

# Public Document Pack

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG

Ty Penallta,  
Parc Tredomen,  
Ystrad Mynach,  
Hengoed CF82 7PG



[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)  
[www.caerffili.gov.uk](http://www.caerffili.gov.uk)

For all enquiries relating to this agenda please contact Emma Sullivan  
(Tel: 01443 864420 Email: [sullie@caerphilly.gov.uk](mailto:sullie@caerphilly.gov.uk))

**Date: 11th January 2023**

This meeting will be live-streamed and recorded and made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals speaking will be publicly available to all via the recording on the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

**You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.**

To Whom It May Concern,

A multi-locational meeting of **Council** will be held in the Chamber, Penallta House and via Microsoft Teams on **Tuesday, 17th January, 2023 at 5.00 pm** to consider the matters contained in the following agenda. Members of the Public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christina Harrhy'.

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

Pages

- 1 To receive apologies for absence.
- 2 Mayor's Announcements.
- 3 To receive petitions under Rule of Procedure 28(3).

A greener place Man gwyrddach



4 Presentation of Awards.

5 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

6 Council held on 24th November 2022.

1 - 12

7 To receive and to answer questions received under Rule of Procedure 10(2).

Question from Councillor A. McConnell to the Leader of Council, Councillor S. Morgan.

Could the Leader of Council please provide an update on the Welsh Government Settlement set within the context of the current inflation and service pressures?

8 To receive and to answer questions received under Rule of Procedure 10(4).

Question from Councillor K. Woodland to the Cabinet Member for Prosperity, Regeneration and Climate Change Councillor J. Pritchard.

Will the Cabinet Member for Prosperity, Regeneration and Climate Change provide Council with an update on how many events were in the programme for 2022 and were they successful?

To receive and consider the following reports: -

9 Financial Statements for 2021/22.

13 - 176

10 Council Tax Reduction Scheme 2023/24.

177 - 180

11 Annual Report of the Director of Social Services and Housing 2021-22.

181 - 210

12 Review of Communities and Electoral Arrangements.

211 - 218

13 Standards Committee Appointment of Two Independent Lay Members and Community Councillor Member.

219 - 222

### **Circulation:**

All Members And Appropriate Officers

### **HOW WE WILL USE YOUR INFORMATION**

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk). except for discussions involving confidential or exempt items.

You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please view the [Full Committee Meetings Privacy Notice](#) on our website or contact Legal Services by email [griffd2@caerphilly.gov.uk](mailto:griffd2@caerphilly.gov.uk) or telephone 01443 863028.

This page is intentionally left blank

# Agenda Item 6



## COUNCIL

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD IN THE CHAMBER PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON THURSDAY, 24TH NOVEMBER 2022 AT 5.00PM

#### PRESENT:

Councillor E.M. Aldworth - Mayor  
Councillor M.A. Adams - Deputy Mayor

#### Councillors:

C. Andrews, A. Angel, C. Bishop, M. Chacon-Dawson, R. Chapman, P. Cook, S. Cook, D. Cushing, C. Cuss, D.T. Davies MBE, G. Ead, C. Elsbury, G. Enright, K. Etheridge, M. Evans, A. Farina-Childs, C. Forehead, E. Forehead, J. E. Fussell, A. Gair, N. George, C. Gordon, D. Harse, A. Hussey, M. James, L. Jeremiah, G. Johnston, J. Jones, S. Kent, P. Leonard, C. Mann, A. McConnell, B. Miles, C. Morgan, S. Morgan, B. Owen, T. Parry, L. Phipps, M. Powell, D.W.R. Preece, D. Price, H. Pritchard, J. Pritchard, J.A. Pritchard, J. Rao, J. Reed, J. Roberts, J. Sadler, R. Saralis, J. Scriven, J. Simmonds, S. Skivens, J. Taylor, A. Whitcombe, L. Whittle, S. Williams, W. Williams, J. Winslade, K. Woodland, C. Wright

#### Together with:

C. Harrhy (Chief Executive), R. Tranter (Head of Legal Services and Monitoring Officer), S. Harris (Head of Financial Services and S151 Officer), J. Williams (Assistant Director Social Services), L. Donovan (Head of People Services), S. Mutch (Early Years Manager), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), S. Pugh, (Communications Manager), S. Hughes (Committee Services Officer), J. Lloyd (Committee Services Officer), R. Barrett (Clerk)

#### Also present:

P. Diamond (Head of Regional Partnership Team, Gwent Regional Partnership Board)

### RECORDING, FILMING AND VOTING ARRANGEMENTS

The Chief Executive reminded those present the meeting was being live streamed, and a recording would be available following the meeting via the Council's website – [Click Here to View](#). She advised that decisions would be made by Microsoft Forms.

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Broughton-Pettit, N. Dix, T. Heron, D. Ingram-Jones, A. Leonard, E. Stenner and C. Thomas, together with R. Edmunds (Corporate Director for Education and Corporate Services), D. Street (Corporate Director for Social Services and Housing) and M.S. Williams (Corporate Director for Economy and Environment).

## **2. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the engagements and events she had attended since the last meeting of Council and confirmed that both she and the Deputy Mayor had attended a number of Remembrance Armistice Day services across the county borough.

The Deputy Mayor also advised Council that he recently had the pleasure of attending an awards evening in Llantrisant hosted by the South Wales Fire and Rescue Service, which paid tribute to the way in which the Fire Service works hard to protect everyone 365 days a year. The evening concluded with a presentation for Councillor Tudor Davies MBE to honour and thank him for his 23 years of unwavering and dedicated service to the South Wales Fire and Rescue Authority, with Councillor Davies MBE being presented with a photo album to commemorate the many occasions where he had represented the Fire Service during his years as Chair of the Fire and Rescue Authority and in other support roles across the organisation.

## **3. TO RECEIVE PETITIONS UNDER RULE OF PROCEDURE 28(3)**

The following petitions were received:-

- (1) Councillor Walter Williams presented a petition on behalf of local residents requesting that the roundabout at the cenotaph in Markham be removed and replaced with a traffic light system;
- (2) Councillor Nigel George presented a petition from residents of Mount Pleasant Road, Risca which requested that Caerphilly Council adopt and maintain the lane between Mount Pleasant Road and Hillside.

The Mayor accepted the petitions which would be actioned in accordance with the Council's Constitution.

## **4. PRESENTATION OF AWARDS**

### **Akai Ryu Karate Club**

The Cabinet Member for Waste, Leisure and Green Spaces was very pleased to introduce members of the Akai Ryu Karate Club based in Fleur-de-Lys, which was set up just 5 years ago by Sensei and club owner, Andrew Lewis, to help keep young people off the street and now offers classes every day to over 100 members from the age of 3 upwards.

A very small delegation of just 27 club members recently represented Wales at the World Championships in Poland, with the Cabinet Member delighted to announce that the club finished 3rd place overall in the competition, collecting an impressive tally of 19 gold medals, 14 silver medals and 14 bronze medals, which is a fantastic achievement for such a small delegation.

The Cabinet Member highlighted the hard work and dedication behind this achievement and was certain that all members of the karate club and their families would be extremely proud of such an impressive performance.

Sensei Andrew Lewis and members of the Akai Ryu Karate Club came forward and were congratulated by the Mayor and Council on their outstanding success.

## 5. DECLARATIONS OF INTEREST

There were no declarations of interest received at the start or during the course of the meeting.

## 6. MINUTES - SPECIAL COUNCIL HELD ON 29TH SEPTEMBER 2022

RESOLVED that the minutes of Special Council held on 29th September 2022 (minute nos. 1-3) be approved as a correct record.

## 7. MINUTES - COUNCIL HELD ON 4TH OCTOBER 2022

RESOLVED that the minutes of Council held on 4th October 2022 (minute nos. 1-14) be approved as a correct record.

Councillor Judith Pritchard asked to be listed as J.A. Pritchard on future minutes in order to avoid any attendance queries between those Members with similar names, and confirmed that she had attended that meeting, with Councillor James Pritchard having given his apologies for the meeting.

## 8. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(2)

Question from Councillor L. Phipps to the Leader of Council, Councillor S. Morgan

Will the Leader give a statement on how the Chancellor's recent autumn statement will impact on the Council budget?

Response from the Leader of Council to Councillor L. Phipps

After 10 years of government-enforced austerity with budget cuts, wage freezes and a shift in the burden to those who can least afford it, the Chancellor's recent statement offered absolutely no respite whatsoever for public services. As is often the case with this government, they hide behind cash figures and ignore the real terms figures, which actually take into account raising costs, rising demand and inflation. The Chancellor said government spending will continue to increase in real terms. He then went on to caveat it by talking about, but at a slower rate and mentioning the public spending would need to be disciplined, and that this will be a challenging period. So are they going to fund realistic wages for public sector workers that reflect inflation in the cost of living crisis? No is the answer to that unfortunately. The Chancellor's statement does nothing to address low wages in essential public services.

So we had already planned for a £35m shortfall in next year's budget, which is about 10% of the net budget of the Council. And after the Chancellor's statement, we are still planning for a £35m shortfall in funding. Under the ten years of austerity, the biggest shortfall in funding we ever had to deal with was £14m, so £35m is completely unprecedented. It's hard to fully appreciate the scale of this amount, but as an example, if we shut all our leisure centres and libraries, stop collecting waste and carried out no maintenance on our highways, we would still not meet this shortfall. Now, I'm not suggesting for one moment that we are going to do this, but it does help to illustrate the scale of the challenge ahead.

Notwithstanding the Chancellor's statement, we know our communities are facing acute challenges and they need us now more than ever, so we will do everything we can to protect

our communities, our services and our staff. We will need to do far more with far less. We will need to do things differently and we are well on the way to implementing transformational plans which will protect our communities and I look forward to bringing these plans to the Council in the near future. These plans will include changes to the way services are delivered, and I know how resistant people can be to change. But if we are to continue delivering viable and sustainable services, change is inevitable given the aforementioned £35 million challenge laid at the door of this Council.

Supplementary question from Councillor L. Phipps to the Leader of Council, Councillor S. Morgan

Given what you've just said about how difficult things are going to be, are we going to use reserves to alleviate the worst impact of the budget deficits and keep running the services that all our residents depend on?

Response from the Leader of Council to Councillor L. Phipps

So whilst the financial pressures facing us are significant, we are in a stronger position than many councils due to our sound financial management in recent years. Despite the many calls from Plaid and Independent Members in this Chamber to spend our reserves many, many times over, we do have healthy reserves. Now reserves can only be spent once and if spent appropriately, they can leverage in many multiples. For instance, every time we spend £3m on building a new school, we get an extra £6m from Welsh Government, so a £9m school only costs this Council £3m. Our Regeneration Project Board have advised over recent years a spend of approximately £5m which leveraged in as much as £90m of external funding. So reserves used in a fiscally sound manner can bring huge benefits. However, reserves are also there for a rainy day and I think we can all agree that rainy day is upon us. So while the majority of reserves are ring-fenced for specific schemes, now is the time to release some of those reserves to deal with the funding crisis we face.

Many of our neighbouring councils are signalling their intent of making significant numbers of staff redundant, however, I want to reassure you that we are not going to take this blunt approach. The fact that we have reserves gives us a little more time to plan a far more sustainable approach. However, I will repeat, we can only use these reserves once and we only have limited time to plan and to mobilise. In order to protect services, the shape of the Council will need to change, it will be smaller, and it will be more focused. But due to our reserves, the change will be delivered in a managed manner using the Team Caerphilly operating model. This change needs to be progressed at pace. It will require purposeful leadership and a collective Team Caerphilly approach, but we can, with the effective use of our reserves, transform this Council to deal with the ever-dwindling budgets.

## **9. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(4)**

Question from Councillor D. Ingram-Jones to the Cabinet Member for Education and Communities, Councillor C. Andrews

As Councillor D. Ingram-Jones had given apologies for the meeting, Councillor J. Winslade presented the question on her behalf.

Will the Cabinet Member for Education and Communities explain what CCBC are doing to protect the most vulnerable in these difficult times?



Response from the Cabinet Member for Education and Communities to Councillor D. Ingram-Jones

Frontline staff are receiving training to enable appropriate referral for cost-of-living advice and wider well-being support, and this will ensure every contact we have with residents counts.

In recognition of the many difficulties that residents are facing, the Council, in partnership with the community and voluntary sector, is developing a network of Welcoming Spaces, also known as warm hubs, across the county borough to provide local people with a warm and welcoming space to spend time meeting new people, trying new things and accessing services and advice.

As the Welcoming Spaces are confirmed, they have been added to an overall directory which will be available via the Council website on the cost-of-living landing page. This directory will also be circulated to internal and external partners and stakeholders to ensure details are made available to all that may wish to access these spaces. This will include the Community Connectors who will be able to support isolated and/or vulnerable customers to access these spaces within their communities. Where appropriate, teams across the Council that provide support relevant to these issues will be able to use Welcoming Spaces as an opportunity to engage with its attendees and provide advice or further support from these venues. We are also administering several additional grants to the Council hardship grant that directly address issues in communities that they are facing, such as loneliness, isolation and food poverty.

We are continuing to promote cost of living support via public events, with upcoming attendance at the Christmas Markets, DWP events and events organised by partners including Groundwork Trust, Schools, MPs and our MSs. We are finalising an additional Council hardship grant for those who are needing urgent financial support but are not eligible for or have exhausted existing grant schemes, and further details will be available when this is finalised.

Funds allocated via the Shared Prosperity Fund will enable continuation of the expansion of work to improve energy efficiency of properties that are rated "F" and "G". We have also established a Caerphilly Food Network in partnership with the Rural Development Plan Team, linking together food suppliers, producers and community food support groups to work collaboratively to address food insecurity.

The Caerphilly Cares Volunteer Service matches volunteers with individuals referred by social work teams from Older People, Learning Disabilities and the Physical Disabilities Sensory Impairment Teams. The volunteers offer support on a one-to-one basis in residential and day care settings through volunteer-led social clubs. Caerphilly Cares is currently working to restart the service following a hiatus due to Covid and including widening the scope of the service to include support for those outside formal services who are socially isolated and vulnerable.

The Corporate Employee Volunteering Scheme aims to assist community-based provision by releasing employees to support activities delivered by voluntary groups and organisations, as well as employees providing additional volunteer support for existing organisations.

We are also developing specific projects targeting those most in need, for example the Cooking Champions project that uses volunteers from the Catering department to deliver cooking classes in community settings. These classes provide participants with practical skills and equipment to cook on a budget, but also the opportunity to improve well-being and reduce social isolation. So, you can see that there are plenty of things going on at the moment.

## REPORTS OF OFFICERS

Consideration was given to the following reports.

### 10. WORKFORCE CAPACITY AND ASSOCIATED CHALLENGES

Consideration was given to the report which sought to provide Council with an update on some of the major issues and challenges currently impacting on workforce capacity and sought Council support for some initial proposals to provide additional resources into key areas. It was noted that the report included a number of recommendations from Cabinet, who received the report at their meeting on 19th October 2022, and had also been considered by the Policy and Resources Scrutiny Committee on 27th September 2022.

Members were advised that the sheer breadth and depth of the transformation and regeneration work the Council is now involved in, above and beyond regular service delivery, presents significant challenges, particularly in view of the Chancellor's recent Autumn Statement 2022 which indicates substantial cuts to public service funding moving forward. Although the Council holds financial reserves which can be used to assist in meeting the anticipated budget shortfall of up to £35m for 2023/24, these monies can only be used once, and given the expected continued financial pressures in future years, it is clear that the Council will need to drive forward significant organisational and cultural change in order to protect services and staff.

The Council are already strengthening their workforce through the creation of a dedicated recruitment team, to ensure appropriate resources are in place to meet the significant challenges that lie ahead. Cabinet recently agreed the early introduction of the Foundation Living Wage and a temporary increase in mileage reimbursements to address current market volatility and fuel prices. All staff received an additional day of annual leave as part of the 2022/23 pay award and Cabinet will shortly be considering a range of other HR policies, including an additional 5 days of annual leave to further improve terms and conditions for Council staff.

However, it is recognised that the Council also need to strengthen the capacity of senior leadership in order to respond to and lead the Authority through the unprecedented complex challenges that are being faced. The report therefore proposed the creation of two new deputy posts, namely a Deputy Chief Executive and Deputy Section 151 Officer, which will ensure that the Council's statutory responsibilities are fulfilled at all times and will offer much-needed extra capacity to enable the Council to deliver organisational and cultural change to protect frontline services whilst operating with far less funding. The Deputy Chief Executive post will have a portfolio responsibility and will also lead on cross-cutting issues including the cost-of-living crisis, the Ukraine humanitarian crisis, the decarbonisation agenda and the Team Caerphilly Transformation programme. Funding for these posts will be redirected from three vacant Head of Services posts and the proposals in the report will not result in any additional resources being required as they will be fully funded through the virement of existing budgets.

Mrs Christina Harrhy (Chief Executive) set out the unprecedented pressures on the Council and its workforce capacity over an extended period as a result of heightened expectations and demands and expressed the need to ensure that there are sufficient resources in place in order to meet the challenges ahead and to meet the needs of the Council and its communities. The report sought to address three main challenges; (1) the need to overcome difficulties in recruiting external staff (2) the need to put in place additional statutory support and (3) the need to reduce sickness absence levels across the organisation.

In terms of recruitment and retention challenges across the Council, it was noted that these are not unique to Caerphilly Council, but it has been realised that staff now have different expectations since the pandemic in terms of work-life balance, and that prospective employees now have very different expectations of the recruitment and selection process. Therefore, a more modern and dynamic approach to recruitment is required in order to seamlessly identify and engage with prospective candidates and market Caerphilly as an exemplary employer. To meet this need, Cabinet have recently agreed the creation of a new internal recruitment team of seven staff which will embed this recent learning into operating practices and will operate from the People Services Division.

In terms of the two proposed additional statutory posts, the Chief Executive emphasised that these proposals would not require any additional funding to fulfil these crucial appointments. Members were reminded of the three statutory roles in place to ensure good governance and ensure that the Council meets its statutory obligations, namely that of the Chief Executive, the Monitoring Officer and the Section 151 Officer. However, the Council does not have a designated Deputy Section 151 or a Deputy Chief Executive, and the absence of these key posts has been acutely felt over the past 12 months, with both the Chief Executive and Section 151 Officer requiring absence for extended and separate periods and leaving the Council exposed to potential unnecessary risk. It was explained that the Deputy Chief Executive post, in addition to fulfilling the deputy role, would bring much-needed extra capacity to the senior management team and would also have an extensive portfolio and staff responsibility, in addition to overseeing the organisational and cultural change that is required in order for the Council to protect frontline services whilst delivering this with far less funding.

The Chief Executive highlighted the connection between extra senior management team capacity and the impact of staff service delivery on the frontline, and emphasised that given the acute needs of local communities, coupled with the financial challenges being faced, as well as the need to protect residents, services and staff, it is imperative that the Council is able to deliver the scale and pace of change that is needed, by removing unnecessary cost and bureaucracy and making it easier for frontline staff to deliver on behalf of the Council. It was explained that the funding for the Deputy Chief Executive and Deputy Section 151 Officer posts would be achieved by reallocating existing budgets from three vacant Head of Service posts to appoint to those two key statutory posts. Members were advised that the three vacant posts have been backfilled through restructuring changes, and that in some cases these posts have been identified as no longer being required due to changing circumstances. Council support was therefore sought for these two key statutory roles using £297k of the £376k available from the three vacant posts.

In terms of sickness absence levels, it was noted that these have worsened in the last 12 months, and although this position was not unique to Caerphilly it clearly presents additional pressures and needs to be reviewed in order to find the best approach. It was noted that personal stress, rather than work related stress, ranked as one of the leading causes of sickness absence. Cabinet have therefore agreed for external assistance to be sought from other public sector bodies to gain a deep, objective insight into the situation so that the Council can begin to introduce the necessary strategies to improve the position and bring further capacity back into the organisation.

The Chief Executive therefore emphasised the need for the Council to protect its communities, services and staff as a result of the current financial challenges by investing in leadership capacity to bring about this significant programme of organisational and cultural change.

Council discussed the report at length and clarification was sought on how the creation of the Deputy Chief Executive post would bring benefits to staff across the Council. The Chief Executive reiterated that the senior management team works hand in hand with staff across

the organisation and that there is a need for strong and purposeful direction in order to protect communities, services and staff as a result of the changing financial situation. Members were reminded that the existing Corporate Management Team is comparatively small and that it simply does not have the capacity at this time to drive organisational change and meet the extra responsibilities being experienced in relation to the climate change agenda, the implications of the war in Ukraine, the cost-of-living crisis and the Covid-19 enquiry. It was explained that the additional capacity, if approved by Council, would drive this change and make the job of frontline staff far easier by cutting out bureaucracy, improving processes and implementing digital technology to make existing roles far simpler. This would also equally apply to the Deputy Section 151 Officer post proposed in the report.

A Member asked if consideration had been given to appointing an additional Corporate Director in place of a Deputy Chief Executive. Mrs Harry explained that the lack of a Deputy Chief Executive means that if the Chief Executive were to be absent for any reason, there is no deputy in place who can fulfil the statutory responsibilities held by the Chief Executive. The Deputy Chief Executive post would have a defined responsibility and designation attached to the position, making it clear both internally and externally and to the Council's regulators who is next in line in terms of managing the organisation, should the Chief Executive be unavailable or require a deputy to step in at short notice. Additionally, the limited capacity across the Corporate Management Team and the lack of designated deputy officers for two of the statutory posts has been identified as a corporate risk, and therefore the proposals for additional staffing were presented as an opportunity to mitigate those risks.

Clarification was sought on how the size and structure of Caerphilly's senior management team compared to other local authorities in Wales. Mrs Harry urged caution when making comparisons, given the varying sizes across local authorities, but explained that although Caerphilly are the fifth biggest authority in Wales, the size of the senior leadership team does not reflect this ranking and some smaller authorities have larger senior management teams, in addition to all other councils having Deputy Chief Executives and Deputy Section 151 Officers. Members were also advised that Audit Wales have indicated that they would expect an organisation of this size and complexity to have a Deputy Section 151 Officer and Deputy Chief Executive in place, in addition to the existing Deputy Monitoring Officer position.

Several queries were received regarding the funding of the proposed deputy posts, and some Members expressed reservations over the timing of the proposals and the need for the new posts in view of the budgetary implications arising from the Chancellor's Autumn Statement, the cost-of-living crisis and the financial hardships being experienced by residents, and the public perception around the creation of these particular posts.

Mrs Harry explained that these posts would be met from the budget for the three vacant Head of Service, as the responsibilities for these posts had since been redistributed between a number of senior officers. Members were advised that the business cases put forward at the time are now outdated and that these particular posts are no longer required due to organisational changes over the past 12 months. As funding of £376k had previously been agreed for these three Head of Service posts, it was intended to repurpose £297k of this funding to reflect current leadership capacity requirements and to fund the proposed two new deputy posts, and therefore no further additional funding would be required for the proposals set out in the report.

In response to queries received around the vacant posts, Mrs Harry confirmed that the Head of Prosperity post had never been filled and the responsibilities attached to this post had since been absorbed by staff across the Regeneration Team. In terms of the vacant Head of Education Planning and Strategy post, it was confirmed that this postholder had now also taken on dual responsibility as Head of Transformation and was able to perform this dual function via the means of backfilling and support staff being strengthened within that

team, which had released the budget in terms of their former role. It was also confirmed later in the meeting that these reconfigurations had been cost-neutral and there have been no additional costs accrued as a result of the revised needs of these posts.

One Member suggested that the proposals in relation to the two deputy posts be put on hold for 12 months, in order to gauge the success of the new internal recruitment team. Mrs Harry emphasised to Members that the recruitment team is targeted towards filling the vacancies across frontline services and that there is a pressing and separate need to increase the capacity across the senior management team in order to drive leadership in line with the wishes of Members, together with organisational and cultural change, which simply cannot be achieved with current staffing capacity. It was emphasised that if Members were not minded to support these proposals in order to increase capacity, then the Council would need to re-examine its budget plan and look at alternatives which may include options such as cuts to services. Mrs Harry also acknowledged that whilst the public might not recognise the need for a Deputy Section 151 Officer or Deputy Chief Executive, the Council has a responsibility to ensure that the organisation is run appropriately and is legally sound, and that Members would need to consider how this corporate risk could be mitigated if they were not minded to support the proposals from this perspective.

One Member queried whether acting-up or honoraria arrangements could be considered as an alternative to a separate salaried post. Mrs Harry explained that honoraria payments are a short-term fix and that the permanent proposals put before Members would mitigate the risk and provide the additional capacity required across the Corporate Management Team in order to drive through the organisational and cultural change that is required. Another Member asked if the new deputy posts would require support staff and if a financial cost would be attached. It was reiterated to Members that additional funding would not be sought to support the deputy posts and that the report instead proposed the reconfiguration of existing resources in order to create these new posts.

A Member referred to the retention issues faced by Caerphilly arising from competitive salaries elsewhere and asked if salary benchmarking had been carried out against other local authorities as a means of addressing this issue. Officers confirmed that some parts of the Council are experiencing capacity issues due to sickness levels, which is currently being examined, together with difficulties recruiting staff as a result of a buoyant and competitive market. It was confirmed that the Council regularly carries out benchmarking activities, and for positions where there are recruitment and retention difficulties, the Council can offer a market supplement payment for which the benchmark is gained through a comparison with other local authorities or any other relevant employers. It was also noted that questions around wellbeing are included within the Council's staff surveys and that the Council also has a Well-being Strategy and Well-being Group which includes trade union members.

A Member sought further clarification on the justification for the two new deputy posts in view of the current cost of living crisis, rising inflation rates and financial hardship being faced by residents, and also expressed a need for residents to be able to view results as a return on the investment being made to strengthen the senior management team at this time. Members were reminded that a key function of the Corporate Management Team is to explore and maximise opportunities outside of the organisation in order to bring new infrastructure into communities and to make best use of the funding and investment opportunities available to the Council, for example through the Place Shaping Programme and 21<sup>st</sup> Century Schools. It was noted that the Corporate Management Team also responded to the rising support need in communities during the Covid-19 pandemic by developing the Caerphilly Cares model, which is continuing to support people through the cost-of-living crisis, and they also developed the Agile Working Policy to give Council staff the best possible work-life balance. Members were therefore advised that a forward-thinking and resilient Corporate Management Team is essential for the sustainability of the Council, especially when facing further unprecedented budget constraints, and the addition of the

Deputy Chief Executive post to the team would increase resilience and bring further benefits to local communities.

Following consideration of the report, it was moved and seconded that the recommendations contained in the Officer's report be approved and by way of Microsoft Forms and verbal confirmation (and in noting there were 39 for, 16 against and 4 abstentions) this was agreed by the majority present.

RESOLVED that: -

- (i) the Cabinet decision to develop and recruit a new internal recruitment team in accordance with the funding arrangements set out in 8.1- 8.3 of the report be noted;
- (ii) the Cabinet decision to appoint a Cost-of-Living Co-ordinator as detailed at paragraph 5.51 of the report be noted;
- (iii) Cabinet's recommendation to create an additional post and designate as a Deputy Chief Executive spot salary of £139,044 (i.e., the mid-point between the Chief Executive spot salary and the maximum of the Director salary range) be agreed, with it being noted that this will need to be adjusted when the national Chief Executive pay award is agreed;
- (iv) Cabinet's recommendation to create an additional post and designate as Deputy Section 151 officer at Hay Grade B be agreed;
- (v) Cabinet's recommendation to allocate the budget to support the new posts as detailed in paragraphs 8.1 – 8.3 of the report, be agreed, with it being specifically noted that the proposals will not result in any additional financial resources being required as they will be fully funded through the virement of existing budgets.

## **11. PUBLIC SERVICES OMBUDSMAN FOR WALES - ANNUAL LETTER 2021/22**

Consideration was given to the report, which advised Council of the publication of the Public Services Ombudsman for Wales Annual Letter for 2021/2022.

Council were asked to consider and note the content of the Annual Letter for 2021/2022, a copy of which was appended to the report, and which is issued to each Local Authority in Wales and sets out a summary of all complaints received and investigated by the Ombudsman office during 2021/2022 relating to that Authority.

Specifically in relation to the complaints for Caerphilly, the Ombudsman received 60 complaints for 2021/2022 compared to 46 for 2020/2021, which were set out in Section 5.8 of the report. The Complaint Outcomes were set out in section C of the attached letter, with 7 referrals requiring early resolution/voluntary settlement, and the comparison figures with other authorities in Wales were set out in section D.

The letter also included a summary of the Code of Conduct complaints relating to Members of the Council and Town and Community Councils. In relation to Code of Conduct complaints for Caerphilly Council there was no evidence of a breach in respect of 1 matter, and 1 matter was referred to the Council's Standards Committee. There were 3 outcomes in relation to Town and Community Councils, specifically Bedwas, Trethomas and Machen Community Council, Blackwood Town Council and Rhymney Community Council, all of which found no evidence of a breach.

There were no questions received and Council noted the contents of the Public Services Ombudsman for Wales Annual Letter for 2021/2022.

## **12. REGIONAL MARKET STABILITY REPORT 2022-2025**

Consideration was given to the report, which asked Council to agree and accept the Market Stability Report (MSR) for the local authority area, as required under the Social Services and Wellbeing (Wales) Act 2014 (SSWBA), and asked Council to endorse the recommendation for the Local Authority to continue to engage with the Regional Partnership Board (RPB) and support the development of the regional Area Plan, where actions will be identified setting out how priorities will be addressed

Members were advised that each Regional Partnership Board (RPB) in Wales is required under Section 9 of the Social Services and Wellbeing (Wales) Act 2014 to publish a regional overview of the stability of the commissioned services in that area. The MSR is a statutory document which each statutory partner is required by Welsh Government to produce on a three yearly cyclical basis. A regional overview report must also be published on the same timescale. The MSR sets out the extent to which the commissioned services are stable within the regional and local footprints to support people in need of care and support.

The MSR has been completed by the Gwent Regional Partnership Board in close consultation with statutory partners, including the 5 local authorities, the Aneurin Bevan University Health Board (ABUHB), third sector organisations and local citizens and service providers. A copy of the MSR was appended to the report.

There were no questions received on the contents of the report and it was moved and seconded that the recommendations contained in the Officer's report be approved. By way of Microsoft Forms and verbal confirmation (and in noting there were 55 for, 0 against and 1 abstention) this was agreed by the majority present.

RESOLVED that: -

- (i) as required under the Social Services and Wellbeing (Wales) Act 2014, the Market Stability Report for the local authority area be accepted and agreed.
- (ii) the Authority continues to engage with the Regional Partnership Board to support the development of the Regional Area Plan which will set out actions that address how priorities will be met.

## **13. REGIONAL INTEGRATION FUND**

Consideration was given to the report, which asked Council to consider the financial liabilities and implications of the new Regional Integration Fund (RIF) and its tapered funding model, and asked Council to comment on the intended use of the RIF, its associated rules and financial liabilities. It was noted that the report had been considered by the Social Services Scrutiny Committee at its meeting on Tuesday 11th October 2022.

Members were advised that Part 9 of the Social Services and Wellbeing (Wales) Act 2014 required local authorities and Health Boards to establish Regional Partnership Boards. RPB's were established on Health Board footprints with consequently seven Boards being established. The RPB for this area is titled the Gwent Regional Partnership Board.

Previously the RPB has been supported by grants via the Integrated Care Fund (ICF), and recently ICF grants have been replaced by monies from the Regional Integration Fund (RIF). Welsh Government are clear on their intentions on the intended use of the RIF, together with the associated tapering arrangements around the grant funding over a 5-year period. This tapering requirement will result in financial pressures on the Local Authority as the tapering funding can only be replaced by taking funding from other budget areas or in budgetary growth. The report set out how the various iterations of grant funds have been used and explained in detail the tapering arrangements Welsh Government are looking to put in place.

Members' attention was directed to the comments of the Social Services Scrutiny Committee as set out in Sections 10.2 and 10.3 of the report.

Council were advised that in addition to the recommendations set out at Section 3.1 and 3.2 of the report, approval was also sought to add a further recommendation (recommendation 3.3), for the Leader of Council to write to the Health Minister in the Senedd to ask that the Minister revise the tapering arrangements for the RIF as it will put a massive financial burden on Council budgets going forward and will require the Council to replace the tapering funding from other budget areas or in budgetary growth.

There were no questions received on the contents of the report and it was moved and seconded that the recommendations contained in the Officer's report, together with additional recommendation 3.3 as set out at the meeting, be approved. By way of Microsoft Forms and verbal confirmation (and in noting there were 52 for, 0 against and 0 abstentions) this was unanimously agreed.

RESOLVED that: -

- (i) the report, together with the rules and use of the RIF, be considered and noted;
- (ii) Members' comments on the tapering arrangement in place between 2023 and 2027 be noted;
- (iii) the Leader of Council writes to the Health Minister in the Senedd to ask that the Minister revise the tapering arrangements of RIF and how it is funded.

The meeting closed at 6.56 pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 17<sup>th</sup> January 2023 they were signed by the Mayor.

---

MAYOR





## **COUNCIL – 17<sup>TH</sup> JANUARY 2023**

**SUBJECT: FINANCIAL STATEMENTS FOR 2021/22**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES**

### **1. PURPOSE OF REPORT**

- 1.1 To present Council with the Audit Wales 'Audit of Accounts Report' for the 2021/22 financial year.
- 1.2 To seek Council approval of the 2021/22 Audited Financial Accounts.

### **2. SUMMARY**

- 2.1 The statutory deadline for the preparation of the 2021/22 draft accounts was 31 May 2022, with the statutory deadline for their audit certification by the Auditor General being 31 July 2022. However, due to the ongoing impact of Covid-19 the Welsh Government wrote to all Councils advising them that they could submit their draft accounts by 31 August 2021, and have them audited and certified by 30 November 2021.
- 2.2 Further to the Covid-19 extension, the Welsh Government recently moved the 2021/22 deadline for Councils further back, to 31 January 2023. This extension was put in place to enable all Councils to consider their adoption of new temporary accounting arrangements for infrastructure (road) assets.
- 2.3 Caerphilly CBC's 2021/22 Draft Financial Accounts were prepared and submitted to Audit Wales on 19 July 2022. The draft accounts have since been subject to audit review and this work has now been completed. The Audit Wales 'Audit of Accounts Report' is attached at Appendix 1.
- 2.4 The Audit Wales report and the 2021/22 Audited Financial Accounts attached at Appendix 2 were presented to and endorsed by the Governance and Audit Committee at its meeting on 10 January 2023.
- 2.5 Following Council approval of the 2021/22 Audited Financial Accounts they will be certified by the Auditor General on 18 January 2023.

### **3. RECOMMENDATIONS**

- 3.1 Council is asked to: -
  - 3.1.1 Receive and comment upon the Audit Wales 'Audit of Accounts Report'.
  - 3.1.2 Approve the 2021/22 Audited Financial Accounts.

- 3.1.3 Note that an 'Audit of Accounts Addendum Report' will be presented to the Governance and Audit Committee at its meeting on 18 April 2023, setting out details of Audit Wales' recommendations arising from the audit of the Council's 2021/22 Financial Accounts and the associated management responses.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To ensure that the 2021/22 Financial Accounts are approved and submitted to the Auditor General by 31 January 2023, in accordance with current Welsh Government guidance.

#### **5. THE REPORT**

- 5.1 The Audit Wales 'Audit of Accounts Report' states that it is the Auditor General's intention to issue an unqualified audit opinion on the 2021/22 Financial Accounts.
- 5.2 Appendix 3 of the Auditor's Report provides details of the misstatements identified during the audit process which have subsequently been corrected by management. It is important to stress that these adjustments have no impact on the 2021/22 Provisional Outturn position reported to Council on 04 October 2022, or on cash or usable reserve balances held at 31 March 2022.
- 5.3 There is one uncorrected non-trivial misstatement highlighted in the 'Audit of Accounts Report'. The misstatement relates to expenditure of £178,000 that had been incorrectly classified as revenue expenditure. The amount related to the purchase of a front-wheeled loader vehicle, which should have been capitalised. Officers undertook extended work to establish whether similar misclassifications existed. This work, which has been reviewed by Audit Wales, established that capital expenditure totalling £997,409 had been incorrectly disclosed as revenue expenditure. Officers have decided not to correct the £997,409 misstatement because it is not material, and its correction would affect numerous notes within the accounts.
- 5.4 Following certification of the accounts by the Auditor General, Audit Wales will issue an 'Audit of Accounts Addendum Report' which will set out the main findings of the audit along with recommendations and the management responses. This report will be presented to the Governance and Audit committee at its meeting on 18 April 2023.

#### **Conclusion**

- 5.5 It is the Auditor General's intention to issue an unqualified audit opinion on the 2021/22 Financial Accounts.
- 5.6 The 'Audit of Accounts Report' provides details of misstatements identified during the audit process. All misstatements have been adjusted with the exception of one non-trivial misstatement as detailed in paragraph 5.3 of this covering report.
- 5.7 The Audit Wales 'Audit of Accounts Addendum Report' will be presented to the Governance and Audit Committee on 18 April 2023.

#### **6. ASSUMPTIONS**

- 6.1 A range of accounting assumptions and estimates have been made in respect of the Financial Accounts in accordance with best accounting practice and guidance.

#### **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 An Integrated Impact Assessment is not required as the Financial Accounts represent a statement of fact and do not require a change of policy or strategy.

## **8. FINANCIAL IMPLICATIONS**

8.1 As identified throughout the report.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no direct personnel implications arising from this report.

## **10. CONSULTATIONS**

10.1 The Audit Wales report and the 2021/22 Audited Financial Accounts were presented to the Governance and Audit Committee at its meeting on 10 January 2023.

10.2 Members sought clarification on a number of issues including the accounting treatment of infrastructure assets, the unadjusted misstatement £997,409, the restated 2020/21 figures in relation to the City Deal and the adjusted misstatement in relation to retirement benefits.

10.3 In response, Officers and colleagues from Audit Wales referred Members to paragraphs 12 to 15 of the Audit Wales report which provided an explanation of the accounting treatment for infrastructure assets. Officers also explained that the unadjusted misstatement of £997,409 is not material and that the relevant adjustments would be made in the 2022/23 financial year. In relation to the restated figures it was explained that this arises from the City Deal being incorporated into the 2021/22 Financial Accounts due to this now being material, and as a result of this the figures for the previous year need to be restated. Officers also explained that the adjusted misstatement for retirement benefits related to a pension liability for Capita Gwent Consultancy that no longer exists.

10.4 A query was also raised by a member of the Committee in relation to the Financial Liabilities Note on page 62 of the 2021/22 Financial Accounts. The query focussed on the figure for short-term liabilities and the figure for liabilities maturing within 1 year as these did not match. Officers confirmed that there appeared to be an error and that this would be adjusted. The appropriate adjustments have now been made and agreed with Audit Wales and are reflected in both the Audit Wales report and the 2021/22 Financial Accounts attached at Appendices 1 and 2.

10.5 Following consideration of the Audit Wales report and the 2021/22 Financial Accounts, the Governance & Audit Committee unanimously recommended to Council that the 2021/22 Audited Financial Accounts be approved.

## **11. STATUTORY POWER**

11.1 Accounts and Audit (Wales) Regulations 2014 (As Amended).

Author: Stephen Harris, Head of Financial Services and S151 Officer  
Tel: 01443 863066 E-mail: [harrisr@caerphilly.gov.uk](mailto:harrisr@caerphilly.gov.uk)

Consultees: Christina Harrhy, Chief Executive  
(Email: [harrhc@caerphilly.gov.uk](mailto:harrhc@caerphilly.gov.uk))  
Richard Edmunds, Corporate Director for Education and Corporate Services  
(Email: [edmunre@caerphilly.gov.uk](mailto:edmunre@caerphilly.gov.uk))  
Cllr Eluned Stenner, Cabinet Member for Finance and Performance

(Email: [stenne@caerphilly.gov.uk](mailto:stenne@caerphilly.gov.uk))  
Robert Tranter, Head of Legal Services and Monitoring Officer  
(Email: [trantrj@caerphilly.gov.uk](mailto:trantrj@caerphilly.gov.uk))  
Andrew Southcombe, Finance Manager, Corporate Finance  
(Email: [southak@caerphilly.gov.uk](mailto:southak@caerphilly.gov.uk))

Background Papers:

Working Papers for 2021/22 Financial Accounts

Appendices:

Appendix 1 Audit Wales 'Audit of Accounts Report – Caerphilly County Borough Council'.  
Appendix 2 Financial Accounts for the Year Ended 31 March 2022.

## Audit of Accounts Report – Caerphilly County Borough Council

Audit year: 2021-22

Date issued: December 2022

Document reference: 3166A2022-23

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at [infoofficer@audit.wales](mailto:infoofficer@audit.wales).

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

# Contents

We currently intend to issue an unqualified audit report on your 2021-22 Statement of Accounts. There are some issues to report to you prior to their approval.

## Audit of accounts report

Introduction	4
Impact of COVID-19 on this year's audit	4
Proposed audit opinion	6
Significant issues arising from the audit	6
Recommendations	7
Appendices	
Appendix 1 – Letter of representation	8
Appendix 2 – Proposed audit report	11
Appendix 3 – Summary of corrections made	16

# Audit of accounts report

## Introduction

- 1 This report summarises the main findings from our audit of your 2021-22 Statement of Accounts (the accounts). We have discussed the findings with the relevant officers.
- 2 Auditors can never give complete assurance that accounts are correctly stated. Instead, we work to a level of materiality. The level of materiality is set to try to identify and correct misstatements that might otherwise cause a user of the accounts into being misled. We have set the level at £7.2 million for this year's audit.
- 3 Further to the above materiality, there are some areas of the accounts that we judge to be of more importance to the reader, for which we have set a lower materiality level. This year our lower materiality levels are as follows:
  - £1,000 for senior officers' remuneration, pension and any exit packages; and
  - £5,000 for related party transactions and balances relating to senior officers and councillors, and their close family.
- 4 We have substantially completed our audit work, although an important matter to draw to your attention is that we continue.
- 5 In our professional view we have complied with the ethical standards that apply to our work. We remain independent of yourselves, and our objectivity has not been compromised in any way. There are no known relationships between us and yourselves that we believe could undermine our objectivity and independence.

