded from Framework Agreements including those let using an ESPO framework or an internal council procured framework. Where proposing to use a Framework Agreement you **must** check with Legal and/or Procurement whether (a) the framework is valid and properly procured, (b) able to be utilised for the purpose proposed and (c) that your proposed process meets the requirements of the framework in question. Failure to do so may leave the Council at risk of a challenge and lead to delays and failures in service provision.
- e. Any Major Contract **must** comply with the Key Decision regime. When commissioning Major Contracts, the Key Decision is the proposal to begin a procurement process for a particular contract. Appropriate approvals **must** be obtained at that stage and not wait until award.
- f. The subsequent decision to award the Major Contract to a specific contractor will not be a Key Decision provided the value of the contract does not vary above the original estimated value by 10% or more.
- g. All contracts should be in writing.
- h. The terms and conditions of any contract must be approved in accordance with the table below.
- i. All contracts must be submitted to the appropriate person for signature in accordance with the table below.
- j. The written formalities should be completed **before** the contract is due to start.
- k. Letters of intent will only be used in exceptional circumstances and where approved by the S.151 officer in consultation with the Monitoring Officer.

	Column 1:	Column 2:	Column 3:	Column 4:
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Total Contract Value	Authority to start process	Approval of Contract Terms	Authority to award contract	Contract Signing
Major Contracts More than £3,000,000	Cabinet or leader. This will be a Key Ddecision. This authority will also generally give the strategic director delegated authority to award the contract.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Generally covered by column 1. If bids exceed the original estimates by 10% or more then <u>you</u> <u>must</u> report back to leader or cabinet before award.	Send to Monitoring Officer for signing / sealing by designated officers. The relevant authority must be provided at the same time.
Major Contracts £1,000,000 or more up to £3,000,000	Leader, deputy leader or cabinet. This will be a Key Decision. This authority will also generally give the strategic director delegated authority to award the contract.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Generally covered by column 1. If bids exceed original estimates by 10% or more then report back to leader, deputy leader or cabinet before award.	Send to Monitoring Officer for signing /sealing by designated officers. The relevant authority must be provided at the same time.
Ordinary Contracts £500,000 or more but below £1,000,000	Strategic director or person authorised in writing by him/her.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Legal.	Same as column 1.	Strategic director or above.
Ordinary Contracts £100,000 or more but below £500,000	Assistant director or third tier manager or person authorised in writing by him/her.	Monitoring Officer unless standard terms and conditions have already been approved as suitable by Llegal.	Line manager or above of person who gave authority to start the process (column 1).	Assistant director or above.

Minor Contracts Below £100,000	Cost centre manager or above.	Purchase order terms can be used unless the contract is for works, software, or the services of a consultant, in which case legal or procurement advice must be taken.	Line manager or above of person who gave authority to start the process (column 1).	Third tier manager or cost centre manager or above.
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4.6. What if I want to change my contract?

- You must take advice from Legal if:
 - You wish to amend a contract
 - you wish to assign or novate a contract or
 - you wish to terminate a contract before the expiry of the contractual term.
- Where a variation means that the value of a contract would exceed the Procurement Threshold, or where there is any material change to the contract, the contract must be treated as a new procurement under CSOs
- A change will not be deemed material if the value of the modification is both below the Procurement Threshold and below 10% of the original contract value after indexation, or if permitted by the terms of the contract originally procured.
- The authorisation needed for any change will be dependent upon the value of that change in line with financial delegations.
- Officers must be satisfied that they have sufficient budget to cover any variation and that the variation is lawful, reasonable in all the circumstances and will achieve value for money.
- A copy of all variations must be kept with the original contract and provided to Procurement for inclusion on CSW-jets.

4.7. Exemptions from CSOs

- a. Any requirement of CSOs may be waived with the consent of both the S.151 officer and the Monitoring Officer subject to any legal restraints.
- b. Where a proposed contract is likely to exceed any Procurement Threshold in force at that time, no exemption can be authorised if such an exemption would result in a breach of Procurement Legislation.
- c. An application for a waiver (exemption) shall be:
 - submitted on the approved 'exemption form' [INSERT LINK]
 - set out the reason for requiring the waiver and
 - show how the proposal complies with any applicable law, demonstrates

propriety, value for money and supports the Council’s objectives.

- d. Where an exemption from competition is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to Council services the relevant strategic director and assistant director must submit a report to the S.151 officer and the Monitoring Officer as soon as practicable following the event. Any contract entered into for these purposes should be the minimum required to remove the immediate risk to persons or property or to reduce the disruption to Council services to a manageable level.
- e. In cases of urgency if the contract is likely to exceed £1,000,000 then the urgent Key Decision regime **must** be complied with before any contract is entered into.

4.8. Contract Formalities, Signing and Sealing

- a. Contracts shall be signed by the Council as follows:

Major Contracts:	By affixing the common seal of the Council and witnessed (signed) by one designated officer OR where there is no seal affixed, signed by at least two designated officers.
Ordinary Contracts:	By affixing the common seal of the Council and witnessed (signed) by one designated officer OR where the contract value is between £500,000 and £999,999 and there is no seal affixed, signed by a strategic director or above OR where the contract value is between £100,000 and £499,999 and there is no seal affixed, signed by an assistant director or above.
Minor Contracts:	By affixing the common seal of the Council and witnessed (signed) by one designated officer OR signed by third tier manager, cost centre manager or above.

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- b. A contract **must** be sealed where:
- The Council wishes to enforce the contract more than six years after its end or
 - The price paid or received under the contract is nominal and does not reflect the value of the goods or services or no consideration at all is given.
- c. All contracts must be concluded formally in writing before the supply, service or construction work begins, except in exceptional circumstances, and then only with the written consent of the Monitoring Officer.
- d. The Authorised Officer is responsible for securing signature of the contract and must ensure that the person signing for the other contracting party has authority to enter into a legal agreement.
- e. The Council will undertake signing of contracts via Docusign where practicable. Sealing must be done physically, and seals witnessed by an appropriately designated officer. Legal maintains the record of designated officers. All documents sealed must be recorded within the register held by Legal.

4.9. Contract Documents

- a. All contracts, irrespective of value, shall clearly specify:
- What is to be supplied
 - The price to be paid and when
 - Appropriate performance indicators
 - Clear dates and times for performance
 - Liquidated damages (where relevant) and
 - Termination provisions.
- b. The Monitoring Officer must approve the terms and conditions of all contracts either as a standard form contract for particular types of matters or through a specific approval. This clause is complied with by taking appropriate advice from Legal on the terms that are acceptable.

4.10. Record Keeping

- a. The Authorised Officer shall ensure that the following records in relation to successful tenders and awarded contracts are kept in the Council's contract

management system for at least 7 years following the end of the contract if the contract is signed and 15 years if the contract is under seal:

- A copy of the executed contract
 - Any relevant correspondence or documents which may have a bearing on how the contract is interpreted
 - A record of any exemptions exercised and the reasons for them
 - A copy of the tender documents and responses received (including award criteria and evaluation criteria)
 - A copy of the Contract Signature Form
 - Confirmation of authority to award
 - Procurement documentation confirming tender and award as required to be published in line with any relevant Procurement Legislation from time to time in force.
- b. The Authorised Officer shall ensure that unsuccessful tenders and quotes are kept in the Council's contract management system for a period of at least two years from the commencement of the contract to which they relate.
- c. Originals of signed contracts or deeds should be returned to Legal for secure storage unless otherwise agreed with the Strategy and Commissioning Manager for Legal and Democratic. Certified copies of contracts or deeds will be provided to the relevant service areas once executed.