## Impact of COVID-19 on this year's audit

- 6 The COVID-19 pandemic has had a continuing impact on how we conduct our audit. **Exhibit 1** is provided for information purposes only, to help you understand key aspects of this year's audit process.

### Exhibit 1 – impact of COVID-19 on this year's audit

<b>Timetable</b>	<ul style="list-style-type: none"><li>• The statutory deadline for the preparation of the draft 2021-22 accounts (signed by the responsible finance officer) was 31 May 2022; and the statutory deadline for their audit certification by the Auditor General was 31 July 2022<sup>1</sup>.</li><li>• The draft accounts were signed and submitted to us for audit on 19 July 2022. As statutorily required, the Council published a signed statement on its website. The statement explains that</li></ul>
------------------	---

<sup>1</sup> These earlier statutory dates became effective from 2020-21.



	<p>there was a delay (for a third year) beyond the statutory deadline because of ongoing consequences of COVID-19.</p> <ul style="list-style-type: none"> <li>• However, it is important to note that for a third year the Welsh Government wrote to all councils advising them that, due to the impact of COVID-19, they could submit signed draft accounts by 31 August and have them audited and certified by 30 November. The Council therefore produced its 2021-22 accounts six weeks ahead of the Welsh Government’s deadline of 31 August.</li> <li>• Further to the COVID-19 extension, the Welsh Government recently moved the 2021-22 deadline for councils further back, to 31 January 2023. This extension was put in place to enable all councils to consider their adoption of new temporary accounting arrangements for infrastructure (road) assets. This arrangement is explained at paragraphs 12 to 15.</li> <li>• The audited accounts are scheduled to be considered for approval by the Governance and Audit Committee on 10 January 2023 and full Council on 17 January. They are scheduled to be certified by the Auditor General on 18 January.</li> </ul>
<p><b>Audit evidence</b></p>	<p>As in recent years, we received most of the audit evidence in electronic format. Where we have been unable to use our usual audit methodology, such as our physical inspection of your property, plant and equipment, we have applied alternative audit means where necessary to obtain sufficient audit evidence.</p>

## Proposed audit opinion

- 7 We intend to issue an unqualified audit opinion on this year’s accounts once you have provided us with a Letter of Representation based on that set out in **Appendix 1**. We issue a ‘qualified’ audit opinion where we have material concerns about some aspects of your accounts; otherwise, we issue an unqualified opinion.
- 8 The Letter of Representation contains certain confirmations we are required to obtain from you under auditing standards. Our proposed audit report is set out in **Appendix 2**.

## Significant issues arising from the audit

### Uncorrected misstatements

- 9 We can confirm that there is one uncorrected non-trivial misstatement. Officers have corrected all other non-trivial misstatements that we found. The misstatement relates to expenditure of £178,000 that had been incorrectly classified as revenue expenditure. The amount related to the purchase of a front-wheeled loader vehicle, which should have been capitalised.
- 10 Officers undertook extended work to establish whether similar misclassifications existed. This work, which we reviewed, established that capital expenditure totalling £997,409 had been incorrectly disclosed as revenue expenditure. Officers decided not to correct the £997,409 misstatement because it is not material, and its correction would affect numerous notes within the accounts.

### Corrected misstatements

- 11 There were misstatements in the draft accounts that management has corrected. We consider that the main corrections should be drawn to your attention, and we have therefore set them out in **Appendix 3**.

### Accounting for infrastructure assets

- 12 In common with many other local authorities, the Council has taken advantage of a recent and temporary statutory relief for reduced disclosures relating to infrastructure (road) assets. This relief is permitted by an update to the Accounting Code and Specifications for Future Codes for Infrastructure Assets and the 2022 amendments to the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003.
- 13 In applying the relief the Council has not disclosed gross cost and accumulated depreciation for infrastructure assets, because historical reporting practices and resultant information deficits mean that gross cost and accumulated depreciation are not measured accurately, and, would not faithfully represent the asset position to the users of the financial statements.
- 14 The relief is a temporary expedient that are intended to allow authorities to address the information deficits and prepare robust information to support the carrying value of infrastructure assets. The temporary reliefs are only applicable for financial years up to and including 2024-25. Officers have indicated that the Council might rectify the issue ahead of 2024-25.
- 15 As the Council has applied the temporary relief, it has prepared its 2021-22 accounts in accordance with the relevant financial framework. Therefore, we do not need to amend our audit opinion.

## Other matters

- 16 While our audit has progressed reasonably well, it has taken longer than planned and required additional audit resource. We will be meeting with the relevant officers to collectively agree actions for improvement, for the 2022-23 accounts.
- 17 Our 2022 Annual Audit Summary will, as usual, confirm the final audit-fee position across all our audit work<sup>2</sup>.

## Recommendations

- 18 After the certification of the accounts, scheduled for 18 January, we will issue a separate audit report, the Audit of Accounts Addendum Report. This report will set out our main findings and recommendations, as well as management's responses. The report will also provide an update on the Council's implementation of our previous recommendations<sup>3</sup>. The report will be considered by the Governance and Audit Committee.

<sup>2</sup> Financial and performance audits.

<sup>3</sup> Last year we reported 12 recommendations, all of which management accepted and agreed actions and dates for implementation. We are also reviewing some of the ongoing recommendations from 2021.

# Appendix 1

## Letter of representation

[Required to be on the Council's letterhead]

Auditor General for Wales  
Audit Wales  
24 Cathedral Road  
Cardiff  
CF11 9LJ

24 November 2022

## Representations regarding the 2021-22 financial statements

This letter is provided in connection with your audit of the financial statements of Caerphilly County Borough Council (the Council) for the year ended 31 March 2022. It is provided for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

## Management representations

### Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements and Code of Practice on Local Authority Accounting in the United Kingdom; in particular the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

### Information provided

We have provided you with:

- Full access to:
  - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;

- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Council and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

## **Financial statement representations**

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions. The effect of the one uncorrected misstatement of £997,409 identified during the audit is not material to the financial statements taken as a whole. We are satisfied that officers have not corrected the misstatement because it is not material, and its correction would affected numerous notes within the accounts. Officer will adjust the misstatement in the 2022-23 accounts.

19 This work, which we reviewed, established that capital expenditure totalling £997,409 had been incorrectly disclosed as revenue expenditure.

## Representations by the Council

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by full Council on 24 November 2022.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

**Signed by:**

**Section 151 Officer**

**Date: 17 January 2023**

**Signed by:**

**Leader of the Council**

**Date: 17 January 2023**

# Appendix 2

## Proposed audit report

### **The independent auditor's report of the Auditor General for Wales to the members of Caerphilly County Borough Council**

#### **Opinion on financial statements**

I have audited the financial statements of Caerphilly County Borough Council for the year ended 31 March 2022 under the Public Audit (Wales) Act 2004.

Caerphilly County Borough Council's financial statements comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22.

In my opinion the financial statements:

- give a true and fair view of the financial position of Caerphilly County Borough Council as at 31 March 2022 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22.

#### **Basis of opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Caerphilly County Borough Council in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

## Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Caerphilly County Borough Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

## Other Information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

## Report on other requirements

### Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22;
- The information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Governance Statement has been prepared in accordance with guidance.



## **Matters on which I report by exception**

In the light of the knowledge and understanding of Caerphilly County Borough Council and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

## **Responsibilities**

### **Responsibilities of the responsible financial officer for the financial statements**

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page xx, the responsible financial officer is responsible for the preparation of the statement of accounts, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing Caerphilly County Borough Council'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 deemed inappropriate.

### **Auditor's responsibilities for the audit of the financial statements**

My 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 my 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- Enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to Caerphilly County Borough Council's policies and procedures concerned with:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud.
- Obtaining an understanding of Caerphilly County Borough Council's framework of authority as well as other legal and regulatory frameworks that Caerphilly County Borough Council operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Caerphilly County Borough Council.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, the Governance and Audit Committee, and legal advisors about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance and the Council;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments;
- assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and
- evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Caerphilly County Borough Council's controls, and the nature, timing and extent of the audit procedures performed.

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

## **Certificate of completion of audit**

I certify that I have completed the audit of the accounts of Caerphilly County Borough Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

**Adrian Crompton**  
**Auditor General for Wales**  
**18 January 2023**

**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**

# Appendix 3

## Summary of corrections made

We identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

### Exhibit 2: summary of corrections made

Value of correction	Nature of correction	Reason for correction
£150.243 million	<u>Note 24 - Property, Plant and Equipment</u> <ul style="list-style-type: none"> <li>Decrease “Cost or valuation” and Accumulated Depreciation by £150.243 million.</li> <li>Additional narrative added.</li> </ul>	Adjustments required as the Council has taken advantage of a recent and temporary statutory relief for reduced disclosures relating to infrastructure (road) assets.
£32.119 million	<u>Note 33 – Revaluation Reserve</u> Increase ‘Revaluation Reserve’ by £32.119 million.  <u>Note 34 – Capital Adjustment Account</u> Decrease “Capital Adjustment Account” by £32.119 million.	Adjustment needed after an exercise to align accounting and asset records.
£17.1 million	<u>Note 7 – Prior Period Adjustment (PPA)</u> <ul style="list-style-type: none"> <li>Decrease Property, Plant and Equipment Cost by £17.1 million.</li> <li>Decrease Property, Plant and Equipment accumulated depreciation by £17.1 million.</li> </ul>	To remove obsolete assets from the fixed asset register and balance sheet.
£50.595 million	<u>Note 8 - Expenditure and Income Analysed by Nature</u>	A more appropriate classification to improve clarity for users of the

Value of correction	Nature of correction	Reason for correction
£25.739 million	<ul style="list-style-type: none"> <li>• Increase 'IAS 19 Pension Costs' by £50.595 million.</li> <li>• Decrease "Other service expenses" by £50.595 million.</li> </ul> <p><u>2020-21 Note 8 - Expenditure and Income Analysed by Nature</u></p> <ul style="list-style-type: none"> <li>• Increase 'IAS 19 Pension Costs' by £25.739 million.</li> <li>• Decrease "Other service expenses" by £25.739 million.</li> </ul>	accounts. The same adjustment was required for the prior year's comparative figures.
£17,000	<p><u>Note 21 – Related Party Transactions</u></p> <ul style="list-style-type: none"> <li>• Balance Outstanding for Homestart Caerphilly increased by £17,000.</li> <li>• Related Party, relationship and transaction details table - comparatives (2020/21 figures) added.</li> </ul>	To disclose a material related-party omission.
£4.632 million	<p><u>Note 11 - Other Operating Expenditure</u></p> <ul style="list-style-type: none"> <li>• Increase 'Derecognition of capital expenditure' by £4.632 million.</li> <li>• Decrease "(Gains)/losses on the disposal of non-current assets" by £4.632 million.</li> </ul>	To ensure the correct classification.
£1.16 million	<p><u>Note 15 – Retirement Benefits</u></p> <ul style="list-style-type: none"> <li>• Decrease pension liability by £1.16 million.</li> </ul> <p><u>Note 8 - Expenditure and Income Analysed by Nature</u></p>	To correct the double counting of the pension liability.

Value of correction	Nature of correction	Reason for correction
	<ul style="list-style-type: none"> <li>Decrease 'IAS 19 Pension Costs' by £1.16 million.</li> </ul>	
£1.868 million	<p><u>Note 17 - Operating Leases Authority as Lessee</u> Increase minimum lease payments due in future years by £1.868 million.</p>	Various adjustments to ensure the correct disclosure, per Accounting Code.
£75.199 million	<p><u>Analysis of liabilities by maturity</u></p> <ul style="list-style-type: none"> <li>Increase maturing within 1-2 years by £3.026 million.</li> <li>Decrease 5-10 years by £75.199 million.</li> <li>Increase 10-15 years by £68.511 million</li> <li>Increase 15-20 years by £6.687 million.</li> </ul>	To disclose all loans in the correct maturity line.
£10.695 million	<p><u>Note 24 - Capital Commitments</u></p> <ul style="list-style-type: none"> <li>Decrease Capital Commitments by £10.695 million.</li> </ul>	To correct the capital commitments disclosures. A capital commitment for 'Cwm Gwyddon' is not a capital commitment, as defined by the Accounting Code.
£1.753 million	<p><u>Note 35 – Capital Grants Unapplied</u> Increase Capital Grants Unapplied by £1.753 million.</p> <p><u>Note 34 – Capital Adjustment Account</u> Decrease "Capital Adjustment Account" by £1.753 million.</p>	To correct a number of capital grants that had been incorrectly classified as applied in year.

Value of correction	Nature of correction	Reason for correction
Various	<p>Cash Flow Statement (CFS)</p> <p>The following adjustments have been made to the CFS:</p> <ul style="list-style-type: none"> <li>• Increase/(decrease) in creditors increased by £14.741 million.</li> <li>• Increase/(decrease) in debtors increased by £14.741 million.</li> <li>• Derecognition of Capital Expenditure increased by £24.516 million.</li> <li>• Net loss on sale of fixed assets decreased by £24.516 million.</li> </ul>	To correct disclosures and ensure compliance with the Accounting Code.
Various	<p><u>Note 19 - Officers' Emoluments</u></p> <p>The following adjustments have been made to note 17:</p> <ul style="list-style-type: none"> <li>• The remuneration of three officers added to the Senior Officers table.</li> <li>• Two employees within the £100,000-£104,999 band were removed.</li> <li>• Footnote added to disclose increased pay of Corporate Director for Social Services and Housing, and</li> <li>• Additional disclosure required for Voluntary Aided School employees.</li> </ul>	To correct disclosures and ensure compliance with the Accounting Code.
Additional disclosure notes required.	<p>The following notes were added:</p> <ul style="list-style-type: none"> <li>• Agency Income and Expenditure.</li> <li>• Grant Income credited to the Comprehensive Income and Expenditure Statement.</li> </ul>	To ensure compliance with the Accounting Code.

Value of correction	Nature of correction	Reason for correction
	<ul style="list-style-type: none"> <li>• Pooled Budgets for Health and Social Care.</li> </ul> <p>Significant amendments were also required to Note 14 Financial Instruments.</p>	







Audit Wales

24 Cathedral Road  
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: [info@audit.wales](mailto:info@audit.wales)

Website: [www.audit.wales](http://www.audit.wales)

We welcome correspondence and telephone calls in Welsh and English.  
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

# Financial Accounts

## For the year ended

### 31 March 2022



A greener place Man gwyrddach



## Financial accounts for the year ended 31 March 2022

<b>Contents</b>	<b>Pages</b>
<b>Narrative Report</b>	<b>2 - 7</b>
<b>Statement of Responsibilities for the Statement of Accounts</b>	<b>8 - 9</b>
<b>Independent Auditors' Report to Members of Caerphilly County Borough Council</b>	<b>10 - 13</b>
<b>Introduction to Accounting Statements</b>	<b>14</b>
<b>Comprehensive Income and Expenditure Statement</b>	<b>15 - 16</b>
<b>Movement in Reserves Statement</b>	<b>17 - 18</b>
<b>Balance Sheet</b>	<b>19 - 20</b>
<b>Cash Flow Statement</b>	<b>21 - 22</b>
<b>Notes to the Core Financial Statement</b>	<b>23 - 109</b>
<b>Housing Revenue Account</b>	<b>110 - 111</b>
<b>Movement on the Housing Revenue Account</b>	<b>112 - 113</b>
<b>Notes to the Housing Revenue Account</b>	<b>114 - 116</b>
<b>Glossary of Terms</b>	<b>117 - 119</b>
<b>Annual Governance Statement</b>	<b>120 - 137</b>

## Narrative Report

### Introduction

Caerphilly County Borough is located in the South Wales valleys covering an area of approximately 278 square kilometres stretching from Cardiff in the south of the county to the start of the Brecon Beacons in the north of the county. Caerphilly County Borough Council (“the Council”) serves a population of 182,060.

The Council’s newly appointed Cabinet will lead the administration until the next local government elections in May 2027. The previous Cabinet launched a set of commitments to the organisation to staff and to communities, which are currently incorporated into the Council’s current Corporate Plan (2018-2023). It is likely that the Cabinet Commitments along with the Corporate Plan (2018-2023) will now be reviewed and refreshed by the new Cabinet during 2022.

The Cabinet commitments are:

- We will always do our best to protect jobs and services within the current challenging financial climate;
- We will build on Caerphilly County Borough Council’s reputation as an innovative, high performing local authority;
- We will ensure we have an engaged and motivated workforce;
- We will always strive to ensure Caerphilly County Borough Council delivers value for money in everything it does;
- We will help protect the most vulnerable people in our society and make safeguarding a key priority;
- We will always welcome feedback and consider the views of residents, staff and other key stakeholders;
- We will be open, honest and transparent in everything we do.

The Corporate Plan (2018-2023) also sets out the Council’s Well-being Objectives. These Objectives were informed by the data and narrative included within the local assessment of well-being carried out by the Caerphilly Public Services Board (PSB). The Corporate Plan includes our well-being statement detailing why we chose our objectives and how they will be monitored and resourced. The six Well-being Objectives are as follows:

- Improve education opportunities for all;
- Enable employment;
- Address the supply, condition and sustainability of homes throughout the County Borough and provide advice, assistance or support to help improve people’s well-being;
- Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment;
- Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle in the Well-being of Future Generations (Wales) Act 2015;
- Support citizens to remain independent and improve their well-being.

Our Well-being Objectives are reflected in, and support those of our partners on the Caerphilly Public Services Board. Across the public and voluntary sector, we are working in collaboration to secure the well-being of our future generations.

The accounts on the following pages show the financial performance for the year of all activities undertaken by the Council. Whilst the accounts have been presented as clearly as possible, local authority accounts are technical and complex. Consequently, the purpose of this Narrative Report is to offer a guide to the most significant matters appearing in the accounts and to provide a summary of the financial performance for the year.

**Narrative Report**

**2021/2022 Revenue Expenditure**

Details of the Council's revenue expenditure for the year are provided in the Comprehensive Income and Expenditure Statement on page 16. The account is classified according to service expenditure areas.

In 2021/2022, the Council's expenditure and income compared to budget was: -

Service Area	Original Estimate <u>£000</u>	Revised Estimate <u>£000</u>	Outturn <u>£000</u>	In Year use of Reserves <u>£000</u>	Revenue Contribution to capital <u>£000</u>	(Overspend) /Underspend <u>£000</u>
Education and Lifelong Learning	142,944	142,944	132,911	1,877	573	7,583
Social Services and Housing	97,728	97,728	88,423	355	398	8,552
Communities	54,279	54,279	51,130	(2,568)	2,512	3,205
Corporate Services	73,276	73,276	56,407	10,981	56	5,832
Housing Revenue Account	0	0	(21,290)	1,937	12,011	7,342
<b>Total Service Expenditure</b>	<b>368,227</b>	<b>368,227</b>	<b>307,581</b>	<b>12,582</b>	<b>15,550</b>	<b>32,514</b>
Funding Income	(367,177)	(367,177)	(372,478)	0	0	5,301
Budget Strategy Contribution from Reserves	(1,050)	(1,050)	0	(1,050)	0	0
<b>Surplus / (Deficit) on Provision of Services</b>	<b>0</b>	<b>0</b>	<b>(64,897)</b>	<b>11,532</b>	<b>15,550</b>	<b>37,815</b>
Transfer to Earmarked Reserves						21,627
Transfer to General Fund Reserves						16,188
<b>Total Transfer to Balance Sheet</b>						<b>37,815</b>
<b>General Fund Reserves as at 31 March 2021</b>						<b>(21,312)</b>
Budget Strategy Contribution						1,050
In Year Movement						9,215
Outturn Contribution						(16,188)
<b>General Fund Reserves as at 31 March 2022</b>						<b>(27,235)</b>

Further details of the Council's outturn performance against budget can be found in the Head of Financial Services & Section 151 Officer's 'Provisional Revenue Budget Outturn for 2021/2022 Report' which is due to be presented to members in the autumn.

The actual expenditure is compared in broad terms to the revised budget for the current financial year. However, the expenditure on individual Directorates does not mirror that shown in the Comprehensive Income and Expenditure Statement because budget monitoring is carried out on a Directorate basis and re-categorised in the Comprehensive Income and Expenditure Statement to comply with recommended accounting practice. The Comprehensive Income and Expenditure Statement figures also include accounting adjustments in respect of depreciation, capital grants and contributions, IAS 19 pension costs and a number of items included within the Directorates within the budget summary that are shown below the Cost of Service line within the Account.

**Funding Income**

The following table details the main sources of income received by the Council to fund service expenditure in 2021/2022:

**Narrative Report**

	2021/2022		
	Revised		
	Estimate	Outturn	Variance
<b>Funding Income</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Council Tax (net of Police Authority and Community Council Precepts)	74,810	76,571	(1,761)
Revenue Support Grant	233,030	236,570	(3,540)
Non Domestic Rates	59,337	59,337	0
<b>Total Funding Income</b>	<b>367,177</b>	<b>372,478</b>	<b>(5,301)</b>

**Housing Revenue Account**

Details of the Housing Revenue Account are set out on pages 110 to 116. For 2021/2022, the actual outturn compared to budget, based on our management accounts for the year, was as follows:

	2021/2022		
	Original	Actual	
	Estimate	Outturn	Variance
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Expenditure	88,283	35,647	(52,636)
Income	(88,283)	(56,937)	31,346
<b>(Surplus)/Deficit for the year on HRA Services</b>	<b>0</b>	<b>(21,290)</b>	<b>(21,290)</b>

**Reserves**

The amounts shown as unusable reserves relate to capital and pension reserves, which do not constitute 'usable resources'. Further details of movements are detailed in note 23.

	1 April 2021	Movement	31 March 2022
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Reserves - Usable	(181,243)	(52,065)	(233,308)
- Unusable	(103,769)	(191,624)	(295,393)
	<b>(285,012)</b>	<b>(243,689)</b>	<b>(528,701)</b>

**Loan Debt**

The total amount outstanding as at 31 March 2022 was £313.025m, as measured on an amortised cost basis, the majority being owed by the Council to the PWLB. The balance comprises loans from the money market. Analysis of the loan debt is shown in the note 14. The nominal value represents the principal amount outstanding at the Balance Sheet date.

	2020/2021	2021/2022
	<b>£000</b>	<b>£000</b>
<b>Amortised Cost of Loans:</b>		
Loan debt repayable in one year	(4,924)	(6,823)
Loan debt repayable in more than one year	(308,749)	(306,202)
	<b>(313,673)</b>	<b>(313,025)</b>
<b>Nominal Value of Loans:</b>		
Loan debt repayable in one year	(2,174)	(4,086)
Loan debt repayable in more than one year	(308,749)	(306,202)
	<b>(310,923)</b>	<b>(310,288)</b>

## Narrative Report

### Policy on Payment of Creditors

The Late Payment of Commercial Debts (Interest) Act 1998 requires that creditors be paid without undue delay and within a 30-day settlement period. In 2021/2022 90.81% of payments were made within 30 days (95.66% in 2020/2021). However, it is the Council's aim to pay undisputed invoices to local small and medium sized businesses within an average of 13 calendar days in order to have a positive effect on the local economy. In 2021/2022, invoices were settled within an average of 14.19 calendar days (11.25 calendar days in 2020/2021).

### Pension Liability

Following the adoption of IAS 19 "Employee Benefits" by local authorities, the Council is required to recognise in its accounts, its share of the net assets/liabilities of any defined benefit pension scheme. The net pensions asset/liability to be recognised is made up of two elements:

- Assets – the Council's attributable share of the investments held in the pension scheme to cover its liabilities, measured at fair value.
- Liabilities – the retirement benefits that have been promised under the formal terms of the pension scheme.

The total net liability included for 2021/2022 is £591,807m (£704.425m in 2020/2021). Although this liability has a substantial impact upon the net worth of the Council, statutory arrangements exist to fund the deficit to ensure that the financial position of the Council will remain healthy. The deficit will be made good by increased contributions over the remaining working lives of employees, as assessed by the scheme actuary.

Details of this liability are shown in the notes accompanying the Core Financial Statements in note 15.

### 2021/2022 Capital Expenditure

Capital expenditure during the year amounted to some £47.792m (2020/2021 - £51.932m), the major items within this figure being identified below:

	<u>£000</u>	<u>£000</u>
<b>Housing:</b>		
Repairs and Improvements	23,792	
Improvement Grants & Private Sites	1,169	
	24,961	
<b>Non Housing:</b>		
Education & Lifelong Learning	4,545	
Social Services	986	
Infrastructure	7,116	
Business Enterprise Renewal Team	4,878	
Property	927	
Public Protection	1,118	
Sports and Leisure (including Countryside)	1,753	
Corporate Services	1,507	
	22,830	
		<b>47,791</b>
		<b>47,791</b>
Financed by : Grants		31,647
Other		16,144
		<b>47,791</b>
		<b>47,791</b>

Capital expenditure was financed by grants (£31.647m) and other sources (£16.144m). The Council has also entered into several finance leases in previous years for buildings for use in its Social Services provision and computer equipment in schools.



## Narrative Report

### Future Financial Developments

Due to the extended period of austerity and increasing demand for a number of services, the financial position for Local Government has been challenging in recent years. During the period 2008/09 to 2021/22 Caerphilly CBC has delivered savings of £106m to address reductions in funding and inescapable cost pressures.

Caerphilly CBC's budget for the 2021/22 financial year was approved by Council on the 24<sup>th</sup> February 2021 and did not require any new savings to be introduced in order to ensure that financial commitments can be met and that a balanced budget can be achieved.

The Council has strived to limit the impact of savings on front-line services and, wherever possible, it has attempted to realise savings in advance that will cushion the impact on future years. As part of the 2021/2022 budget setting process, £2.011m of savings taken in advance helped to remove the need for additional savings or cuts in services to be identified.

While a modest 3.1% uplift in Aggregated External Finance was received from Welsh Government, the funding situation for Local Government is likely to be impacted over the medium to longer-term as a result of the COVID-19 pandemic. The emergence of the Coronavirus in early 2020 continues to present significant and unprecedented challenges to our way of life and the way in which the Council provides its services.

In response to the pandemic the Council continues to refocus, repurpose and reshape its priorities and how it works. This ensures that we remain well placed and equipped to respond to the immediate needs of our communities and to help our communities recover over the medium term.

The Council incurred significant additional costs during the 2021/2022 financial year due to the pandemic and also lost income in several key areas. However, the Welsh Government provided a significant financial support package through the COVID-19 Hardship Fund and a range of other specific grants to help local authorities manage the impact of additional costs and income losses. The Welsh Government has discontinued further financial support through the COVID-19 Hardship Fund from 31 March 2022, which presents significant financial challenges for the 2022/2023 financial year.

The total 2021/2022 underspend across all service areas including Schools and the Housing Revenue Account (HRA) is £37.815m. The level of underspend is significantly higher than in previous years and reflects the unprecedented impact of COVID-19 on changes in working practices, along with the scale of one-off financial support provided (large elements of which were not received until the latter part of the financial year).

The underspend for 2021/2022 presents an opportunity for significant one-off investments to support the Council in the delivery of its key priorities, our recovery from the pandemic, and the ongoing delivery of our ambitious transformation programme. Details of these one-off investments will be included in the 'Provisional Revenue Budget Outturn for 2021/2022 Report' which is due to be presented to members in the autumn.

The medium-term financial outlook remains challenging and the 2022/2023 Budget Report presented to Council on 24 February 2022 included an updated Medium-Term Financial Plan which showed a potential savings requirement of £9.759m for the four-year period 2022/2023 to 2025/2026. However, in recent months the emerging cost of living crisis is having a significant financial impact on the Council and the communities that we serve. In light of this the Medium-Term Financial Plan is being reviewed and an update will be presented to Cabinet in the Autumn.

The significant financial challenges that we will continue to face mean that we will need to maintain our focus on prudent financial management to ensure that the Council remains financially resilient. Even before the emergence of COVID-19 it was widely accepted that the Council cannot continue as it is and

## Narrative Report

an acknowledgement that we need to examine the way in which we use our resources to deliver the services required by our communities across the county borough.

At its meeting on 12 June 2019 the Council's Cabinet approved the Future Caerphilly Transformation Strategy, **Team Caerphilly – Better Together**. The Strategy set out details of a major transformation programme to examine how services are prioritised, how they can become more business efficient, to explore opportunities for greater customer focus and digital delivery, and to consider alternative delivery models and seek out commercial opportunities. Furthermore, to enable the Authority to continue providing high quality value for money services in an environment that will require new approaches and new skills, the Strategy acknowledged that a new relationship will need to be built with staff and communities.

The Strategy is multi-faceted and at the core of the programme of change is the new mantra of *Social Heart and Commercial Head*. This recognises a commitment to public service and the needs of citizens, but also demonstrates a commitment to explore commercial and investment opportunities, where appropriate, to generate income that can be reinvested in services to help them remain resilient in the current challenging financial climate.

The strategic programme of “whole-authority” work is being delivered through the TeamCaerphilly Programme. TeamCaerphilly is a combination of Corporate and Service reviews, Commercial and Investment approaches and a whole borough PlaceShaping Programme that seeks to drive social and economic regeneration through a wide range of capital infrastructure investments.

Good progress has been made to date in implementing the TeamCaerphilly Transformation Programme. The emergence of COVID-19 and the required response has accelerated the pace of change in some areas, but similarly has required the Council to consider where best to prioritise its resources. This balance has helped ensure that we can offer cost effective, resilient services that meet the needs of our communities through these challenging times.

The learning that the Council has developed through its response to COVID-19 continues to reshape and refine the transformation programme.

Progress on delivering the transformation programme is being monitored by the TeamCaerphilly Programme Board with periodic updates also being provided to the Policy & Resources Scrutiny Committee and Cabinet. The Council's Medium-Term Financial Plan (MTFP) will be updated during the coming months and this will be the subject of future reports to both Cabinet and Council.

### **Welsh Government Agency Arrangements**

During 2021-2022, the Council administered several Covid-19 support schemes on behalf of Welsh Government. These schemes were administered on an agency basis with no income or expenditure included within the Council's revenue account. The Council made payments totalling £13.6m and received £12.5m in Welsh Government funding.

### **Code of Practice on Local Authority Accounting in the United Kingdom 2021/2022**

The above publication, (the Code) published by the Chartered Institute of Public Finance and Accountancy (CIPFA) governs the items to be disclosed in these Financial Accounts. It makes no changes for 2021/2022 that are applicable to the Authority.

## Statement of Responsibilities for the Statement of Accounts

### The Authority's responsibilities

The Authority is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Head of Financial Services & S151 Officer.
- to manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets; and
- to approve the Statement of Accounts.

### Responsibilities of the Head of Financial Services & S151 Officer

The Head of Financial Services & S151 Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ('the Code of Practice').

In preparing this Statement of Accounts, the Head of Financial Services & S151 Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the Local Authority Code.

The Head of Financial Services & S151 Officer has also:

- kept proper accounting records which were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

### Certificate of the Head of Financial Services & S151 Officer

**S. Harris, Head of Financial Services & S151 Officer**

**Date:**  
17.01.23

The accounts were approved by the Council on

**Statement of Responsibilities for the Statement of Accounts**

Signed on behalf of Caerphilly County Borough Council:

**Councillor E. Aldworth, Mayor**

**Chair of Meeting Approving the Accounts**

**Date:**  
17.01.23

**The Independent auditor's report of the Auditor General for Wales to the  
Members of Caerphilly County Borough Council**

**Opinion on financial statements**

I have audited the financial statements of Caerphilly County Borough Council for the year ended 31 March 2022 under the Public Audit (Wales) Act 2004.

Caerphilly County Borough Council's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Movement on the Housing Revenue Account Statement and the Housing Revenue Account Income and Expenditure Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22.

In my opinion the financial statements:

- give a true and fair view of the financial position of Caerphilly County Borough Council as at 31 March 2022 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22.

**Basis of opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Caerphilly County Borough Council in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Conclusions relating to going concern**

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Caerphilly County Borough Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

**The Independent auditor's report of the Auditor General for Wales to the Members of Caerphilly County Borough Council**

**Other information**

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

**Report on other requirements**

**Opinion on other matters**

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2021-22;
- The information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Governance Statement has been prepared in accordance with guidance.

**Matters on which I report by exception**

In the light of the knowledge and understanding of Caerphilly County Borough Council and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

**Responsibilities**

**Responsibilities of the responsible financial officer for the financial statements**

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on pages 8 and 9, the responsible financial officer is responsible for the preparation of the statement of accounts, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

**The Independent auditor's report of the Auditor General for Wales to the  
Members of Caerphilly County Borough Council**

In preparing the statement of accounts, the responsible financial officer is responsible for assessing Caerphilly County Borough Council'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 deemed inappropriate.

**Auditor's responsibilities for the audit of the financial statements**

My 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 my 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- Enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to Caerphilly County Borough Council's policies and procedures concerned with:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud.
- Obtaining an understanding of Caerphilly County Borough Council's framework of authority as well as other legal and regulatory frameworks that Caerphilly County Borough Council operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Caerphilly County Borough Council.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, the Governance and Audit Committee, and legal advisors about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance and the Council;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments;
- assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and
- evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business;

**The Independent auditor's report of the Auditor General for Wales to the  
Members of Caerphilly County Borough Council**

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Caerphilly County Borough Council's controls, and the nature, timing and extent of the audit procedures performed.

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

**Certificate of completion of audit**

I certify that I have completed the audit of the accounts of Caerphilly County Borough Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

**Adrian Crompton**  
**Auditor General for Wales**  
**18 January 2023**

**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**



## Introduction to Accounting Statements

The Authority's accounts for the year 2021/2022 are set out in the following pages and comprise:

- a) **The Comprehensive Income and Expenditure Statement** – showing the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. The Authority raises taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- b) **The Movement in Reserves Statement (MiRS)** – showing the movement in the year on the different reserves held by the Authority. It is analysed into 'Usable Reserves' being those that can be applied to fund expenditure or reduce local taxation and 'Unusable Reserves'. The 'Surplus or deficit on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This differs from the statutory amounts charged to the Council Fund Balance for council tax setting purposes and Housing Revenue Account Balance for dwellings rent setting purposes. The 'Net Increase/Decrease before Transfers to Earmarked Reserves' line shows the statutory Council Fund Balance and Housing Revenue Account Balance before the Authority undertakes any discretionary transfers to or from earmarked reserves.
- c) **The Balance Sheet** – showing the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category of reserves are 'usable reserves', being those reserves that may be used to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves are those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.
- d) **The Cash Flow Statement** – which shows the changes in cash and cash equivalents of the Authority during the year. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources, which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.
- e) **The Housing Revenue Account (HRA)** – this is separated into two statements. The HRA Income and Expenditure Statement which shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. The Authority charges rents to cover expenditure in accordance with regulations, which may be different from the accounting cost. The increase or decrease in the year in the balance on the HRA account (the basis of which rents are raised) is shown in the Movement on the Housing Revenue Account Statement.

The Financial Statements, as a whole, are IFRS compliant. Further information and support is provided in the Notes to the Core Accounts and the Auditors' Report.

**Comprehensive Income and Expenditure Statement**

**For the year ended**

**31 March 2022**

# Caerphilly County Borough Council

## Comprehensive Income and Expenditure Statement

31 March 2021			31 March 2022				
Restated Gross Expenditure	Restated Gross Income	Restated Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure	
£000	£000	£000		£000	£000	£000	Note
190,077	(47,579)	142,498	Education and Lifelong Learning	197,231	(53,921)	143,310	
163,353	(67,680)	95,673	Social Services and Housing	182,189	(78,831)	103,358	
96,952	(28,701)	68,251	Communities	112,611	(35,843)	76,768	
96,889	(61,207)	35,682	Corporate Services	96,904	(59,593)	37,311	
44,167	(56,639)	(12,472)	Housing Revenue Account	46,787	(56,670)	(9,883)	
<b>591,438</b>	<b>(261,806)</b>	<b>329,632</b>	<b>Cost of Services</b>	<b>635,722</b>	<b>(284,858)</b>	<b>350,864</b>	
54,964	(1,795)	53,169	Other Operating Expenditure	55,775	(1,866)	53,909	11
30,912	(777)	30,135	Financing and Investment Income and Expenditure	30,061	(1,379)	28,682	12
	(420,588)	(420,588)	Taxation and Non-Specific Grant Income		(427,964)	(427,964)	13
		<b>(7,652)</b>	<b>(Surplus)/Deficit on Provision of Services</b>			<b>5,491</b>	
		(37,312)	(Surplus)/deficit on revaluation of non-current assets			(84,808)	33
		164,315	Actuarial (gains)/losses on pensions assets/liabilities			(164,373)	15
		<b>127,003</b>	<b>Other Comprehensive (Income) and Expenditure</b>			<b>(249,181)</b>	
		<b>119,351</b>	<b>Total Comprehensive (Income) and Expenditure</b>			<b>(243,690)</b>	

**Movement in Reserves Statement**

**For the year ended**

**31 March 2022**

## Caerphilly County Borough Council

### Movement in Reserves Statement

	Council Fund Balance £000	Earmarked Reserves £000	Total Council Fund Balances £000	Housing Revenue Account £000	Capital Grants Unapplied £000	Capital Receipts Reserve £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Balance at 1 April 2020 Restated</b>	<b>(15,772)</b>	<b>(85,524)</b>	<b>(101,296)</b>	<b>(12,841)</b>	<b>(15,427)</b>	<b>(10,610)</b>	<b>(140,174)</b>	<b>(264,189)</b>	<b>(404,363)</b>
<b>Movement in reserves during 2020/2021</b>									
Total Comprehensive Income and Expenditure	(10,755)	0	<b>(10,755)</b>	<b>3,103</b>	<b>0</b>	<b>0</b>	<b>(7,652)</b>	<b>127,003</b>	<b>119,351</b>
Adjustments between accounting basis and funding basis under regulations	(26,368)	0	<b>(26,368)</b>	(5,177)	(4,665)	(1,795)	<b>(38,005)</b>	<b>38,005</b>	0
<b>(Increase)/Decrease in Year</b>	<b>(37,123)</b>	<b>0</b>	<b>(37,123)</b>	<b>(2,074)</b>	<b>(4,665)</b>	<b>(1,795)</b>	<b>(45,657)</b>	<b>165,008</b>	<b>119,351</b>
Transfers (to)/from earmarked reserves	30,399	(30,399)	<b>0</b>	0	2,439	2,149	4,588	(4,588)	0
<b>Balance at 31 March 2021 Restated</b>	<b>(22,496)</b>	<b>(115,923)</b>	<b>(138,419)</b>	<b>(14,915)</b>	<b>(17,653)</b>	<b>(10,256)</b>	<b>(181,243)</b>	<b>(103,769)</b>	<b>(285,012)</b>
<b>Movement in reserves during 2021/2022</b>									
Total Comprehensive Income and Expenditure	(1,002)	0	<b>(1,002)</b>	<b>6,493</b>	<b>0</b>	<b>0</b>	<b>5,491</b>	<b>(249,181)</b>	<b>(243,690)</b>
Adjustments between accounting basis and funding basis under regulations	(37,851)	0	<b>(37,851)</b>	(15,557)	(6,245)	(1,866)	(61,519)	61,707	<b>188</b>
<b>(Increase)/Decrease in Year</b>	<b>(38,853)</b>	<b>0</b>	<b>(38,853)</b>	<b>(9,064)</b>	<b>(6,245)</b>	<b>(1,866)</b>	<b>(56,028)</b>	<b>(187,474)</b>	<b>(243,502)</b>
Transfers (to)/from earmarked reserves	32,596	(32,618)	<b>(22)</b>	0	4,011	(26)	3,963	(4,150)	(187)
<b>Balance at 31 March 2022</b>	<b>(28,753)</b>	<b>(148,541)</b>	<b>(177,294)</b>	<b>(23,979)</b>	<b>(19,887)</b>	<b>(12,148)</b>	<b>(233,308)</b>	<b>(295,393)</b>	<b>(528,701)</b>

**Balance Sheet**

**As at 31 March 2022**

**Balance Sheet**

<b>Restated 31 March 2021 £000</b>		<b>31 March 2022 £000</b>	<b>Note</b>
1,170,125	Property, Plant & Equipment	1,240,507	24
13,780	Heritage Assets	13,780	25
3,471	Investment Properties	3,465	
31,632	Long Term Investments	55,939	14
2,192	Long Term Debtors	2,318	
<b>1,221,200</b>	<b>Long Term Assets</b>	<b>1,316,009</b>	
81,646	Short Term Investments	146,096	14
1,627	Assets Held for Sale	0	
405	Inventories	499	
81,551	Short Term Debtors	89,048	27
30,825	Cash and Cash Equivalents	9,102	28
<b>196,054</b>	<b>Current Assets</b>	<b>244,745</b>	
(4,924)	Short Term Borrowing	(6,823)	14
(73,264)	Short Term Creditors	(93,404)	29
(1,328)	Short Term Provisions	(1,000)	
<b>(79,516)</b>	<b>Current Liabilities</b>	<b>(101,227)</b>	
(3,747)	Long Term Provisions	(2,826)	
(308,749)	Long Term Borrowing	(306,202)	14
(738,145)	Other Long Term Liabilities	(620,485)	14-16
(2,085)	Capital Grants Receipts in Advance	(1,313)	
<b>(1,052,726)</b>	<b>Long Term Liabilities</b>	<b>(930,826)</b>	
<b>285,012</b>	<b>Net Assets</b>	<b>528,701</b>	
(181,243)	Usable Reserves	(233,308)	23
(103,769)	Unusable Reserves	(295,393)	23
<b>(285,012)</b>	<b>Total Reserves</b>	<b>(528,701)</b>	

The notes on pages 24 to 109 form part of the statement of accounts.