4.11. **Contract Management, Evaluation and Review**

- a. All contracts must be managed in accordance with the Council's contract management framework which can be found at [LINK].
- b. As a minimum and subject any additional requirements within the contract management framework for all Ordinary and Major contracts:
- An up to date risk register should be maintained throughout the procurement process and during the life of the contract;
 - For identified risks, appropriate actions should be put in place to manage them.
 - There should be regular monitoring and reports during the contract period on:
 - performance
 - compliance with programme, specification terms and conditions
 - estimated final cost compared to budgets
 - any value for money requirements and

- user satisfaction and risk management.
- c. Before commencing any procurement for a major contract or a contract above Procurement Thresholds, the following steps must be completed:
- A 'lessons learnt' report should be considered to inform the tendering process
 - A business case must be approved and
 - A procurement plan must be approved by the S.151 officer.s.151 officers.

5. STEPS PRIOR TO PURCHASE

The Contracting Process

- 5.1. This section sets out in more detail the requirements to be met and steps to be followed when dealing with a specific contract.
- 5.2. Before beginning a purchase, the Authorised Officer must:
- a. Assess the need for the expenditure
 - b. Define the objectives of the purchase
 - c. Calculate the Total Value
 - d. Make sure that the appropriate approval is in place to start the process including adherence to the requirements of the Capital Project framework or Change Programme framework
 - e. Where necessary make sure that a procurement plan is in place
 - f. Make sure that the budget is available and approved to cover the **whole-life financial commitment** being made (including any internal and external charges or fees);
 - g. Make sure the Forward Plan requirements have been followed where the purchase is a Key Decision;
 - h. Ensure sufficient legal, procurement, finance, risk management and technical support is available throughout the entire procurement process;
 - i. Ensure sufficient resources will be available (i.e. people with sufficient skills and capacity) to manage the contract once it has been let;
 - j. Ensure the Council's requirements for data security and information governance (including but not limited to the General Data Protection Regulation) are met;
 - k. Consider, when commissioning services, whether these could improve the economic, social, and environmental wellbeing of the area (social value).
- 5.3. For major contracts or contracts above the Procurement Threshold:
- a. Ensure that the matters at 5.2 have been complied with
 - b. Engage with Procurement before any activity is undertaken to ensure compliance with procurement legislation
 - c. Consider any lessons learnt report from previous relevant tender processes
 - d. Produce a business case for approval by the appropriate body
 - e. Submit a fully completed procurement plan for approval by the S.151 officer
 - f. Carry out an options appraisal in conjunction with Legal and Procurement to

decide the best way to achieve the purchasing objectives, including internal or external sourcing, partnering, and collaborative procurement arrangements with another public authority or government department

- g. Consult users where appropriate about the proposed procurement, contract standards, performance, and user satisfaction monitoring
- h. Consult the market where appropriate and permitted by legislation in accordance with these CSOs and the advice of Procurement
- i. Assess the risks and how to manage them and
- j. Agree with the Monitoring Officer the approved standard form of contract to be used or if there is no standard form the terms and conditions that are to apply to the proposed contract.

5.4. The **Public Services (Social Value) Act 2012** requires the Council to consider at the pre-procurement stage:

- How the proposed procurement might improve the economic, social, and environmental well-being of the area
- How the Council may act with a view to securing that improvement in conducting the process of the procurement and
- Whether it should undertake any community consultation on the above.

Officers must consult Procurement for advice on specifying requirements relating to social value and how to evaluate this as a part of any bids received.

Pre-Tender Market Research and Consultation

5.5. Authorised Officers may consult potential suppliers prior to the issue of an invitation to tender about the nature, level and standard of the supply, contract packaging and other relevant matters. Records must be kept of this consultation.

5.6. Advice should be taken from Procurement and/or Legal before any market engagement activity

5.7. Authorised Officers must not, once any pre-tender market research or consultation period has ended, seek or accept technical advice on the preparation of the actual invitation to tender or quote from anyone who may have a commercial interest in bidding for the contract as this may prejudice the equal treatment of all potential tenderers and distort competition.

Prevention of Corruption

5.8. The following clause (or suitable equivalent wording approved by Legal) must be included in every Council contract:

"The Council may terminate this contract and recover all its loss if the Contractor, its employees, or anyone acting on the Contractor's behalf do any of the following things:

- a. *Offers, gives, or agrees to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has*

been done); or

b. Commits an offence under the Bribery Act 2010 or s117(2) of the Local Government Act 1972; or

c. Commits any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, Contractors, or employees.