**Cash Flow Statement**

**For the year ended 31 March 2022**



**Cash Flow Statement**

<b>Restated 2020/2021 £000</b>		<b>2021/2022 £000</b>	<b>Note</b>
<b>(7,652)</b>	<b>Net (surplus) or deficit on provision of services</b>	<b>5,491</b>	
(56,988)	Adjust net surplus or deficit on the provision of services for non cash movement	(114,264)	43
37,624	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	33,654	43
<b>(27,016)</b>	<b>Net cash flows from Operating Activities</b>	<b>(75,119)</b>	
15,817	Investing Activities	99,148	45
(13,228)	Financing Activities	(2,306)	46
<b>(24,427)</b>	<b>Net (increase) or decrease in cash and cash equivalents</b>	<b>21,723</b>	
(6,398)	Cash and cash equivalents at the beginning of the reporting period	(30,825)	
<b>(30,825)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>(9,102)</b>	28

**Notes**  
**to the**  
**Core Financial Statements**

## Notes to the Core Financial Statements

### 1. Accounting Policies

#### a) General Principles

The Statement of Accounts summarises the Authority's transactions for the 2021/2022 financial year and its position at the year-end of 31 March 2022. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2014 (as amended by the 2018 Regulations) in accordance with proper practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2021/2022 (the Code) supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments. Accounting policies have been consistently applied from one year to the next, unless stated otherwise. The financial statements are prepared on a going concern basis.

#### b) Accruals of Income and Expenditure

Revenue from contracts with service recipients, whether for services or the provision of goods is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.

- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses relating to services received (including those provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure based on the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- Revenue from grants is recognised in accordance with accounting policy note h).

#### c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

#### d) Charges to revenue for non-current assets

Services are debited with the following amounts to record the cost of holding non-current assets during the year:

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

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement (equal to an amount calculated on a prudent basis

## Notes to the Core Financial Statements

determined by the Authority in accordance with statutory guidance). Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the Council Fund balance (Minimum Revenue Provision – “MRP”), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### e) Employee Benefits

#### Benefits Payable During Employment

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

Reserves Statement so that holiday benefits are charged to Council Fund in the financial year in which the holiday absence occurs.

#### Termination Benefits

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

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

#### Post-Employment Benefits

Employees of the Authority are members of two separate pension schemes:

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

Both schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees working for the Authority.

However, the arrangements for the Teachers' Scheme mean that liabilities for these benefits cannot be identified specifically to the Authority. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the Balance Sheet and the Education and Children's Service line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year.

#### The Local Government Pension Scheme

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

- The liabilities of the Greater Gwent (Torfaen) Pension Scheme attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.0% (2.3% in 2020/2021) based on indicative returns of the iBoxx Sterling AA Rated Corporate Bond.

## Notes to the Core Financial Statements

- The assets of the Greater Gwent (Torfaen) Pension Scheme attributable to the Authority are included in the Balance Sheet at their fair value:
  - Quoted securities – current bid price
  - Unquoted securities – professional estimate
  - Unitised securities – current bid price
  - Property – market value.

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

- **Service cost comprising:**
  - Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
  - Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on Provision of Services in the Comprehensive Income and Expenditure Statement.
  - Net interest on the net defined benefit liability, i.e. net interest expense for the Authority – the change during the period in the net defined benefit liability that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability at the beginning of the period – taking into account any changes in the net defined benefit liability/asset during the period as a result of contribution and benefit payments.
- **Remeasurements comprising:**
  - The return on assets – excluding amounts included in the net interest on the net defined benefit liability – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
  - Actuarial gains/losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- **Contributions paid to the Torfaen Pension Fund:**
  - Cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

### Former Authority Liabilities

The Authority has a number of unfunded pension liabilities in respect of employees of the former County and District councils with the Greater Gwent (Torfaen) Pension Fund and the Rhondda Cynon Taff pension fund. These pension costs are paid by the Authority as they arise in year. Further details can be found in Note 15.

### Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of

## Notes to the Core Financial Statements

staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

### f) Events after the Reporting Period

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

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

### g) Financial Instruments

#### Financial Liabilities

Financial liabilities are initially measured at fair value and carried in the Balance Sheet at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability multiplied by the effective interest rate (EIR) for the instrument. For most of the borrowings that the Authority has, this means that the amount included in the Balance Sheet is the outstanding principal repayable (plus accrued interest, split between that element which is short term, due within one year and that which is long term, due over one year).

The Authority shall derecognise a financial liability (or a part of a financial liability) when, and only when, it is extinguished – i.e. when the obligation specified in the contract is discharged or cancelled or expires. The difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid including any non-cash assets transferred or liabilities assumed shall be recognised in Surplus or Deficit on the Provision of Services. There is no requirement to set aside an impairment loss allowance provision for financial liabilities since it is assumed that the Authority will meet its liabilities in full as they become due.

#### Financial Assets

A financial asset is a right to future economic benefits controlled by the Authority that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Authority. Financial Assets are classified into three categories:

- Amortised cost;
- Fair value through profit or loss (FVPL); and
- Fair value through other comprehensive income (FVOCI)

The accounting classification of financial assets depends on two main tests: whether the cash flows are solely payments of principal and interest; and if yes, the authority's business model for managing the assets. Under IFRS 9 there are three business models where financial assets meet the "solely payments of principal and interest" test. The classification depends on the Authority's model for managing the assets. The Authority's preferential business model is to collect cash flows, and subsequently financial assets will be held at amortised cost.

**Financial Assets measured at Amortised Cost** - Financial assets measured at amortised cost are characterised by cash flows that are solely payments of principal and interest and the Authority's business model is to collect those cash flows. These 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 at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the financial assets held by the authority, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus

## Notes to the Core Financial Statements

accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

Historically, the authority has made a number of loans to voluntary organisations at less than market rates (soft loans). When soft loans are made, a loss is recorded in the CIES (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal.

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

Any gains and losses that arise on derecognition of assets are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

**Financial Assets Measured at Fair Value through Profit or Loss** - Financial assets that are measured at FVPL are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services.

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

1. instruments with quoted market prices – the market price
2. other instruments with fixed and determinable payments – discounted cash flow analysis.
3. The inputs to the measurement techniques are categorised in accordance with the following three levels:
  - Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date.
  - Level 2 inputs – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.
  - Level 3 inputs – unobservable inputs for the asset.

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. There is no requirement to set aside an impairment loss allowance provision for financial assets measured at FVPL since increases in the chance of default are presumed to be already included in the fair value.

Financial assets that fall into this accounting measurement category are those held for trading; money market funds; company shares; and strategic investment pool funds. Equity instruments also fall into this category. The Authority's will evaluate each financial asset and determine whether such asset will be treated as FVPL; or whether a once in the assets lifetime an irrevocable election is made upon initial recognition to elect the investment at FVOCI rather than FVPL. The Authority, where applicable, will make the election in writing and signed by the Head of Corporate Finance and Section 151 Officer. The Authority will not revoke the election before derecognition of the financial asset.

### Equity Instrument

If the cash flows of a Financial Asset do not meet the solely payments of principal and interest test, then the asset is an equity instrument. An equity instrument is where the cash flows are not contractual but derive from the investor's ownership of the net assets of another entity. Equity instruments are measured at Fair Value through Profit or Loss unless an irrevocable election is made upon initial recognition to elect the investment at FVOCI rather than FVPL.

### Expected Credit Loss Model

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

## Notes to the Core Financial Statements

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased significantly or remains low, losses are assessed on the basis of 12-month expected losses. Where applicable the Authority will use data published by the main credit rating agencies for historical default losses as a means to assess credit risk. These cash flow scenarios are then discounted at the Effective Interest Rate, weighted by their estimated probabilities and totalled to give an expected value. The difference between the expected value and the initial fair value is the expected credit loss, and a loss allowance is set aside for this amount.

CIPFA/LASAAC has ruled that the loss allowance should be zero where the borrower/debtor is a central or local government body. Note that this does not include local authority owned companies.

The Authority will not recognise a loss allowance for expected credit losses on a financial asset where the counterparty for a financial asset is central government or a local authority for which relevant statutory provisions prevent default.

The Authority will fund the impairment loss provision from Miscellaneous Finance/ working balances. A provision will be created on the balance sheet.

### **h) Government Grants and Contributions**

Whether paid on account, by instalments or in arrears, government grants and third-party contributions and donations are recognised as due to the Authority when:

- The Authority has complied with the conditions attached to the payments, and
- The grants and contributions will be received.

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

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

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

### **i) Joint Operations**

Joint operations are arrangements where the parties that have joint control of the arrangements have rights to the assets and obligations for the liabilities relating to the arrangements. Joint Committees are examples of joint operations. The activities undertaken by the Authority in conjunction with other joint operators involve the use of the assets and resources of those joint operations. Where material, the relevant proportion of the transactions and balances are recognised in the Authority's financial statements. These reflect the transactions and balances as per the draft accounts prepared for each Joint Operation.



## Notes to the Core Financial Statements

### j) Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

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

#### The Authority as Lessee

##### Finance Leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset.

Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

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

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

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

##### Operating Leases

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

#### The Authority as Lessor

##### Operating Leases

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

## **Notes to the Core Financial Statements**

lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income is credited.

### **Finance Leases**

The Authority has not granted any finance leases of property, plant and equipment to other parties.

#### **k) Overheads and Support Services**

The costs of overheads and support services are charged to service segments in accordance with the Authority's arrangements for accountability and financial performance.

#### **l) Property, Plant and Equipment**

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

### **Recognition**

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority, the cost of the item can be measured reliably and expenditure is above the de-minimis limit of £10,000. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

### **Measurement**

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

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

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

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- council dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)
- surplus assets – fair value, estimated at the highest and best use from a market participant's perspective
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

## **Notes to the Core Financial Statements**

Roads built by Developers are only adopted by the Authority under s38 Highways Adoption Agreements under which the roads need to be constructed to a specified standard. These roads are included at nil cost unless there is any subsequent capital investment on such assets. They will then be held at depreciated historical cost.

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly ensuring their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. (Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.)

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

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

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

### **Impairment**

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

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

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

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

### **Depreciation**

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

## **Notes to the Core Financial Statements**

Depreciation is calculated on a straight-line basis as follows:

- council dwellings – 15 to 40 years
- other land and buildings – 15 to 100 years
- vehicles, plant, furniture and equipment – up to 20 years
- infrastructure assets – 10 to 40 years

Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately in accordance with our componentisation policy. The Authority applies its componentisation policy to assets that have a carrying value in excess of £3m where the cost of the replacement component represents 20% or more of the total asset.

Depreciation charges are made to the service revenue accounts and trading accounts and have been based on the amount at which an asset is included in the balance sheet, whether net current replacement cost or historical cost.

The depreciation charge will be based on the prior year closing Net Book Value and the remaining Useful Economic Life. A full year's depreciation charge will be made in the year the asset is disposed.

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

### **Disposals and Non-current Assets Held for Sale**

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. Assets are classed as "Held for Sale" where the asset is actively marketed, the sale is expected to qualify for recognition as a completed sale within one year of the date of classification and actions required to complete the plan indicate that significant changes to the plan or withdrawal of the plan are unlikely. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale. If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, buildings and developed land, net of statutory deductions and allowances) is set aside for the redemption of debt. The balance of receipts is

## **Notes to the Core Financial Statements**

required to be credited to the Capital Receipts Reserve and can then only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the Council Fund Balance in the Movement in Reserves Statement.

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

### **De-Recognised Capital Expenditure**

The Authority revalues its housing stock annually. Any capital expenditure incurred on the stock is then componentised. The capital expenditure is then derecognised to avoid double counting as the new component will be included in the revised carrying value.

This is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. The written off value is not a charge against Council Tenants, as the cost of the non-current assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account in the Movement in Reserves Statement.

In respect of capital expenditure on components on general fund property plant and equipment, the capital expenditure is also de-recognised by writing off to Other Operating Expenditure as part of a gain or loss on disposal as mentioned above. The new component is also included in the revised carrying value of the asset.

### **m) Heritage Assets**

The Authority's Heritage Assets consist of Civic Regalia, War Memorials and Land and Buildings, namely Babell Chapel, Gelligroes Mill, Elliott Colliery Winding House, Handball Court Nelson and Llancaiach Fawr Living History Museum. Such assets are held and classed as Heritage Assets as they increase the knowledge, understanding and appreciation of the Authority's history and local area. Further information can be found in Note 25.

Heritage Assets are accounted for in a different way from other property plant and equipment as they are considered to have infinite lives. Such assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property plant and equipment. As they have infinite lives, no depreciation is charged on these assets. Heritage Assets considered immaterial have been excluded from the Balance Sheet especially where their cost is not readily available and the benefit of valuing the asset is counterweighed by the cost of obtaining the valuation.

### **n) Private Finance Initiatives (PFI)**

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

The recognition of these non-current assets is balanced by the recognition of liabilities for amounts due to the scheme operators to pay for the assets.

Non-current assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the Authority.

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

**Notes to the Core Financial Statements**

- Fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement;
- Finance cost – an interest charge of 8% for the road and 6.9% for the schools on the outstanding Balance Sheet liability, debited to Interest Payable and Similar Charges in the Comprehensive Income and Expenditure Statement;
- Principal element – i.e. payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator;
- Lifecycle replacement costs – recognised as non-current assets on the Balance Sheet.

Government grants received for PFI schemes, in excess of the current levels of expenditure (particularly in the early years of these contracts) are carried forward as earmarked reserves to fund future contract expenditure when payments will exceed available revenue support (see Notes 16 and 42 for the PFI Equalisation Reserves).

**o) Provisions and Reserves**

**Provisions**

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

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

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Authority settles the obligation.

**Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the Council Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the Council Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting process for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in Note 23.

**p) Revenue Expenditure Funded from Capital under Statute**

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Authority has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a

**Notes to the Core Financial Statements**

transfer in the Movement in Reserves Statement from the Council Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

**q) Interest Charges**

Interest chargeable on debt is accounted for in the year to which it relates, not in the year it is paid. The Authority borrows funds in line with its capital investment and cash flow requirements. Funds are borrowed from both the Public Works Loan Board and from money markets. Loans can be fixed or variable interest debt. Decisions on whether to take fixed or variable interest debt depend upon the current portfolio, market conditions, forecasts and limits set in the annual Treasury Management Strategy Report.

Borrowing decisions also have to be considered in terms of their overall prudence and affordability, in accordance with the requirements of CIPFA's "The Prudential Code for Capital Finance in Local Authorities", and be contained within limits approved by Council in setting the Authority's "Prudential Indicators", in accordance with the Code.

**r) Debt Redemption**

The Authority's Treasury Management Strategy permits the early repayment of borrowing. This may be undertaken if market conditions are favourable and there are no risks to cash flow. Such transactions may be carried out in order to reduce interest payable, to adjust the maturity profile or to restructure the ratio of fixed to variable interest-bearing debt.

**s) Related Party Transactions**

The Authority is required to disclose separately, the value of transactions and year-end balances with its related parties, unless they are already the subjects of other disclosure requirements (see note 21 to the Financial Statements). In respect of a local authority its related parties include central government, other local authorities, precepting and levying bodies, other public bodies, its subsidiary companies, Pension Fund and bodies where Members and Senior Officers, and/or their close family and dependants, hold positions of influence and with whom the Authority has transacted.

**t) Recognition of Revenue from Non-Exchange Transactions**

Assets and revenue arising from non-exchange transactions, for example Council Tax, National Non-Domestic rates etc. are recognised in accordance with the requirements of IAS 20 Accounting for Government Grants and Disclosure of Government Assistance, except where interpreted or adapted to fit the public sector as detailed in the Code and/or IPSAS 23, "Revenue from Non- Exchange Transactions (Taxes and Transfers)."

**Taxation transactions**

Assets and revenue arising from taxation transactions are recognised in the period in which the taxable event occurs, provided that the assets satisfy the definition of an asset and meet the criteria for recognition as an asset.

**Non-taxation transactions**

Assets and revenue arising from transfer transactions are recognised in the period in which the transfer arrangement becomes binding. Services in-kind are not recognised. Where a transfer is subject to conditions that, if unfulfilled, require the return of the transferred resources, the Authority recognises a liability until the condition is fulfilled.

**Basis of Measurement of Major Classes of Revenue from Non-Exchange Transactions**

Taxation revenue is measured at the nominal value of cash, and cash equivalents. Assets and revenue recognised as a consequence of a transfer are measured at the fair value of the assets recognised as at the date of recognition:

## Notes to the Core Financial Statements

- Monetary assets are measured at their nominal value unless the time value of money is material, in which case present value is used, calculated using a discount rate that reflects the risk inherent in holding the asset; and
- Non-monetary assets are measured at their fair value, which is determined by reference to observable market values or by independent appraisal by a member of the valuation profession.
- Receivables are recognised when a binding transfer arrangement is in place, but cash or other assets have not been received.

### u) Accounting for local authority schools

The Code of Practice on Local Authority Accounting in the United Kingdom confirms that the balance of control for local authority maintained schools (i.e. those categories of school identified in the School Standards and Framework Act 1998, as amended) lies with the local authority. The Code also stipulates that those schools' assets, liabilities, reserves and cash flows are recognised in the local authority financial statements (and not the Group Accounts). Therefore schools' transactions, cash flows and balances are recognised in each of the financial statements of the authority as if they were the transactions, cash flows and balances of the authority.

### v) Value Added Tax

VAT payable has been excluded as an expense where it is recoverable from Her Majesty's Revenue and Customs. VAT receivable has been excluded from income.

### w) Community Infrastructure Levy

The Authority has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable developments for the Authority) with appropriate planning consent. The Authority charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects to support the development of the area.

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure; however, a small proportion of the charges may be used to fund revenue expenditure.

### x) Fair Value Measurement

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

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

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

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

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



## Notes to the Core Financial Statements

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

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

### y) Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

Prior period adjustments may also arise to correct the disclosure of material misstatement in any of the prior period figures.

## 2. Critical judgements in applying accounting policies

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

- There is a high degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Authority is deemed to control the services provided under the outsourcing agreement for two Schools and a Road and also to control the residual value of the assets at the end of the agreement. The accounting policies for PFI schemes and similar contracts have been applied to the arrangements and the Schools (valued at £27.013m) and Road (valued at £23.898m) are recognised as Property, Plant and Equipment on the Authority's Balance Sheet.
- School Assets - the Authority has established with the relevant bodies that its voluntary aided school is not controlled by the school, as ownership resides with the religious body and is occupied under informal arrangements only. As neither the Authority nor the school control the assets they are not included within the accounts of the Authority.
- A Joint Working Agreement formally established the Cardiff City Region Joint Committee as a Joint Committee, with delegated functions in March 2017. It is a partnership between the 10 Councils in South East Wales, including Caerphilly County Borough Council. Note 48 on Joint Operations provides further information.

## 3. Assumptions about the future/other sources of estimation or uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority 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

**Notes to the Core Financial Statements**

determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Authority's Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

<b>Item</b>	<b>Uncertainties</b>	<b>Effect if actual results differ from assumptions</b>
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent upon assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. Should the useful economic life of an asset reduce by one year, the estimated effect on the annual depreciation charge would be an increase of £2.3m.
Pensions Liability	<p>Estimation of the net liability to pay pensions depends several 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 Authority with expert advice about the assumptions to be applied.</p> <p>To account for the McCloud Judgement (public service pensions age discrimination cases) the actuary has made an estimated adjustment to these liabilities from the 2019 valuation data to ensure that it is captured in the 31 March 2022 IAS 19 balance sheet figures. The final impact on the pension scheme will not be known until the required changes in legislation have been made.</p>	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, for the Greater Gwent Scheme a 0.1% decrease in the discount rate assumption would result in an increase in pension liability of £32,594m, whereas a 0.1% increase in salaries rate assumption would result in an increase in the pension liability of £3,751m. However, assumptions interact in complex ways. During 2021/2022, the Authority's Actuaries advised that the net pensions liability for all schemes had decreased by £112,618m.
Fair value measurements	When the fair values of financial assets and liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets	<p>The authority uses the discounted cash flow (DCF) model to value financial assets and liabilities</p> <p>The significant unobservable inputs used in the fair value measurement</p>

**Notes to the Core Financial Statements**

	<p>or the discounted cash flow (DCF) model). Where possible, 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>Judgements may include considerations such as uncertainty and risk. However, changes in the assumptions used could affect the fair value of the authority's assets and liabilities. Where Level 1 inputs are not available, the authority employs relevant experts to identify the most appropriate valuation techniques to determine fair value.</p> <p>Information about the valuation techniques and inputs used in determining the fair value of the authority's assets and liabilities is disclosed in note 14.</p>	<p>include management assumptions regarding discount rates.</p> <p>Significant changes in any of the unobservable inputs would result in a significantly lower or higher fair value measurement for the financial assets/liabilities. Please refer to note 14.</p>
Provisions	<p>The Authority has included provisions for known insurance claims as at 31 March 2022. The value of these claims is based on information provided by our insurance brokers on the number of claims outstanding at the end of the financial year, the average settlement amount for each type of claim and the likelihood of each type of claim being settled. However, the outcome of these cases is still uncertain as outstanding legal cases and negotiations remain ongoing. The Authority is currently carrying a provision of £3m in relation to these claims.</p>	<p>The Authority maintains the insurance and risk management reserve to assist in control of the Authority's insurance risks. The provisions in place and the balance on the insurance and risk management reserve at 31 March 2022 are deemed to provide sufficient cover for the Authority's claims exposure. Details of our Insurance Reserves are set out in note 37.</p>
Arrears/Provision for Bad Debt	<p>At 31 March 2022, the Authority had an outstanding balance of short term debtors totalling £98.5m. Against this debtors balance, there is an impairment allowance of £10.3m. It is not certain that this impairment allowance would be sufficient as the Authority cannot assess with certainty which debts will be collected or not.</p>	<p>If collection rates were to deteriorate, there would be a consequential increase in the impairment of doubtful debts.</p>

## Notes to the Core Financial Statements

### Covid-19

The outbreak of COVID-19, declared by the World Health Organisation as a “Global Pandemic” on the 11th March 2020, has and continues to impact many aspects of daily life and the global economy – with some real estate markets having experienced lower levels of transactional activity and liquidity. Travel, movement, and operational restrictions have been implemented by many countries. In some cases, “lockdowns” have been applied to varying degrees and to reflect further “waves” of COVID-19; although these may imply a new stage of the crisis, they are not unprecedented in the same way as the initial impact.

The pandemic and the measures taken to tackle COVID-19 continue to affect economies and real estate markets globally. Nevertheless, as at the valuation date some property markets have started to function again, with transaction volumes and other relevant evidence returning to levels where an adequate quantum of market evidence exists upon which to base opinions of value. Accordingly, and for the avoidance of doubt, our valuation is not reported as being subject to ‘material valuation uncertainty’ as defined by VPS 3 and VPGA 10 of the RICS Valuation – Global Standards.

For the avoidance of doubt, this explanatory note has been included to ensure transparency and to provide further insight as to the market context under which the valuation opinion was prepared. In recognition of the potential for market conditions to move rapidly in response to changes in the control or future spread of COVID-19 we highlight the importance of the valuation date

### 4. Accounting Standards issued but not yet adopted

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard which has been issued but not yet adopted by the 2021/2022 Code. At the balance sheet date, there were no new relevant standards or amendments to existing standards published but not yet adopted by the 2021/2022 Code. However, the following standard was published a few years ago but deferred by CIPFA/LASAAC and is not going to be implemented until 1 April 2024.

#### IFRS 16 - Leases

This Standard removes the previous lease classifications of operating and finance leases and will require local authorities that are lessees to recognise all leases on their balance sheets as right-of-use assets (there are exemptions for short-term and low value leases) with a corresponding lease liability representing the lessee's obligation to make lease payments for the asset. The expected impact on the balance sheet is to increase property, plant and equipment, with an opposing entry to increase other long-term liabilities. In overall revenue budget terms the change is expected to be broadly neutral.

### 5. Expenditure and Funding Analysis

The expenditure and funding analysis shows how annual expenditure is used and funded from resources such as government grants, rents, council tax, national non-domestic rates, by the Authority in comparison with those resources consumed or earned in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's service areas and reconciles the expenditure charged to the Council Fund Balance on an accounting basis to the management information basis as presented in the Narrative Report. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

## Caerphilly County Borough Council

### Notes to the Core Financial Statements

Restated 2020-2021				2021-2022		
Net Expenditure Chargeable to Council Fund and HRA Balances	Adjustments between the Funding and Accounting Basis (note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to Council Fund and HRA Balances	Adjustments between the Funding and Accounting Basis (note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement
£000	£000	£000		£000	£000	£000
126,221	16,277	142,498	Education and Lifelong Learning	133,484	9,826	143,310
90,676	4,996	95,672	Social Services and Housing	90,307	13,051	103,358
50,900	17,351	68,251	Communities	53,642	23,126	76,768
51,992	(16,310)	35,682	Corporate Services	56,489	(19,178)	37,311
(2,036)	(10,435)	(12,471)	Housing Revenue Account	(9,279)	(604)	(9,883)
<b>317,753</b>	<b>11,879</b>	<b>329,632</b>	<b>Net Cost of Services</b>	<b>324,643</b>	<b>26,221</b>	<b>350,864</b>
(356,952)	19,668	(337,284)	Other Income and Expenditure	(372,559)	27,186	(345,373)
<b>(39,199)</b>	<b>31,547</b>	<b>(7,652)</b>	<b>Surplus/Deficit</b>	<b>(47,916)</b>	<b>53,407</b>	<b>5,491</b>
(114,138)			<b>Opening Council Fund and HRA Balance at 1 April</b>	(153,337)		
(39,199)			<b>Surplus or (Deficit) on Council Fund and HRA Balance in Year</b>	(47,916)		
<b>(153,337)</b>			<b>Closing Council Fund and HRA Balance at 31 March*</b>	<b>(201,253)</b>		

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

**Notes to the Core Financial Statements**

<b>Adjustments between Funding and Accounting Basis 2021-2022</b>				
<b>Adjustments from Council Fund to arrive at the Comprehensive Income and Expenditure Statement amounts</b>	<b>Adjustments for capital Purposes £000</b>	<b>Net Change for the Pensions Adjustments £000</b>	<b>Other Adjustments £000</b>	<b>Total Adjustments £000</b>
Education and Lifelong Learning	1,085	8,853	(112)	9,826
Social Services and Housing	1,539	11,541	(29)	13,051
Communities	12,895	10,262	(31)	23,126
Corporate Services	(3,761)	1,799	(17,216)	(19,178)
Housing Revenue Account	982	3,712	(5,298)	(604)
Net Cost of Services	12,740	36,167	(22,686)	26,221
Other income and expenditure from the Expenditure and Funding Analysis	(7,748)	14,433	20,501	27,186
Difference between Council Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	4,992	50,600	(2,185)	<b>53,407</b>

<b>Restated Adjustments between Funding and Accounting Basis 2020-21</b>				
<b>Adjustments from Council Fund to arrive at the Comprehensive Income and Expenditure Statement amounts</b>	<b>Adjustments for capital Purposes £000</b>	<b>Net Change for the Pensions Adjustments £000</b>	<b>Other Adjustments £000</b>	<b>Total Adjustments £000</b>
Education and Lifelong Learning	12,909	2,835	533	16,277
Social Services and Housing	(77)	4,863	210	4,996
Communities	12,855	4,286	210	17,351
Corporate Services	(4,936)	139	(11,513)	(16,310)
Housing Revenue Account	(7,000)	1,662	(5,097)	(10,435)
Net Cost of Services	13,751	13,785	(15,657)	11,879
Other income and expenditure from the Expenditure and Funding Analysis	(9,740)	11,954	17,454	19,668
Difference between Council Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	4,011	25,739	1,797	<b>31,547</b>

## Notes to the Core Financial Statements

### Adjustments for Capital Purposes

This column adds in depreciation and impairment and revaluation gains and losses in the services line and for:

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

### Net Change for the Pensions Adjustments

This is the net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

- For **Services** – the represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs.
- For **Financing and Investment Income and Expenditure** – the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement.

### Other Adjustments

Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute:

- For **Financing and Investment Income and Expenditure** the other adjustments column recognises adjustments to the Council Fund for the timing differences for premiums and discounts.
- The charge under **Taxation and non-specific grant income and expenditure** represents the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code.

## 6. Events after the reporting period

The Head of Financial Services & S151 Officer, acting as Responsible Financial Officer, gave authorisation for the issue of these accounts on 24 November 2022. In doing so, the Financial Accounts include all material events, relating to the financial year, but occurring after the date of the balance sheet.

## 7. Prior Period Adjustment (PPA)

In reviewing its Fixed Asset Register, as a result of the audit, the Authority identified a number of assets in the Vehicle, Plant and Equipment and in Infrastructure categories that had been fully depreciated and were being carried at NIL net book value.

**Notes to the Core Financial Statements**

Due to the length of time these assets had been fully depreciated, it was considered that a number of them were obsolete.

As a consequence, it was decided to fully write out these assets from the Asset Register and from the balance sheet. This adjustment has a nil impact upon the net book values of the Authority's fixed assets in the balance sheet as the adjustment reduces cost and depreciation equally.

The following note provides a summary of the movements through the balance sheet:

<b>Balance Sheet: Extract as at 1 April 2020</b>		<b>Balance Sheet as at 1 April 2020 £000</b>	<b>Restatement due to removal of obsolete assets. £000</b>	<b>Restated Balance Sheet as at 1 April 2020 £000</b>
Vehicle Plant Furniture & Equipment	Cost	43,690	(16,997)	26,693
	Depreciation	(35,713)	16,997	(18,716)
	<b>Total NBV</b>	<b>7,977</b>	<b>0</b>	<b>7,977</b>
Infrastructure	Cost	336,581	(103)	336,478
	Depreciation	(141,136)	103	(141,033)
	<b>Total NBV</b>	<b>195,445</b>	<b>0</b>	<b>195,445</b>
Capital Adjustment Account	Disposal - Council Fund	14,580	17,100	31,680
	Depreciation - Written back on Disposals	(5,922)	(17,100)	(23,022)
	<b>Total</b>	<b>8,658</b>	<b>0</b>	<b>8,658</b>



**Notes to the Core Financial Statements**

**8. Expenditure and Income Analysed by Nature**

*The Authority's expenditure and income is analysed as follows:*

	<u>Restated 2020-2021</u>	<u>2021-2022</u>
	<u>£000</u>	<u>£000</u>
<b>Expenditure:</b>		
Employee benefits expenses	246,747	257,139
Other service expenses	286,293	308,662
IAS 19 Pension Costs	25,739	50,595
Depreciation, amortisation, impairment and other movements in revaluations	45,517	33,773
Interest payments	18,054	15,615
Precepts and Levies	26,742	28,090
Loss on disposal of assets	<u>28,222</u>	<u>27,684</u>
<b>Total expenditure</b>	<b><u>677,314</u></b>	<b><u>721,558</u></b>
<b>Income:</b>		
Fees, charges and other service income	(117,324)	(133,568)
Gain on disposal of assets	(1,795)	(1,866)
Interest and investment income	(777)	(1,379)
Income from council tax, non-domestic rates	(151,183)	(153,435)
Government grants and contributions	<u>(413,887)</u>	<u>(425,819)</u>
<b>Total income</b>	<b><u>(684,966)</u></b>	<b><u>(716,067)</u></b>
<b>(Surplus)/Deficit on the Provision of Services</b>	<b><u>(7,652)</u></b>	<b><u>5,491</u></b>

**9. Adjustments between accounting basis and funding basis under Regulations**

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

The following sets out a description of the Usable Reserves that the adjustments are made against:

**Council Fund Balance**

The Council Fund is the statutory fund into which all the receipts of the Authority are required to be paid and out of which all liabilities of the Authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the Council Fund Balance, which is not necessarily in accordance with proper accounting practice. The Council Fund Balance therefore summarises the resources that the Authority is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Authority is required to recover) at the end of the financial year.

**Notes to the Core Financial Statements**

**Housing Revenue Account**

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Authority's landlord function or (where in deficit) that is required to be recovered from tenants in future years.

**Capital Receipts Reserve**

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

**Capital Grants Unapplied**

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Authority has met the conditions that would otherwise require repayment of the monies, but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

For details and explanations of Unusable Reserves for which adjustments are made against, see note 23.

Notes to the Core Financial Statements

	Usable Reserves				Movement in Unusable Reserves
	Council Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£000	£000	£000	£000	£000
<b>2021/2022</b>					
<b>Adjustments primarily involving the Capital</b>					
<b>Adjustment Account:</b>					
<b>Reversal of items debited or credited to the</b>					
<b>Comprehensive Income and Expenditure Statement</b>					
Charges for depreciation and impairment of non-current assets	(18,325)	(15,363)	0	0	33,688
Capital grants and contributions applied	19,162	8,787	0	0	(27,949)
Revenue expenditure funded from capital under statute	(2,682)	0	0	0	2,682
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,226)	(76)	(1,866)	0	3,168
Derecognition of Capital Expenditure charged to the Comprehensive Income and Expenditure Statement	(4,708)	(19,808)	0	0	24,516
<b>Insertion of items not debited or credited to the</b>					
<b>Comprehensive Income and Expenditure Statement:</b>					
Statutory provision for the financing of capital investment	4,782	2,370	0	0	(7,152)
Capital expenditure charged against the Council Fund and Housing Revenue Account balances	3,324	12,226	0	0	(15,550)
<b>Adjustments primarily involving the Capital Grants</b>					
<b>Unapplied Account:</b>					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	6,245	0	0	(6,245)	0
<b>Adjustment primarily involving the Financial</b>					
<b>Instruments Adjustment Account:</b>					
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	1,793	0	0	0	(1,793)
<b>Adjustments primarily involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(73,079)	(5,958)	0	0	79,037
Employer's pensions contributions and direct payments to pensioners payable in the year	26,196	2,246	0	0	(28,442)
<b>Adjustments primarily involving the Accumulated</b>					
<b>Absences Account:</b>					
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	184	19	0	0	(203)
<b>Total Adjustments</b>	<b>(38,334)</b>	<b>(15,557)</b>	<b>(1,866)</b>	<b>(6,245)</b>	<b>62,002</b>

Notes to the Core Financial Statements

<u>2020/2021</u>	Usable Reserves				Movement in Unusable Reserves
	Council Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>					
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement</b>					
Charges for depreciation and impairment of non-current assets	(29,918)	(14,695)	0	0	44,613
Capital grants and contributions applied	25,065	7,912	0	0	(32,977)
Revenue expenditure funded from capital under statute	(521)	0	0	0	521
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(963)	707	(1,795)	0	2,051
Derecognition of Capital Expenditure charged to the Comprehensive Income and Expenditure Statement	(7,141)	(19,030)	0	0	26,171
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Statutory provision for the financing of capital investment	4,811	2,439	0	0	(7,250)
Capital expenditure charged against the Council Fund and Housing Revenue Account balances	3,811	19,218	0	0	(23,029)
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	4,665	0	0	(4,665)	0
<b>Adjustment primarily involving the Financial Instruments Adjustment Account:</b>					
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(680)	0	0	0	680
<b>Adjustments primarily involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(49,561)	(3,950)	0	0	53,511
Employer's pensions contributions and direct payments to pensioners payable in the year	25,484	2,288	0	0	(27,772)
<b>Adjustments primarily involving the Accumulated Absences Account:</b>					
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	(1,049)	(66)	0	0	1,115
<b>Total Adjustments</b>	<b>(25,997)</b>	<b>(5,177)</b>	<b>(1,795)</b>	<b>(4,665)</b>	<b>37,634</b>

**Notes to the Core Financial Statements**

**10. Transfers to/from Earmarked Reserves**

This note sets out the amounts set aside from the Council Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet Council Fund and HRA expenditure in 2021/2022.

	Note	Balance at 1 April 2020 £000	Transfers from £000	Transfers to £000	Restated Balance at 31 March 2021 £000	Transfers from £000	Transfers to £000	Balance at 31 March 2022 £000
<b>Council Fund:</b>								
Balances held by schools under a scheme of delegation	40	(1,270)	65	(10,135)	<b>(11,340)</b>	0	(5,923)	<b>(17,263)</b>
Capital Earmarked Reserves	39	(36,734)	6,130	(9,183)	<b>(39,787)</b>	7,877	(11,861)	<b>(43,771)</b>
Direct Services Earmarked Reserves		(38)	0	(46)	<b>(84)</b>	0	(1)	<b>(85)</b>
Service over/underspend Reserves	41	(5,328)	11,696	(13,654)	<b>(7,286)</b>	13,719	(15,303)	<b>(8,870)</b>
Insurance Earmarked Reserves	37	(6,474)	453	0	<b>(6,021)</b>	55	(1,294)	<b>(7,260)</b>
Other Earmarked Reserves	42	(35,680)	6,050	(22,958)	<b>(52,588)</b>	5,935	(26,158)	<b>(72,811)</b>
<b>Total</b>		<b>(85,524)</b>	<b>24,394</b>	<b>(55,976)</b>	<b>(117,106)</b>	<b>27,586</b>	<b>(60,540)</b>	<b>(150,060)</b>
<b>Housing Revenue Account:</b>								
HRA Fund Balance		<b>(12,841)</b>	<b>0</b>	<b>(2,074)</b>	<b>(14,915)</b>	<b>0</b>	<b>(9,064)</b>	<b>(23,979)</b>

**11. Other Operating Expenditure**

Other operating expenditure is made up as follows:

	2020/2021 £000	2021/2022 £000
Town and Community Council Precepts	846	899
Gwent Police Authority Precept	16,527	17,506
Levies	9,368	9,685
(Gains)/losses on the disposal of non-current assets	257	1,303
Derecognition of capital expenditure	26,171	24,516
<b>Total</b>	<b>53,169</b>	<b>53,909</b>

<u>Levies</u>	2020/2021 £000	2021/2022 £000
South Wales Fire Authority	8,871	9,099
Gwent Coroners' Service	288	365
Glamorgan Archives' Service	72	84
Gwent Archives' Service	137	137
<b>Total Levies</b>	<b>9,368</b>	<b>9,685</b>

**Notes to the Core Financial Statements**

<b><u>Precepts</u></b>	<b>2020/2021</b>	<b>2021/2022</b>
<b>Town and Community Councils:</b>	<b>£000</b>	<b>£000</b>
Aber Valley Community Council	40	40
Argoed Community Council	13	13
Bargoed Town Council	91	125
Bedwas, Trethomas and Machen Community Council	92	100
Blackwood Community Council	59	59
Caerphilly Town Council	97	97
Darren Valley Community Council	13	13
Draethen, Waterloo and Rudry Community Council	15	20
Gelligaer Community Council	129	133
Llanbradach Community Council	34	34
Maesycwmmer Community Council	18	18
Nelson Community Council	29	29
New Tredegar Community Council	17	17
Penyrheol, Trecenydd and Energlyn Community Council	63	64
Rhymney Community Council	35	35
Risca East Community Council	25	25
Risca West Community Council	48	50
Van Community Council	28	27
	<b>846</b>	<b>899</b>
<b>Gwent Police Authority</b>	<b>16,527</b>	<b>17,506</b>
<b>Total Precepts upon the Authority</b>	<b>17,373</b>	<b>18,405</b>

**12. Financing and Investment Income and Expenditure**

Financing and investment income and expenditure is made up as follows:

	<b>Restated</b>	<b>2021/2022</b>
	<b>2020/2021</b>	<b>£000</b>
	<b>£000</b>	<b>£000</b>
Interest payable and similar charges	18,054	15,615
Pensions interest costs and expected return on pensions assets	11,954	14,433
Interest receivable and similar income	(777)	(1,379)
City Deal - change in fair value of investment properties	904	13
<b>Total</b>	<b>30,135</b>	<b>28,682</b>

**Notes to the Core Financial Statements**

**13. Taxation and Grant Income**

	<b>Restated 2020/2021 £000</b>	<b>2021/2022 £000</b>
Council tax income	(89,707)	(94,098)
Non domestic rates	(61,476)	(59,337)
Non-ringfenced government grants	(223,014)	(237,449)
Capital grants and contributions	(46,281)	(37,138)
City Deal - Corporation Tax	(110)	58
<b>Total</b>	<b>(420,588)</b>	<b>(427,964)</b>

**Council Tax Income**

Council tax derives from charges raised according to the value of residential properties, which from 1st April 2005, have been classified into nine valuation bands, using 1 April 2003 values for this specific purpose. Charges are calculated by taking the amount of income required by the Authority, the Police and Crime Commissioner for Gwent and Community Councils for the forthcoming year and dividing this amount by the council tax base. The council tax base is the total number of properties in each band adjusted by a proportion to convert the number to a band D equivalent. The basic amount for a band D property, £1,230.57 in 2021/2022 (£1,184.38 in 2020/2021) is multiplied by the proportion specified for the particular band, adjusted for discount, to give the individual amount due. The total amount due for 2021/2022 was £94.8m (£90.5m in 2020/2021).

*Council tax bills were based on the following multipliers for bands A to I:*

<b>BAND</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
<b>Multiplier</b>	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9
<b>Chargeable Dwellings</b>	8,610	18,331	14,759	8,460	7,545	3,097	1,247	177	126

	<b>2020/2021 £000</b>	<b>2021/2022 £000</b>
<b>Analysis of the net proceeds from council tax:</b>		
<b>Council tax collectable</b>		
Caerphilly County Borough Council	(73,156)	(76,398)
Gwent Police Authority - see note 11	(16,527)	(17,506)
Community Councils - see note 11	(846)	(899)
<b>Total amount due</b>	(90,529)	(94,803)
Less: Bad Debt Provision	822	705
<b>Net proceeds from council tax</b>	<b>(89,707)</b>	<b>(94,098)</b>

**National Non-Domestic Rates (NNDR) Income**

NNDR is organised on a national basis. The Welsh Government specifies an amount for the rate (53.5p in 2021/2022, 53.5p in 2020/2021) and subject to the effects of transitory arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount. The Authority is responsible for collecting rates due from ratepayers in its area but pays the proceeds into the NNDR pool administered by the Welsh Government.

The Welsh Government redistributes the sums payable to local authorities based on a fixed amount per head of population. The Authority's redistribution for 2021/2022 was £59.337m in total (£61.476m in 2020/2021).

**Notes to the Core Financial Statements**

The anticipated NNDR proceeds of £37.8m for 2021/2022 (£37.9m in 2020/2021) was based on a total rateable value at the year-end of £87.4m (£87.59m for 2020/2021).