Any clause limiting the Contractor's liability shall not apply to this clause".

6. CONDUCTING A PURCHASE OR DISPOSAL

6.1. Purchasing – Competition Requirements

6.1.1 **Where the total value for a purchase is within the values in the first column below, the award procedure in the second column must be followed as a minimum.**

Total Value	Award Procedure
Minor – £0 to below £25,000	One Quotation confirmed in writing.
Minor - £125,000 to below £100,000	Three written Quotations of which at least one should be local if appropriate. Local means has a place of business in Warwickshire.
Ordinary & Major - £100,000 or more	Invitation to tender to at least three tenderers. If the contract value exceeds the Procurement Threshold the procedure must also comply with Procurement Legislation.

6.1.2 The Authorised Officer shall take appropriate advice from Procurement to determine the method of conducting any purchase that exceeds the relevant Procurement Threshold in force from time to time.

6.2. The Appointment of Consultants to Provide Services

6.1.3 A Consultant is someone engaged for a specific length of time to work (or provide a service) to a defined project brief with clear outcomes to be delivered, and who brings specialist skills or knowledge to the role. A consultant is not an employee, a fixed term employee, a locum, an agency, or a temporary worker or someone engaged to provide general day to day activities within a service.

6.1.4 Contracts for consultancy services are subject to the same competition requirements as any other type of contract and must be procured in accordance with these CSOs.

6.1.5 The engagement of a Consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided, the total cost to be paid and any stage payment arrangements. The engagement shall also be subject to completion of a contract.

- 6.1.6 It is the responsibility of the Authorised Officer to ensure that all tax and legal advice regarding the terms of any consultancy appointment is taken in advance of the procurement activity and actioned.
- 6.1.7 Records of consultancy appointments shall be maintained in accordance with these CSOs and entered on the contract management system as for any other contract.
- 6.1.8 Consultants shall be required to provide evidence of and maintain professional indemnity insurance policies to the satisfaction of the Council's insurance team for the periods specified in the respective agreement.

7. Transparency

- 7.1. **All spend in excess of £500 must be published on the Council's website and in addition, contracts over £5000 must also be published on the Council's website.**

8. Framework Agreements

8.1. The term of a Framework Agreement must not exceed four years without the written consent of the Monitoring Officer. Such consent will only be given where there is a legally permissible justification for a framework in excess of four years.

8.2. Contracts based on Framework Agreements may be awarded by either:

- Applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off and permit it) this may be done without reopening competition; or
- Where the terms laid down in the Framework Agreement are not precise enough (or do not permit direct awards) by holding a mini competition in accordance with the terms of the particular framework or in accordance with the following procedure where the framework terms are unclear:
 - Inviting the organisations within the Framework Agreement who are capable of delivering the contract to submit written tenders
 - Fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract; and
 - Awarding each contract to the tenderer who has submitted the best tender on the basis of the Award Criteria set out in the Framework Agreement.
 - Observing a standstill period before finalising the award where applicable

9. Collaborative and Partnership Arrangements

9.1. In order to secure value for money the Council may enter into collaborative procurement arrangements. The Authorised Officer must consult the Monitoring Officer and the Service Manager, Contract Management and Assurance where the purchase is to be made using collaborative procurement arrangements to ensure that all legal requirements are met and the Council has vires to undertake the arrangement.

- 9.2. Collaborative and partnership arrangements include but are not limited to examples of joint working where one partner takes the lead and awards contracts on behalf of the other partners, long-term collaborative partnerships, pooled budgets, and joint commissioning.
- 9.3. Collaborative arrangements between public bodies for shared services where the aim of the arrangement is for the participating bodies to be provided with services by each other or through a Teckal company rather than by an external provider may fall outside the need for competition if the conditions in CSO 2.3c can be met.