<b>Analysis of the net proceeds from Non-Domestic Rates:</b>	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
Actual proceeds	(36,121)	(36,374)
Less: Discretionary relief	323	447
Cost of collection	277	284
Bad and doubtful debts	610	117
Contribution to NNDR Pool	<b>(34,911)</b>	<b>(35,526)</b>
Redistributed amount due from NNDR Pool	(61,476)	(59,337)
<b>Amount received from NNDR Pool</b>	<b>(61,476)</b>	<b>(59,337)</b>

**Non ring-fenced government grants**

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2021/2022:

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
<b>Credited to Taxation and Non Specific Grant Income</b>		
Revenue Support Grant	(221,892)	(236,571)
Hardship Fund - Council Tax Collection Grant	(1,122)	(878)
<b>Total</b>	<b>(223,014)</b>	<b>(237,449)</b>

**Agency Income and Expenditure**

**National Non-Domestic Rates**

The Authority acts as an agent on behalf of Welsh Government in the collection of National Non-Domestic Rates (NNDR). Details of the transactions are provided in the NNDR note above.

During the Covid-19 pandemic, the Authority acted as an agent on behalf of Welsh Government in the distribution of grants and reliefs. The following summarises the purpose of each grant or relief scheme:

**Business Support Grants**

Grants were payable to business of specific types (including retail, hospitality and leisure) that were liable for non-domestic rates and also for businesses that were forced to close or were materially impacted by the restrictions in place during lockdowns.

**Retail, Leisure and Hospitality Rate Relief**

To provide support for eligible properties by offering a discount of 100% on the non-domestic rates bill for 2020/2021 and 2021/2022.

**Care Workers Payments**

Payments to Carers of £500, announced by Welsh Government during the year as part of a nationwide scheme



**Notes to the Core Financial Statements**

**Freelancer Grants**

Grant provided to support freelance workers in cultural and creative sectors.

**Start-Up Grants**

This grant was aimed at new small businesses who were not eligible for any other Covid-19 support.

**Self-Isolation Payment**

Payments of £500 were issued to people required to self-isolate as a result of either contracting Covid-19 themselves or coming into contact with a person identified as carrying Covid-19

**Winter Fuel Support Scheme**

To provide support to eligible households towards paying winter fuel costs.

**SSP Enhancement Payments**

The statutory sick payment enhancement scheme provides funding to allow employers to pay eligible social care workers at full pay if they cannot work due to Covid-19

The following tables summarise the transactions and balances related to the various grants and reliefs administered during 2021/2022.

2020/2021				2021/2022		
Payments Made £000	Funding Received £000	Balance at 31 March 2021 £000		Payments Made £000	Funding Received £000	Balance at 31 March 2022 £000
58,978	(58,971)	8	Business Support Grants	3,587	(4,725)	(1,139)
1,935	(1,935)	0	Care Worker Payments	3,978	(3,972)	6
635	(635)	0	Freelancer Grants	113	(110)	3
198	(198)	0	Start-up Grants	0	0	0
406	0	406	Self Isolation Payments	3,512	(2,625)	887
0	0	0	Winter Fuel Payments	2,247	(887)	1,360
175	(100)	75	SSP Enhancement Payments	189	(192)	(3)
<b>62,327</b>	<b>(61,838)</b>	<b>488</b>	<b>Total</b>	<b>13,625</b>	<b>(12,512)</b>	<b>1,112</b>

During the year, the Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

**Notes to the Core Financial Statements**

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
<b><u>Capital Grants</u></b>		
Welsh Government Grant	(17,485)	(16,040)
General Capital Grant	(4,878)	(8,674)
MRA Grant	(7,304)	(7,297)
Transport Grant	(5,263)	(1,785)
Other Grants	(2,712)	(398)
<b>Total Capital Grants</b>	<b>(37,642)</b>	<b>(34,194)</b>
<b><u>Revenue Grants &gt; £5m</u></b>		
Housing Benefit Subsidy	(48,173)	(44,923)
Covid 19 Hardship Fund	(19,997)	(16,090)
Education Improvement Grant	(9,579)	0
Children & Communities (Families First)	(9,046)	(11,631)
LA Education Grant	(2,628)	(10,463)
Pupil Development Grant	(3,040)	(6,747)
Regional School Improvement Grant	0	(6,285)
Children & Communities Grant	(5,237)	(5,328)
<b><u>Revenue Grants &gt; £1m</u></b>		
Post 16 Schools	(4,288)	(4,516)
School to School Regional Consortium Grant	(2,207)	(4,209)
Social Care Recovery Fund	0	(4,036)
Additional RRRS/ALP & Revenue Maintenance	(4,647)	0
Concessionary fares	(3,616)	(3,866)
Childcare Offer	(4,036)	(3,454)
Loss of Income	(4,931)	(2,100)
Grants from 3rd Parties	(3,228)	(2,916)
Sustainability and Workforce Grant	(2,370)	(2,974)
Housing Benefits - B&B	(883)	(1,903)
Cost Of Living	0	(1,670)
Sustainable Waste Management Grant	(888)	(1,164)
European Social Fund Grant	(780)	(1,136)
Community Care Grant	(1,235)	(1,122)
Digital Democracy Grant	(1,572)	0
Flood Response	(1,206)	(214)
<b><u>Revenue Grants &gt; £0.5m</u></b>		
HWB Grant	(713)	0
Circular Economy Funding	(476)	(951)
Sports Council For Wales	(477)	(926)
European Regional Development Fund	(604)	(897)
Youth Support Grant	(671)	(873)
Coal Tips	0	(847)
Project Gwyrdd	(783)	(783)
Housing Benefits Grant	(620)	(719)
Road Maintenance	(15)	(709)
Housing Benefit Admin Grant	(598)	(606)
<b><u>Revenue Grants &lt; £0.5m</u></b>		
Other	(5,787)	(6,625)
<b>Total Revenue Grants</b>	<b>(144,331)</b>	<b>(150,683)</b>
<b><u>Non Specific Grant Income</u></b>		
Non Domestic Rates (NDR)	(61,476)	(59,337)
Revenue Support Grant (RSG)	(223,014)	(237,449)
<b>Total Non-Specific Grant Income</b>	<b>(284,490)</b>	<b>(296,786)</b>

Notes to the Core Financial Statements

14. Financial Instruments

Categories of Financial Instruments - The following categories of financial instruments are carried in the Balance Sheet:

	Restated 31 March 2021					31 March 2022						
	Long-term	Short-term	Long-term	Short-term		Long-term	Short-term	Long-term	Short-term			
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
<b>Financial Assets</b>	<b>Investments</b>			<b>Debtors</b>		<b>Total</b>	<b>Investments</b>			<b>Debtors</b>		<b>Total</b>
Fair value through profit or loss	0	40,001	0	0	40,001	0	40,015	0	0	40,015		
Amortised cost	22,322	72,470	2,187	29,399	126,378	33,847	115,183	2,312	26,225	177,567		
Fair value through OCI	9,310	0	0	0	9,310	22,092	0	0	0	22,092		
<b>Total financial assets</b>	<b>31,632</b>	<b>112,471</b>	<b>2,187</b>	<b>29,399</b>	<b>175,689</b>	<b>55,939</b>	<b>155,198</b>	<b>2,312</b>	<b>26,225</b>	<b>239,674</b>		
Non-financial assets	0	0	5	52,152	52,157	0	0	6	62,823	62,829		
<b>Total</b>	<b>31,632</b>	<b>112,471</b>	<b>2,192</b>	<b>81,551</b>	<b>227,846</b>	<b>55,939</b>	<b>155,198</b>	<b>2,318</b>	<b>89,048</b>	<b>302,503</b>		
<b>Financial Liabilities</b>	<b>Borrowings</b>			<b>Creditors</b>		<b>Total</b>	<b>Borrowings</b>			<b>Creditors</b>		<b>Total</b>
Amortised cost	(308,749)	(4,924)	(31,899)	(47,633)	(393,205)	(306,202)	(6,823)	(27,603)	(63,168)	(403,796)		
<b>Total financial liabilities</b>	<b>(308,749)</b>	<b>(4,924)</b>	<b>(31,899)</b>	<b>(47,633)</b>	<b>(393,205)</b>	<b>(306,202)</b>	<b>(6,823)</b>	<b>(27,603)</b>	<b>(63,168)</b>	<b>(403,796)</b>		
Non-financial liabilities	0	0	(706,246)	(25,631)	(731,877)	0	0	(592,882)	(30,236)	(623,118)		
<b>Total</b>	<b>(308,749)</b>	<b>(4,924)</b>	<b>(738,145)</b>	<b>(73,264)</b>	<b>(1,125,082)</b>	<b>(306,202)</b>	<b>(6,823)</b>	<b>(620,485)</b>	<b>(93,404)</b>	<b>(1,026,914)</b>		

Notes to the Core Financial Statements

**Income, Expenses, Gains and Losses**

	Restated 2020/2021		2021/2022	
	Surplus or Deficit on the Provision of Services £000	Other Comprehensive Income and Expenditure £000	Surplus or Deficit on the Provision of Services £000	Other Comprehensive Income and Expenditure £000
Interest revenue:				
▪ financial assets measured at amortised cost	(724)	0	(500)	0
▪ equity instruments measured at fair value through profit and loss	(52)	0	(35)	0
Dividend Income:				
▪ equity instruments measured at fair value through profit and loss	0	0	(844)	0
Gains or losses				
▪ financial assets measured at fair value	0	690	0	(1,783)
<b>Total interest and investment income</b>	<b>(776)</b>	<b>690</b>	<b>(1,379)</b>	<b>(1,783)</b>
<b>Interest expense and similar charges</b>	<b>18,054</b>	<b>0</b>	<b>15,615</b>	<b>0</b>

**Notes to the Core Financial Statements**

**Material Soft Loans**

Soft loans are those received at below market rate in support of the authority’s service priorities. The interest rate at which the fair value of this soft load has been arrived at is the PWLB certainty rate on a 25-year maturity loan at the point which the loan was received. During the year, the authority received a £5.175m loan which met these criteria. The funding will be used to develop brown field sites. The movements on material soft loan balances are:

	<b>31 March 2021</b>	<b>31 March 2022</b>
	<b>£000</b>	<b>£000</b>
	<b>Soft Loans</b>	
Opening carrying amount as at 1 April	0	11,896
Cash value of new loans made in year	20,000	5,175
Fair value adjustment on initial recognition	(8,104)	(2,574)
Increase in discounted amount due to passage of time	0	249
<b>Closing carrying amount as at 31 March</b>	<b>11,896</b>	<b>14,746</b>

**Financial Assets - Amortised Cost**

The Authority has reviewed its investments under the IFRS 9 standard. . Investments held at amortised cost meet the test of “Solely Payments of Principal and Interest (SPPI)”. All other treasury management investments held meet the test of “Solely Payments of Principal and Interest (SPPI)”. Such financial assets provide contractual cash flows to the Authority that are solely payments principal and interest on the outstanding principal in a manner consistent with a basic lending arrangement. Principal is defined as the fair value on initial recognition, less any repayments. Interest is defined as consideration for the time value of money and the credit risk and other basic lending risks inherent in the contract, plus reasonable administrative costs and profit margin.

Where the financial assets meet the SPPI test, the Authority’s business model is to collect cash flows over the whole of the instrument’s life, rather than managing the total return on the portfolio by both holding and selling the instrument. Sales before maturity are permitted within this business model but selling an instrument must be for reasons other than yield management. Consequently, all financial assets that are held for the purpose of collecting cash flows will be held at Amortised Cost.

Under IFRS 9 financial assets held at amortised cost are required to undergo a potential impairment loss calculation and the calculation of a loss allowance. For loans and investments, the loss allowance is equal to 12-month expected credit losses (ECLs) unless credit risk has increased significantly in which case it is equal to lifetime ECLs. As at 31 March 2022 the impairment loss allowance on an £166.255m of investments held at amortised cost was £12k.

**Notes to the Core Financial Statements**

	<u>31 March 2021</u>		<u>31 March 2022</u>	
	Restated Amortised Cost £000	Impairment Loss Provision £000	Amortised Cost £000	Impairment Loss Provision £000
Cash and Cash Equivalents	30,825	0	9,102	0
Fixed Term Deposits	36,050	9	88,585	6
Negotiable Instruments	27,678	0	51,104	6
Trade Receivables for goods and services provided	31,586	325	28,537	325
City Deal - Caerphilly's Share	239	0	239	0
<b>Total Financial Assets held at Amortised Cost</b>	<b>126,378</b>	<b>334</b>	<b>177,567</b>	<b>337</b>

The impairment loss provision excludes financial assets held with Central Government and Local Government. It also excludes equity investments that are measured at fair value through profit and loss.

**Financial Assets Fair Value Through Profit and Loss**

As at 31 March 2022, the Authority had two money market Sterling investment funds with a fair value of £40.001m. The funds have been valued at "Fair Value through Profit & Loss" (FVP&L) in accordance with IFRS 9. The investment funds do not provide contractual cash flows to the Authority that are solely payments principal and interest. There is no possibility of default on contractual payment and consequently there is no impairment loss allowance set aside.

	<u>31 March 2021</u>		<u>31 March 2022</u>	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
<b><i>Money Market Funds held at Fair Value Through Profit and Loss</i></b>				
Long term	0	0	0	0
Short term	40,001	40,001	40,015	40,015
	<b>40,001</b>	<b>40,001</b>	<b>40,015</b>	<b>40,015</b>

The investment funds are held for treasury management purposes and support the Authority's daily liquidity requirements. Money market funds are a useful investment instruments that are low risk and simultaneously enhance returns. Both money market funds are AAA rated by the main credit rating agencies and domiciled in the UK.

In accordance with European money markets reform both funds are categorised as Low Volatility Nat Asset Valuation Funds (LVNAV). As a result of the LVNAV categorisation the fair value of both money market funds is equivalent to the carrying amount.

**Notes to the Core Financial Statements**

**Investments in Equity Instruments designated at fair value through other comprehensive income**

As at 31<sup>st</sup> March 2022, the Authority held investments in the following funds which they have elected to value at fair value through other comprehensive income (FVOCI).

<b>Investments in equity instruments designated at fair value through other comprehensive income</b>	<b>31 March 2021</b>		<b>31 March 2022</b>	
	<b>Fair value</b>	<b>Dividends</b>	<b>Fair value</b>	<b>Dividends</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
CCLA Property Fund	9,310	0	10,944	396
Fundamentum REIT	0	0	981	16
Aegon Asset Management plc	0	0	2,478	126
Schroder Investment Management Ltd	0	0	2,759	177
Columbia Threadneedle Investments	0	0	2,375	49
Fidelity International	0	0	2,555	80
	<b>9,310</b>	<b>0</b>	<b>22,092</b>	<b>844</b>

**Fair Value of Financial Assets**

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

<b>Financial assets measured at fair value</b>				
<b>Recurring fair value measurements</b>	<b>Input level in fair value hierarchy</b>	<b>Valuation technique used to measure fair value</b>	<b>As at 31 March 2021 £000</b>	<b>As at 31 March 2022 £000</b>
<b><i>Fair Value Through Profit or Loss:</i></b>				
Equity shareholders in quoted UK companies	Level 2	Quoted prices other than quoted prices in Level 1	40,001	40,015
<b><i>Fair Value Through OCI:</i></b>				
Equity shareholders in quoted UK companies	Level 1	Market Price	9,310	22,092
<b>Total</b>			<b>49,311</b>	<b>62,107</b>

**Transfers between Levels of the Fair Value Hierarchy** - There were no transfers between input levels 1 and 2 during the year.

**Changes in the Valuation Technique** - There was no change in the valuation technique used during the year for the financial instruments.

**Fair Values of Assets and Liabilities that are not measured at Fair Value**

Except for the financial assets carried at fair value described in the preceding paragraphs all other financial liabilities, financial assets categorised as “held at amortised cost” and long-term debtors and creditors are carried in the Balance Sheet at amortised cost.

**Notes to the Core Financial Statements**

Our approach to providing the fair value of financial instruments is to use a market value for these instruments where possible or otherwise to use estimation techniques which involve data available in the market.

For financial assets with an available market these have been assessed by reference to the clean bid price at 31st March 2022 quoted via Bloomberg or directly from the Custodian as these are accurate sources of information on price.

For loans borrowed at 31st March 2022 we have estimated the fair values by discounting the instruments' contractual cash flows at an estimated market rate for local authority borrowing on the same remaining term to maturity. We use a market rate calculated from the prevailing swap rate plus a risk margin which has been estimated from inter local authority interest rates in the short term and the Transport for London bond yield in the long term. We have used these sources of data as we believe they offer the most accurate view of the market rate for a local authority. For periods in excess of 3 years, this market rate is between 0.1% and 0.4% lower than the PWLB (Public Works Loans Board) rate.

For LOBOs (Lenders Option Borrowers Option) loans with an amortised cost of £40.344m we have followed the above approach and added the value of the embedded options. The lender's options to propose an increase to the interest rate on the loan have been valued according to Bloomberg's proprietary model for Bermudan cancellable swaps. The borrower's contingent options to accept the increased rate or repay the loan have been valued at zero, on the assumption that lenders will only exercise their options when market rates have risen above the contractual loan rate.

The fair values of finance lease assets and liabilities and of PFI (Public Finance Initiative) scheme liabilities have been calculated by discounting the contractual cash flows (excluding service charge elements) at the appropriate AA corporate bond yield

It is our general view that in the case of short-term investments, the carrying value at the balance sheet date is a reasonable approximation of the fair value. For long term loans and deposits, we used similar calculations as for loans borrowed, using interest rates appropriate to the credit risk of the counterparty and the remaining term of the investment as a discount rate.

<b><u>Financial Assets held at Amortised Cost</u></b>	<b>Restated 31 March 2021</b>		<b>31 March 2022</b>	
	<b>Carrying amount</b>	<b>Fair value</b>	<b>Carrying amount</b>	<b>Fair value</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Investments	63,967	63,469	139,689	140,727
Long term debtors	2,187	2,187	2,312	2,312
	<b>66,154</b>	<b>65,656</b>	<b>142,001</b>	<b>143,039</b>

Short-term debtors and Cash and Cash Equivalents are not included as their fair value is close to their carrying amount.

**Financial Liabilities**

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

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



**Notes to the Core Financial Statements**

	<u>31 March 2021</u>		<u>31 March 2022</u>	
	Restated			
	Short term £000	Long term £000	Short term £000	Long term £000
Public Works Loan Board	(4,114)	(252,227)	(5,702)	(246,452)
Bank Loans	(563)	(40,344)	(563)	(40,343)
Other Loans	(247)	(15,060)	(558)	(19,407)
Private Finance Initiative Contracts	(2,080)	(26,284)	(2,201)	(24,256)
Lease Payables	(76)	(392)	(72)	(321)
Creditors - financial liabilities carried at contract amount	(45,353)	(6,465)	(60,895)	(3,026)
<b>Total Financial Liabilities measured at Amortised Cost</b>	<b>(52,433)</b>	<b>(340,772)</b>	<b>(69,991)</b>	<b>(333,805)</b>

The fair values are as follows:

	<u>Restated 31 March 2021</u>		<u>31 March 2022</u>	
	Carrying		Carrying	
	Amount £000	Fair Value £000	Amount £000	Fair Value £000
Financial liabilities	(312,555)	(434,803)	(313,025)	(243,798)
PFI and Finance Lease liabilities	(28,832)	(24,929)	(26,850)	(23,280)
Creditors	(51,818)	(50,700)	(63,921)	(63,921)
	<b>(393,205)</b>	<b>(510,432)</b>	<b>(403,796)</b>	<b>(330,999)</b>

**Analysis of Liabilities by maturity**

	<u>31 March 2021</u>	<u>31 March 2022</u>
	£000	£000
Maturing within 1 year	(52,433)	(69,991)
Maturing in 1 - 2 years	(9,304)	(9,252)
Maturing in 2 - 5 years	(12,349)	(13,686)
Maturing in 5 - 10 years	(35,849)	(36,023)
Maturing in 10 - 15 years	(10,467)	(79,743)
Maturing in 15 - 20 years	(142,428)	(61,891)
Maturing in 20 - 25 years	(35,858)	(38,694)
Maturing in 25 - 30 years	(9,977)	(9,977)
Maturing in 30 - 35 years	(50,196)	(50,196)
Maturing in 35 - 40 years	(14,000)	(14,000)
Maturing in 40 - 45 years	0	(10,000)
Maturing in 45 - 50 years	(20,344)	(10,343)
	<b>(393,205)</b>	<b>(403,796)</b>

**Notes to the Core Financial Statements**

31 March 2022				
<i><b>Recurring fair value measurements using:</b></i>	Quoted prices in active markets for identical assets (level 1) £000	Other significant observable inputs (level 2) £000	Significant unobservable inputs (level 3) £000	Total £000
<b><u>Financial liabilities</u></b>				
<i>Financial liabilities held at amortised cost:</i>				
Loans/borrowings	0	(243,798)	0	(243,798)
Short-term creditors	0	(63,921)	0	(63,921)
<i>PFI and finance lease liabilities</i>	0	(23,280)	0	(23,280)
<b>Total</b>	<b>0</b>	<b>(330,999)</b>	<b>0</b>	<b>(330,999)</b>
<b><u>Financial assets</u></b>				
Financial Assets held at Amortised Cost	0	140,727	0	140,727
Financial Assets held at Fair Value	22,092	0	0	22,092
Equity Instruments	0	40,015	0	40,015
<b>Total</b>	<b>22,092</b>	<b>180,742</b>	<b>0</b>	<b>202,834</b>

Restated 31 March 2021				
<i><b>Recurring fair value measurements using:</b></i>	Quoted prices in active markets for identical assets (level 1) £000	Other significant observable inputs (level 2) £000	Significant unobservable inputs (level 3) £000	Total £000
<b><u>Financial liabilities</u></b>				
<i>Financial liabilities held at amortised cost:</i>				
Loans/borrowings	0	(434,803)	0	(434,803)
Short-term creditors	0	(50,700)	0	(50,700)
<i>PFI and finance lease liabilities</i>	0	(24,929)	0	(24,929)
<b>Total</b>	<b>0</b>	<b>(510,432)</b>	<b>0</b>	<b>(510,432)</b>
<b><u>Financial assets</u></b>				
Financial Assets held at Amortised Cost	0	66,215	0	66,215
Financial Assets held at Fair Value		9,310		9,310
Equity Instruments	0	40,001	0	40,001
<b>Total</b>	<b>0</b>	<b>115,526</b>	<b>0</b>	<b>115,526</b>

Short term debtors and creditors are carried at cost as this is a fair approximation of their value. The fair value of the financial liabilities is higher than the carrying amount because the Authority's portfolio of loans includes several fixed rate loans where the interest rate payable is higher than the prevailing

**Notes to the Core Financial Statements**

rates at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31 March 2022) arising from a commitment to pay interest to lenders above current market rates.

As at 31 March 2022, short- and long-term financial assets included fixed term deposits valued at Amortised Cost.

The Authority also held negotiable instruments that included corporate bonds, CDs and Government securities. These are held at amortised cost in accordance with the Authority’s business model for managing investments. Negotiable instruments are tradeable in the financial markets and the price of such investments are quoted in the secondary money markets. For disclosure purposes, the price for negotiable instruments has been obtained and a fair value has been calculated as at 31 March 2022. The Authority had two money market investments that are held with short-term investments and categorised as an Equity Instrument and subsequently measured at Fair Value through Profit and Loss. The Authority had no liabilities measured at Fair Value through Profit or Loss at 31 March 2022.

The fair value for financial liabilities and financial assets that are not measured at fair value included in level 2 in the table above have been arrived at using other significant observable inputs. With respect to LOBO loans the observable inputs were the effective interest rate calculation, whereas PWLB loans were measured at cost plus accrued interest. For both liabilities there is no active market where a quoted price could be obtained.

The following assumptions have been used:

<b>Financial assets</b>	<b>Financial liabilities</b>
<ul style="list-style-type: none"> <li>▪ no early repayment or impairment is recognised</li> <li>▪ for fixed term investments the carrying amount of assets is assumed to be the approximate to fair value, and the contractual interest rate is taken to be the discount rate. Accrued interest has been included to the nominal amount in order to determine the fair value. These have been categorised as Investments Held at Amortised Cost.</li>   <li>▪ the fair value of trade and other receivables is taken to be the invoiced or billed amount.</li>   <li>▪ the fair value of negotiable instruments held at amortised cost that comprise various types of investment bonds have been valued at the mid-market price as quoted on 31 March 2022 for disclosure purposes only. Accrued interest has also been taken into consideration using the amortisation method.</li> </ul>	<ul style="list-style-type: none"> <li>▪ no early repayment is recognised</li>   <li>▪ Estimated ranges of discount rates for liabilities at 31 March 2022 were of 0.048% to 2.113% for loans from the PWLB and the Market and applied with reference to the number of years outstanding to the maturity date.</li>   <li>▪ The fair values for financial liabilities (PWLB debt and market debt) have been determined in line with Fair Value calculation tables provided to our Treasury Advisors, Arlingclose.</li> </ul>

**Nature and Extent of Risks arising from Financial Instruments**

The Authority’s activities expose it to a variety of financial risks:

- Credit risk – the possibility that other parties fail to pay amounts due to the Authority.
- Liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments.

## Notes to the Core Financial Statements

- Re-financing risk – the possibility that the Authority may be required to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- Market risk – the possibility that financial loss may arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by Council in the annual treasury management strategy, and compliance with the CIPFA Prudential Code of Practice, the CIPFA Treasury Management Code of Practice, and Investment Guidance issued under the Local Government Act 2003. The Authority provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash (short-term and long-term). These are required to be reported and approved at or before the Authority's annual Council Tax setting budget or before the start of the year to which they relate. These items are reported with the Treasury Management Annual Strategy ("the Annual Strategy") that outlines the detailed approach to managing risk in relation to the Authority's financial instrument exposure. Actual performance is also reported annually to Members.

The "2020/21 Treasury Management Annual Strategy (including Prudential Indicators)" was approved by Council on 20 February 2020 and is available on the Authority's website.

### Credit risk

Credit risk arises from deposits with banks, building societies and corporates, as well as credit exposures to the Authority's customers. Deposits are not made with counterparties unless they meet the minimum credit ratings as prescribed in the Annual Investment Strategy. The strategy employed for 2021/2022 allowed officers to place surplus funds with banks, building societies, corporates, sovereign bonds, the Debt Management Office (DMO) (the UK Government) (T-Bills and the DMADF) and other local authorities using a credit criteria that coincided with the Authority's attitude to risk. Customers are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Authority.

Details of the Investment Strategy can be found on the Authority's website. The key areas of the Investment Strategy are that the minimum criteria for investment counterparties include:

- Credit ratings of Short Term of F2, Long Term BBB (Fitch or equivalent rating), and non-UK Sovereign rating of AAA
- Debt Management Office (Debt Management Account Deposit Facility) (DMADF)
- Debt Management Office – Treasury Bills
- Local Authorities
- AAA rated Money Market Funds
- Corporates

The Authority's maximum exposure to credit risk in relation to its investments in financial institutions will vary according to credit ratings assigned by the three main credit rating agencies and cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution.

The following analysis summarises the Authority's potential maximum exposure to credit risk on financial assets, based on experience of default and un-collectability over the last five financial years, adjusted to reflect current market conditions.

**Notes to the Core Financial Statements**

<b>Total Expected Credit Loss</b>	<b>Restated</b>		<b>31 March 2022</b>	
	<b>31 March 2021</b>		<b>31 March 2022</b>	
Restated	<b>Long-Term</b>	<b>Short-term</b>	<b>Long-Term</b>	<b>Short-Term</b>
Credit Rating	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
A+	0	9	2	4
A	0	0	1	2
A-	0	3	1	1
BBB+	0	0	0	2
Debtors	0	27	0	27
	<u>0</u>	<u>39</u>	<u>4</u>	<u>36</u>

The Authority's deposits are placed either directly with the counterparty or indirectly with the counterparty via London money market brokers. At 31 March 2022, the Authority's long-term and short-term investments, and cash and cash equivalents were deposited with UK and non-UK counterparties in accordance with the approved treasury management Annual Investment Strategy. No credit limits were exceeded during the year and the Authority does not expect any losses from non-performance by any of its counterparties in relation to deposits. The Authority does not generally allow credit for customers and the amount past due (but not impaired) as at the year-end can be analysed by age as follows:

	<b>31 March</b>	<b>31 March</b>
	<b>2021</b>	<b>2022</b>
	<b>£000</b>	<b>£000</b>
Three to six months	1,616	1,969
Six months to one year	741	2,492
More than one year	2,311	3,065
	<u>4,668</u>	<u>7,526</u>

Trade receivables are normally written off to the Surplus or Deficit on Provision of Services when overdue, but steps are taken to collect sums owing until all economic avenues have been explored.

**Liquidity risk**

As the Authority has ready access to borrowings from the Public Works Loans Board (PWLB), there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The strategy is to ensure the maturity profile is as smooth as possible through a combination of careful planning of new loans taken out and (where economically advantageous to do so) making early repayments.

**Refinancing and Maturity Risk**

The Authority maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Authority relates to managing the exposure to replacing financial instruments as they mature. The risk relates to both the maturing of longer-term financial liabilities and longer-term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this

**Notes to the Core Financial Statements**

risk. The Council approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

- Monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- Monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Authority's day to day cash flow needs and for monitoring the spread of longer-term investments, to ensure stability of maturities and returns for longer term cash flow needs.

The maturity analysis of debt outstanding with the PWLB and market loans is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period (approved by Council in the Treasury Management Strategy 2021/2022):

<b>Prudential Indicator Analysis</b>						
<b>Period</b>	<b>Minimum</b>	<b>Maximum</b>	<b>31 March 2021</b>		<b>31 March 2022</b>	
			<b>£000</b>		<b>£000</b>	
<12 Months	0%	35%	4,924	2%	6,823	2%
1-2 Years	0%	40%	1,678	1%	3,884	1%
2-5 Years	0%	50%	5,345	2%	6,279	2%
5-10 Years	0%	75%	21,523	13%	97,713	31%
>10 Years	0%	95%	280,205	82%	198,327	64%
			313,675	100%	313,026	100%

**Market risk**

**Interest rate risk**

The Authority is exposed to significant risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Authority.

For illustration, a rise in interest rates would have the following effects:

- For borrowings at variable rates the interest expense charged to the Comprehensive Income and Expenditure Account will rise;
- For borrowings at fixed rates the fair value of the borrowings will fall (no impact on revenue balances);
- For investments at variable rates the interest income credited to the Comprehensive Income and Expenditure Account will rise;
- For investments at fixed rates the fair value of the assets will fall (no impact on revenue balances).

Borrowings are not carried at fair value (but are carried on the Balance Sheet at amortised cost) so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the Council Fund Balance pound for pound. Movements in fair value of Equity Instrument investments will be reflected in Other Comprehensive Income and Expenditure.

The Authority has strategies for managing interest rate risk. Its policy is to aim to keep a maximum of 30% of its borrowings in variable rate loans when interest rate levels are favourable. However, as at 31 March 2022, the Authority had £20m held in variable rate bank notice accounts. During periods of falling interest rates and where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses. The risk of loss is mitigated by the fact that a proportion of

**Notes to the Core Financial Statements**

government grant payable on financing costs will normally move with prevailing interest rates for the Authority's cost of borrowing and provide compensation for a proportion of any higher costs.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget quarterly during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out should be fixed or variable.

The approved Treasury Management Strategy for 2021/2022 has enabled officers to place surplus cash flow funds with financial institutions and corporates and has resulted in enhanced investment returns in comparison to previous financial years. According to the investment strategy, if interest rates had been 1% higher at 31 March 2022, with all other variables held constant, the financial effect would be:

	<b>£000</b>
Increase in interest payable on variable rate borrowings	4,845
Increase in interest receivable on variable rate investments	200
Decrease in fair value of investments held at FVPL	0
Impact on Surplus or Deficit on the Provision of Services	<b>5,045</b>
Decrease in fair value of investments held at FVOCI	10
Impact on Surplus or Deficit on Provision of Services	<b>10</b>
Decrease in fair value of fixed rate investment assets	612
Impact on Surplus or Deficit on Provision of Services	<b>612</b>

The impact of a 1% fall in interest rates would result in a similar variance, but with the movements reversed. The calculation is based on the PWLB discount rate used in the original fair value calculation, plus or minus 1%.

**Covered Bond Investments**

As at 31 March 2022, the Authority's long-term investments included covered bonds. Covered bonds are debt securities issued by a bank or mortgage institution and collateralised against a pool of ring-fenced assets that, in case of failure of the issuer, the investor can recover the investment by making a claim against the pool of ring-fenced assets.

**15. Retirement Benefits**

As part of the terms and conditions of employment of its officers, the Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Authority participates in two post-employment schemes:

- **The Local Government Pension Scheme, the Greater Gwent (Torfaen) Pension Scheme.**  
 The scheme is a funded defined benefit final salary scheme, administered by Torfaen County Borough Council. The Authority and employees pay contributions into a fund calculated at a level intended to balance the pensions' liabilities with investment assets. Contribution rates are set by the Superannuation Regulations to meet 100% of the overall liabilities of the fund over a period of time, with necessary contribution increases being phased in. The Authority is responsible for all pension payments relating to added years benefits it has awarded, together with the related increases.

**Notes to the Core Financial Statements**

	2020/2021		2021/2022	
	£m	% of pensionable pay	£m	% of pensionable pay
Employer's contribution paid	25.302	21.50	26.543	21.50
Added years paid	1.017	0.86	0.963	0.78

- The Teachers' Pension Scheme.** This is a defined benefit scheme, administered by the Department for Education. The scheme is unfunded and as it is not possible for the Authority to identify its share of the underlying liabilities of the scheme attributable to its own employees, it is being accounted for as a defined contribution scheme, i.e. the cost charged to Cost of Services in the year is the cost of the employer contributions to the scheme. A "notional fund" is used as the basis for calculating the employers' contribution rate paid by each local education authority. In addition, the Authority is responsible for all pension payments relating to added years that have been awarded, together with the related increases.

	2020/2021		2021/2022	
	£m	% of pensionable pay	£m	% of pensionable pay
Employer's contribution paid (% change from 1.9.19)	14.294	23.68	14.872	23.68
Added years paid	1.722	2.85	1.678	2.67

**Former Authorities' Liability**

The former authorities' liability exists in respect of previous year's decisions to fund the pension benefits of employees of the former Glamorgan County Council, Mid Glamorgan County Council and Rhymney Valley District Council whose pension benefits are currently funded by the Rhondda Cynon Tâf County Borough Council Pension Fund. This has been included within the Authority's accounts as part of the required IAS 19 accounting disclosures. Actuarial assumptions are based upon the Rhondda Cynon Tâf County Borough Council Pension Fund.

Further information and the actuarial report are available on request from the Director of Finance, Rhondda Cynon Tâf County Borough Council, The Pavilions, Cambrian Park, Clydach Vale, Tonypanyd CF40 2XX.

**Unfunded Teachers Pensions Liability**

This liability exists in respect of unfunded Teachers' Discretionary Benefits paid to the former Authority employees by the Greater Gwent (Torfaen) Pension Fund. This has been included within the Authority's accounts as part of the required IAS 19 accounting disclosures. Actuarial assumptions are based upon the Greater Gwent (Torfaen) Pension Fund.

**Transactions Relating to Post-employment Benefits**

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment / retirement benefits is reversed out of the Council Fund and the Housing Revenue Account via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Council Fund Balance via the Movement in Reserves Statement during the year:



**Notes to the Core Financial Statements**

	<b>Local Government Pension Scheme</b>		<b>Discretionary Benefits Arrangements</b>	
	<b>2020/2021</b>	<b>2021/2022</b>	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Comprehensive Income and Expenditure Statement:</b>				
<b>Cost of Services</b>				
<i>Service cost comprising:</i>				
• current service cost	40,918	65,158	0	0
• past service costs	12	(1,160)	41	0
• (gain)/loss from settlements/curtailments	0	0	0	0
• administration expenses	586	606	0	0
<i>Financing and Investment Income and Expenditure</i>				
• net interest expense	11,226	13,749	728	684
<i>Total Post Employment Benefits charged to the Surplus or Deficit on Provision of Services</i>	<b>52,742</b>	<b>78,353</b>	<b>769</b>	<b>684</b>
<i>Other Post Employment Benefits charged to the Comprehensive Income and Expenditure Statement</i>				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
• return on plan assets (excluding the amount included in the net interest expense)	(198,123)	(36,587)	0	0
• actuarial (gains) / losses arising on changes in demographic assumptions	20,651	(9,169)	463	(352)
• actuarial (gains) / losses arising on changes in financial assumptions	348,623	(118,462)	3,994	(1,150)
• actuarial (gains) / losses - experience	(10,378)	2,065	(915)	(718)
<i>Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</i>	<b>213,515</b>	<b>(83,800)</b>	<b>4,311</b>	<b>(1,536)</b>
	<b>Local Government Pension Scheme</b>		<b>Discretionary Benefits Arrangements</b>	
	<b>2020/2021</b>	<b>2021/2022</b>	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Movement in Reserves Statement:</b>				
• reversal of net charges made to the Surplus or Deficit on Provision of Services for post employment benefits in accordance with the Code	(52,742)	(78,353)	(769)	(684)
<i>Actual Amount Charged Against the Council Fund Balance for Pensions in the Year:</i>				
• employers' contributions payable to the scheme	25,714	26,480	2,058	1,962

Further information can be found in the Greater Gwent (Torfaen) Pension Fund's Annual Report, which is available upon request from the Director of Finance, County Borough of Torfaen, Civic Centre, Pontypool, NP4 6YB.

**Notes to the Core Financial Statements**

**Actuarial Gains and (Losses) relating to Pensions**

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to 31 March 2022 is a loss of £161.034m (£306.557m loss to 31 March 2021).

**Pensions Assets and Liabilities Recognised in the Balance Sheet:**

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plans is as follows:

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
<b>Present value of the defined benefit obligation:</b>		
• Local Government Pension Scheme	(1,585,245)	(1,535,049)
• Former Authorities' Liability	(5,813)	(5,252)
• Teachers' Unfunded Discretionary Pension	(29,084)	(26,147)
<b>Fair value of plan assets:</b>		
• Local Government Pension Scheme	916,877	975,801
<b>Net liability arising from defined benefit obligations</b>	<b>(703,265)</b>	<b>(590,647)</b>

**Impact on the Council's Cash Flows**

The funded nature of the LGPS requires the Employer and its employees to pay contributions into the fund, calculated at a level intended to balance the pension liabilities with investment assets. The Fund's 'funding target' is to achieve and maintain a funding level of 100% of liabilities. The maximum deficit recovery period has been set at 25 years. At each Actuarial Valuation, a contribution rate is set to meet the funding target over the deficit recovery period.

The latest Actuarial Valuation as at 31 March 2019 covers the contribution rates from 1 April 2020 until 31 March 2023. The rates will remain at a minimum of 21.5% for the first two years and increase to a minimum 22.5% for the final year.

Consequently, whilst there is a significant shortfall (liability) between the benefits earned by past and current employees and the resources the Council has set aside to meet them, the statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary. The total contribution that the Authority expects to make to the Local Government Pension Scheme in the year to 31 March 2023 is £27.25m.

**Notes to the Core Financial Statements**

**Reconciliation of Present Value of Scheme Liabilities (Defined Benefit Obligation):**

	<u>2021/2022</u>			<b>Total £000</b>
	<b>Greater Gwent Scheme £000</b>	<b>Former Authorities Liability £000</b>	<b>Unfunded Teachers' Pension £000</b>	
<b>Opening balance at 1 April</b>	1,585,245	5,813	29,084	1,620,142
Current service cost	65,764	0	0	65,764
Interest cost	32,113	117	567	32,797
Contributions by scheme participants	7,511	0	0	7,511
Remeasurement (gains) and losses:				
• Actuarial (gains) / losses arising from changes in demographic assumptions	(9,169)	(96)	(256)	(9,521)
• Actuarial (gains) / losses arising from changes in financial assumptions	(118,462)	(113)	(1,037)	(119,612)
• Actuarial (gains) / losses - experience	2,065	21	(739)	1,347
Past service costs	0	0	0	0
Losses / (gains) on curtailment	0	0	0	0
Benefits paid	(30,018)	(490)	(1,472)	(31,980)
<b>Closing balance at 31 March</b>	<b>1,535,049</b>	<b>5,252</b>	<b>26,147</b>	<b>1,566,448</b>

	<u>2020/2021</u>			<b>Total £000</b>
	<b>Greater Gwent Scheme £000</b>	<b>Former Authorities Liability £000</b>	<b>Unfunded Teachers' Pension £000</b>	
<b>Opening balance at 1 April</b>	1,179,529	6,441	26,203	1,212,173
Current service cost	41,504	0	0	41,504
Interest cost	27,333	143	585	28,061
Contributions by scheme participants	7,252	0	0	7,252
Remeasurement (gains) and losses:				
• Actuarial (gains) / losses arising from changes in demographic assumptions	20,651	0	463	21,114
• Actuarial (gains) / losses arising from changes in financial assumptions	348,623	371	3,623	352,617
• Actuarial (gains) / losses - experience	(10,378)	(662)	(253)	(11,293)
Past service costs	12	41	0	53
Losses / (gains) on curtailment	0	0	0	0
Benefits paid	(29,281)	(521)	(1,537)	(31,339)
<b>Closing balance at 31 March</b>	<b>1,585,245</b>	<b>5,813</b>	<b>29,084</b>	<b>1,620,142</b>

Liabilities are valued on an actuarial basis using the projected unit method, which assesses the future liabilities of the Fund discounted to their present value.

Notes to the Core Financial Statements

	Greater Gwent Scheme		Former Authorities Liability		Unfunded Teachers' Pension	
	2020/2021 £000	2021/2022 £000	2020/2021 £000	2021/2022 £000	2020/2021 £000	2021/2022 £000
<b>Opening fair value of scheme assets</b>	698,962	916,877	0	0	0	0
Interest Income	16,107	18,364	0	0	0	0
Remeasurement gain/(loss)						
• return on plan assets, excluding the amount included in net interest expense	198,123	36,587	0	0	0	0
• member contributions	7,252	7,511	0	0	0	0
Contributions from employer	25,242	26,039	521	490	2,009	1,913
Benefits paid	(28,809)	(29,577)	(521)	(490)	(2,009)	(1,913)
Administration expenses			0		0	0
<b>Closing fair value of scheme assets</b>	<b>916,877</b>	<b>975,801</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Local Government Pension Scheme assets comprised:**

	31 March 2021				31 March 2022			
	Quoted prices in active markets £000	Quoted prices not in active markets £000	Total £000	% of total assets	Quoted prices in active markets £000	Quoted prices not in active markets £000	Total £000	% of total assets
<b>Equity Securities:</b>								
Consumer	24,688	0	24,688	3%	0	0	0	0%
Manufacturing	27,010	0	27,010	3%	0	0	0	0%
Energy and Utilities	22,538	0	22,538	2%	0	0	0	0%
Financial Institutions	30,362	0	30,362	3%	0	0	0	0%
Health and Care	13,068	0	13,068	1%	0	0	0	0%
Information Technology	13,838	0	13,838	2%	0	0	0	0%
Other	4,112	0	4,112	0%	0	0	0	0%
<b>Real Estate:</b>								
UK Property	0	23,076	23,076	3%	0	20,721	20,721	2%
Overseas Property	0	0	0	0%	0	0	0	0%
<b>Investment Funds and Unit Trusts:</b>								
Equities	0	529,678	529,678	58%	0	726,219	726,219	74%
Bonds	0	153,835	153,835	17%	0	139,787	139,787	14%
Other	0	66,614	66,614	7%	0	85,915	85,915	9%
<b>Cash and Cash Equivalents:</b>								
All	0	8,058	8,058	1%	0	3,159	3,159	1%
	135,616	781,261	916,877	100%	0	975,801	975,801	100%

**Notes to the Core Financial Statements**

**Basis for Estimating Scheme Assets and Liabilities**

The calculation of these assets, liabilities and costs requires the actuary to make several assumptions relating to returns on investments, future inflation, pay and pension levels and rates of mortality. For the year ended 31 March 2022, the discount rate has been calculated as a weighted average of “spot yields” on AA rated corporate bonds. These weightings reflect more accurately the duration of the pension liabilities of the typical LGPS employer.

Changes to the Local Government Pension Scheme permit employees retiring on or after 6 April 2006 to take an increase in their lump sum payment on retirement in exchange for a reduction in their future annual pension. The actuaries assumed that 50% of employees retiring after 6 April 2020 would take advantage of this change to the pension scheme. The actuaries have advised that this has resulted in the pension liabilities being greater than if a higher take up of lump sums had occurred. The actuary has confirmed that each 5% increase (decrease) in the assumed commutation take-up rate would typically reduce (increase) the value of the liabilities by between 0.1% and 0.25%.

The principal assumptions used by the actuary have been:

	Local Government Pension Scheme		Former Authorities' Liability		Teachers' Pension Scheme	
	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
Long-term expected rate of return on scheme assets:	2.0%	2.7%	n/a	n/a	n/a	n/a
<i>Mortality assumptions:</i>						
Longevity at 65 for current pensioners:						
- Men	20.7	20.5	21.8	21.6	20.7	20.5
- Women	23.4	23.2	24.1	23.9	23.4	23.2
Longevity at 65 for future pensioners:						
- Men	22.1	21.8	n/a	n/a	n/a	n/a
- Women	25.4	25.1	n/a	n/a	n/a	n/a
Rate of inflation	2.85%	3.2%	2.7%	3.1%	2.85%	3.20%
Rate of increase in salaries	3.2%	3.5%	n/a	n/a	3.2%	3.5%
Rate of increase in pensions	2.9%	3.2%	2.7%	3.1%	2.9%	3.2%
Rate for discounting scheme liabilities	2.0%	2.7%	2.1%	2.8%	2.0%	2.7%
Take-up of option to convert annual pension into retirement lump sum	50.0%	50.0%	n/a	n/a	n/a	n/a

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

**Notes to the Core Financial Statements**

<b><i>Impact on the Defined Benefit Obligation in the Greater Gwent (Torfaen) Pension Scheme</i></b>	<b>Increase in obligation</b>	<b>Decrease in obligation</b>
	<b>£000</b>	<b>£000</b>
Rate of increase in pension rate (increase by 0.1%)	28,590	0
Rate of increase in salaries (increase by 0.1%)	3,751	0
Rate for discounting scheme liabilities (decrease by 0.1%)	32,594	0

*It is estimated that a one year increase in life expectancy would increase the Employer's Defined Benefit Obligation by approximately 3-5%*

**16. Private Finance Initiative (PFI) Transactions**

The Authority entered into two contracts under Private Finance Initiative arrangements, one with the Machrie Consortium for the provision of two replacement schools (Ysgol Gyfun Cwm Rhymni and Lewis School Pengam), and one with S.E.W. Ltd for the provision of a road (Sirhowy Enterprise Way).

Under both contracts, the relevant consortium has the responsibility for the design, build, finance and operation of the assets for a period of 30 years, commencing in September 2002 for the schools and December 2005 for the road. For the schools, this includes the provision of all ancillary services, although the Authority retains responsibility for educational, pastoral and financial arrangements. The Authority leases each school site to the Consortium and, upon expiry of the contract term (September 2032), has the option of re-tendering the provision of services. If the option is not taken, the assets will transfer to the Authority.

The Authority continues to own the land on which the road is built and, in consideration of a payment of £1, permits access to the land to S.E.W. Ltd, for the purposes of building and operating the road, for the lifetime of the contract. At the expiry of the contract term, the Authority has the option of extending the contract. If this option is not taken, the asset reverts to the ownership of the Authority.

The assets identified in the PFI contracts have been recognised in the Authority's Balance Sheet. Movements in their value over the year are detailed in the analysis of the movement on the Property, Plant and Equipment balance in Note 24.

**Notes to the Core Financial Statements**

	31 March 2021			31 March 2022		
	Road £000	Schools £000	Total £000	Road £000	Schools £000	Total £000
<b>Gross PFI Liabilities are due:</b>						
Payable in 2022/2023	2,638	1,658	4,296	2,621	1,599	4,220
Payable within 2 to 5 years	9,406	6,816	16,222	8,947	6,980	15,927
Payable within 6 to 10 years	9,402	9,287	18,689	7,238	9,469	16,707
Payable within 11 to 15 years	522	2,724	3,246	524	779	1,303
<b>Total Gross Liabilities</b>	<b>21,968</b>	<b>20,485</b>	<b>42,453</b>	<b>19,330</b>	<b>18,827</b>	<b>38,157</b>
<b>Net PFI Liabilities are due:</b>						
Payable in 2022/2023	1,374	706	2,080	1,499	702	2,201
Payable within 2 to 5 years	5,569	3,533	9,102	5,663	3,962	9,625
Payable within 6 to 10 years	7,357	6,905	14,262	5,860	7,581	13,441
Payable within 11 to 15 years	421	2,499	2,920	461	729	1,190
<b>Total Net Liabilities</b>	<b>14,721</b>	<b>13,643</b>	<b>28,364</b>	<b>13,483</b>	<b>12,974</b>	<b>26,457</b>
<b>Finance charges allocated to future periods</b>	<b>(7,247)</b>	<b>(6,842)</b>	<b>(14,089)</b>	<b>(5,847)</b>	<b>(5,853)</b>	<b>(11,700)</b>
<b>Reconciliation between Net Book Values of PFI Assets held under PFI schemes:</b>						
Net Liability (as above)	14,721	13,643	28,364	13,483	12,974	26,457
Additions	0	1,355	1,355	0	1,355	1,355
Revaluations and impairments	0	10,694	10,694	0	10,374	10,374
Repayments/ Amortisation of capital sum	22,042	7,559	29,601	23,280	8,228	31,508
Accumulated Depreciation	(12,865)	(5,918)	(18,783)	(12,865)	(5,918)	(18,783)
<b>Net Book value of PFI Assets</b>	<b>23,898</b>	<b>27,333</b>	<b>51,231</b>	<b>23,898</b>	<b>27,013</b>	<b>50,911</b>

The Authority receives funding from the Welsh Government to meet the costs of the unitary charge payments. However, the scheduling of the funding is such that it differs annually during the period of the PFI contract, from that applying to the payments to the consortia. Whilst the funding profile of the road scheme generally follows that of the unitary charge payments, that of the schools' scheme differs markedly, with the funding reducing annually over the period of the contract, whilst unitary charge payments increase annually over the same period. The result of the variance in these funding and expenditure profiles means that the funding received by the Authority in the early years of the contracts will exceed that required to meet the unitary charge, whilst subsequently, until the expiry of the contract term, the opposite will be true. As a result, the Authority has agreed that the initial funding "surpluses" will be set aside, to provide for the subsequent funding shortfalls, and is holding such funds as an earmarked reserve to meet future PFI liabilities (see note 42).

The balance held on this reserve and the movements during the financial year are as detailed below:

	2020/2021 £000	2021/2022 £000
Balance brought forward	(9,873)	(9,647)
<b>Amounts (set aside) / taken in year:</b>		
Schools	13	189
Road	213	(232)
	<b>(9,647)</b>	<b>(9,690)</b>

**Notes to the Core Financial Statements**

**Future commitments for PFI Schemes**

The Authority is committed to making the following payments for PFI obligations:

	<b>Reimbursement of</b>			
	<b>Payment for Services £000</b>	<b>Capital Expenditure £000</b>	<b>Interest £000</b>	<b>Total £000</b>
<b>Road</b>				
Payable in 2022/2023	1,896	1,499	1,122	4,517
Payable within 2 to 5 years	8,417	5,663	3,284	17,364
Payable within 6 to 10 years	11,173	5,860	1,378	18,411
Payable within 11 to 15 years	3,304	461	63	3,828
	<b>24,790</b>	<b>13,483</b>	<b>5,847</b>	<b>44,120</b>
<b>School</b>				
Payable in 2022/2023	3,203	702	897	4,802
Payable within 2 to 5 years	13,279	3,962	3,018	20,259
Payable within 6 to 10 years	18,422	7,581	1,888	27,891
Payable within 11 to 15 years	1,668	729	50	2,447
	<b>36,572</b>	<b>12,974</b>	<b>5,853</b>	<b>55,399</b>

**17. Operating Leases**

**Authority as Lessee**

The Authority leases various buildings for the provision of services and for administrative purposes, which have been accounted for as operating leases. The rentals payable to lessors under such leases amounted to £967,250 in 2021/2022, (£1,089,964 in 2020/2021) and were charged to the relevant service area in the Comprehensive Income and Expenditure Statement.

Minimum lease payments due under non-cancellable operating leases in future years are:

	<b>2020/2021</b>		<b>2021/2022</b>	
	<b>Land &amp; Buildings £000</b>	<b>Total £000</b>	<b>Land &amp; Buildings £000</b>	<b>Total £000</b>
Not later than one year	886	886	739	739
Later than one year and not later than five years	2,981	2,981	2,768	2,768
Later than five years	10,316	10,316	9,218	9,218
	<b>14,183</b>	<b>14,183</b>	<b>12,725</b>	<b>12,725</b>

**Authority as Lessor**

The Authority has granted leases of land and buildings to various entities for periods of between 1 year and 30 years for the provision of community services, such as facilities, tourism services and community centres and for economic development purpose to provide suitable affordable accommodation for local businesses, with such arrangements being accounted for as operating leases. In addition, the Authority has also granted peppercorn leases (rentals of £1 per annum) of community halls, playing fields, pavilions etc. to voluntary organisations, community groups and other similar bodies for periods of between 1 year and 199 years. Such arrangements have been accounted for as operating leases.



**Notes to the Core Financial Statements**

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

	2020/2021			2021/2022			
	Industrial Units £000	Other Land & Buildings		Industrial Units £000	Other Land & Buildings		Total £000
		£000	£000		£000	£000	
Not later than one year	120	548	668	99	581	680	
Later than one year and not later than five years	480	2,071	2,551	432	1,959	2,391	
Later than five years	72	2,247	2,319	0	2,209	2,209	
	<b>672</b>	<b>4,866</b>	<b>5,538</b>	<b>531</b>	<b>4,749</b>	<b>5,280</b>	

**18. Members' Allowances**

The total value of Members' Allowances payments in 2021/2022 was £1,294,824 (£1,288,680 in 2020/2021). More detailed information on Members' Allowances can be obtained from the Head of People Management & Development, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG, or from the Authority's website via the following link- <https://www.caerphilly.gov.uk/My-Council/Councillors-and-committees/Salaries,-expenses-and-allowances>

**19. Officers' Emoluments**

The number of employees (excluding those employees who are listed separately overleaf) whose remuneration, excluding employer's pension contributions, was £60,000 or more in bands of £5,000, during the year ended 31 March 2022 were:

<u>2021/2022</u> Remuneration Band	<u>Number of employees</u>			Left in year
	School based	Non-School based	Total	
£60,000 - £64,999	53	29	82	0
£65,000 - £69,999	17	3	20	0
£70,000 - £74,999	9	4	13	0
£75,000 - £79,999	9	2	11	0
£80,000 - £84,999	3	0	3	1
£85,000 - £89,999	4	1	5	1
£90,000 - £94,999	5	1	6	0
£95,000 - £99,999	2	0	2	0
£100,000 - £104,999	0	7	7	0
£105,000 - £109,999	3	0	3	0
	<b>105</b>	<b>47</b>	<b>152</b>	<b>2</b>

*Of the leavers in the year, one was school based and one was non-school based. The numbers also include employees at a voluntary aided school.*

**Notes to the Core Financial Statements**

---

<u>2020/2021</u>	<u>Number of employees</u>			<u>Left in year</u>
	<u>School based</u>	<u>Non-School based</u>	<u>Total</u>	
Remuneration Band				
£60,000 - £64,999	40	13	53	2
£65,000 - £69,999	15	2	17	0
£70,000 - £74,999	14	3	17	2
£75,000 - £79,999	7	1	8	0
£80,000 - £84,999	4	0	4	0
£85,000 - £89,999	4	1	5	0
£90,000 - £94,999	2	0	2	0
£95,000 - £99,999	2	7	9	2
£100,000 - £104,999	1	3	4	0
£105,000 - £109,999	1	0	1	0
	<b>90</b>	<b>30</b>	<b>120</b>	<b>6</b>

*Of the in-year leavers, four were school based and two were non-school based. The numbers also include employees at a voluntary aided school.*

---

In accordance with the Accounts and Audit (Wales) Regulations 2014, the following tables show the remuneration and components of remuneration for statutory chief officers and designated heads of paid service that have responsibility for the management of the Authority and have the ability to control the major activities of the Authority – particularly in relation to activities involving expenditure of money.

**Notes to the Core Financial Statements**

<b>2021/2022</b>					
<b>Post</b>	<b>Salary £</b>	<b>Expenses / other payments £</b>	<b>Total Remuneration excluding Employer's Pension Contributions £</b>	<b>Employer's Pension Contributions at 21.5% £</b>	<b>Total Remuneration including Employer's Pension Contributions £</b>
Chief Executive *a	146,848	0	<b>146,848</b>	27,456	<b>174,304</b>
Corporate Director - Social Services & Housing *b	136,037	0	<b>136,037</b>	29,248	<b>165,285</b>
Corporate Director - Economy & Environment	132,080	0	<b>132,080</b>	28,397	<b>160,477</b>
Corporate Director - Education & Corporate Services *c	132,920	0	<b>132,920</b>	25,546	<b>158,466</b>
Head of Financial Services & S151 Officer *d	101,303	0	<b>101,303</b>	11,884	<b>113,187</b>
Assistant Director - Social Services & Housing (Adult Services)*e	102,090	0	<b>102,090</b>	22,265	<b>124,355</b>
Assistant Director - Social Services & Housing (Children Services)*f	102,090	0	<b>102,090</b>	22,265	<b>124,355</b>
Head of Housing *g	31,719	0	<b>31,719</b>	3,820	<b>35,539</b>
	<b>885,087</b>	<b>0</b>	<b>885,087</b>	<b>170,881</b>	<b>1,055,968</b>

\*a In addition to those payments listed above, the Chief Executive received Returning Officer expenses during the year to 31 March 2022 of £11,231 in respect of a combined election for the Police and Crime Commissioner and Senedd Members.

\*b In addition to those payments listed above, the Corporate Director - Social Services & Housing received Returning Officer expenses during the year to 31 March 2022 of £550 in respect of a combined election for the Police and Crime Commissioner and Senedd Members. The Corporate Director also received additional salary of £3,898 whilst temporarily acting as Chief Executive.

\*c In addition to those payments listed above, the Corporate Director - Education & Corporate Services received Returning Officer expenses during the year to 31 March 2022 of £550 in respect of a combined election for the Police and Crime Commissioner and Senedd Members.

\*d In addition to those payments listed above, the Head of Financial Services & S151 Officer received Returning Officer expenses during the year to 31 March 2022 of £350 in respect of a combined election for the Police and Crime Commissioner and Senedd Members

\*e The Assistant Director - Social Services received additional salary of £2,012 during the year for "acting up" to Director, whilst the Corporate Director - Social Services & Housing was Acting Chief Executive

\*f The Assistant Director - Social Services received additional salary of £2,012 during the year for "acting up" to Director, whilst the Corporate Director - Social Services & Housing was Acting Chief Executive

\*g The Head of Housing - appointed on the 30th November 2021, is included in this note as the Director of Social Services & Housing acted up as Chief Executive until the 31st December 2021.

The annualised remuneration of the highest paid officer of the Authority (the Chief Executive) in the financial year to 31 March 2022 was £146,848. This was 6.6 times the median remuneration of the workforce, which was £22,129. (The remuneration of the highest paid officer of the Authority (the Chief Executive) in the financial year to 31 March 2021 was £144,031. This was 6.6 times the median remuneration of the workforce, which was £21,748).

**Notes to the Core Financial Statements**

<b>2020/2021</b>			<b>Total Remuneration excluding Employer's Pension Contributions</b>	<b>Employer's Pension Contributions at 21.5%</b>	<b>Total Remuneration including Employer's Pension Contributions</b>
<b>Post</b>	<b>Salary</b>	<b>Expenses / other payments</b>	<b>£</b>	<b>£</b>	<b>£</b>
Chief Executive	144,031	0	<b>144,031</b>	28,908	<b>172,939</b>
Corporate Director - Social Services & Housing	130,128	0	<b>130,128</b>	27,978	<b>158,106</b>
Corporate Director - Economy & Environment *a	130,128	0	<b>130,128</b>	27,978	<b>158,106</b>
Corporate Director - Education & Corporate Services	126,620	0	<b>126,620</b>	24,192	<b>150,812</b>
Head of Financial Services & S151 Officer	99,323	0	<b>99,323</b>	0	<b>99,323</b>
	<b>630,230</b>	<b>0</b>	<b>630,230</b>	<b>109,056</b>	<b>739,286</b>

*\*a The Interim Corporate Director of Communities was appointed to the post of Corporate Director - Economy & Environment on 29th March 2021*

**Exit Packages**

The numbers of exit packages with total cost per band and total cost of the compulsory redundancies, other redundancies and other departures are set out in the table below. The costs include redundancy costs, payments in lieu of notice and payments to staff for holidays not taken at time of departure. Where applicable, the employer's national insurance contributions are included, as well as any strain costs for early retirement payable by the Authority to the Pension Fund.

<b>(a) Exit package cost band (including special payments)</b>	<b>(b) Number of compulsory redundancies</b>		<b>(c) Number of other departures agreed</b>		<b>(d) Total number of exit packages by cost band [(b) + (c)]</b>		<b>(e) Total cost of exit packages in each band £</b>	
	<b>2020 / 2021</b>	<b>2021 / 2022</b>	<b>2020 / 2021</b>	<b>2021 / 2022</b>	<b>2020 / 2021</b>	<b>2021 / 2022</b>	<b>2020 / 2021</b>	<b>2021 / 2022</b>
£0 - £20,000	1	4	78	93	79	97	407,018	472,165
£20,001 - £40,000	0	1	4	8	4	9	103,276	237,342
£40,001 - £60,000	0	0	0	1	0	1	0	50,100
£60,001 - £80,000	0	0	1	0	1	0	60,285	0
<b>Total</b>	<b>1</b>	<b>5</b>	<b>83</b>	<b>102</b>	<b>84</b>	<b>107</b>	<b>570,579</b>	<b>759,607</b>

**Notes to the Core Financial Statements**

**20. External Audit Costs**

The Authority incurred the following costs in relation to the audit of the statement of accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors.

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
Fees payable to the Auditor General for Wales with regard to external audit services carried out under the Code of Audit Practice prepared by the Auditor General for Wales	375	237
Fees payable to the Auditor General for Wales in respect of statutory inspection	102	105
Fees payable to the Auditor General for Wales for the certification of grant claims and returns	34	41
	<b>511</b>	<b>383</b>

**21. Related Party Transactions**

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

*During the year, transactions and year-end balances of related parties arose as follows:*

**Welsh Government**

Welsh Government has significant influence over the general operations of the Authority in respect of providing the statutory framework within which the Authority operates, providing the majority of funding in the form of revenue and capital grants, revenue support grant and NNDR. Details of revenue support grant and NNDR Pool transactions are summarised in Note 13. At 31 March 2022, £5.3m was due to Welsh Government (£8.3m in 2020/2021), whilst £42.8m was due to the Authority from Welsh Government (£36.9m in 2020/2021).

**Precepts and Levies**

Note 11 details precepts collected on behalf of other organisations and amounts levied on the Authority by Joint Committees.

**Chief Officers**

Details of chief officers' emoluments are provided in Note 19. All "declaration of interest" returns were received from directors which did not identify any other material related party transactions and other senior officers which did not identify any other material related party transactions for the officers or their close family and dependants.

**Members**

Members of the council have direct control over the Authority's financial and operating policies. The total of members allowances paid in 2021/2022 is shown in Note 18. During the year the "declaration of interest" returns were received for members and their close family and dependants. The table below shows a summary of the receipts and payments occurring during the year and the outstanding balances as at 31 March 2022.

**Notes to the Core Financial Statements**

Related Party, relationship and transaction details	Amounts paid out by Authority	Amounts received by Authority	Balance Outstanding - Debtors	Balance Outstanding - Creditors
<b>2021/2022</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Caerphilly Skip Hire	94	(9)	1	0
Citizens Advice Bureau	405	0	0	0
Groundwork Trust	77	(11)	1	(4)
Homestart Caerphilly	111	0	0	17
Undercurrents (Aber Valley Arts)	7	0	0	0
Nelson Pizza	1	0	0	0
White Rose Information and Resource Centre	43	(31)	38	(3)

Related Party, relationship and transaction details	Amounts paid out by Authority	Amounts received by Authority	Balance Outstanding - Debtors	Balance Outstanding - Creditors
<b>2020/2021</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Caerphilly Skip Hire	29	(11)	1	0
Citizens Advice Bureau	318	0	0	0
Groundwork Trust	61	(8)	3	(2)
Homestart Caerphilly	142	0	0	0
Undercurrents (Aber Valley Arts)	2	0	0	0
Nelson Pizza	0	(2)	0	0
White Rose Information and Resource Centre	32	0	0	0

**Other Public Bodies (subject to common control by central government)**

The Authority has pooled budget arrangements with the Aneurin Bevan University Health Board in respect of the Gwent Frailty Project, which provides integrated community-based care services aiming to avoid hospital admissions and to assist independent living. Caerphilly County Borough Council is Lead Commissioner and is responsible for the Section 33 Agreement, management of the budget and agreeing annual locality commissioning plans for delivery of the service. As at 31 March 2022, £4,403,482 was due to the Authority from the Health Board (£2,141,111 at 31 March 2021) whilst the Authority owed £4,861,225 to the Health Board in respect of the project (£2,200,917 at 31 March 2021). The Income and Expenditure for the pooled budget is shown in note 30.

## Notes to the Core Financial Statements

### Pension Contributions

Employer's contributions are made to the Teachers' Pension Agency and the Greater Gwent (Torfaen) Pension Fund in respect of the Authority's employees. Further details of amounts involved are shown in Note 15.

### *Other Entities Controlled or Significantly Influenced by the Authority:*

#### Education Achievement Service (EAS)

EAS is a limited company that provides advisory and inspection services to the Local Education Authority and its schools. Activities of the company are funded by Caerphilly, Blaenau Gwent, Monmouthshire, Newport and Torfaen County Borough Councils for further information see note 49.

Payments of £1.169m were made to the EAS during 2021/2022 (£1.186m in 2020/21). Income of £227 was received from the EAS in 2021/2022 (£34k in 2019/20) A balance of £56k was due from the EAS as at 31 March 2022. (A balance of £13k was due from the EAS as at 31 March 2021).

#### Cardiff City Region Deal

The Transactions that Caerphilly County Borough Council has with the Cardiff City Region Deal are summarised within note 48.

In terms of Capital spending no contribution was made in 2021/2022 (£239k Contribution in 2020/2021). The Authority had no outstanding balances due to or from the joint committee as at 31 March 2022. The Authority carried a creditor balance of £239k due to the joint committee as at 31 March 2021.

The Authority contributed £138k to the running costs of the joint committee in 2021/2022 (£132k in 2020/2021).

## 22. Minimum Revenue Provision (MRP) Adjustment

The Local Government Act 2003 requires the Authority to set aside a Minimum Revenue Provision for the redemption of debt in line with the regulations set out in the Local Authorities (Capital and Finance and Accounting) (Wales) Regulations 2003, as amended.

With effect from 2007/08, the Local Authorities (Capital Finance and Accounting) (Wales) (Amendment) Regulations 2008 revised the basis of charge in respect of Council Fund borrowing. The Regulations provide for a range of options as the basis of charge for MRP, within which authorities are permitted to adopt those most appropriate to their circumstances. However, in doing so, authorities must also take account of the requirement of the Regulations that MRP must be calculated in a prudent manner, ensuring that debt is charged to revenue over a period reasonably commensurate with that over which capital assets, to which the borrowing relates, provide benefits.

For Council Fund Supported Borrowing (i.e. where provision for the associated capital financing costs is included in the revenue support grant settlement received from the Welsh Government), MRP has been calculated at 2% over 50 years using the annuity method. The annuity method results in a lower charge in earlier years and a higher charge in the later years and takes into consideration the time value of money. MRP on any particular borrowing commences to be charged the year following that in which the borrowing has been incurred.

For Unsupported Borrowing (i.e. borrowing permitted in accordance with the Prudential Code for Capital Finance in Local Authorities, but for which no provision is made in the revenue settlement), MRP has been calculated on an asset life basis using the annuity method. The charge has been calculated using the average Public Works Loan Board (PWL) interest rate for new annuity loans in the year that an asset became operational. MRP is written down over the life of the asset where this has been

**Notes to the Core Financial Statements**

determined by the Authority's Property Valuers. Where the asset life has not been determined the MRP charge has been subsequently calculated over 25 years. MRP commences to be charged from the year following that in which the asset to which the borrowing relates becomes operational. For assets acquired by finance leases or the Private Finance Initiative, MRP has been determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

The MRP charge for the HRA has been calculated by using an interest rate of 2% on the opening capital financing requirement on a reducing balance basis. For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, the Authority has not made an MRP charge, but has instead applied the capital receipts arising from principal repayments to reduce the capital financing requirement.

Actual provisions made during each year match the calculated amounts.

The amount shown in the note of reconciling items for the Movement in Reserves Statement as "Minimum revenue provision for capital financing" represents the accounting entry necessary to ensure that there is no overall increase or decrease in the Council Tax arising from depreciation charges, impairment losses or amortisations.

**23. Movements on Reserves**

Movements in the Authority's Usable Reserves are detailed below, in the Movement in Reserves Statement and also in Notes 37 - 42, whilst details of the movements in Unusable Reserves are shown below and in Notes 32 - 36. Some reserves are required to be held for statutory reasons, some are needed to comply with proper accounting practice and others have been set up voluntarily to earmark resources for future spending plans.

<u>Usable Reserves</u>		Balance	Restated Net	Restated Balance	Net	Balance
Reserve	Note	1 April 2020 £000	Movement in year £000	31 March 2021 £000	Movement in year £000	31 March 2022 £000
Council Fund		(15,023)	(6,290)	(21,313)	(5,922)	(27,235)
Housing Revenue Account	38	(12,841)	(2,074)	(14,915)	(9,064)	(23,979)
Direct Service Earmarked Reserves		(38)	(46)	(84)	(1)	(85)
Capital Earmarked Reserves	39	(36,734)	(3,053)	(39,787)	(3,984)	(43,771)
Service Over/Underspend Reserves	41	(5,328)	(1,958)	(7,286)	(1,584)	(8,870)
Schools Earmarked Reserves	40	(1,270)	(10,070)	(11,340)	(5,923)	(17,263)
Insurance Earmarked Reserves	37	(6,474)	453	(6,021)	(1,239)	(7,260)
Other Earmarked Reserves	42	(35,680)	(16,908)	(52,588)	(20,223)	(72,811)
Usable Capital Receipts	36	(10,610)	354	(10,256)	(1,892)	(12,148)
Capital Grants Unapplied	35	(15,427)	(2,226)	(17,653)	(2,233)	(19,886)
<b>Total Usable Reserves</b>		<b>(139,425)</b>	<b>(41,818)</b>	<b>(181,243)</b>	<b>(52,065)</b>	<b>(233,308)</b>



## Caerphilly County Borough Council

### Notes to the Core Financial Statements

<u>Unusable Reserves</u>	Balance 1 April 2020 £000	Restated Net Movement in year £000	Restated Balance 31 March 2021 £000	Net Movement in year £000	Balance 31 March 2022 £000	Purpose of Reserve	Further details of movements
Financial Instruments Adjustment Account	(42)	680	638	(1,792)	(1,154)	Amounts required by statute to be set aside in respect of discounts and premia on the rescheduling of the Authority's debts.	
Revaluation Reserve	(532,670)	(22,076)	(554,746)	(101,894)	(656,640)	Gains on revaluation of fixed assets not yet realised through sales.	<i>Note 33</i>
Capital Adjustment Account (CAA)	(245,288)	(13,640)	(258,928)	26,183	(232,745)	Capital resources set aside to meet past capital expenditure	<i>Note 34</i>
Deferred Capital Receipts	(249)	(159)	(408)	(143)	(551)	Proceeds to be received over future accounting periods arising principally from the sale of council dwellings	
Pensions Reserve	514,371	190,054	704,425	(113,778)	590,647	Reserve set aside to mitigate the impact of pension liabilities on Council Tax as required by statute	<i>Note 32</i>
Accumulated Absences Account	4,133	1,117	5,250	(200)	5,050	Account to absorb differences arising on the Council Fund balance from accruing for compensated absences earned but not taken in the year.	
<b>Total Unusable Reserves</b>	<b>(259,745)</b>	<b>155,976</b>	<b>(103,769)</b>	<b>(191,624)</b>	<b>(295,393)</b>		

# Caerphilly County Borough Council

## Notes to the Core Financial Statements

### 24. Property, Plant and Equipment

	Council Dwellings	Other Land & Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets*	Community Assets	Assets under Construction	Surplus Assets	Total Property, Plant & Equipment	PFI Assets Included in Property, Plant & Equipment
Cost or valuation:	£000	£000	£000	£000	£000	£000	£000	£000	£000
At 1 April 2021	367,906	588,752	34,625	194,039	3,571	6,636	810	1,196,339	70,016
City Deal - Caerphilly's share of fixed assets at 1.4.21	0	0	0	0	0	296	0	296	0
Additions	19,808	12,062	2,488	4,970	0	5,762	0	45,090	0
Revaluation Increases to Revaluation Reserve	45,952	24,328	487	0	73	0	0	70,840	0
Revaluation Decreases to Revaluation Reserves	0	(9,761)	(85)	0	0	0	0	(9,846)	(320)
Revaluation Increases to Surplus/Deficit on Provision of Services	0	7,772	69	0	0	0	0	7,841	0
Revaluation Decreases to Surplus/Deficit on Provision of Services	0	(2,025)	0	0	0	0	0	(2,025)	0
Derecognitions - Disposals	0	(985)	(1,762)	0	0	0	0	(2,747)	0
Derecognitions - Other	(19,808)	(4,708)	0	0	0	0	0	(24,516)	0
Other movements in cost or valuations	0	1,662	0	2	19	(1,684)	0	(1)	0
City Deal - Caerphilly's share of fixed assets	0	0	500	0	0	(199)	0	301	0
<b>At 31 March 2022</b>	<b>413,858</b>	<b>617,097</b>	<b>36,322</b>	<b>199,011</b>	<b>3,663</b>	<b>10,811</b>	<b>810</b>	<b>1,281,572</b>	<b>69,696</b>
<b>Accumulated Depreciation and impairment:</b>									
At 1 April 2021	0	(4,375)	(22,093)	0	(41)	0	0	(26,509)	(18,785)
Depreciation Charge	(15,331)	(12,718)	(2,578)	(9,486)	(10)	0	0	(40,123)	0
Depreciation written back on Valuation	15,331	8,667	638	0	1	0	0	24,637	0
Depreciation written back on Disposals	0	0	1,002	0	0	0	0	1,002	0
City Deal - Caerphilly's share of FA Depreciation	0	0	(72)	0	0	0	0	(72)	0
<b>At 31 March 2022</b>	<b>0</b>	<b>(8,426)</b>	<b>(23,103)</b>	<b>(9,486)</b>	<b>(50)</b>	<b>0</b>	<b>0</b>	<b>(41,065)</b>	<b>(18,785)</b>
<b>Net Book Value at 31 March 2022</b>	<b>413,858</b>	<b>608,671</b>	<b>13,219</b>	<b>189,525</b>	<b>3,613</b>	<b>10,811</b>	<b>810</b>	<b>1,240,507</b>	<b>50,911</b>
Net Book Value at 31 March 2021	367,906	584,377	12,531	194,039	3,530	6,932	810	1,170,125	51,231

## Notes to the Core Financial Statements

### **\*Infrastructure Assets**

*In accordance with the Temporary Relief offered by the Update to The Code on Infrastructure Assets, the above note does not include disclosure of gross cost and accumulated depreciation for infrastructure assets because historical reporting practices and resultant information deficits mean that this would not faithfully represent the asset position to the uses of the financial statements. The £194m is Net Book Value and NOT Gross Book Value.*

*The Authority has decided to take advantage of the temporary relief due to the historic nature of the infrastructure assets carried in the balance sheet. Many infrastructure assets were transferred to Caerphilly on local government reorganisation on block. There was no split of these assets at that time, which doesn't allow for the proper derecognition of additional expenditure on these assets.*

*As at 31 March 2022, the Authority has gross book value of infrastructure assets of £349m and accumulated depreciation of £159m in its balance sheet.*

## Caerphilly County Borough Council

### Notes to the Core Financial Statements

<b>Restated</b>	<b>Council Dwellings</b>	<b>Other Land and Buildings</b>	<b>Vehicles, Plant, Furniture &amp; Equipment</b>	<b>Infrastructure Assets</b>	<b>Community Assets</b>	<b>Assets under Construction</b>	<b>Surplus Assets</b>	<b>Total Property, Plant &amp; Equipment</b>	<b>PFI Assets Included in Property, Plant &amp; Equipment</b>
<b>Cost or valuation:</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
At 1 April 2020 (Restated refer to Note 7)	366,955	584,715	29,096	336,478	3,549	1,558	0	1,322,351	74,287
Additions	19,527	12,020	6,126	7,804	300	5,078	0	50,855	0
Revaluation Increases to Revaluation Reserve	1,104	40,815	0	0	0	0	0	41,919	0
Revaluation Decreases to Revaluation Reserves	0	(30,981)	0	0	0	0	0	(30,981)	(4,271)
Revaluation Increases to Surplus/Deficit on Provision of Services	0	4,581	0	0	0	0	0	4,581	0
Revaluation Decreases to Surplus/Deficit on Provision of Services	0	(12,090)	0	0	(278)	0	0	(12,368)	0
Derecognitions - Disposals	(650)	(1,540)	(598)	0	0	0	0	(2,788)	0
Derecognitions - Other	(19,030)	(7,141)	0	0	0	0	0	(26,171)	0
Other movements in cost or valuations	0	(1,627)	0	0	0	0	810	(817)	0
City Deal - Caerphilly's share of fixed assets	0	0	0	0	0	296	0	296	0
<b>At 31 March 2021</b>	<b>367,906</b>	<b>588,752</b>	<b>34,624</b>	<b>344,282</b>	<b>3,571</b>	<b>6,932</b>	<b>810</b>	<b>1,346,877</b>	<b>70,016</b>
<b>Accumulated Depreciation and impairment:</b>									
At 1 April 2020 (Restated refer to Note 7)	0	(1,908)	(21,099)	(141,033)	(26)	0	0	(164,066)	(18,785)
Depreciation Charge	(14,680)	(11,507)	(1,584)	(9,210)	(15)	0	0	(36,996)	0
Depreciation written back on Revaluation	14,680	8,870	0	0	0	0	0	23,550	0
Depreciation written back on Disposals	0	170	590	0	0	0	0	760	0
<b>At 31 March 2021</b>	<b>0</b>	<b>(4,375)</b>	<b>(22,093)</b>	<b>(150,243)</b>	<b>(41)</b>	<b>0</b>	<b>0</b>	<b>(176,752)</b>	<b>(18,785)</b>
<b>Net Book Value at 31 March 2021</b>	<b>367,906</b>	<b>584,377</b>	<b>12,531</b>	<b>194,039</b>	<b>3,530</b>	<b>6,932</b>	<b>810</b>	<b>1,170,125</b>	<b>51,231</b>
Net Book Value at 31 March 2020	366,955	582,807	7,997	195,445	3,523	1,558	0	1,158,285	55,502

**Notes to the Core Financial Statements**

**Revaluations**

A revaluation exercise is carried out at least every five years of all Property, Plant and Equipment required to be measured at current value. Property, Plant and Equipment is also reviewed on an annual basis to ensure that they carrying amount is not materially different from the current value at the year end. As a result of the materiality review this year, due to increase in BCIS values, it was identified that all our schools were valued to ensure the accounts were not materially misstated.

During the year 2021-22 valuations have been carried out both by Internal and External Valuers. Due to the availability of internal valuation resource the Authority commissioned external valuation expertise from Cooke and Arkwright and Savills. Cooke and Arkwright undertook valuations arising from the Authority's five-year rolling program. Savills valued the Authority's Council Dwellings. All the valuations are carried out in accordance with the methodologies and basis for estimation set out in the professional standards of Royal Institution of Chartered Surveyors. Valuation of vehicles, plant, furniture and equipment are valued at cost as a proxy for current value as these assets tend to be of low value and have a short asset life.

**Capital Commitments**

At 31 March 2022, the Authority had the following capital commitments in respect of binding contracts for goods and services that are yet to be provided:

		<b>31 March 2021</b>	<b>31 March 2022</b>
		<b>£000</b>	<b>£000</b>
<b>Highways and Transportation:</b>	Bridge strengthening & infrastructures	1,466	765
	Land drainage	240	0
	Major highways improvements	1,709	2,939
	Infrastructure Retaining Walls	864	765
	Vehicle Restraint Services	0	348
	Caerphilly Interchange	0	345
<b>Education:</b>	Rhiw Syr Dafydd Athletics Track	231	0
	St Martins Comprehensive School Toilets	0	112
	Risca Comprehensive and LC Boiler	0	128
<b>Corporate Services:</b>	EdTech Programme	615	0
<b>Economy and Enterprise:</b>	Lawns Industrial Estate	957	0
	Ty Ddu	950	0
	Monmouthshire & Brecon Canal	1,366	165
<b>Community and Leisure:</b>	Bedwas ATP Replacement	0	263
		<b>8,398</b>	<b>5,830</b>

Notes to the Core Financial Statements

**5-Year Revaluation Programme**

	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets held for sale £000	Total £000
<b>Carried at historical cost</b>	0	0	36,332	349,255	41	0	385,628
<b>Valued at current value as at:</b>							
31 March 2018	0	11,717	0	0	1,720	0	13,437
31 March 2019	0	17,962	0	0	278	0	18,240
31 March 2020	0	35,088	0	0	1,494	0	36,582
31 March 2021	0	140,757	0	0	0	0	140,757
31 March 2022	413,858	411,573	0	0	130	0	825,561
<b>Total Cost or Valuation</b>	413,858	617,097	36,332	349,255	3,663	0	1,420,205

Our internal valuers valued all our schools as a result of the materiality exercise mentioned above.

**25. Heritage Assets**

**Reconciliation of the carrying Value of Heritage Assets held by the Authority**

	Other Land and Buildings £000	Civic Regalia £000	Total Heritage Assets £000
<b>Cost or Valuation</b>			
1 April 2020	10,529	256	10,785
Impairment (losses)/reversals recognised in the Revaluation Reserve	2,995	0	2,995
<b>31 March 2021</b>	<b>13,524</b>	<b>256</b>	<b>13,780</b>
<b>Cost or Valuation</b>			
1 April 2021	13,524	256	13,780
Impairment (losses)/reversals recognised in the Revaluation Reserve	0	0	0
<b>31 March 2022</b>	<b>13,524</b>	<b>256</b>	<b>13,780</b>

**Other Land and Buildings**

The collection of Heritage Assets includes a semi fortified manor house, mining museum, ancient chapel, a watermill and a handball court. Details of valuations, additions and disposals of Land and Buildings Heritage Assets are recorded on the Authority's Fixed Asset Register, whilst details of Civic Regalia are kept on a separate register by the mayor's assistant. Members of the public can gain access to the museums and other buildings daily.

## Notes to the Core Financial Statements

Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property plant and equipment. The carrying amounts of Heritage Assets are reviewed where there is evidence of impairment for Heritage Assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment – see note 1 - summary of significant accounting policies. The trustees of the Authority's Museum will occasionally dispose of Heritage Assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (again see note 1 - summary of significant accounting policies). Internal valuers carried out all valuations apart from the valuation of civic regalia.

### **Babell Chapel**

This asset is a small Welsh Calvinistic Methodist Chapel built in 1827 and houses the grave of the 19<sup>th</sup> Century Welsh Language poet, Islwyn. The asset was valued at 31 March 2022 using the existing use value.