10. Setting Standards and Award Criteria

- 10.1. Before seeking bids or commencing any procurement activity, the authorised officer must define the Selection and Award Criteria that are appropriate to the procurement ensuring that they are designed to secure an outcome giving value for money for the Council.
- 10.2. Authorised Officers are responsible for ensuring that all tenderers for a contract are suitably assessed. The assessment process shall establish that all potential tenderers have sound economic and financial standing and sufficient technical ability and capacity to fulfil the requirements of the Council.
- 10.3. The criterion for award of a contract shall be the “most economically advantageous”. This must be further defined by reference to sub-criteria which may refer only to relevant considerations. These may include price, service, quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance, social value and any other relevant matters.
- 10.4. **Selection and Award criteria must not include non-commercial considerations and must comply with Procurement Legislation at the time the procurement commences.**
- 10.5. Any shortlisting exercise must be carried out in accordance with the published terms of tender and have regard to the financial and technical standards relevant to the contract and the published Selection and Award Criteria.

11. Invitations to Tender / Quotations

- 11.1. All invitations to tender or quote must:
 - Specify the goods, service or works that are required, together with the terms and conditions of contract that will apply; and
 - State that the Council is not bound to accept any Quotation or Tender.
- 11.2. **All Tenderers invited to tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis.** All invitations to tender shall include:
 - Clear instructions on how and where Tenders are to be submitted, together with

the date and time by which they are to be received

- A specification that describes the Council’s requirements in sufficient detail to enable the submission of competitive offers
- A description of the Award Procedure
- Full details about how the bids will be assessed, including any weighting and sub-criteria that apply and any “pass mark” for any stage of the procurement;
- Information on the Council’s policies as appropriate, e.g.:
 - i.Equalities
 - ii.Complaints
 - iii.Sustainability.

11.3. All invitations to tender shall state that any Tender received after the date and time stipulated in the invitation to tender may be rejected and not considered.

11.4. All invitations to tender shall include requirements for Tenderers to:

- Declare that the Tender content, price or any other figure or particulars concerning the Tender have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose e.g. legal, financial advice etc) and
- Complete fully and sign a form of tender and certificates relating to canvassing and non-collusion
- Submit Tenders to the Council on the basis that they are compiled at the tenderer’s expense.

11.5. The Council’s approved E-tendering system must be used for all competitive procurement activity unless agreed otherwise by the Service Manager, Contract Management and Assurance or otherwise approved by these CSOs.

11.6. No Tender will be considered unless submitted in accordance with the conditions of participation included within the invitation to tender/quote.

12. Submission, Receipt and Opening of Tenders

12.1. Tenderers must be given an adequate period in which to prepare and submit a tender, consistent with the complexity of the contract. Procurement Legislation lays down specific time periods and processes that must be followed for procurements above the Procurement Thresholds at the time the procurement commences. Below thresholds contracts must still be treated in accordance with this clause 12.1

12.2. All Tenders must be returned in accordance with the system requirements of the Council’s E-tendering system and/or as required in any specific documentation published.

- 12.3. Tenders received by fax or electronic means outside of the Council's e-tendering system (e.g. email) must be rejected, save that Quotations for Minor Contracts under £10,000 may be received by email.
- 12.4. All Tenders are to be opened at the same session after the period for their submission has ended. Tenders must be opened in the presence of at least two officers.
- 12.5. The arithmetic in compliant Tenders must be checked. If arithmetical errors are found they should be notified to the Tenderer, who should be requested to confirm their Tender.

13. Clarification Procedures and Post-Tender Negotiations

- 13.1. Providing clarification of an invitation to tender to potential or actual Tenderers or seeking clarification of a Tender prior to the closing date whether in writing or by way of a meeting is permitted.
- 13.2. However, discussions with Tenderers after submission of a Tender and before the award of a contract with a view to obtaining adjustments in price, delivery, or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, such negotiations must not be conducted) without the agreement of the Monitoring Officer.
- 13.3. If post-tender negotiations appear necessary after a single stage Tender or after the second stage of a two-stage Tender, then you should take legal advice on whether negotiations are permissible. Normally such negotiations should be undertaken with all those who have met the Selection Criteria in the original process. During negotiations, the Council's requirements set out in the original procedure should not be substantially altered and no material change should be made to the risk profile of the contract. The prior approval of the Monitoring Officer is required to any proposal to negotiate in other circumstances.

14. Evaluation, Award of Contract and Debriefing Tenderers

- 14.1. Apart from the debriefing required or permitted by these CSOs, the confidentiality of Quotations, Tenders and the identity of Tenderers must be preserved at all times and information about one Tenderer's response must not be given to another during the evaluation process.
- 14.2. Quotations and Tenders must be evaluated in accordance with the Award Criteria. During this process, Authorised Officers shall ensure that submitted tender prices are compared with any pre-tender estimates and that any significant differences are examined and resolved satisfactorily.
- 14.3. For Ordinary and Major Contracts Authorised Officers must advise all Tenderers in writing of their award decisions. For contracts that are subject to Public Contract Regulations or other UK applicable Procurement Legislation this must be in the form of intention to award letters (award notification letters) that are issued simultaneously to all Tenderers advising them of the intention to award the contract to the successful Tenderer and providing them with a 'standstill period' of at least 15 days (10 days if notification letters are sent by the Council's approved E-tendering system) in which to challenge the decision before the contract award is confirmed.
- 14.4. For contracts that are subject to advertising and publication requirements within Procurement Legislation, the Council's 'intention to award notification letter' standard template must be used, which includes the following debriefing information:

- How the Award Criteria were applied
- The name of the successful Tenderer(s);
- The score of the Tenderer, together with the score of the successful Tenderer;
- Details of the reason for the decision, including the characteristics and relative advantages of the successful Tender; and
- Confirmation of the date before which the Council will not enter into the contract (i.e. the date after the end of the 'standstill period').

14.5. If a decision is challenged by an unsuccessful Tenderer, after the issue of an intention to award notification letter, then the Authorised Officer shall immediately inform the S.151 officer and seek the advice of the Monitoring Officer on next steps. No such contract may be awarded until the S.151 officer and the Monitoring Officer are satisfied that the matter has been resolved.

14.6. Authorised Officers shall ensure that the contract formalities are completed following the award of the contract .

15. Publication of Contract Awards

15.1. The award of all contracts over £5,000 must be published via the Council's contract management system.

15.2. The award of all contracts over £25,000 must be published on Contracts Finder. Publication will be undertaken by Procurement.

15.3. The award of contracts above the relevant Procurement Threshold applicable at the time of the commencement of procurement must be published as required by Procurement Legislation.

16. The Council as a Supplier - Providing Works, Goods or Services to External Organisations

16.1. The S.151 officer and the Monitoring Officer must be consulted where work for an external organisation is contemplated.

16.2. Any proposals to work for an external organisation must be approved by the strategic director responsible for the service and the approval recorded in writing in accordance with the Council's Standing Orders and Delegations.

16.3. **A robust business case must be produced and approved by Commercial Delivery Group and Corporate Board before any arrangement is entered into where the Council acts as a supplier. That business case must have input from Finance and take into account the full, whole life costs to the Council of delivering the goods, works or services concerned and that appropriate insurance and contract terms can be agreed. The financial viability of such business cases must be approved by the S.151 officer.** The Key Decision regime applies to the Council providing services over £1,000,000 as well as to purchasing services over £1,000,000.

17. Disposals

17.1. Assets for disposal must be sent to public auction except where:

- a. Better value for money is likely to be obtained by inviting quotations or tenders; or
- b. The prior approval of the S.151 officer and the Monitoring Officer has been obtained to the selling of specified items on an auction website such as eBay; or
- c. Specific disposal procedures have been agreed by the Council for certain types of assets.