### **Elliot Colliery Winding House**

This asset is an historical mining museum. It was valued at 31 March 2022 using depreciated replacement cost. The Authority's Museum also holds a collection of historical items which are not recognised on the Balance Sheet as cost information is not readily available and the Authority believes that the benefits of obtaining the valuation for these items would not justify the cost. Nearly all the items in the collection are believed to have a value of less than £50 each and as far as the Authority is aware no individual item is worth more than £500.

### **Gelligroes Mill**

This watermill was built in the 17<sup>th</sup> Century and houses a radio museum and a candle making workshop, which has a Royal Warrant to make candles for HRH Prince Charles. The mill is also home to the Arthur Moore Amateur Radio Society. Arthur Moore was a Welsh wireless operator who, in 1912, heard the distress signal from RMS Titanic at the mill two days before news of the disaster had arrived in the UK. This was valued on 31 March 2022 using the existing use value.

### **Handball Court, Nelson**

This is a traditional Handball Court that is the last remaining in Wales. This has been valued on a depreciated replacement cost basis on 31 March 2022.

### **Llancaiach Fawr**

Llancaiach Fawr is a fortified Manor House. This was valued at 31 March 2022 using existing depreciated replacement cost. The Manor House also holds a small collection of items which are not recognised on the Balance Sheet as cost information is not readily available and the Authority believes that the benefits of obtaining the valuation for these items would not justify the cost. Nearly all the items in the collection are believed to have a value of less than £50 each and as far as the Authority is aware no individual item is worth more than £500.

### **War Memorials**

The Authority is responsible for maintaining a number of War Memorials honouring local people who fell in two world wars and other conflicts. These are situated in parks and streets and have been valued on a depreciated replacement cost basis.

**Notes to the Core Financial Statements**

**Civic Regalia**

The Authority has a collection of civic chains relating to Caerphilly County Borough Council and a number of former authorities. These chains were valued at £66,848 in 1999 by Thomas Fattorini Limited, specialist jewellers. The collection was valued by Thomas Fattorini Limited in 2020 at £256,006. The Authority also holds a number of Civic gifts. It is considered that none of these gifts are of significant value warranting disclosure within the Authority's accounts or recognising in the balance sheet.

**26. Capital Expenditure and Capital Financing**

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases and PFI contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed.

	<b>31 March</b>	
	<b>2021</b>	<b>2022</b>
	<b>£000</b>	<b>£000</b>
<b>Opening Capital Financing Requirement</b>	<b>391,967</b>	<b>375,669</b>
<b>Capital Investment:</b>		
Operational Assets	50,855	45,090
Invest to Save	(780)	0
Home Improvement Loans	0	19
Revenue Expenditure funded from Capital Under Statute	1,301	2,682
<b>Sources of Finance:</b>		
Grants	(34,334)	(31,648)
Other Contributions	(2,058)	(169)
Capital Expenditure Funded from Revenue	(23,029)	(15,550)
Capital Receipts Set Aside	(1,003)	(137)
Minimum Revenue Provision	(7,250)	(7,152)
<b>Closing Capital Financing Requirement</b>	<b>375,669</b>	<b>368,804</b>

**27. Debtors**

	<b>Restated 31</b>	<b>31 March 2022</b>
	<b>March 2021</b>	<b>£000</b>
	<b>£000</b>	<b>£000</b>
Trade receivables	27,258	24,002
Prepayments	1,188	1,326
Other Local Authorities and Public Bodies	22,488	23,041
Government Grants	23,121	30,415
Other receivable amounts	6,543	9,367
City Deal - Caerphilly's share of debtors	953	897
	<b>81,551</b>	<b>89,048</b>



**Notes to the Core Financial Statements**

**28. Cash and Cash Equivalents**

The balance of cash and cash equivalents comprise the following elements:

	<b>Restated 31 March 2021 £000</b>	<b>31 March 2022 £000</b>
Cash held by the Authority	99	82
Bank current accounts	24,580	794
City Deal - Caerphilly's share of cash held	6,146	8,226
<b>Total cash and cash equivalents</b>	<b>30,825</b>	<b>9,102</b>

**29. Creditors**

	<b>Restated 31 March 2021 £000</b>	<b>31 March 2022 £000</b>
Trade payables	(31,490)	(35,357)
Receipts in advance	(11,672)	(9,128)
Other Local Authorities and Public Bodies	(14,139)	(16,253)
HMRC	(4,244)	(5,338)
Accumulated Absence accrual	(5,247)	(5,045)
Other payables	(4,656)	(16,408)
City Deal - Caerphilly's share of creditors	(1,816)	(5,875)
<b>Total Creditors</b>	<b>(73,264)</b>	<b>(93,404)</b>

**30. Pooled Budgets for Health and Social Care**

Under Section 33 of the National Health Service (Wales) Act 2006, three agreements exist between the Aneurin Bevan University Health Board (ABUHB) and the five local authorities within its area. The Authority's transactions are included in the Social Services and Housing line of the Comprehensive Income and Expenditure Statement and the income and expenditure of the pooled budget arrangements are below.

**Notes to the Core Financial Statements**

**Gwent Frailty Programme**

The programme provides integrated community-based care services aimed at avoiding hospital admissions and assisting in independent living and is delivered on a locality basis. Caerphilly is the lead commissioner and is responsible for the Section 33 Agreement, management of the pooled budget and agreeing Annual Locality Commissioning Plans for the delivery of the Frailty services.

	<b>Year Ended 31 March 2021 £000</b>	<b>Year Ended 31 March 2022 £000</b>
<b><u>Funding - Pooled Fund Contributions</u></b>		
Blaenau Gwent County Borough Council	(614)	(610)
Caerphilly County Borough Council	(2,230)	(2,101)
Monmouthshire County Council	(1,411)	(1,456)
Newport City Council	(1,845)	(1,824)
Torfaen County Borough Council	(807)	(783)
Aneurin Bevan University Health Board	(9,730)	(9,213)
<b>Total Funding</b>	<b>(16,637)</b>	<b>(15,987)</b>
<b><u>Expenditure</u></b>		
<b><u>Reimbursements</u></b>		
Blaenau Gwent County Borough Council	516	511
Caerphilly County Borough Council	2,010	1,787
Monmouthshire County Council	1,352	1,436
Newport City Council	1,793	1,834
Torfaen County Borough Council	728	796
Aneurin Bevan University Health Board	8,832	9,067
Central Costs	612	678
Invest to Save Loan Repayment	780	0
<b>Total Expenditure</b>	<b>16,623</b>	<b>16,109</b>
Net in-year (Under) / Overspend	<b>(14)</b>	<b>122</b>
Balance brought forward at 1 April	<b>(489)</b>	<b>(503)</b>
Balance carried forward at 31 March	<b>(503)</b>	<b>(381)</b>

**Notes to the Core Financial Statements**

**Gwent-Wide Integrated Community Equipment Service GWICES**

The service facilitates modern and closer integration for health and social care community equipment services. The service is delivered on a locality basis according to the boundaries of each authority. Torfaen County Borough Council is the lead authority.

	<b>Year Ended 31 March 2021 £000</b>	<b>Year Ended 31 March 2022 £000</b>
<b><u>Funding - Pooled Fund Contributions</u></b>		
Blaenau Gwent County Borough Council	(311)	(480)
Caerphilly County Borough Council	(462)	(534)
Monmouthshire County Council	(382)	(419)
Newport City Council	(388)	(413)
Torfaen County Borough Council	(372)	(417)
Torfaen County Borough Council Telecare	(108)	(118)
Torfaen County Borough Council ICF	(920)	(666)
Torfaen County Borough Council SCRF	0	(500)
Aneurin Bevan University Health Board	(874)	(1,040)
Community Resource Team	(121)	(225)
Contribution to Lead Commissioner - LAs	(140)	(149)
Contribution to Lead Commissioner - LHB	(28)	(30)
<b>Total Funding</b>	<b>(4,106)</b>	<b>(4,991)</b>
<b><u>Expenditure</u></b>		
Staff	168	174
Non-Staff	3,938	4,033
<b>Total Expenditure</b>	<b>4,106</b>	<b>4,207</b>
<b>Net (Surplus)/Deficit Arising on the Pooled Budget</b>	<b>0</b>	<b>(784)</b>

**Notes to the Core Financial Statements**

**Care Homes for Older People in Gwent**

The Social Services and Wellbeing (Wales) Act 2014 (effective from April 2018) envisaged that this would be a single pooled fund which removes the traditional health and social care division between partners, offering flexibility in the single fund's use according to locally agreed needs. However, in the Gwent region and in other regions in Wales, the approach adopted towards the mechanics of the pooled fund arrangement is that (at least in its initial stage), it will not share financial risk nor introduce any potential cross-subsidy between the partners. Torfaen County Borough Council is the lead Council for the Gwent region. One of the anticipated benefits to an integrated regional commissioning approach to care homes is a coherent, strategic approach which will support the sector in its medium- and longer-term business planning and mitigate the current risks the sector is experiencing.

	<b>Year Ended 31 March 2021 £000</b>	<b>Year Ended 31 March 2022 £000</b>
<b><u>Funding - Pooled Fund Contributions</u></b>		
Blaenau Gwent County Borough Council	(7,019)	(6,953)
Caerphilly County Borough Council	(22,289)	(22,762)
Monmouthshire County Council	(8,870)	(9,420)
Newport City Council	(16,062)	(18,629)
Torfaen County Borough Council	(10,390)	(10,670)
Aneurin Bevan University Health Board	(31,117)	(31,410)
<b>Total Funding</b>	<b>(95,747)</b>	<b>(99,844)</b>
<b>Expenditure</b>		
<b><u>Reimbursements</u></b>		
Gwent Local Authority Residential Homes	14,246	14,900
Other Elderly Frail Residential Care	11,870	11,545
Other Elderly Mentally Infirm Residential Care	20,505	20,444
Elderly Frail Funded Nursing Care	17,495	19,594
Elderly Mentally Infirm Funded Nursing Care	9,036	11,101
Elderly Frail Continuing Health Care	7,464	6,611
Elderly Mentally Infirm Continuing Health Care	14,840	15,360
Step Up/Step Down	228	227
Lead Commissioner Costs	63	62
<b>Total Expenditure</b>	<b>95,747</b>	<b>99,844</b>
Net in-year (Under) / Overspend	<b>0</b>	<b>0</b>
Balance brought forward at 1 April	<b>0</b>	<b>0</b>
Balance carried forward at 31 March	<b>0</b>	<b>0</b>

**31. Other Funds**

The Authority holds several accounts on behalf of clients on a trustee basis, which are not consolidated in the balance sheet.

***The total value of these accounts as at 31 March 2022 was:***

£181,770 - relating to Education Trust Funds administered by the Interim Head of Corporate Finance, (£180,142 in 2020/2021), which are held to provide prizes and awards to pupils in the Authority's schools. Of these funds, £43 is vested in shareholdings and £181,727 is held in bank deposits (£43

**Notes to the Core Financial Statements**

and £180,099 respectively in 2020/2021). There are no other underlying assets or liabilities. The Trust Funds received £1,628 in dividends and interest during the year (£1,917 in 2020/2021) and incurred expenditure of £nil (£nil in 2020/2021).

In addition, the Director of Social Services administers funds on behalf of clients in residential homes. These accounts do not have official trustee status. The total value of these accounts as at 31 March 2022 was £5,678,011 (£6,575,116 as at 31 March 2021.)

**32. Pensions Reserve**

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

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
<b>Balance as at 1 April</b>	<b>514,371</b>	<b>704,425</b>
Actuarial (gains) or losses on pensions assets and liabilities	164,315	(164,373)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	53,511	79,037
Employer's pension contributions and direct payments to pensioners payable in the year	(27,772)	(28,442)
<b>Balance at 31 March</b>	<b>704,425</b>	<b>590,647</b>

**Notes to the Core Financial Statements**

**33. Revaluation Reserve**

The Revaluation Reserve replaced the Fixed Asset Restatement Account (FARA) on 1 April 2007 and was included in the Balance Sheet with a zero opening balance. The closing position on the Reserve at 31 March 2022 therefore only shows revaluation gains accumulated since 1 April 2007.

	<u>2020/2021</u>	<u>2021/2022</u>	
	<u>£000</u>	<u>£000</u>	<u>£000</u>
Balance as at 1 April	(532,670)		(554,746)
Historic Cost Adjustment between Revaluation Reserve and Capital Adjustment Account	0		(32,119)
Downward revaluation of assets and impairment losses not charged to Surplus and Deficit on the Provision of Services	30,981	9,846	
Surplus on Revaluation of Assets	<u>(68,293)</u>	<u>(94,654)</u>	
Surplus or deficit on revaluation of non-current assets not posted to Surplus or Deficit on the Provision of Services	(37,312)		(84,808)
Difference between fair value depreciation and historical cost depreciation	15,236	15,033	
Amount written off to the Capital Adjustment Account	<u>15,236</u>		<u>15,033</u>
<b>Balance as at 31 March</b>	<b><u>(554,746)</u></b>		<b><u>(656,640)</u></b>

**Notes to the Core Financial Statements**

**34. Capital Adjustment Account**

The Capital Adjustment Account was implemented on 1 April 2007 from the closing balances on both the FARA and the Capital Financing Account, (as mentioned in note 33 above). The account contains the amounts that are required by statute to be set aside from capital receipts for the repayment of external loans, the amount of revenue and capital receipts used to finance capital expenditure and compensatory adjustments from the above-mentioned Revaluation Reserve to convert current value depreciation/impairment loss debits to historical cost.

	<b>Restated 2020/2021</b>		<b>2021/2022</b>	
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Balance as at 1 April</b>		<b>(245,288)</b>		<b>(258,928)</b>
Historic Cost Adjustment between Revaluation Reserve and Capital Adjustment Account		0		32,119
Set Aside - Capital Receipts		(1,003)		(137)
<b>Funding:</b>				
Revenue funding applied	(23,029)		(15,550)	
Capital receipts applied	(976)		142	
Capital grants and contributions applied	(35,416)		(31,960)	
<b>Total Funding</b>		<b>(59,421)</b>		<b>(47,368)</b>
MRP		(7,250)		(7,152)
<b>Depreciation:</b>				
In year charge	36,996		40,122	
Attributable to revaluations	(37,001)		(39,670)	
Written back on revaluations	23,380		24,018	
Written back on disposals	(760)		0	
		22,615		24,470
Derecognition of capital expenditure		26,171		24,516
<b>Asset Revaluations / Impairments:</b>				
Price adjustments	7,787		(5,816)	
		7,787		(5,816)
Disposals - Council Fund	2,059		2,874	
Disposals - HRA	(1,043)		295	
		1,016		3,169
Revenue Expenditure funded from Capital	1,301		2,682	
		1,301		2,682
Invest to save		(780)		0
<b>Total capital costs</b>		<b>50,860</b>		<b>41,869</b>
City Deal - Caerphilly's share of Capital Adjustment Account		(4,076)		(300)
<b>Balance as at 31 March</b>		<b><u>(258,928)</u></b>		<b><u>(232,745)</u></b>

**Notes to the Core Financial Statements**

**35. Capital Grants Unapplied**

The Authority receives grants and other contributions towards the funding of capital projects. The following table represents amounts received and carried forward to fund projects yet to be implemented or completed at the end of the financial year.

	<b>2020/2021</b>		<b>2021/2022</b>	
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<b>Opening balance</b>		(15,427)		(17,653)
<b>Grants:</b>				
HRA	(2,941)		2,941	
Education	1,531		(1,494)	
Property Services	(1)		(46)	
Community and Leisure	(316)		240	
Highways	(302)		(1,458)	
Corporate Projects	(2,795)		615	
Economic Development	562		(320)	
Corporate	<u>1,990</u>		<u>(2,794)</u>	
		(2,272)		(2,316)
<b>Section 106 Contributions:</b>				
Highways	150		(132)	
Economic Development	(3)		215	
Community and Leisure	<u>8</u>		<u>0</u>	
		155		83
<b>Other Contributions:</b>				
Private Housing	<u>(109)</u>		<u>0</u>	
		(109)		0
<b>Balance as at 31 March</b>		<u><u>(17,653)</u></u>		<u><u>(19,886)</u></u>

**36. Capital Receipts Reserve**

	<u>2020/2021</u>	<u>2021/2022</u>
	<u>£000</u>	<u>£000</u>
Amounts receivable in year	(1,796)	(2,029)
Amounts set aside	1,003	137
Amounts applied to finance new capital investment in year	<u>1,146</u>	<u>0</u>
Total increase/(decrease) in realised capital resources in year	353	(1,892)
Balance brought forward at 1 April	<u>(10,609)</u>	<u>(10,256)</u>
<b>Balance at 31 March</b>	<u><u>(10,256)</u></u>	<u><u>(12,148)</u></u>



**Notes to the Core Financial Statements**

**37. Movements in Insurance Earmarked Reserves**

These reserves are established to meet assessed self-insured possible liabilities associated with potential claims, and to fund risk management initiatives aimed at minimising the potential cost of future claims.

<b>Reserve:</b>	<b>Balance at 1 April 2021 £000</b>	<b>Transfers from Reserves £000</b>	<b>Transfers to Reserves £000</b>	<b>Balance at 31 March 2022 £000</b>
Insurance Reserve	(5,739)	0	(1,294)	(7,033)
Risk Management Reserve	(282)	55	0	(227)
	<b>(6,021)</b>	<b>55</b>	<b>(1,294)</b>	<b>(7,260)</b>

**38. Movement in Other Housing Reserves**

Details of the movement upon Housing reserves are included with the Notes to the Housing Revenue Account Summary on page 115, Note 7.

**39. Movements in Capital Earmarked Reserves**

These reserves represent amounts set aside to finance the Authority's Council Fund capital programme, the majority of which are earmarked to specific schemes.

<b>Reserve:</b>	<b>Balance at 1 April 2021 £000</b>	<b>Transfers from Reserves £000</b>	<b>Transfers to Reserves £000</b>	<b>Balance at 31 March 2022 £000</b>
Housing Earmarked Capital	0	0	(215)	(215)
Private Housing	(100)	0	0	(100)
Corporate - All Authority	(2,773)	1,114	(2,365)	(4,024)
Social Services	(2,194)	148	(1,151)	(3,197)
Corporate Projects	(21,184)	5,132	0	(16,052)
Planning	(212)	0	0	(212)
Education	(9,292)	105	(6,354)	(15,541)
Highways and Transportation	(803)	211	(268)	(860)
Property	(626)	0	0	(626)
Corporate Services	(307)	0	0	(307)
Economic Development & Tourism	(310)	509	(371)	(172)
Environmental Health	(201)	75	0	(126)
Community & Leisure	(1,785)	583	(1,137)	(2,339)
	<b>(39,787)</b>	<b>7,877</b>	<b>(11,861)</b>	<b>(43,771)</b>

**Notes to the Core Financial Statements**

**40. Movements in Schools' Earmarked Reserves**

These reserves represent the cumulative balances carried forward by individual schools in accordance with the scheme of delegation. The reserves are used to fund future expenditure and their use is under the control of the individual schools and is not available for the Authority to use for other purposes.

<b>Reserve:</b>	<b>Balance at 1 April 2021 £000</b>	<b>Transfers from Reserves £000</b>	<b>Transfers to Reserves £000</b>	<b>Balance at 31 March 2022 £000</b>
Secondary Schools	(2,298)	0	(2,558)	(4,856)
Middle School	(115)	0	(137)	(252)
Primary Schools	(8,277)	0	(2,962)	(11,239)
Special School	(650)	0	(266)	(916)
<b>Total Schools Balances</b>	<b>(11,340)</b>	<b>0</b>	<b>(5,923)</b>	<b>(17,263)</b>

**41. Movements in Service Under / Overspend Earmarked Reserves**

These reserves represent the cumulative under and overspend balances carried forward by the Authority's services in accordance with its Financial Regulations. The reserves are used to fund future expenditure, and their use is under the control of the individual service areas.

<b>Reserve:</b>	<b>Balance at 1 April 2021 £000</b>	<b>Transfers from Reserves £000</b>	<b>Transfers to Reserves £000</b>	<b>Balance at 31 March 2022 £000</b>
Education	(1,518)	2,345	(1,902)	(1,075)
Corporate Services	(1,195)	2,278	(1,651)	(568)
Social Services	(3,414)	7,060	(9,043)	(5,397)
Housing Non HRA	(483)	118	(235)	(600)
Directorate of the Environment	(676)	1,918	(2,472)	(1,230)
	<b>(7,286)</b>	<b>13,719</b>	<b>(15,303)</b>	<b>(8,870)</b>

## Caerphilly County Borough Council

### Notes to the Core Financial Statements

#### 42. Movements in Other Reserves

<b>Restated Reserve:</b>	<b>Purpose of reserve:</b>	<b>Balance at 1 April 2021 £000</b>	<b>Transfers from reserves £000</b>	<b>Transfers to reserves £000</b>	<b>Balance at 31 March 2022 £000</b>
Waste Management Reserve	to cover future costs in respect of landfill sites	(235)	0	0	(235)
PFI Equalisation Reserve (Schools)	to match PFI funding and unitary charge payments over the period of the contracts - see note 14	(7,959)	1,041	(852)	(7,770)
PFI Equalisation Reserve (Roads)		(1,688)	0	(232)	(1,920)
PFI Schools Earmarked Reserve	reinvestment and works outside the scope of the PFI projects	(1,309)	0	(138)	(1,447)
Service Initiative Reserves	to fund expenditure upon service specific initiatives	(22,596)	4,371	(19,899)	(38,124)
Carbon Trust Fund Reserve	to provide match funding to draw down grant from the Carbon Trust, to fund major works for energy efficiency measures	(217)	99	(158)	(276)
Area Forum Reserve	to meet costs incurred from environmental works undertaken by the Authority as identified by the local area partnerships	(39)	0	0	(39)
Cemeteries Reserve	to meet costs incurred in general upkeep and maintenance of Authority-owned cemeteries	(339)	44	0	(295)
Electoral Admin Reserve	to meet the objectives of the Electoral Administration Act 2006	(607)	0	(102)	(709)
Health & Safety Initiatives Reserve	to promote health and safety across the authority	(263)	0	0	(263)
Corporate PC Replacement Reserve	to fund the replacement of computers throughout the Authority	(358)	0	(224)	(582)
Social Services Partnership Reserve	to support collaborative initiatives with other LAs and public bodies	(2,301)	129	(287)	(2,459)
Invest to Save Reserve	to promote savings initiatives across the authority	(602)	0	(133)	(735)
Local Management of Schools	to undertake school based initiatives	(1,787)	0	(306)	(2,093)
Community Infrastructure Levy Reserve	to recycle CIL charges to fund infrastructure and to support local developments	(2,953)	0	(849)	(3,802)
Interest Equalisation Reserves	to manage interest adjustments on soft loans received by us.	(8,104)	250	(2,574)	(10,428)
Other Reserves	a number of smaller reserves held for a variety of purposes.	(42)	1	(18)	(59)
City Deal	Caerphilly's share of usable reserves	(1,189)	0	(386)	(1,575)
<b>Total</b>		<b>(52,588)</b>	<b>5,935</b>	<b>(26,158)</b>	<b>(72,811)</b>

**43. Cash Flow Statement – Adjustments to Surplus or Deficit**

	<b>Restated 2020/2021 £000</b>	<b>2021/2022 £000</b>
<b><i>Adjustment to surplus or deficit on provision of services for non-cash movements:</i></b>		
Depreciation and Impairment - inclusive of downward revaluation	(45,517)	(39,588)
IAS19 Pensions Adjustment	(25,739)	(50,595)
Invest2Save Adjustment	(1,301)	0
(Increase) / Decrease in Provisions	(445)	0
Derecognition of Capital Expenditure	(26,171)	(18,843)
Other non-cash items charged to the net surplus or deficit on the provision of services	10,003	5,814
Increase / (Decrease) in Inventories	0	95
Increase / (Decrease) in Debtors	39,786	7,150
(Increase) / Decrease in Creditors	(7,604)	(18,297)
	<b>(56,988)</b>	<b>(114,264)</b>
<b><i>Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities:</i></b>		
Capital grants credited to surplus or deficit on provision of services	37,881	34,814
Carrying amount of non-current assets and held for sale assets	0	(3,169)
Net loss on sale of fixed assets	(257)	2,009
	<b>37,624</b>	<b>33,654</b>

*Contributions to / from Reserves narrative has been amended to Other Non Cash Items Charged to the Net Surplus or Deficit on the provision of services.*

**44. Cash Flow Statement – Operating Activities**

	<b>Restated 2020/2021 £000</b>	<b>2021/2022 £000</b>
Interest received	(871)	(475)
Interest paid	13,090	12,912
	<b>12,219</b>	<b>12,437</b>

**45. Cash Flow Statement – Investing Activities**

	<b>Restated 2020/2021 £000</b>	<b>2021/2022 £000</b>
Purchase of property, plant and equipment and intangible assets	53,355	48,058
Purchase of short-term and long-term investments	2,499,347	2,013,813
Proceeds from sale of property, plant and equipment and intangible assets	(2,941)	(1,866)
Proceeds from sale of short-term and long-term investments	(2,496,301)	(1,926,894)
Other receipts from investing activities	(38,422)	(34,337)
Other payments from investing activities	779	374
	<b>15,817</b>	<b>99,148</b>

**46. Cash Flow Statement - Financing Activities**

	<b>Restated 2020/2021 £000</b>	<b>2021/2022 £000</b>
Cash payments for the reduction of the outstanding liabilities relating to finance leases and on-balance sheet PFI contracts	4,639	1,970
Repayments of short-term and long-term borrowing	2,819	4,463
Cash receipts of short-term and long-term borrowing	(20,000)	(6,003)
Other payments for financing activities	780	0
City Deal - Grant receipts	(1,466)	(2,736)
	<b>(13,228)</b>	<b>(2,306)</b>

**47. Reconciliation of liabilities arising from financing activities**

	<b>As at 1 April 2021</b>	<b>Financing cash flows</b>	<b>Non-cash changes</b>		<b>As at 31 March 2022</b>
	<b>£000</b>	<b>£000</b>	<b>Acquisition £000</b>	<b>Other non- cash changes £000</b>	<b>£000</b>
Long-term borrowings	(307,632)	(6,003)	0	8,549	(305,086)
Short-term borrowings	(4,105)	4,463	0	(6,362)	(6,004)
Lease liabilities	(231)	63	0	0	(168)
On balance sheet PFI liabilities	(28,363)	1,907	0	0	(26,456)
<b>Total liabilities from financing activities</b>	<b>(340,331)</b>	<b>430</b>	<b>0</b>	<b>2,187</b>	<b>(337,714)</b>

**48. Joint Operations**

A joint operation is defined as “a contractual arrangement under which the participants engage in joint activities that do not create an entity because it would not be carrying on a trade or business of its own. A contractual arrangement where all significant matters of operating and financial policy are predetermined does not create an entity because the policies are those of its participants, not of a separate entity”.

The Code states that where such joint operations exist, each participant should account directly for its share of the assets, liabilities, income, expenditure and cash flows held within or arising from the arrangements. A review of shared practices within the Authority identified that the following should be regarded as joint operations:

- Cardiff City Region City Deal
- Glamorgan Archive Joint Committee
- Greater Gwent Cremation Joint Committee
- Gwent Joint Records Committee
- Gwent Wide Integrated Community Equipment Service Project (GWICES)
- Project Gwyrdd

In respect of the Cardiff Capital Region City Deal (CCRCD), the Authority has included its share of income, expenditure, assets, liabilities, reserves and cash flows relating to the arrangement within the single entity accounting statements and disclosures. This is a change from 2020/21 where these transactions were not material in nature to warrant inclusion.

## Caerphilly County Borough Council

---

To ensure meaningful comparability with prior year figures, the 2020/21 figures within these statements have also been enhanced with the relevant share of income, expenditure, assets, liabilities, reserves and cash flows relating to the arrangement.

The Council's remaining interests in other entities, in aggregate, are not sufficiently material to warrant producing consolidated financial statements when reviewing both quantitative and qualitative information. For this reason, group accounts are not deemed necessary for these entities within these statements.

***The Authority's share of the Income and Expenditure Account and Balance Sheet of some of the committees, where material, is given below:***

### **Cardiff Capital Region City Deal (CCRCD)**

The CCRCD is a £1.2 billion deal between the UK Government, the Welsh Government and the 10 constituent councils in South East Wales, which includes Caerphilly. The investment is over a 20-year period and the key aim of the fund is to create 25,000 new jobs by 2036 and lever £4 billion of private sector investment. The comparative figures for 2020/2021 have been revised to reflect the final audited accounts.

<b>Cardiff Capital Region City Deal (CCRCD)</b>	<b>Restated 2020/2021</b>		<b>2021/2022</b>	
	<b>Total £000</b>	<b>CCBC share £000</b>	<b>Total £000</b>	<b>CCBC share £000</b>
<b><u>Income &amp; Expenditure Account</u></b>				
Cost of Services	4,718	565	6,273	751
Operating Income	(7,286)	(872)	(8,592)	(1,028)
<b>Net Cost of Services</b>	<b>(2,568)</b>	<b>(307)</b>	<b>(2,319)</b>	<b>(277)</b>
Interest & Investment Income	(157)	(19)	(168)	(20)
Movement in fair Value of Investment Properties	7,551	904	112	13
<b>Financing &amp; Investment Income &amp; Expenditure</b>	<b>7,394</b>	<b>885</b>	<b>(56)</b>	<b>(7)</b>
Capital Grants & Contributions	(4,475)	(536)	(5,181)	(620)
Corporation Tax	(920)	(110)	488	58
<b>Taxation and Non Specific Grant Income (Surplus) / Deficit on Provision of Services</b>	<b>(5,395)</b>	<b>(646)</b>	<b>(4,693)</b>	<b>(562)</b>
Other Comprehensive Income & Expenditure	0	0	0	0
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>(569)</b>	<b>(68)</b>	<b>(7,068)</b>	<b>(845)</b>

**Balance Sheet**

Long term assets	46,460	5,560	51,634	6,180
Current assets	59,317	7,099	76,231	9,123
Current liabilities	(15,173)	(1,816)	(49,091)	(5,875)
Long term liabilities	(46,642)	(5,582)	(27,743)	(3,320)
<b>Total Assets less Liabilities</b>	<b>43,962</b>	<b>5,261</b>	<b>51,031</b>	<b>6,108</b>
Usable Reserves	9,932	1,189	14,511	1,737
Unusable Reserves	34,030	4,073	36,520	4,371
	<b>43,962</b>	<b>5,261</b>	<b>51,031</b>	<b>6,108</b>

**49. Related Businesses and Companies**

Authorities must consider whether they need to produce group accounts for interests held in other organisations where they meet the definition of subsidiaries, associates and joint ventures. The Authority has reviewed all its relationships in this regard and although the Authority has an interest in the following company, it does not meet the requirements for the preparation of group accounts.

**Education Achievement Service (EAS)**

The five local authorities of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen have formed an Education Achievement Service (EAS). The integrated service has been designed to raise education standards in South East Wales.

The EAS became operational in September 2012. It is a joint company limited by guarantee and wholly owned and completely controlled by the five local authorities, but operating at arms-length. It is not a profit-making company and it is a separate legal entity. There is no lead authority with each being represented equally with a 20% interest and having equal voting rights. The company has a board consisting of the Lead Director and elected member representatives from the partner authorities. The collaboration agreement commits the Authority to participate in the EAS company for a minimum period of four years.

The company's latest unaudited trading results for the year ending 31 March 2022 are as follows (the previous year's figures have been restated to reflect the final audited position):

## Caerphilly County Borough Council

---

<b><u>Statement of Profit or Loss</u></b>	<b>Restated Year Ended 31 March 2021 £000</b>	<b>Year Ended 31 March 2022 £000</b>
Revenue	6,759	6,294
Cost of sales	(5,580)	(5,193)
<b>Gross Surplus</b>	<b>1,179</b>	<b>1,101</b>
Other operating income and expenditure	(1,630)	(1,989)
<b>Operating Surplus</b>	<b>(451)</b>	<b>(888)</b>
Investment Income	3	0
Financing costs	(211)	(291)
<b>Deficit before Tax</b>	<b>(659)</b>	<b>(1,179)</b>
<b>Other Comprehensive Income</b>		
Actuarial gain/(loss) on pension scheme	(4,116)	3,732
Adjustment to underwritten balance	4,786	(2,545)
Other Comprehensive Income net of income tax	670	1,187
<b>Total Comprehensive Income for the year</b>	<b>11</b>	<b>8</b>
<b><u>Statement of Financial Position</u></b>	<b>Restated Year Ended 31 March 2021 £000</b>	<b>Year Ended 31 March 2022 £000</b>
Non-Current Assets	13,798	11,287
Current Assets	2,488	1,894
<b>Total Assets</b>	<b>16,286</b>	<b>13,181</b>
Non-Current Liabilities	13,770	11,225
Current Liabilities	2,259	1,691
<b>Total Liabilities</b>	<b>16,029</b>	<b>12,916</b>
<b>Net Assets</b>	<b>257</b>	<b>265</b>
<b>Retained Profit</b>	<b>257</b>	<b>265</b>



**Housing Revenue Account**  
**for the year ended 31 March 2022**

**Housing Revenue Account**

<u>2020/2021</u>		<u>2021/2022</u>		
<u>£000</u>		<u>£000</u>	<u>£000</u>	<u>Note</u>
	<b>Income</b>			
(49,170)	Dwelling rents	(49,749)		1
(285)	Non-dwelling rents	(307)		
(1,172)	Charges for services and facilities	(1,059)		
(6,171)	Contributions towards expenditure	(5,555)		
<b>(56,798)</b>	<b>Total Income</b>		<b>(56,670)</b>	
	<b>Expenditure</b>			
15,545	Repairs and maintenance	16,281		
10,756	Supervision and management	10,330		
2,500	Special Services	2,974		
1,222	Rents, rates, taxes and other charges	1,174		
14,696	Depreciation and impairment of non-current assets	15,363		2
26	Debt Management Costs	34		
(578)	Increase in bad debt provision	492		
<b>44,167</b>	<b>Total Expenditure</b>		<b>46,648</b>	
(12,631)	<b>Net Expenditure/(Income) of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement</b>		(10,022)	
159	HRA services share of Corporate and Democratic Core Costs		139	
<b>(12,472)</b>	<b>Net Expenditure of HRA Services</b>		<b>(9,883)</b>	
5,308	Interest payable and similar charges	5,546		
(7,304)	Major Repairs Allowance	(7,297)		8
(608)	Other Grants	(1,490)		
18,323	(Gain) / Loss on sale of HRA non-current assets	19,884		
(142)	Interest and investment income	(267)		
15,577			16,376	
<b>3,105</b>	<b>(Surplus)/deficit for the year on HRA services</b>		<b>6,493</b>	

**Movement on Housing Revenue Account Statement**

<u>2020/2021</u>		<u>2021/2022</u>		
<u>£000</u>		<u>£000</u>	<u>£000</u>	<u>Note</u>
(12,842)	Balance on the HRA at the end of the previous year		(14,915)	
3,105	(Surplus) or Deficit for the year on the HRA Income and Expenditure Statement	6,493		
(5,178)	Adjustments between accounting basis and funding basis under statute	(15,557)		
(2,073)	Net (increase)/decrease before transfers to or from reserves	(9,064)		
(2,073)	(Increase) or decrease in year on the HRA		(9,064)	
<b>(14,915)</b>	<b>Balance on the HRA at the end of the current year</b>		<b>(23,979)</b>	<b>7</b>

**Note of Movement on Housing Revenue Account Statement**

<u>2020/2021</u>		<u>2021/2022</u>		
<u>£000</u>		<u>£000</u>	<u>£000</u>	<u>Note</u>
	<b>Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year</b>			
0	Difference between amounts charged to income and expenditure for amortisation of premia and discounts and the charge for the year determined in accordance with statute	0		
(14,696)	Depreciation and Impairment of non-current assets	(15,363)		2
(19,030)	Derecognition of Capital Expenditure charged to the HRA Income and Expenditure Statement	(19,808)		
707	Gain/(Loss) on sale of HRA non-current assets	(76)		
(3,950)	Net charges made for retirement benefits in accordance with IAS 19	(5,958)		9
7,912	Capital Grants and Contributions Applied (including Major Repairs Allowance)	8,787		
(29,057)			(32,418)	
	<b>Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year</b>			
2,288	Employer's contributions payable to the Greater Gwent Pension Fund and retirement benefits payable direct to pensioners	2,246		9
2,439	HRA Minimum Revenue Provision	2,370		
19,218	Capital expenditure funded by the HRA	12,226		
(66)	Adjustment involving the Accumulated Absences Account	19		
23,879			16,861	
<b>(5,178)</b>	<b>Net additional amount required by statute to be credited to the HRA Balance for the year</b>		<b>(15,557)</b>	

**Notes to the Housing Revenue Account**

**1. Rent of Dwellings**

This is the total rent income collectable for the year after allowance is made for voids on empty properties. As at 31 March 2022, 2.4% of lettable properties were void (a decrease on 2.53% in 2020/2021) although this fluctuates throughout the year. The average weekly rent at 31 March 2022 was £99.54 (£98.17 in 2020/2021), based on a 48-week collection period.

**2. Depreciation and Impairment**

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
Operational assets comprising:		
Dwellings (refer to Note 24 Core Financial Statements)	14,680	15,331
Other Land & Buildings	16	16
Vehicles, Plant and Equipment	0	38
Asset Impairments/revaluations	0	(22)
	<b>14,696</b>	<b>15,363</b>
<b>Total HRA depreciation and impairment</b>	<b>14,696</b>	<b>15,363</b>

**3. Rent Arrears**

The rent arrears encompass monies owed by both current and former council tenants. During the year, total rent arrears increased by £137,000. The total of current rent arrears represents 5.3% of Gross Rent Income.

	<b>£000</b>
Arrears at 31 March 2021	3,090
Bad Debt Provision 31 March 2021	(1,288)
<b>Net Arrears at 31 March 2021</b>	<b>1,802</b>
Arrears at 31 March 2022	3,423
Bad Debt Provision 31 March 2022	(1,484)
<b>Net Arrears at 31 March 2022</b>	<b>1,939</b>

**4. Housing Stock**

The Authority was responsible for managing an average of 10,647 dwellings during 2021/2022. The type of stock is made up of approximately 59% houses, 26% flats and 15% bungalows.

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>Number</b>	<b>Number</b>
Stock at 1 April	10,667	10,645
Acquisitions/New Build	6	7
Sales/Demolitions/Expired Leases	(28)	(4)
<b>Stock at 31 March</b>	<b>10,645</b>	<b>10,648</b>

**Notes to the Housing Revenue Account**

**5. Capital Expenditure and Financing**

	2020/2021 Assets £000	2021/2022 Assets £000
<b>Capital Expenditure:</b>		
Operational Assets : Houses	20,270	23,792
Vehicles, Plant & Equipment	115	0
<b>Total Expenditure</b>	<b>20,385</b>	<b>23,792</b>
<b>Capital Financing :</b>		
Capital Grants	(721)	(4,485)
Major Repairs Allowance	(7,304)	(7,297)
Revenue Reserves	(11,214)	(12,011)
Capital Receipts	(1,146)	0
<b>Total Income</b>	<b>(20,385)</b>	<b>(23,793)</b>

**6. Capital Receipts and Unapplied Capital Income**

	2020/2021 £000	2021/2022 £000
Sale of Council Dwellings	(2,480)	(169)
Sale of Land	0	(6)
Other Capital Receipts	(2)	(44)
<b>Total</b>	<b>(2,482)</b>	<b>(219)</b>

**7. Balance Carried Forward**

The working balance at 31 March 2022 was £23.979m, a net increase of £9.064m over the year.

	Balance at 1 April 2021 £000	Appropriations From Reserves £000	Appropriations To Reserves £000	Balance at 31 March 2022 £000
<b>Reserve:</b>				
<b>Housing Fund Balances</b> - represents the general, unallocated balances associated with the Housing Revenue Account	(14,237)	0	(7,342)	(21,579)
<b>HRA Earmarked Reserve</b> - exists to meet future commitments in respect of planned programme works	(678)	0	(1,722)	(2,400)
	<b>(14,915)</b>	<b>0</b>	<b>(9,064)</b>	<b>(23,979)</b>

**Notes to the Housing Revenue Account**

**8. Major Repairs Allowance**

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
Amount Received in Year	(7,304)	(7,297)
Amounts Applied in Year	7,304	7,297
<b>Amounts Carried Forward</b>	<b>0</b>	<b>0</b>

**9. HRA share of contributions to or from the Pension Reserve**

	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£000</b>	<b>£000</b>
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(3,950)	(5,958)
Employer's pension contributions and direct payments to pensioners payable in the year	2,288	2,246
<b>Total Contribution (to) / from the Pension Reserve</b>	<b>(1,662)</b>	<b>(3,712)</b>

## Glossary of Terms

The Statement of Accounts contains a number of technical terms which will not be familiar to the lay person. To assist the reader of the accounts, a number of these terms have been explained using non-technical terminology.

**Accruals basis** – An accounting concept in which transactions are reflected in the accounts of the period in which they take place, as opposed to the period in which payments are made or income received.

**Actuary** - A qualified person who works out insurance and pension fund valuations, taking into account factors such as trends in insurance claims and life expectancy.

**Amortisation** – The reduction in value of an intangible asset (e.g. computer software) by pro-rating its cost over a period of years.

**Authority** - Caerphilly County Borough Council.

**Available-for-sale Reserve** – A reserve that holds the gains or losses on revaluation of investments (classified as available-for-sale) that are not yet realised through sales.

**Balance Sheet** - A statement listing all assets and liabilities of the Authority at the 31 March.

**Borrowing** - Can be short-term (less than 1 year to maturity) or long-term (more than 1 year to maturity) and represents money loaned to the Authority by third parties.

**Budget** - A budget is the spending plan for the financial year in question i.e. 2018/2019.

**Capital Adjustment Account** - An account that relates to capital and non-current asset transactions. This includes the application of capital monies e.g. capital grants to finance the capital schemes of the Authority and to manage the disposal of non-current assets.

**Capital Expenditure** - Expenditure on non-current assets which will be used by the Authority over many years to provide services e.g. buildings.