17.2. Goods or assets may be disposed of via public auction, including electronic auctions, without further specific consent being sought provided the following conditions are met:

- a. The council owns the item and has the right to sell it
- b. Appropriate market research has been carried out to establish the estimated value of the item and verified by Procurement
- c. The estimated value of the item to be auctioned does not exceed £10,000
- d. A reasonable reserve price is set for the item based on the estimated value
- e. The item is withdrawn from sale if it does not reach its reserve price
- f. The item is in good working condition and fit for purpose, and complies with relevant legislation, in particular:
 - Any electrical item bears a valid Electrical Safety Check label, completed by a registered electrician who is registered on the Kite Mark Scheme, the Electrical Safety Register, or the Electric Safe Register. The date of the inspection on the label must not be more than 12 months prior to the date of sale.
 - Any item of furniture complies with the Furniture and Furnishings (Fire Safety) Regulations 2010. Any item of furniture, with the exception of mattresses and bed bases, will have a permanent label in compliance with the regulations.
 - Any computer or data storage device is adequately wiped of data, to ensure that no information, particularly personal data, remains on the device.
- g. When an item is disposed of, any listing or description of it must NOT give any indication that the Council provides any guarantee for the product or any promise to make good any defects. All items are to be carefully and truthfully described in detail and any known defects highlighted. The following or similar wording must be prominent within the listing or description:

ITEM IS SOLD AS IS: THE SELLER DISCLAIMS ANY WARRANTY AS TO

MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR DESIGN.

h. A record of the steps taken under a) to g) is kept for a period of 2 years.

17.3. Applications for approval of the disposal of goods/assets by auction which do not meet the above conditions should be made to the Exemption Panel who will liaise with the Monitoring Officer and S151 Officer as required.

17.4. An individual purchasing goods at auction without the opportunity to inspect the goods may still have consumer rights, i.e. that the goods:

- Are of a satisfactory quality
- Do what they are designed to do
- Are as described, matching any pictures or description of them
- Are safe, under the Consumer Protection Act 1987

17.5. Other matters to be aware of:

- Misrepresentation of goods - A customer is entitled to a refund on goods that have been misrepresented, for example, goods sold on the basis of features they do not have. Prosecution can also follow if the misrepresentation is reported to Trading Standards.
- Faulty goods - It is the Council's responsibility to arrange for the collection of faulty goods, particularly large items. If a customer returns faulty goods within a reasonable time, the Council is obliged to give a refund, and not a credit note. If a repair of a faulty good is unsatisfactory, a customer is still entitled to a refund.
- Time to check goods - on-line auctions - Customers have the right to the time to check they are satisfied with their goods, though this can be just a week.

Appendix: Definitions

Agent	A person or organisation acting on behalf of the council.
Authorised Officer	An officer responsible for conducting a procurement.
Award Criteria	The criteria by which the successful quotation or tender is to be selected. (see further CSO 1o).
Award Procedure	The procedure for awarding a contract as specified in CSO 14.
S.151 officer	The officer to whom the statutory role is delegated under the constitution
Code of Conduct	The 'Officers' Code of Conduct' (see part 4 of the council's constitution).
Consultant	A Consultant is someone engaged for a specific length of time to work (or provide a service) to a defined project brief with clear outcomes to be delivered, and who brings specialist skills or knowledge to the role. A consultant is not an employee, a fixed term employee, a locum, an agency, or a temporary worker or someone engaged to provide general day to day activities within a service.
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Designated Officer	The chief executive, the strategic director for resources and any other officer authorised by either of them.
ESPO	The Eastern Shires' Purchasing Organisation.
Forward Plan	The forward plan, which is prepared on a rolling basis and contains matters which the Council has reason to believe are likely to be the subject of Key Decisions during the following four months.
Framework Agreement	An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period.
Invitation to Tender	An invitation to tender sent to tenderers inviting bids for works, goods or services.