**Capital Receipts** - Proceeds from the sale of non-current assets e.g. land or buildings.

**Cash Flow Statement** - A statement recording all movements in cash during the year for both revenue activities and capital activities.

**Comprehensive Income and Expenditure Statement** – A statement recording day to day spending and income e.g. salaries, running costs etc. on all revenue services of the Authority.

**Contingent Asset** - A possible asset that arises from a past event but whose existence will only be confirmed after an uncertain future event e.g. the outcome of a court case.

**Contingent Liability** - A possible financial cost of a past event but which will only be confirmed by the occurrence of one or more uncertain future events e.g. the outcome of a legal case. Unlike a provision, no amounts are set aside in the accounts, only a note explaining the relevant facts.

**Creditor** - Someone who is owed money for goods or services provided to the Authority.

**Current Assets** - Assets that are short term and are liquid by nature i.e. cash, inventories, debtors.

**Current Liabilities** - Liabilities that are short term (less than one year).

**Debt Management Office (DMO)** - An executive agency of HM Treasury with responsibilities for debt and cash management for the UK Government, lending to local authorities (via the PWLB (see below) and managing certain public sector funds.

**Debtor** - Someone who owes money for goods or services provided by the Authority.

**Depreciation** - The notional reduction in value of assets due to their wear and tear in providing services to the Authority.

**Direct Revenue Financing** - A contribution made from the revenue accounts during the financial year to help pay for capital projects.

**Financial Instruments** - A collective name for investments, trade debtors, trade creditors and borrowings.

**Financial Year** - This is the accounting period, starting on 1 April and finishing on 31 March in the following year. For 2021/2022, it runs from 1 April 2021 to 31 March 2022.

**Finance Leases** - A method whereby capital assets are financed over a number of years by means of annual payments to a leasing company. The ownership of the asset by the Authority is deemed to have taken place at the start of the lease arrangement.



## Glossary of Terms

**Financial Instruments Adjustment Account** - An account which is used to manage the loan interest charged to the Council Fund in accordance with IAS 32 & 39.

**Government Grants** - Assistance by Government and inter-government agencies and similar bodies, whether local, national or international usually in the form of cash.

**Heritage Asset** - A tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities held and maintained for its contribution to knowledge and culture.

**Housing Revenue Account Income and Expenditure Account** - This account contains all expenditure and income in relation to the Authority's Council Dwellings including Council Houses.

**IAS** - International Accounting Standard

**IFRIC** - International Financial Reporting Interpretations Committee

**IFRS** - International Financial Reporting Standards

**Impairment** - Impairments occur when non-current asset values change significantly due to changes in circumstances. They can occur if there is a significant change in a non-current asset's market value or significant physical damage e.g. fire. The cost of impairment is charged to the revenue account in the year it occurs.

**Inventories** - These are raw materials and consumables that are used in carrying out services e.g. bricks, nails, food, beverages etc. The values of these items which have not been used at 31 March are shown as current assets in the balance sheet.

**Investments** - These can be short-term (less than 1 year to maturity) or long-term (more than 1 year to maturity) and represent surplus funds of the Authority invested with third parties.

**Levies** - Levies are charges on the Authority by other public bodies / non-billing organisations to enable them to cover their costs in the performance of their services.

**Minimum Revenue Provision (MRP)** - A minimum annual charge that must be made to the revenue accounts to systematically reduce the principal element of loans which have been raised and used to pay for capital schemes.

**Movement in Reserves Statement** - A statement showing the in-year movement on all the different reserves held by the Authority.

**National Non-Domestic Rates (NNDR)** - Also known as the Business Rate, it is the charge occupiers of business premises pay to finance part of the Authority's revenue spending. The charge is based on the rateable value of the business premises.

**Non-Current Assets** - These are long term assets which are used for more than 1 year.

**Non-Current Assets: Enhancement Expenditure** - This is where capital expenditure on an asset does not alter the book value of the asset e.g. window replacement.

**Operating Leases** - A method of paying for the use of capital assets e.g. vehicles by means of annual payments to a leasing company over a number of years. The leasing company retains ownership of the asset during and at the end of the lease agreement.

**Precepts** - Precepts are levied on the Authority by non-billing organisations e.g. police, community councils to enable them to cover their costs in the performance of their services or duties.

**Pension Current Service Cost** - This represents the increase in the present value of a defined benefit obligation resulting from employee service in the year after netting off contributions from scheme participants.

**Pension Gain or Loss on Settlement** - This arises when the Authority enters into a transaction that eliminates all further legal or constructive obligations for part or all the benefits provided under the defined benefit plan.

**Pension Liability (IAS 19)** - This represents the indebtedness of the Authority in relation to the retirement benefits due to its employees, after allowing for the Authority's share of investments in the Pension Fund.

**Pension Net Interest on the Defined Benefit Liability/Asset** - This is the change during the year in the net defined benefit liability/asset arising from the passage of time.

**Pension Past Service Cost** - This represents the change in the present value of the defined benefit obligation for employee service in prior periods resulting from a plan amendment or curtailment.

**Pension Reserve (IAS 19)** - This reserve matches the pension liability and is charged with the gain or loss which arises when the pension fund Actuary revalues the assets and liabilities within the pension

## Glossary of Terms

fund each year. It also ensures that the charge made to the Income and Expenditure Account under IAS 19 is replaced with the pension cost required to be made for Council Tax purposes.

**Provision** - A provision is an amount set aside in the accounts for a past event which is likely to incur a financial cost some time in the future.

**Public Works Loans Board (PWLB)** - This is a Government Agency which provides longer term loans to local authorities at preferential rates of interest.

**Related Party Transactions** - These are disclosed to highlight any relationships that may exist between the Authority and third parties which may materially affect or influence the way the Authority or third parties are able to operate.

**Reserves** - Reserves are sums set aside to meet future expenditure. They may be earmarked to fund specific expenditure or be held as general reserves to fund non-specific future expenditure.

**Revaluation Reserve** - This reserve is used to record gains in non-current asset values as a result of formal revaluations.

**Revenue Expenditure funded from Capital under Statute** - This represents expenditure which does not result in, or remain matched with, assets controlled by the Authority.

**Revenue Support Grant** - This is the principal source of finance from Central Government towards revenue expenditure incurred for non-Council housing purposes.

**Trust Funds** - These are monies not belonging to the Authority that are administered by the Authority on behalf of third-party individuals or organisations.

**Work in Progress** - This represents the value of work done on unfinished projects at the date of the Balance Sheet (31 March).

## Annual Governance Statement

### 1. Background

- 1.1 The Governance Framework comprises the systems, processes, culture and values by which the Council is directed and controlled and the activities through which it accounts to, engages with, and leads the community.
- 1.2 The system of internal control is a significant part of that framework. The system of internal control is based on an ongoing process designed: -
- To Identify and prioritise the risks to the achievement of the Council's policies, aims and objectives.
  - To evaluate the likelihood and impact of those risks being realised.
  - To manage the identified risks effectively.
- 1.3 The 2021/22 financial year presented some key challenges for the Council, in particular the ongoing impact of the Covid-19 pandemic and the emergence of the cost-of-living crisis. The pandemic continued to impact on service delivery in some areas and additional costs and income losses continued, albeit that these were largely offset by the financial support provided through the Welsh Government (WG) Covid-19 Hardship Fund. The latter part of the financial year saw the emergence of the cost-of-living crisis with inflation running at circa 10% and the resultant impacts being keenly felt by both the council and our residents. More details are provided in Sections 5.2.10 and 5.2.11 of this document.

### 2. Scope of responsibility

- 2.1 The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also had a duty under the Local Government Act 1999 and the now revoked Local Government Measure (Wales) 2009 to make arrangements to secure continuous improvement in the way in which its functions are exercised. The Local Government and Elections (Wales) Act 2021 (Part 6 chapter one) provides for a new and reformed legislative framework for local government elections, democracy, governance and performance. A principal council has a duty (Section 89) to keep under review the extent to which it is fulfilling the 'performance requirements' that is, the extent to which: -
- it is exercising its functions effectively;
  - it is using its resources economically, efficiently and effectively; and
  - its governance is effective for securing the above.

We also have a duty to consult a range of people and to report on performance (Sections 90 and 91).

- 2.2 The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to carry out sustainable development in setting its objectives. To do this we have set and published Well-being Objectives including the steps we will take, and the resources we will need to deliver them.
- 2.3 Audit Wales and the Future Generations Commissioner accept that public bodies will publish one set of objectives covering improvement and well-being and there is an expectation that the Corporate Plan, which encompasses the Well-being Objectives is reviewed annually.

## Annual Governance Statement

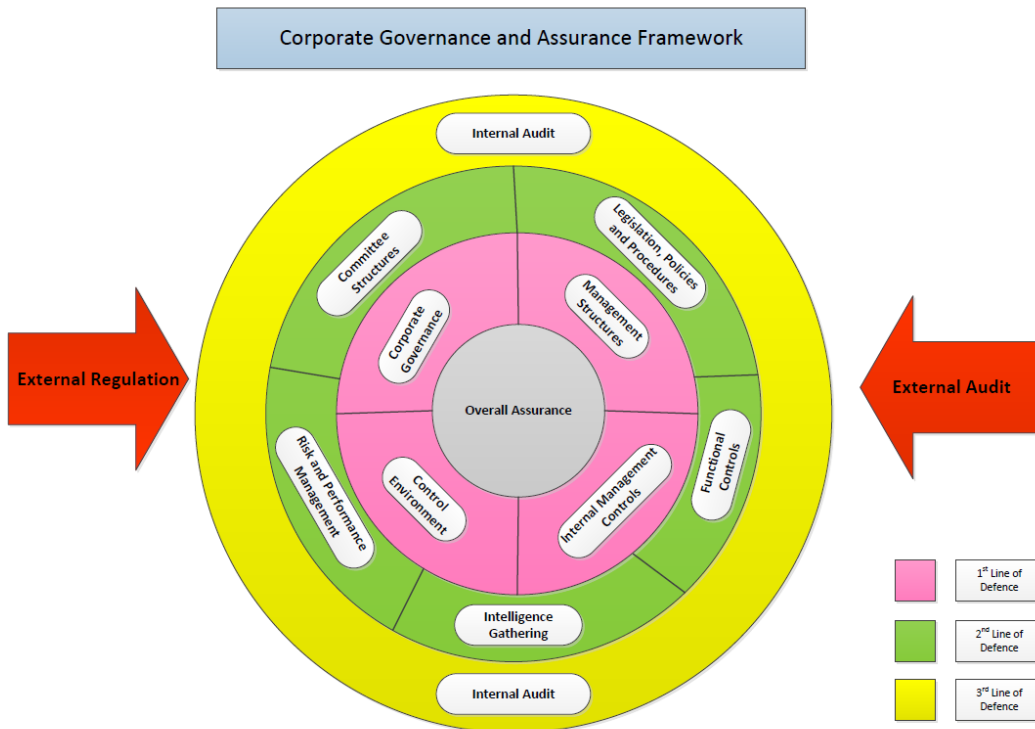
- 2.4 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
- 2.5 The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. The Code can be accessed through the link below: -



Code of Corporate  
Governance.pdf

- 2.6 The Annual Governance Statement (AGS) explains how the Council has complied with the Code and meets the requirements of regulation 5(4) of the Accounts & Audit (Wales) Regulations 2014 in relation to the publication of a Statement on Internal Control.
- 3. The purpose of the governance framework**
- 3.1 The governance framework comprises the systems, processes, culture and values, by which the Council is directed and controlled and the activities through which it accounts to, engages with, and leads the community.
- 3.2 During the 2016/17 financial year an Assurance Framework was produced as a diagrammatic representation of the governance and assurance processes that are in place. The Framework was endorsed by the Audit Committee in December 2016 and continues to be relevant. Its purpose is to provide clarity and understanding of the connections between functions and activities that enable the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

Annual Governance Statement



3.3 The system of internal control is an integral part of the Framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

**4. The governance framework**

4.1 The following paragraphs describe the key elements of the systems and processes that comprise the Council's current governance arrangements: -

**4.1.1 Identifying and communicating the Council’s vision of its purpose and intended outcomes for citizens and service users.**

- The Council’s Corporate Plan (2018-2023), approved by Council on 17 April 2018, sets out the Cabinet’s commitments, priorities, and Well-being Objectives. A copy of the revised Plan is available through the link below: -



Updated Corporate Plan 2021.22 (PDF).pc

### Annual Governance Statement

- The Well-being Objectives were informed by the information from the local assessment of well-being carried out by the Caerphilly Public Services Board (PSB). The Corporate Plan includes our well-being statement detailing why we chose our objectives and how they will be monitored and resourced. The Plan is reviewed on an annual basis to ensure its continued relevance and at its meeting on 27 October 2021 the Council's Cabinet endorsed the relevance and continuation of the Well-being Objectives contained within the Plan.
- Long-term outcomes and interim performance standards have been established for each Well-being Objective and progress is reported via the relevant Scrutiny Committees on a six-monthly basis.
- Through our chosen objectives we contribute to the high level strategic PSB Well-being Plan for the county borough area ('The Caerphilly We Want 2018-2023'). Our Corporate Plan follows the same planning cycle to ensure alignment and because it is based on the same data and community.
- The Council's Annual Report tells citizens and service users how we have performed against the Well-being Objectives, as required under the Well-being of Future Generations (Wales) Act 2015 and for the last time in 2021 under the now revoked Local Government Measure 2009.
- The Corporate Plan, PSB Well-being Plan and Annual Report are endorsed by Council and communicated via media release.
- The Council structures its communications programme around the Council's Well-being themes with planned activity aligned to the chosen objectives as demonstrated in the Caerphilly newsletter and Place Shaping communications.
- Following the Local Government elections in May 2022, the newly appointed Cabinet will lead the administration until May 2027. The Council's Corporate Plan is currently being reviewed and new Well-being Objectives will be agreed in May 2023 covering the five-year period to 2028.

#### 4.1.2 ***Reviewing the Council's vision and its implications for the Council's governance arrangements.***

- The five PSBs in the region merged to form the Gwent PSB in September 2021 with Caerphilly CBC providing the secretariat. During 2021 and early 2022 the PSB partners produced a regional well-being assessment identifying over one hundred issues affecting well-being in Gwent, supplemented by twenty-two local community assessments. Residents, communities and others were consulted on the findings to check that they resonated with the lived experience to produce a new regional vision of well-being. The well-being assessment is being used to develop the next iteration of the well-being plan, which will be set on a Gwent regional footprint.
- The Corporate Plan is regularly reviewed and refined to ensure we have employed the sustainable development principle to reflect our changing aspirations, at a local and national level. A yearly review is conducted and reported to Cabinet with the most recent report being considered and approved on 27 October 2021
- A performance management framework is established and is routinely reviewed to ensure it is fit for purpose.
- The Council has used the information in the local assessment of well-being which identified the well-being needs and strengths of the area. The Council is a facilitating partner in the PSB and leads on the data assessment work. This data assessment is a regularly updated online form. We use this data to ensure we are supporting the economic, environmental, social and cultural well-being of the area.
- Due to the ongoing Covid-19 restrictions this mainly took the form of an online survey accessed through a QR code asking similar questions about people's perceptions of well-being across the region. In Caerphilly county borough online engagement sessions were held in each of the five local community areas using the same question set as a basis for

## Annual Governance Statement

a conversation about well-being. The evidence published in the regional and local well-being assessments is now being used to develop the well-being plan for Gwent in May 2023.

- In May 2017, the Cabinet determined its five-year plan. This approach was taken as part of the sustainable development principle to take a longer-term view, consider how we may improve well-being, how we integrate our activity with others, particularly through collaborating with partners and our communities.
- Delivering the Well-being Objectives of the Council has taken account of the statutory guidance for public bodies under the Well-being of Future Generations (Wales) Act 2015. The Council has updated its risk registers, planning tools, self-evaluation and reporting templates.
- The Council has continued to work on its transformation programme through the Team Caerphilly - Better Together Strategy and has developed a programme of ten corporate reviews to drive the change forward. These have been developed in the light of engagement with staff and the learning from the changed working practices brought about by the Covid-19 pandemic. The reviews were agreed by Cabinet on 22 July 2020 and continue to be reviewed for relevance and progress. The Council has reviewed the wider implications of Covid-19 on communities and has implemented a Strategic Recovery Framework to help communities overcome the worst effects of the pandemic, adopted by Cabinet on 30 September 2020. A new Well-being and Place-shaping Framework was also adopted by Cabinet on 24 February 2021.
- The governance arrangements for the transformation programme include a Programme Co-ordination Group and the Programme Board.

### 4.1.3 ***Measuring the quality of services for users, ensuring they are delivered in accordance with the Council's objectives and ensuring that they represent the best use of resources.***

- A new performance framework has been established and was approved by Cabinet on 26 February 2020. This performance framework has a number of component parts: -
  - Corporate Performance Assessment (CPA).
  - Directorate Performance Assessments (DPAs).
  - Service Planning.
  - Risk Management.
  - MyTime Extra.
- **Corporate Performance Assessment (CPA)** - The CPA dashboard is used by the Corporate Management Team (CMT) and Cabinet to monitor the Council's progress in delivering its strategic priorities, identifying and challenging areas of underperformance and discussing and agreeing any remedial actions that may be required. The dashboard provides a graphical and easily accessible overview of: -
  - Progress against CMT priorities, Directorate Management Team (DMT) priorities, Wellbeing Objectives, and the Team Caerphilly transformation programme.
  - Budget position (over / underspend) by Directorate.
  - Corporate risk position.
  - Sickness absence position by Directorate and Service.
  - Workforce position (starters and leavers).
  - Complaints and compliments received by Directorates.

## Annual Governance Statement

- Public Accountability Measures.
  - Freedom of Information requests received and compliance.
- The CPA dashboard is reviewed by CMT on a routine basis as well as being presented twice-yearly to Cabinet. The dashboard provides a position of the organisation at a point in time and enables constructive challenge and ultimately improvement activity to be agreed.
  - **Directorate Performance Assessments (DPA's)** - The CPA dashboard is underpinned by a more detailed set of Directorate Performance Assessment (DPA) dashboards. DPAs provide Directorate Management Teams with a range of data to keep progress under review, drive performance improvement and manage resources, intelligence and risks. Information in the DPA dashboards is grouped as follows: -
    - Overall summary of the quarter.
    - Progress on Directorate priorities.
    - Performance data.
    - Customer intelligence.
    - Resources – financial, workforce and assets.
    - Risk Register.
    - Well-being Objectives.
    - Lessons learned.
    - Conclusion.
  - The DPAs are received by Directorate Management Teams on a routine basis providing opportunities to account for progress, challenge performance and agree improvement activity. The DPA's are shared with relevant Scrutiny Committees twice-yearly.
  - The framework is different from the previous process by joining a wide range of different information in the one place to form an overall self-assessment of the Directorate. This provides a “single source of the truth” and makes it easier to identify reasons for self-assessment learning and judgements.
  - **Service Planning** – The approach to service planning centres on a Directorate service planning workshop which takes place in February each year, if required by the relevant Director.
  - In advance of the workshop, Heads of Service are tasked with working through a set of questions with their staff to identify key priorities and targets for the year ahead; recognise service contributions to the wellbeing objectives; propose measures of success; and define potential risks.
  - In 2021 Cabinet Members were invited to workshops to provide a political leadership perspective on Directorates emerging priorities
  - The final priorities are transposed into the DPA and CPA dashboards for quarterly review. The outputs are also incorporated into the MyTime Extra review process as well as being published and distributed as a booklet to staff from across the service.
  - Where services have existing mechanisms in place for setting priorities (for example Education have robust processes that meet ESTYN requirements), they will populate the DPA dashboards with the relevant information before the beginning of the financial year.
  - **Risk Management** - The monitoring of risk is now embedded within the CPA and DPA dashboards rather than existing as a standalone document. As such, risks are monitored quarterly by Corporate Management Team and Directorate Management Teams with risk levels and mitigating actions being discussed and agreed.



### Annual Governance Statement

- The CPA contains the organisation's 'high level risks' and is owned and updated by CMT. DPAs contain Directorate as well as CMT risks. The Council's risk position continues to be reported twice-yearly to the Governance & Audit Committee.
- **MyTime Extra** – The Council has implemented a replacement for the Personal Development Review (PDR) process for all staff. The new approach is still undertaken formally on an annual basis (MyTime Extra) and has been rolled out across the Council, albeit that there have been some delays due to the ongoing impact of Covid-19. The new approach is based on a set of principles to support annual meetings with staff to explore what has gone well and not so well and to set goals and priorities for the following year. The concept has been introduced as part of the Team Caerphilly transformation programme. The annual discussion enables staff to reflect on their prior year achievements, discuss any learning that has emerged, define their contribution to the service objectives defined at service planning workshops, and to explore their training and development needs. MyTime Extra enables a specific link to be made between the work of the individual and the priorities of the organisation.
- The Council's performance framework as set out above provides Cabinet, Scrutiny Committees, CMT and DMTs with a regular and embedded mechanism for monitoring progress, managing performance, and driving improvement. The dashboards provide a 'single source of the truth', enable key aspects of performance to be discussed, actions to be agreed and learning to be generated. The ability to specifically link individual contributions to organisational goals provides a platform for every employee to understand how they fit and to be recognised for the part they play in delivering the Council's objectives.

#### 4.1.4 ***Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny, and officer functions, with clear delegation arrangements and protocols for effective communication.***

- The Council's Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.
- Policy and decision-making is facilitated through the Cabinet supported by a framework of Statutory and Scrutiny Committees. Delegated decisions made by authorised senior officers, under the scheme of delegation, are posted on the intranet, when appropriate. The CMT has no collective decision-making powers.
- The Council's Constitution is a living document and is reviewed and refreshed on a regular basis to reflect current legislation and working practices. Periodic reports are presented to Council in relation to any proposed changes to the Constitution, with the last report being presented in May 2022. In addition, Members approved that overseeing the Constitution should be added to the terms of reference of the Council's Democratic Services Committee.
- Various guidance notes for officers have been prepared to sit alongside the Council's Constitution and training has been rolled out. The documentation is available on the corporate governance pages on the Council's intranet. These arrangements have now been formally embedded within the Council's governance arrangements.
- Moving forward, one of the ten corporate reviews being undertaken as part of the Team Caerphilly transformation programme will focus on decision-making. The review will consider whether: -
  - Governance arrangements are in place that keep us safe while supporting modern ways of working.
  - Cabinet decision-making arrangements focus appropriately on Council-wide strategic issues.
  - Scrutiny Committees focus Committee time on Council wide strategic issues aligned to the Cabinet Forward Work Programme.

## Annual Governance Statement

- Delegated Decision-Making capability is introduced for individual Executive Members with appropriate thresholds and safeguards in place.

### 4.1.5 ***Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff.***

- The Council's Constitution contains formal codes of conduct that articulate the standards of ethical behaviour that are expected from both elected members and officers. These incorporate procedures for the disclosure of personal interests and offers of gifts and hospitality.
- Both members and officers are made aware of the personal conduct and disclosure requirements and they are available for reference on the Council's intranet.
- All declarations of member gifts and hospitality are reported to the Council's Standards Committee. For officers a quarterly update is given to the Council's Governance & Audit Committee.
- The Council has developed a Workforce Development Strategy and one of the actions arising from it will be to review management and leadership learning and development requirements and opportunities to ensure current and future managers and leaders have the necessary skills to deliver the vision of the Team Caerphilly transformation strategy.
- Customer Services standards have been introduced as standards of behaviour adopted by the Council that all staff should be adhering to.

### 4.1.6 ***Reviewing and updating standing orders for contracts, financial regulations, a scheme of delegation and supporting procedure notes / manuals, which clearly define how decisions are taken and the processes and controls to manage risks.***

- The Monitoring Officer in conjunction with senior officers and members undertakes periodic reviews of the Council's Constitution including reviewing Standing Orders for Contracts, Financial Regulations, and the Scheme of Delegation to ensure that current practices and legislation are reflected. One of the ten corporate reviews currently underway is focusing on decision making to ensure that the Council's governance arrangements keep us safe while supporting modern ways of working.
- The standard member reporting procedure requires a consideration of risk for all significant decisions. This is also underpinned by a robust structure and system for identifying and evaluating all significant business risks at both corporate and operational levels, the key elements of which are a Corporate Risk Register, Directorate Risk Registers and Service Level Risk Assessments. These are all key elements of the performance framework that was approved by Cabinet on 26 February 2020.
- The Council has formally agreed a Risk Management Strategy which was originally endorsed in 2013 and updated in 2017. More recently, an updated Risk Management Strategy was approved by the Governance and Audit Committee on 25 January 2022. The updated Strategy is available through the following link: -



Risk Management  
Strategy.pdf

- The Corporate Risk Register is reported to the Governance and Audit Committee twice-yearly, with CMT providing quarterly updates through the CPA. Cabinet also receives mid-year and year-end updates as part of the Corporate Performance Assessments.

## Annual Governance Statement

### 4.1.7 ***Undertaking the core functions of an Audit Committee, as identified in CIPFA's Audit Committees – Practical Guidance for Local Authorities.***

- The Council has appointed a Governance & Audit Committee, with terms of reference that comply with CIPFA guidelines. These extend to monitoring and reviewing the adequacy of the governance framework.
- Training for new members of the Committee and refresher training is carried out periodically and at least twice in a Council term. Ad-hoc training is provided as required or where specific needs have been identified.
- The Terms of Reference are reviewed annually and are updated. The latest review was completed in February 2021 and reported to the Committee on 19 March 2021.
- Lay members have been appointed in accordance with the Local Government and Elections Act (Wales) 2021 in readiness for the new municipal cycle starting in May 2022.
- During the 2022/23 financial year a self-evaluation and skills/knowledge assessment will be undertaken for the Governance and Audit Committee based on the latest CIPFA guidance.

### 4.1.8 ***Ensuring compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful.***

- The Council aims to ensure compliance with established policies, procedures, laws and regulations through a variety of mechanisms, including the following: -
  - Corporate Management Team.
  - Directorate Management Teams.
  - Heads of Service.
  - Head of Legal Services & Monitoring Officer.
  - Head of Financial Services & S151 Officer.
  - Senior Information Risk Owner (SIRO).
  - Data Protection Officer.
  - Internal Audit.
  - External Audit.
  - Performance Management Framework.
- The Head of Legal Services & Monitoring Officer and the Head of Financial Services & S151 Officer routinely attend each formal meeting of the Corporate Management Team and they also attend all Cabinet meetings. Furthermore, the standard committee reporting procedure and report template requires these Officers to examine reports to the Executive for compliance with legal and procedural issues. The report template also includes a section on financial implications which is reviewed by the Head of Financial Services & S151 Officer.
- In addition to the above, the Council has a Deputy Monitoring Officer and a nominated Finance Manager will represent the Head of Financial Services & S151 Officer when required. This ensures that adequate cover for these roles is in place during periods of sickness absence or annual leave.

### 4.1.9 ***Arrangements for whistle blowing and for receiving and investigating complaints from the public.***

- The Council has in operation a widely publicised Whistleblowing Policy, which forms part of the Council's Constitution. This is overseen by senior officers within the Council and reported to the Council's Standards Committee on an annual basis.

## Annual Governance Statement

- The Council also operates a formal Corporate Complaints Procedure, which has been widely publicised.
- The Governance & Audit Committee has continued to play a more proactive role in monitoring the level of complaints and the procedures that are in place, with reports being presented periodically. In addition, individual Scrutiny Committees may receive reports on complaints when requested.
- There are a number of avenues for members of the public to report concerns, complaints and other matters.
- One of the corporate reviews currently underway includes a review of complaints handling, with the aim being to ensure consistency across the Council together with the consideration of the introduction of a new centralised complaints logging system. The new logging system has now been developed and trialed and is due to be rolled out in the autumn of 2022.

### 4.1.10 ***Identifying the development need of members and senior officers in relation to their strategic roles, supported by appropriate training.***

- Formal induction programmes and training and development plans are in place for members. Where identified through the staff appraisal process, senior officers participate in management development training.
- It had previously been recognised that the induction and training of members was sporadic in respect of some committees. In order to address this issue Council approved the implementation of a new, more focused training regime for members which includes the identification of certain aspects of training as mandatory.
- A training needs analysis is carried out every 18 months by Democratic Services to help members identify their own development needs and a training programme is then put together as a result of the analysis.
- The Council has previously undertaken a successful senior member development programme, which was a training framework for members who hold or aspire to hold senior office.
- A review of induction arrangements for officers is being undertaken as this area can be improved. Although some progress has been made with developing an I.T. solution, this is still in progress and needs review in line with the impact of the GDPR.
- As mentioned in Section 4.1.5 leadership and development competencies are being reviewed to identify effective behaviours that are needed to deliver the vision of the Team Caerphilly transformation strategy, and the skills and values required from all staff. A new fixed-term Principal Human Resources Officer has been appointed to assist with this work.

### 4.1.11 ***Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation / engagement.***

- The Council has a strategically embedded corporate communication strategy which defines the way the Council will communicate with its staff residents, partners and other stakeholders. In February 2020, the Council also adopted its Consultation and Engagement Framework, setting out a series of high-level principles which build upon the way the Council engages with its citizens and supports enhanced consultation and engagement activity across communities. The framework complements the principles within the Corporate Communication and Engagement Strategy and also has clear links to the Council's Team Caerphilly transformation strategy. The framework's intentions are:

## Annual Governance Statement

- To highlight the continued importance of effective consultation and engagement and the clear strategic link to the decision-making process.
  - To demonstrate the key role that engaged, empowered communities have in supporting the future proofing of Council services.
  - To provide a clear definition of engagement and explain the 'Spectrum of Engagement'.
  - To outline the principles and standards that underpin meaningful engagement and consultation.
- Since its adoption, the Council has made good progress in building upon these intentions. Internally, the Council's engagement team have organised a series of awareness raising/information sessions for staff on effective consultation and engagement.
  - The Council has also undertaken a number of significant consultation exercises since the framework's inception. The "Caerphilly Conversation 2021" was a far-reaching resident survey which sought resident views on a wide range of subject areas, including satisfaction with Council services, the response to Covid, service transformation going forward and the role of communities. This was followed up by a similar but shorter survey in 2022.
  - The feedback from these surveys has been shared with CMT, Cabinet and the wider staff group, with the expectation of Leader being that key feedback is incorporated into future service planning.
  - A key element of the 2021 survey was a section on the role of communities. Communities highlighted they felt it would be beneficial to have a fund which would allow them to undertake projects of their own to meet community need. Directly from this, in the 2021/2022 council budget, the Community Empowerment Fund was established. The £328,000 annual fund is available on a ward-basis and facilitates projects that meet a number of key criteria established by the communities themselves.

### 4.1.12 ***Incorporating good governance arrangements in respect of partnerships and other group working as identified in the CIPFA Framework "Delivering Good Governance in Local Government" and reflecting these in the Council's overall governance arrangements.***

- The Council has adopted a partnerships and collaborations framework which specifies the minimum governance requirements in respect of all the Council's partnerships and the enhanced requirements in respect of its key partnerships.
- In addition, the framework sets out the requirements for creating new partnerships and collaborations and importantly includes the arrangements for disbanding and exiting arrangements.
- The Council maintains details of all current partnerships and collaborations and this is reviewed and updated bi-annually and reported to the Corporate Governance Review Panel and Governance & Audit Committee periodically.
- The Council has long-standing partnership arrangements with the third sector and has enshrined these in its joint agreements. In 2013 this agreement brought in the PSB partners, third sector organisations, Community and Town Councils and the Caerphilly Business Forum. The Third Sector Partnership Agreement has been updated to align with the PSB's Well-being Plan, "The Caerphilly We Want 2018-2023" and was signed by all PSB organisations in July 2019. From 2021 partnership governance started to be developed to provide a framework for the up-and-coming Gwent Regional Well-being Plan.

## Annual Governance Statement

### 5. Review of effectiveness

5.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Corporate Governance Review Panel (which has responsibility for the development and maintenance of the governance environment), the Internal Audit Manager's annual report, and comments made by external auditors and other review agencies and inspectorates. The review covers all significant corporate systems, processes and controls, spanning the whole range of the Council's activities, including in particular those designed to ensure:-

- The Council's policies are put into place.
- Laws and regulations are complied with.
- Required processes are adhered to.
- Performance and financial statements and other published information are accurate and reliable.
- Human, financial, data/information and other resources are managed efficiently and effectively.
- Services are delivered efficiently and effectively.

5.2 The following paragraphs describe the processes that have been applied in maintaining and reviewing the effectiveness of the Council's governance framework.

#### 5.2.1 **Corporate Level Review**

- A Corporate Governance Review Panel has been established to oversee the compilation of the Annual Governance Statement. Membership of the Panel is as follows: -
  - Corporate Director for Education & Corporate Services (Chair).
  - Head of Financial Services and S151 Officer.
  - Head of Legal Services & Monitoring Officer.
  - Head of Transformation.
  - SIRO/Head of Customer & Digital Services.
  - Internal Audit Manager.
  - Cabinet Member for Performance, Economy & Enterprise.
  - Chair of Governance & Audit Committee.

#### 5.2.2 **Directorate Level Review**

- The Council adopts Directorate Assurance Statements requiring members of the Corporate Management Team to review the operation of a range of governance systems and procedures within their service areas, and to indicate whether there are any significant non-compliance issues. These are analysed by the Corporate Governance Review Panel to ascertain whether there are any common areas of concern, and if so, whether these constitute significant governance issues and as such need to be included in the Annual Governance Statement.
- The new performance management framework has resulted in the introduction of Directorate Performance Assessments (DPA's) as detailed in Section 4.1.3.

## Annual Governance Statement

### 5.2.3 **Scrutiny Committees**

- The Council has Scrutiny Committees which meet in public and make recommendations on the improvement and development of policies and hold the Executive and officers exercising delegated powers to account for their decisions.

### 5.2.4 **Governance & Audit Committee**

- The Council has appointed a Governance & Audit Committee whose terms of reference comply with the latest CIPFA guidelines. These extend to monitoring and reviewing the adequacy of the governance framework.
- Periodic ad-hoc training and development sessions are held for members of the Committee to ensure that they are equipped with the knowledge required to effectively undertake their roles.
- Lay members have been appointed to the Committee in line with the requirements of the Local Government and Elections (Wales) Act 2021.

### 5.2.5 **Standards Committee**

- The Council has appointed a Standards Committee in accordance with the provisions of the Local government Act 2000 and associated regulations. Its terms of reference are set out in the Council's Constitution.

### 5.2.6 **Business Improvement Team (BIT)**

- The Business Improvement Team (BIT) is responsible for implementing and maintaining the Council's performance management framework. The Team supports and challenges the Council as a whole, and individual services, to continuously improve using relevant data and the team also supports the programme of service reviews that are being undertaken as part of the Team Caerphilly – Better Together transformation programme.
- The BIT is part of the Council's Service Improvement and Partnership Unit which includes Policy, Equalities, Welsh Language and voluntary sector support. This has strengthened our approach to performance management by reinforcing the links to our policy and planning activities. It has enhanced our ability to respond to the requirements of the Well-being of Future Generations (Wales) Act 2015 in terms of having a lead role within the Public Services Board (PSB), demonstrating our own contribution to the well-being goals for Wales, delivering our Well-being Objectives, and embedding the sustainable development principle.
- The BIT also works with the Council's external auditors to co-ordinate audit and inspection.

### 5.2.7 **Information Governance**

- The Council's Information Governance structure continues to provide assurance that information is used appropriately and kept securely.
- The Head of Customer & Digital Services is the Council's Senior Information Risk Owner (SIRO), and the Procurement and Information Manager is the Deputy SIRO.
- The SIRO's role is to assure the Council's information through implementation of the Information Risk Management Policy.
- The process for Heads of Service, as Information Asset Owners, to submit half-yearly information risk returns to the SIRO continued throughout 2021/22. The process provides the SIRO with enhanced visibility to ensure risks are reported appropriately, measures to

### Annual Governance Statement

- reduce risk are effective across all services, and information risk management is embedded into the culture of the organisation.
- Information Security reports directly to the Procurement and Information Manager. The recruitment of a dedicated IT Security Manager is planned for 2022/23 to increase capacity in response to increasing cyber security risks together with an 'apprentice'.
  - Dedicated IT (cyber) security sessions have been undertaken with Elected Members, the Leadership Team and Management Network via Silverthorn Associates. Officers have also participated in the Welsh Government funded Bob's Business 'Phishing' campaign, which included raising awareness and training. Regular updates on IT security are provided to CMT for their consideration, which has resulted in the Chief Executive raising awareness of this key risk amongst all staff and elected members.
  - The Data Protection Officer (DPO) required by Article 37 of GDPR is the Information Governance Manager. This post provides DPO reports to CMT via the SIRO and the relevant Cabinet Member quarterly. The post also fulfils the DPO function for all of the Council's Schools via a Service Level Agreement and works closely with Legal Services via the Exemption Panel.
  - A network of Information Governance (IG) Stewards within each Service Area assist Heads of Service in assuring their information by communicating key messages on IG policies and training and developing and maintaining a GDPR compliant Record of Processing Activities via Information Asset Registers and Privacy Notices.
  - Investment in Information Governance continued throughout 2021/22 with the contract for the existing Information Compliance Officer extended for an additional year and two additional Information Compliance Officers recruited in March 2022 on two-year fixed term contracts to improve the Council's data protection and access rights (Freedom of Information Act 2000 and Environmental Information Regulations 2004) compliance.
  - Encouraging effective records management practices across the Council including during the set-up of new technologies, will continue, to ensure records repositories are well managed and to encourage services to make the best use of Council data.
  - Effective records management, especially of electronic formats, will also help to address growing demands of information rights requests whilst staff Council-wide work in an agile way. The potential to automate aspects of information requests is being explored, alongside other measures to manage the volumes of requests received.
  - Information Governance and IT Security continue to work closely together, and this will continue moving forward.
  - Priorities during 2022/2023 will include continuing to improve the content, governance and security of records, continue to improve compliance with data protection and access rights and develop and implement a cyber-security strategy and associated action plan to build on staff, management and elected member awareness. Separate Corporate and Education Cyber Security Forums will be set up on a recurring basis.

#### 5.2.8 **Internal Audit**

- Internal Audit Services is responsible for monitoring the quality and effectiveness of the system of governance and internal control. A risk-based Internal Audit Plan is produced each financial year. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant Directorate. Each report includes recommendations for improvements and an agreed management action plan. The process includes follow-up reviews of agreed recommendations to ensure that they are acted upon.
- During 2017/18 the Internal Audit Services' conformance with the Public Sector Internal Audit Standards (PSIAS) was subject to external peer review which determined that with the exception of a few minor issues the Section was compliant. A new review cycle has now been entered into and plans are in place for a further external review to take place in 2022/23.



## Annual Governance Statement

- During the last 2 years a number of the Internal Audit Team staff have left the Council's employment due to retirement or resignation. However, good progress has been in recruiting to these posts with just one vacant post now remaining. Furthermore, the capacity of the team has been increased and three members of staff are now studying for formal qualifications.
- During the 2021/22 financial year an Anti-Fraud Strategy has been drafted and this was presented to the Governance and Audit Committee on 14 June 2022 for endorsement. The Strategy will be underpinned by an action plan that was presented to the Committee on 11 October 2022.
- Based on the audit work undertaken during the 2021/22 financial year the Acting Internal Audit Manager has concluded that overall the Council's systems and control procedures are effective.

### 5.2.9 External Audit (Audit Wales)

- The Council receives Audit Wales' reports on the annual statement of accounts, and other areas such as financial management and the financial position, performance management, risk management and governance.
- In January 2022, Audit Wales issued its Annual Audit Summary for Caerphilly County Borough Council, which is available through the link below: -



Caerphilly County  
Borough Council - A

- In May 2021, Audit Wales issued its report 'Delivering Good Governance – Caerphilly County Borough Council'. Initially it was planned that this report would be based on a review that would answer the question '**Is the Council improving its governance arrangements so that they support its transformation agenda**'? However, for reasons set out in the report, Audit Wales instead focused more narrowly on the robustness of the Council's arrangements for the delivery of its Transformation Strategy.
- Overall, the report found that aspects of the Council's arrangements are not yet sufficiently well developed to support the increasing scale of the Council's wide-ranging transformation programme. The report included five matters for consideration and an action plan was developed setting out how the Council will respond to these matters.
- The Audit Wales report and the Council's Action Plan are available through the following links: -



Audit Wales Report  
- Delivering Good G



Delivering Good  
Governance - CCBC

- In July 2021, Audit Wales published a report on its financial sustainability assessment of Caerphilly County Borough Council. Overall, the report concluded that the Council continues to have a strong financial position, although its current medium-term financial plan is underdeveloped. The report is available through the link below: -

## Annual Governance Statement



CCBC Financial  
Sustainability Asses:

- The report contains three proposals for improvement linked to strengthening medium-term financial planning, setting the annual revenue and capital budgets, and defining the financial benefits arising from the Council's Transformation Programme.
- The proposals for improvement have been accepted by the Council and align with the outcomes already agreed for the Sustainable Financial Planning Review, which is one of ten corporate reviews established as part of the Council's Transformation Programme.

### 5.2.10 *Extraordinary events – Coronavirus (Covid-19)*

- The Council continued to incur significant additional costs during the 2021/22 financial year due to the Covid-19 pandemic and has also lost income in several key areas. The Welsh Government (WG) continued to provide substantial funding to Local Authorities to offset additional costs and income losses through the Covid-19 Hardship Fund, with the total funding allocated to Caerphilly CBC during 2021/22 being £19.025m.
- In addition to the funding provided to offset additional costs and income losses, WG also provided specific grant funding to assist with a range of other financial pressures. This included £878k to help mitigate a reduction in Council Tax collection rates due to the economic impact of the pandemic, £2.576m for Track, Trace and Protect (TTP), £4.036m for the Social Care Recovery Fund and £1.017m for Education and Lifelong Learning.
- As was the case in the 2020/21 financial year, the level of underspend for 2021/22 is significantly higher than in previous years (underspends of £38.517m in 2020/21 and £37.815m in 2021/22). This reflects the ongoing impact of the pandemic on changes in working practices and the scale of financial support provided, large elements of which were not received until the latter part of the financial year.
- Usable reserves have increased to £229.822m as at 31 March 2022 and whilst much of this is earmarked for specific purposes it puts the Council in a strong position to respond to financial challenges moving forward.
- The Covid-19 Hardship Fund ceased on 31 March 2022 and the Council is now required to meet any additional costs and income losses attributable to Covid-19 from its own resources. To help manage the short to medium-term ongoing financial impact of Covid-19 an earmarked reserve of £5m has been established by the Council.
- During 2021/22 a full cycle of Member meetings took place albeit that these were held on a remote basis using Microsoft Teams. In accordance with the requirements of the Local Government and Elections (Wales) Act 2021, meetings are now taking place on a multi-locational basis, giving Members the option of attending in person or remotely.