Key Decision	<p>Decisions that are defined as key decisions in the constitution.</p> <p>In relation to letting contracts, the key decision is the proposal to let a contract for a particular type of work.</p> <p>The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary above the estimated amount by more than 10% for contracts with a value of £1,000,000 or more.</p>
Major Contract	A contract that has a total value of £1,000,000 or more.
Minor Contract	A contract where the total value is less than £100,000.
Monitoring Officer	The officer to whom the statutory role is delegated under the Council's constitution
Non-Commercial Considerations	<p>These are:</p> <p>the terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer, or training of or the other opportunities afforded to, their workforces ("workforce matters");</p> <p>whether the terms on which contractors' contract with their sub- contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only;</p> <p>any involvement of the business activities or interests of contractors with irrelevant fields of government policy;</p> <p>the conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ("industrial disputes");</p> <p>the country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors; any political, industrial, or sectarian affiliations or interests of contractors or their directors, partners, or employees;</p> <p>financial support or lack of financial support by contractors for any institution to or from which the authority gives or withholds support;</p> <p>use or non-use by contractors of technical or professional services provided by the authority under the Building Act 1984 or the Building (Scotland) Act 1959.</p> <p>Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations for the purposes of s17(5) Local Government Act (LGA) 1988 and part 1 of the LGA 1999 (Best Value); or where there is a transfer of staff to which the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") may apply.</p>
Officer	An employee of the Council

Ordinary Contract	A contract where the total value is £100,000 or more but is less than £1,000,000.
Pecuniary Interest	Any direct or indirect financial interest. An indirect interest is distinct from a direct interest in as much as it is not a contract to which the person having the indirect interest is directly a party. A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of the issued share capital (whichever is the greater) is not a pecuniary interest for the purposes of these CSOs.
Personal Care Services	Services provided to people who have personal care needs as assessed by the Strategic Director for People. As such these services can be provided to people of all ages whose needs may result from old age, physical disability, sensory loss, mental illness or learning disability.
Procurement Legislation	The requirements of any and all relevant public procurement legislation in force within England from time to time including but not limited to the Public Contracts Regulations, the Concession Contracts Regulations, the Utilities Contracts Regulations (all as amended or replaced from time to time) together with any relevant codes of practice and/or statutory guidance
Procurement Threshold	The contract value at which the Procurement Legislation must be applied
Quotation	A quotation of price and any other relevant matter (without the formal issue of an invitation to tender).
Relevant Contract	A contract to which these contract standing orders apply (see CSO 1).
S151 Officer	The officer to whom the statutory role is delegated under the Council's constitution
Selection Criteria	The criteria by which tenderers are chosen to be invited to submit quotations or tenders.
Shortlisting	The process of selecting Tenderers who are to be invited to submit Quotations or Tenders or to proceed to final evaluation as part of a Restricted, Competitive with Negotiation or Competitive Dialogue Procedure.
Teckal company	A company which meets particular legal requirements relating to its ownership and activities including being wholly public sector owned and its main business is providing services to its members.
Tender	A Tenderer's proposal submitted in response to an invitation to tender.
Tenderer	Any person who asks or is invited to submit a Quotation or Tender.
Total Value	As defined in CSO 4.2.

TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006 [SI2006 No.246]
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**Audit and Standards Committee
Updated Work Programme 2021 - 2022**

Item	Lead Officer	Date of meeting
WCC Statement of Accounts 2020/21	Virginia Rennie	4 November 2021
Warwickshire Pension Fund Statement of Accounts 2020/21	Chris Norton	4 November 2021
Annual Governance Report	Nichola Vine / Sioned Harper	4 November 2021
Annual Governance Statement	Lynn Todman	4 November 2021
Review of Contract Standing Orders	Nichola Vine	4 November 2021
External Auditor's Governance Report 2020/21	Grant Thornton / Hayley Green	4 November 2021
Appointment of External Auditors	Virginia Rennie	4 November 2021
Scrutiny Review – Key measurable factors to assess effectiveness of revised arrangements	Sarah Duxbury / Nic Vine	Briefing Note (to be followed by agenda item - date TBC)
Impact of Grenfell – an update from WFRS regarding flammable cladding on residential properties in Warwickshire.	WFRS	TBC

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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