### 5.2.11 *Extraordinary Events – Cost-of-Living Crisis*

- The Consumer Prices Index (CPI) inflation rate is currently 10.1% and analysts predict that this will be even higher as we enter 2023. Energy prices are rising at the fastest rate in living memory and despite the introduction of a price cap there is no doubt that many people will be unable to find the money for these increases and will face some hugely difficult choices when trying to care for themselves and their families during the forthcoming winter months.
- At its meeting on 04 October 2022, Council agreed to set aside £3m usable reserves to create a Cost of Living Hardship Fund to support a range of initiatives that will assist our communities.

## Annual Governance Statement

- The cost of living crisis is also impacting on council budgets with financial pressures being experienced across all areas, in particular energy, fuel, food and drink, and construction/contractor costs. The 2022/23 budget was set on the basis that non-pay inflation would be circa 4% but since the budget was approved in February 2022 we now face significant financial challenges. At its meeting on 04 October 2022, Council also agreed to set aside £2.098m of usable reserves to establish a Cost of Living Crisis Contingency to assist with anticipated budgetary pressures as we move through the remainder of the financial year.

### 5.3 **Review Outcome**

- The Council's governance arrangements are regarded as generally fit-for-purpose and are in accordance with the governance framework. The Council is committed to maintaining and improving the governance framework and resources are prioritised for this.
- The 2020/21 Annual Governance Statement identified five areas, listed below, where improvements could be made to strengthen existing processes and procedures during 2021/22. Progress has been monitored and reviewed during the year and an update is provided below: -

**1. The Council's Risk Management Strategy will be reviewed and updated as appropriate.**

**Update** – The revised Risk Management Strategy was endorsed by the Governance and Audit Committee on 25 January 2022.

**2. We will ensure that the Council's ability to mitigate cyber risk is effective given the escalating global threats. This will include the development of a Cyber Security Strategy.**

**Update** - Dedicated IT (cyber) security sessions have been undertaken with Elected Members, the Leadership Team and Management Network via Silverthorn Associates. Officers have also participated in the Welsh Government funded Bob's Business 'Phishing' campaign, which included raising awareness and training.

The Draft Cyber Security Strategy was presented to the Governance and Audit Committee on 14 June 2022.

**3. We will implement the action plan to address the five key matters for consideration included in the Audit Wales report 'Delivering Good Governance – Caerphilly County Borough Council'.**

**Update** – The Delivering Good Governance action plan contained 5 matters for consideration and 18 actions to address them. Good progress has been made right across the action plan with many actions completed with the focus now moving to assess the effectiveness of the actions and to refine wherever necessary.

**4. We will address the proposals for improvement in the Audit Wales report 'Financial Sustainability Assessment – Caerphilly County Borough Council' through our ongoing Sustainable Financial Planning corporate review.**

**Update** - The process to develop the 2022/23 Draft Budget Proposals included Finance Managers having a series of meetings with Heads of Service to identify

**Annual Governance Statement**

service pressures and potential savings, which were subsequently discussed with Directors. A number of meetings were also held with CMT and Cabinet to agree priorities in terms of growth bids and investments. A longer-term view was also included as part of the budget setting progress with a focus on a three-year timeline. This resulted in the early identification of a range of cost pressures that will require consideration moving forward and revealed a potential savings requirement of circa £9.7m for the two-year period 2023/24 to 2024/25.

The cost of living crisis that has emerged in recent months will put further significant pressure on budgets and a report is scheduled for Cabinet in January 2023 which will provide an updated Medium-Term Financial Plan (MTFP) alongside proposals to address the anticipated financial gap. The updated MTFP will be aligned to the emerging corporate priorities of the new administration and the Council's transformation programme. An updated Capital Programme will also be prepared covering the three-year period 2023/24 to 2025/26.

- The review of the Council's governance arrangements operating throughout 2021/22 has highlighted one area where further steps will need to be taken to ensure that sound governance arrangements are in place and are fit-for-purpose to deal with emerging issues: -
  1. In January 2023 we will present an updated MTFP to the Cabinet aligned to the emerging corporate priorities of the new administration and the Council's transformation programme.
- We propose over the coming months to take steps to address the above matter to further enhance our governance arrangements. We are satisfied that these steps will address the issue identified during the review process and we will monitor implementation.

**Signed:-**

**Cllr Sean Morgan  
Leader of the Council**

**17<sup>th</sup> January 2023**

**Christina Harrhy  
Chief Executive**

**17<sup>th</sup> January 2023**



## COUNCIL – 17<sup>TH</sup> JANUARY 2023

**SUBJECT: COUNCIL TAX REDUCTION SCHEME 2023/24**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES**

### 1. PURPOSE OF REPORT

1.1 To seek Council approval of the Council Tax Reduction Scheme for the 2023/24 financial year.

### 2. SUMMARY

2.1 The report recommends continuing to operate a Council Tax Reduction Scheme for the 2023/24 financial year on the same basis as the scheme used in 2022/23.

### 3. RECOMMENDATION

3.1 It is recommended that the current Council Tax Reduction Scheme should continue for the 2023/24 financial year along with the previously agreed local discretions.

### 4. REASONS FOR THE RECOMMENDATION

4.1 Council is required annually to adopt a Council Tax Reduction Scheme and local discretions.

### 5. THE REPORT

5.1 Members will recall that Council Tax Benefit was abolished in April 2013 and replaced by the Council Tax Reduction Scheme.

5.2 On the 29<sup>th</sup> of January 2013, Council adopted the Council Tax Reduction Scheme for 2013/14 in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2012. The Welsh Government put a sunset clause in those regulations which meant that they became invalid after the 31<sup>st</sup> of March 2014.

5.3 On the 28<sup>th</sup> of January 2014, Council adopted a Council Tax Reduction Scheme for 2014/15 (its local scheme) in accordance with the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2014. These regulations prescribe the main features of the scheme to be adopted by all Councils in Wales and allow for some limited local discretions. The scheme provides for claimants to receive a reduction of up to 100% of their Council Tax bill in certain circumstances. The same arrangements have since been adopted by the Council on an annual basis.

- 5.4 The Council is required to formally approve a Council Tax Reduction Scheme on an annual basis. The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Draft Regulations 2023 have now been prepared and these apply in relation to a Council Tax Reduction Scheme made for a financial year beginning on or after the 1<sup>st</sup> of April 2023.
- 5.5 The Draft Regulations will be presented to the Senedd on the 17<sup>th</sup> of January 2023 and if approved will come into force on the 19<sup>th</sup> of January 2023. Welsh Government has advised that 2023/24 Council Tax Reduction Schemes can be considered and approved by Councils prior to Senedd approval, as no changes to the Draft Regulations are anticipated.
- 5.6 The Draft Regulations uprate certain figures used to calculate an applicant's entitlement to a reduction under a Council Tax Reduction Scheme, and the subsequent level of reduction. They also include consequential amendments as a result of changes to the wider welfare system.
- 5.7 As the 2023 Draft Regulations do not contain any significant changes for claimants, it is proposed that the Council continues its local scheme in line with the regulations as recently amended for the financial year 2023/24, effective from the 1<sup>st</sup> of April 2023, and continues to exercise the previously approved local discretions as provided for within Part 5 of the Prescribed Requirements Regulations: -

<b>Discretion</b>	<b>Discretion to be adopted by CCBC</b>
The ability to increase the standard extended reduction period of 4 weeks given to persons who have ceased to receive qualifying benefits after they return to work, where they have previously been receiving a Council Tax reduction that is to end as a result of their return to work.	<p><u>Pensioners</u> The standard period of 4 weeks specified in paragraph (33) Schedule 1 will apply, and</p> <p><u>Non-Pensioners</u> The standard period of 4 weeks specified in paragraphs (35) and (40) Schedule 6 will apply.</p>
The ability to backdate the application of Council Tax reduction for periods longer than the new standard period of 3 months before the claim is made.	<p><u>Pensioners</u> The standard period of 3 months specified in paragraph (3) Schedule 13 will apply, and</p> <p><u>Non-Pensioners</u> The standard period of 3 months specified in paragraph (4) Schedule 13 will apply.</p>
Discretion to disregard more than the statutory weekly amount of £10 of income received in respect of War Disablement Pensions and War Widow's Pensions (disregarded when calculating the income of the applicant).	<p><u>Pensioners</u> The total value of any pension specified in paragraphs 1(a) and 1(b) Schedule 4 will be disregarded, and</p> <p><u>Non-Pensioners</u> The total value of any pension specified in paragraphs 20(a) and 20(b) Schedule 9 will be disregarded.</p>
Discretion to provide more than the minimum information prescribed in the Prescribed Requirements Regulations when issuing notification of decisions of an award of Council Tax Reduction.	To supplement the minimum requirements specified in the Prescribed Requirements Regulations, where appropriate.

## **6. ASSUMPTIONS**

- 6.1 It is assumed there will be no changes made to the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Draft Regulations 2023 following consideration by the Senedd on the 17<sup>th</sup> of January 2023.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The payment of Council Tax Reduction is a key element of the Council's anti-poverty strategy and a significant source of funding.
- 7.2 The revenue raised through Council Tax supports effective financial planning which is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.
- 7.3 An Equalities Impact Assessment has previously been carried out for the Council Tax Reduction Scheme. As the proposed Scheme for 2023/24 has no material changes from previous years, an Integrated Impact Assessment will not be required at this time.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 Funding for the Council Tax Reduction Scheme was transferred into the Revenue Support Grant (RSG) in the 2013/14 financial year.
- 8.2 The Welsh Government has confirmed its commitment to a fully funded Council Tax Reduction Scheme to the 31<sup>st</sup> of March 2024.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no direct personnel implications arising from this report.

## **10. CONSULTATIONS**

- 10.1 There are no consultation responses that have not been reflected in this report.

## **11. STATUTORY POWER**

- 11.1 Local Government Finance Act 1992 and regulations made under the Act.
- 11.2 Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2012 and the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) Regulations 2014 (as amended).

Author: Stephen Harris, Head of Financial Services and S151 Officer  
Tel: 01443 863066 E-mail: [harrisr@caerphilly.gov.uk](mailto:harrisr@caerphilly.gov.uk)

Consultees: Christina Harrhy, Chief Executive  
(Email: [harrhc@caerphilly.gov.uk](mailto:harrhc@caerphilly.gov.uk))  
Richard Edmunds, Corporate Director for Education and Corporate Services  
(Email: [edmunre@caerphilly.gov.uk](mailto:edmunre@caerphilly.gov.uk))  
Cllr Eluned Stenner, Cabinet Member for Finance and Performance  
(Email: [stenne@caerphilly.gov.uk](mailto:stenne@caerphilly.gov.uk))

Rob Tranter, Head of Legal Services and Monitoring Officer  
(Email: [trantrj@caerphilly.gov.uk](mailto:trantrj@caerphilly.gov.uk))  
Amanda Main, Housing and Council Tax Benefits Manager  
(Email: [maina@caerphilly.gov.uk](mailto:maina@caerphilly.gov.uk))

Background Papers: -

- [Council Report 29<sup>th</sup> January 2013 – Adoption of a Council Tax Reduction Scheme.](#)
- [Council Report 28<sup>th</sup> January 2014 – Council Tax Reduction Scheme 2014/15.](#)
- [Special Council Report 25<sup>th</sup> February 2015 – Council Tax Resolution 2015/16 and Council Tax Reduction Scheme.](#)
- [Special Council Report 24<sup>th</sup> February 2016 – Council Tax Resolution 2016/17 and Council Tax Reduction Scheme.](#)
- [Council Report 24<sup>th</sup> January 2017 – Council Tax Reduction Scheme 2017/18.](#)
- [Council Report 23<sup>rd</sup> January 2018 – Council Tax Reduction Scheme 2018/19.](#)
- [Council Report 22<sup>nd</sup> January 2019 – Council Tax Reduction Scheme 2019/20.](#)
- [Council Report 21<sup>st</sup> January 2020 - Council Tax Reduction Scheme 2020/21.](#)
- [Council Report 19<sup>th</sup> January 2021 - Council Tax Reduction Scheme 2021/22.](#)
- [Council Report 26<sup>th</sup> January 2022 - Council Tax Reduction Scheme 2022/23.](#)





## **COUNCIL – 17<sup>TH</sup> JANUARY 2023**

**SUBJECT: ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES AND HOUSING 2021-2022**

**REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES AND HOUSING**

### **1. PURPOSE OF REPORT**

- 1.1 The attached report was presented to the Social Services Scrutiny Committee on the 22<sup>nd</sup> November 2022. The report provided the Scrutiny Committee with the key messages that have been identified in the preparation of the Annual Report of the Director of Social Services and Housing for 2021-22.

### **2. SUMMARY**

- 2.1 Part 8 of the Social Services & Wellbeing (Wales) Act 2014 (SSWBA) requires Directors of Social Services in Wales to publish an annual report about the exercise of the local authority's social services functions. The attached report has been written in a format that is compliant with the requirements of the SSWBA.

### **3. RECOMMENDATIONS**

- 3.1 Council are asked to endorse and adopt the report prior their submission to Welsh Government, Care Inspectorate Wales and publication on the Authority's website.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 Statutory guidance requires the Corporate Director for Social Services and Housing to present the Annual Report to Council for its adoption.

### **5. THE REPORT**

- 5.1 This report is an opportunity for the Statutory Director of Social Services and Housing to provide a summary of the effectiveness of Caerphilly County Borough Council in delivering Social Services to its citizens.
- 5.2 The format and content of the report is prescribed by CIW and outlines in some detail how we addressed our priorities for the financial years in question.

- 5.3 Whilst the early part of 2021/22 still required us to prioritise our resources to the covid response, the latter part of the year saw an easing of the covid situation and the first steps back to some kind of normality.
- 5.4 Unsurprisingly the pandemic has left us with a significant backlog of requests for assessments/services that we now need to address. One of the key challenges that has emerged for both ourselves and our independent sector partners is the difficulty in recruiting and retaining care staff. As the pandemic drew to a close a number of carers took the opportunity to retire or to move onto pastures new, and replacing them in adequate numbers, has proved a real challenge. In addition significant number of vacancies in the retail and hospitality sectors means competition for good quality staff is fierce. We are working hard locally, with other local authorities and with Welsh Government to try to rectify what is a UK wide problem.
- 5.5 A key development for us has been the introduction of our Caerphilly Cares service which was a part of the Council's response to the pandemic. Caerphilly Cares has taken the basic principles of the Social Services Wellbeing Act (holding meaningful conversations and strength based assessments) and applied them to anyone who contacts the Authority for help and support. This ensures we get a better understanding of why people are in need of support and whether that support needs to come from Social Services or the broader Authority.
- 5.6 Despite a significant number of challenges the Directorate's performance has been strong throughout the financial year and we have been able to return to some of our performance reporting mechanisms. This report also highlights how we addressed our key priorities for 2021/22 and our priorities for 2022/23.
- 5.7 The key achievements for 20/21 listed in the report include;
- We transferred our Community Connectors and Volunteer coordinator to Caerphilly Cares to focus on prevention and enabling people to be part of their community.
  - We established a group of parents of people with autism to help inform our practice.
  - We expanded the Home First ethos to include Prince Charles Hospital in Merthyr Tydfil and secured funding to expand the service to cover the Grange University Hospital
  - We implemented the nationally agreed 6 pathways in respect of Discharge to Assess and Recover to improve outcomes for individuals
  - We supported unpaid carers, using the small grants scheme. Issued 194 leisure memberships 28 of which were to young carers
  - Increased the number of unpaid carers on our mailing list from 1303 to 1727 organised numerous events and individual activities in which 1388 people participated.
  - We supported the expansion of the My Support Team (MYST) service into Newport to complete the regional development.
  - We embedded the new All Wales Safeguarding Procedures.
  - We introduced a Corporate Safeguarding Self-Assessment Tool for all Council Service areas.
  - We continued to second staff to undertake the Social Work Degree.
  - We opened a coffee shop, staffed by individuals who previously attended day services to enable us to move towards employing people with a learning disability.

- We contributed to the development of regional plans for shared residential provision for young people in crisis.

5.8 In terms of 2022/23 our key priorities include;

- To embed the intake model of assessment for care to promotes people's independence choice and control.
- To increase the take up of Direct Payments to allow individual's choice of how their care and support is delivered to best meet their needs.
- To work with the Health Board to increase capacity in the community
- To work with regional colleagues to develop a framework to support unpaid carers.
- To progress the development of the respite houses for adults and for children.
- To expand children's residential care and supported accommodation for young people across the Borough.
- To continue to support the National Transfer Scheme by offering accommodation for Unaccompanied Asylum Seeking Children.
- Commission an independent organisation to produce a model of day services for the future.
- Further expand South East Wales Shared Lives Scheme to provide a service for older adults with mental health problems.
- Work with partners to develop mechanisms to allow individuals to establish and maintain friendships.
- Continuation of the secondment scheme for staff to undertake the Social Work Degree.
- To employ people with a learning disability on the Councils terms and conditions.
- To expand children's residential care and supported accommodation for young people across the Borough (*also in Section 5*).

5.9 Paragraphs 5.6 and 5.7 are by no means an exhaustive list and Members are encouraged to read the report to get the full picture of the achievements and ambition.

#### 5.10 **Conclusion**

Once adopted by Council the Annual Director's Reports will be made available to Welsh Government, CIW, members of the public, partner agencies and stakeholders.

### 6. **ASSUMPTIONS**

6.1 There are no assumptions made or presumed in this report.

### 7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 This report has no decision-making requests and an integrated impact assessment does not apply.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 In 2021/22 the Directorate remained within its allocation, a position helped significantly by the allocation of grants from Welsh Government to assist the pressures experienced during and after the Pandemic.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no direct personnel implications arising from this report.

## **10. CONSULTATIONS**

- 10.1 In order to produce the Annual Director's Report a wide range of information sources are taken into account including feedback from our customers and regulators/ inspectors. This feedback has been incorporated into the Annual Directors Report where relevant.

- 10.2 This report was presented to Social Services Scrutiny at its meeting on the 22<sup>nd</sup> November 2022. The Scrutiny Committee made the following comments:-

- "The scrutiny committee asked what are the current issues and challenges specifically in relation to staffing and resources for domiciliary care and children services are there plans in place to mitigate any issues.

The committee were advised that in relation to domiciliary care there are 95 people waiting for 648 hours of care, there is an independent provider who has notified us that they will terminate their contract on the 5<sup>th</sup> December and they currently provide 850 hours in the south east of the county borough. Members were advised of the efforts to move some of the hours to another provider and to also TUPE staff across to our in-house service, with the offer to instead have the Council's terms and conditions, this has resulted in 32 staff who have accepted. This has taken considerable effort by our HART team and Human Resources. There are still vacancies however and we have attended recent fairs to speak to people interested in care work, there will be a major recruitment campaign with advertising in cinemas, buses and supermarkets.

In terms of children services there has been an increase in referrals and contacts that are challenging and complex in nature, this will then result in more complex needs which are a resource issue. The recruitment of staff is a significant issue with salary levels a key factor. We have developed a range of preventative services with early intervention and support very important, the budget settlement and future budget decisions may also be a risk.

- Members commented that they felt distanced from carers and would like to have the opportunity to meet with them to discuss how they feel and ensure they understand how important they are. Officer agreed to consider this and see how this could be done.
- A member recalled how previously that rota visits (now discontinued) were carried out and allowed members to visit residents at care homes and day centres which gave them a feel for what was going on and the opportunity to speak to residents. Members were advised that this would be a backward step, it

was stopped due to the lack of interest and participation, it also requires significant administrative support, which is no longer available.

- There was a specific query regarding Home First the ABUHB funded service, is it available until our care is in place and does it work well. Members were advised that this is a small service for the Caerphilly Basin area and will stay in place until CCBC brokered care is in place. In addition, Members asked if the recent agreement to increase the fees to providers had been passed on to staff. The scrutiny committee were assured that the funding had gone straight to the staff, and they were paid virtually the same hourly rate as CCB staff. However, in terms of the staff who have transferred over to CCB, we were able to offer some other terms and conditions that are better, such as rota patterns, we pay for their registration and have a good pension scheme etc. The reason the domiciliary care company had decided to cease working in the county borough was because they needed more hours to be viable but could not recruit the staff to support those hours.
- The scrutiny committee sought clarity on the term meaningful conversations and strength based assessments to give members a better understanding of why people are in need and what support they need. Members were advised that we provide and purchase a wide range of services. Essentially however people contact social services when someone needs support, they may not know what type of support and that is where the meaningful conversations take place alongside the strength based assessment. This is done alongside the family of friends to determine what support and resources they already have and what is in the community. To come to a reasonable outcome of what services they can expect, who will provide it and the costs involved.
- Members mentioned the coffee shop in Pontllanfraith which provides rewarding work experience for people with learning disabilities and the intention to provide paid employment. Members asked if there will be opportunities for those not able to do this kind of work, to have some kind of meaningful activity. It was confirmed that the intention is to employ 12 people on council terms and conditions after Christmas on a part time basis. It is however recognised that this isn't for everyone and the day services report will hopefully address this matter.
- The scrutiny committee asked if there are any concerns in relation to the financial structures for work with our partners, are they sustainable in view of the potential difficult financial climate ahead. Members were advised the majority of partnership funding is via the Regional Partnership Board, which members will be aware of from previous reports. The grant funding that comes from Welsh Government is significant. The financial climate is likely to impact upon public sector settlements, which we will know in the next few months, and we are expecting the grant funding to be reduced. However we don't know how much but the schemes that are funded may have to reduce or stop altogether, but as yet we don't know. Members commented that there are concerns for organisations that employ specialist staff that they may not be able to retain them.
- Members queried if we have looked at the homeless policy in terms of the causation and triggers for homelessness which apply to social services. Officers advised that the main issue is trying to get homeless people to engage with housing support. The supporting people will work with people to try and prevent homelessness and we have a rapid re-housing strategy.

- The scrutiny committee asked if we have plans to offer ‘smart’ accommodation as available in other local authorities. Members were advised that we had previously offered this but it underused so was converted to full time accommodation. However, we do offer the Telecare services which can be installed in any existing accommodation.

Having debated the report the Social Services Scrutiny Committee noted its contents prior to its submission to Council”.

## 11. STATUTORY POWER

### 11.1 Part 8 of the Social Services & Wellbeing (Wales) Act 2014.

Author: Dave Street, Corporate Director Social Services & Housing  
street@caerphilly.gov.uk

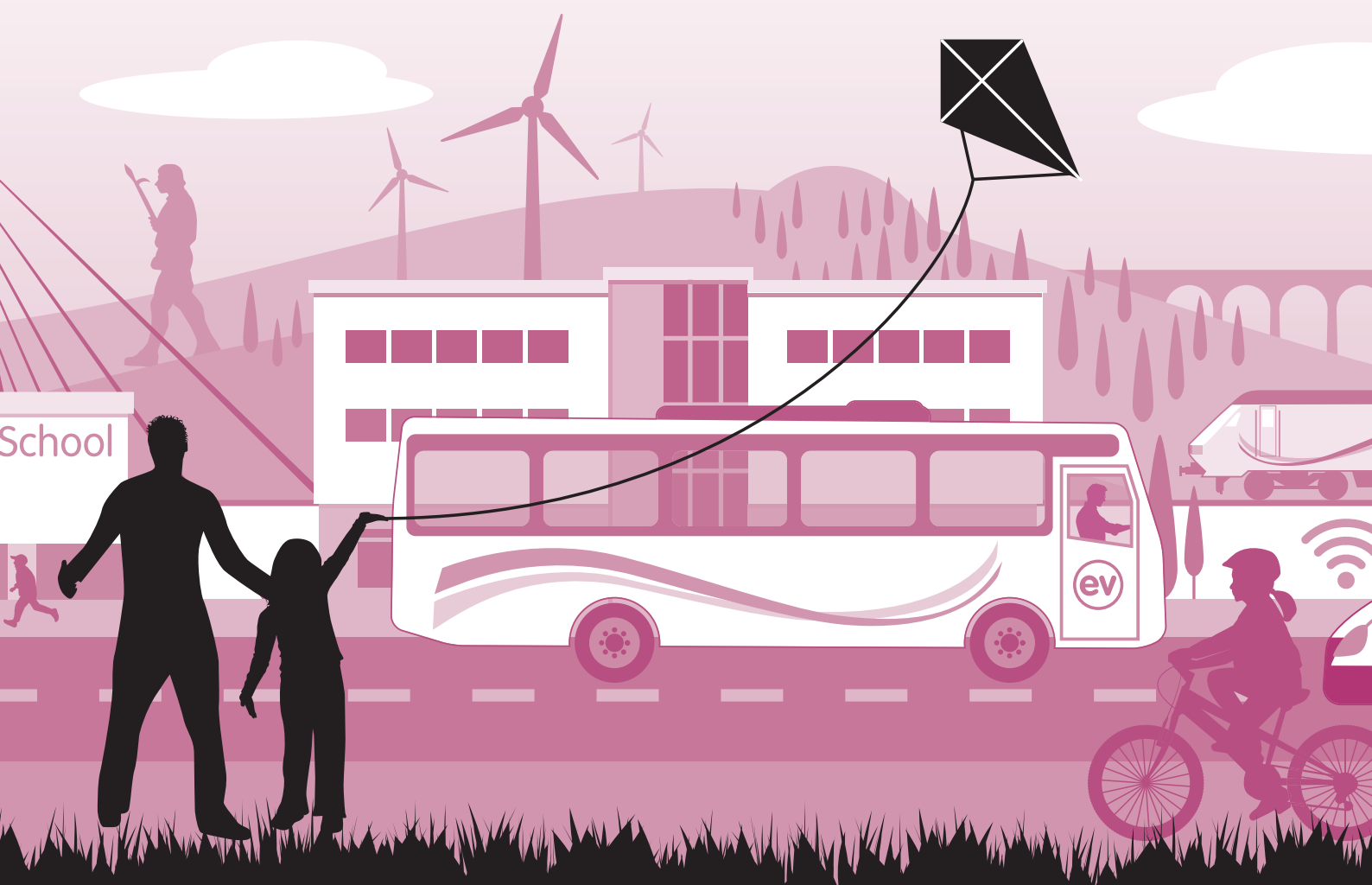
Consultees: Cllr Sean Morgan, Leader of Council  
Cllr James Pritchard, Deputy Leader and Cabinet Member for Prosperity, Regeneration and Climate Change  
Councillor Carol Andrews, Cabinet Member for Education and Communities  
Councillor Shayne Cook, Cabinet Member for Housing  
Councillor Elaine Forehead, Cabinet Member for Social Care  
Councillor Nigel George, Cabinet Member for Corporate Services, and Property  
Councillor Chris Morgan, Cabinet Member for Waste, Leisure, and Green Spaces  
Councillor Julian Simmonds, Cabinet Member for Highways and Transportation  
Councillor Eluned Stenner, Cabinet Member Finance and Performance  
Cllr Phillipa Leonard, Cabinet Member for Planning and Public Protection  
Cllr Donna Cushing, Chair Social Services Scrutiny Committee  
Cllr Marina Chacon-Dawson, Vice Chair Social Services Scrutiny Committee  
Christina Harray, Chief Executive  
Richard Edmunds, Corporate Director of Education and Corporate Services  
Mark S Williams, Corporate Director of Economy and Environment  
Jo Williams, Head of Adult Services  
Gareth Jenkins, Head of Children’s Services

Appendices:

Appendix 1 Annual Report of the Director of Social Services and Housing 2021-2022

# Caerphilly County Borough Council

## ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES & HOUSING 2021-2022



# Contents

Page

<b>1</b>	Introduction	2
<b>2</b>	Director's summary of performance	3
<b>3</b>	How are people shaping our services	5
<b>4</b>	Promoting and improving the wellbeing of those we help	8
<b>5</b>	Working with people and partners to protect and promote people's physical and mental health and emotional wellbeing	10
<b>6</b>	Taking steps to protect and safeguard people from abuse, neglect or harm	12
<b>7</b>	Encouraging and supporting people to learn, develop and participate in society	14
<b>8</b>	Supporting people to safely develop and maintain healthy domestic, family and personal relationships	16
<b>9</b>	Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs	18
<b>10</b>	How we do what we do	20
<b>11</b>	Conclusion	22



# 1

## Introduction

I am pleased to present my Annual Report as the Statutory Director of Social Services and Housing for 2021-22. My Annual Report for 2020/21 centred very much on how the Directorate responded to the unprecedented challenges of the Covid-19 pandemic and how we tried to maintain services to our most vulnerable citizens.

Whilst the early part of 2021-22 still required us to prioritise our resources to the covid response, the latter part of the year saw an easing of the covid situation and the first steps back to some kind of normality.

Unsurprisingly the pandemic has left us with a significant backlog of requests for assessments/services that we now need to address. One of the key challenges that has emerged for both ourselves and our independent sector partners is the difficulty in recruiting and retaining care staff. As the pandemic drew to a close a number of carers took the opportunity to retire or to move onto pastures new, and replacing them in adequate numbers, has proved a real challenge. In addition significant number of vacancies in the retail and hospitality sectors means competition for good quality staff is fierce. We are working hard locally, with other local authorities and with Welsh Government to try to rectify what is a UK wide problem.

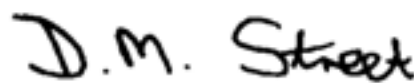
Despite a significant number of challenges the Directorate's performance has been strong throughout the financial year and we have been able to return to some of our performance reporting mechanisms. This report also highlights how we addressed our key priorities for 2021-22 and our priorities for 2022-23.

A positive development for us has been the introduction of our Caerphilly Cares service which was a part of the Council's response to the pandemic. Caerphilly Cares has taken the basic principles of the Social Services Wellbeing Act (holding meaningful conversations and strength based assessments) and applied them to anyone who contacts the Authority for help and support. This ensures we get a better understanding of why people are in need of support and whether that support needs to come from Social Services or the broader Authority.

Partnership working has become increasingly significant in providing social care services. The Gwent Regional Partnership Board has received sizeable amounts of grant funding to develop new and intergraded service models across Adults and Children's services.

I would like to thank all of the staff involved in delivering social services across the County Borough, whether they work for the local authority, independent sector or the third sector. I would also like to acknowledge the contribution of unpaid carers for their tireless efforts.

I have no doubt that 2022-23 will bring its own challenges, but I truly believe that the Directorate is well placed to deal with whatever comes our way.



**Dave Street**

*Corporate Director for Social Services & Housing*

## 2

# Director's summary of performance

As a consequence of the Covid-19 pandemic, local authorities have been required to submit 'check point data' to monitor the impact of the pandemic particularly in relation to work load demands and staff resourcing including absences. At the same time, Welsh Government has undertaken a review of the national performance data set and have implemented a National Performance Framework that will be reported on at the end of 2022-23 financial year.

However, the Directorate Performance Assessment (DPA) for the first 6 months was presented to the Council's Social Services Scrutiny Committee on 8th March 2022 and the key messages were as follows:

Caerphilly Social Services is committed to making sure that people are able to make

their voice heard, whether this is about how our services are developed and delivered in the future or whether it is about a service they are receiving now. We do this in a number of different ways including, undertaking surveys, contract monitoring processes, responsible Individual visits, complaints and compliments, consultation events and feedback from Inspections.

All of our Regulated services are now registered under the Regulation and Inspection of Social Care (Wales) Act (RISCA) 2016. This has been a major piece of work completed in accordance with the statutory timescales.

Key activity undertaken by Care Inspectorate Wales and the Wales Audit Office during the period has included:





## Adult Services

The numbers of people receiving services remains fairly constant however, due to the national shortage of domiciliary care workers, at the time of writing this report there were 74 people waiting for the provision of a care package. This figure has fluctuated through the year and has been as high as 123 people, which has had an adverse impact on our ability to discharge people from hospital.

There has been a significant increase in the demand for referrals to the Community Occupational Therapy team, which has placed significant pressure on staff and our ability to provide equipment and adaptations in peoples own homes.

There was a slight reduction in the number of assessments completed due to complexity of the cases and staff absences due to Covid.

## Children's Services

For Children's Services, the numbers of referrals progressing for assessment remained relatively stable however, complexity of the issues presented has been increasing. The numbers of children included on the Child Protection Register and the number becoming Looked After were also reported to be stable at this time.

Overall performance was noted to be positive with no exceptions to report. The end of year Directorate Performance Assessment 2021-22 report can be found on the Caerphilly County Borough Council website.

# 3

## How are people shaping our services

Caerphilly Social Services is committed to making sure that people are able to make their voice heard, whether this is about how our services are developed and delivered in the future or whether it is about a service they are receiving now. We do this in a number of different ways including; undertaking surveys, contract monitoring processes, responsible Individual visits, complaints and compliments, consultation events and feedback from Inspections.

The most important way of ensuring people's voices are heard and listened to is through every contact that our staff have with service users. This starts from first point of contact with the Directorate. Our staff have all received Collaborative Communication training to provide them with the skills to have meaningful conversations to identify 'what matters' to people including the personal outcomes the individual wants to achieve and the support networks they may already have in place to rely on to meet these outcomes. Any plans to provide care or support are co-produced to ensure people's voices and choices are recorded and responded to appropriately.

As referenced in my introduction to this report we have also applied the principles of the Social Services and Well-being Act to broader Council services via the implementation of our Caerphilly Cares Services. This ensures that people's voices are central to all Council contacts, and activities such as strength based assessments are becoming embedded in the broader Council offer.

All of our Regulated services are registered under the Regulation and Inspection of Social Care (Wales) Act (RISCA) 2016 and inspected by Care Inspectorate Wales (CIW). In line with requirements, all our registered services have completed Quality Assurance Reports which are submitted to CIW. Routine inspections of care homes have continued and the inspection reports are all available on the CIW website.

Engagement meetings have continued to be held with the CIW link Local Authority Inspector and the Senior Management Team.

Social Services has a statutory process that has to be followed when someone is unhappy with our services and wishes to make a complaint. We endeavour to ensure that the handling of complaints is quick and effective with the result that the majority of issues are able to be resolved as early as possible.

During 2021-22, the Directorate received 135 complaints. The Social Services Complaints and Information Team put significant effort into attempting to resolve issues to the customer's satisfaction at Stage 1 of the process and it is really positive to report that the majority of complaints are resolved at this stage.

The Complaints and Information Team record whether complaints are upheld, partially upheld or not upheld. This enables the Directorate to note any themes and trends from the findings to improve future practice and identify any isolated incidents of poor practice that may require attention.





Of the 135 complaints received at Stage 1, the following outcomes were noted:

- **7 were closed with 4 being withdrawn by the complainant and 3 being referred to other ongoing processes i.e. ongoing legal proceedings**
- **9 complaints were upheld**
- **1 complaint was partially upheld**
- **117 complaints were not upheld**
- **1 complaint was ongoing at the year end**

Of the 9 complaints upheld:

- **3 related to Adult Services**
- **1 related to Children's Services and**
- **5 related to the Corporate Complaints Procedure**

The Directorate received 9 requests to progress complaints to a Stage 2 formal investigation. In addition, there were 14 contacts by our customers to the Public Services Ombudsman for Wales (PSOW) - the same number as in the previous year.

The Directorate appreciates the importance of learning from complaints and representations and it is recognised that equal emphasis needs to be placed on learning from positive outcomes.

Praise is received by teams in the form of thank you cards, letters and emails and these are sent to the Complaints and Information Team for them to record. In 2021-22, 126 compliments were received, of which 83% related to Adult Services and 17% related to Children's Services. This is not unusual given the nature of the services being delivered by the two areas.

In addition, annual survey responses by some service areas results in positive feedback that can be used to measure the success of the Directorate in those areas.

The 2021-22 Annual Review of Complaints Report was presented to Scrutiny Committee on 14th June 2022 and can be accessed via the Caerphilly County Borough Council website.





# 4

## Promoting and improving the wellbeing of those we help

As stated in Section 3 above, staff within Caerphilly's Information, Advice and Assistance (IAA) Service are trained to undertake 'meaningful conversations' with service users, their families, and carers about what really matters to them.

'Meaningful conversations' start with IAA staff the first time someone contacts us. These conversations concentrate on people's strengths, on working with people to regain or maintain their independence and utilising their own skills and networks to achieve their desired outcomes wherever possible.

It is important to acknowledge that the majority of contacts for Children's Services are from professionals and as a result the 'what matters' conversations with the child and/or their family are unable to take place until an assessment for Care and Support has commenced.

A guiding principle for Caerphilly Social Services is the promotion and maintenance of independence.

For Children's Services, this means supporting families to stay together and maintaining children within their homes and communities wherever it is safe to do so. This is underpinned by timely assessments of need and creative solutions being sought to help keep families together.

Whilst some families may have a negative view of Children's Social Services to start with, we ensure that children, young people and their parents and carers are fully involved in the assessment process and that they help to shape and influence their plan for care and support. Working in this way helps to improve working relationships over time.

To ensure that they have the opportunity to participate in consultations or purely making their views known all children have access to an Independent Advocate who can support them in meetings to ensure their voices are heard. We were the first Local Authority to develop a statutory Parent Advocacy service jointly funded by Families First. Welsh Government subsequently provided funding to pilot the roll out of the model across the other four Gwent Local Authorities.

Supporting people to retain or regain their independence is a key objective for all who work within Social Services.

We have full access to the national citizen's wellbeing database called DEWIS so that people can have quick and easy access to information directly from a website rather than having to make a call to Social Services and/or speaking to a professional where they may prefer not to. We have a dedicated lead officer to further progress the development of DEWIS.

Adult Services have introduced an assessment service for domiciliary care to look to promote people's independence where ever possible using a 'Reablement' approach. This has enabled people to be discharged from hospital and be assessed in their own homes.

In addition, we have worked with the Health Board to have access to their domiciliary care run to discharge people from hospital who require a large package of care. Thus we have reduced their length of stay and enabled them to return their own home which is what they want for their wellbeing.

We have opened a coffee shop staffed by 12 individuals with a learning disability who previously attended day services. Plans are underway to employ these people on the Council's terms and conditions.

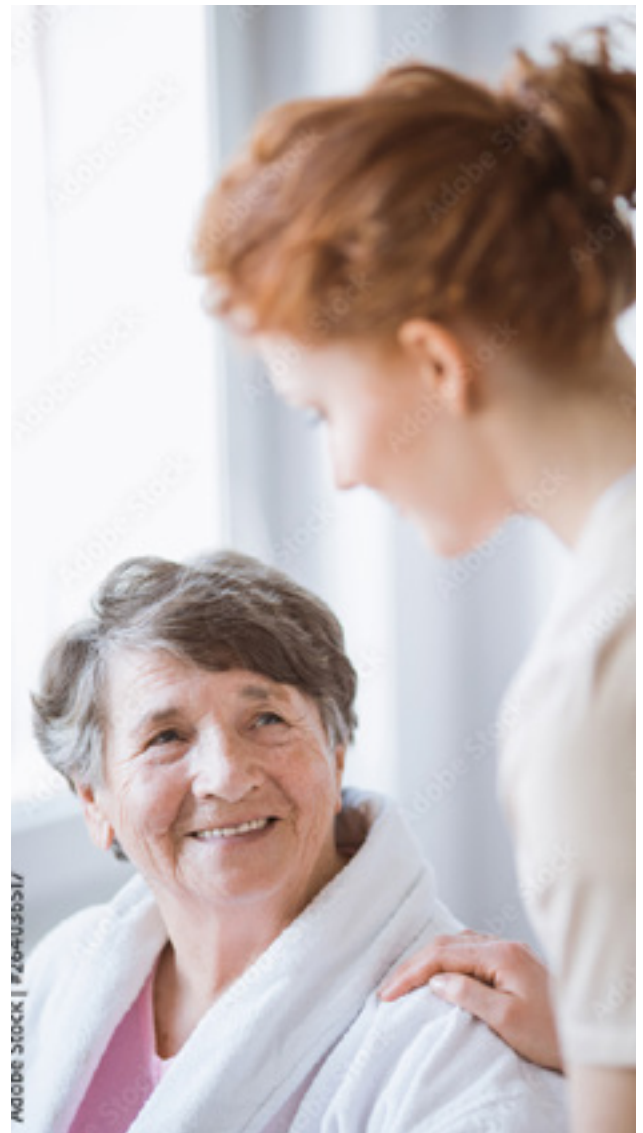


### How we addressed our priorities for 2021-22:

- We transferred our Community Connectors and Volunteer coordinator to Caerphilly Cares to focus on prevention and enabling people to be part of their community.
- We included all our registered services on DEWIS so people can search for vacancies in Care Homes and access inspection reports.
- We established a group of parents of people with autism to help inform our practice.
- We held joint training sessions with the Health Board to enable staff to have different conversations with people to better understand their desired outcomes.

### What are our priorities for 2022-23:

- To embed the intake model of assessment for care to promote people's independence, choice and control.
- To increase the take up of Direct Payments to allow individual's choice of how their care and support is delivered to best meet their needs.
- To share learning to support colleagues with the national roll out of Parental Advocacy in Children's Services.





# 5

## Working with people and partners to protect and promote people's physical and mental health and emotional wellbeing

Caerphilly recognises the importance of working with people and our partners to improve outcomes for children and young people and this will continue to be a priority for us going forward.

The principle focus of partnership activity for the Directorate has been the Gwent Regional Partnership Board (RPB). This Board, established under the Social Services and Well-being (Wales) Act 2014 brings together key representatives from the five Local Authorities in Gwent alongside representatives from the Aneurin Bevan University Health Board, Third Sector, Providers and Citizens.

The RPB is supported by a range of strategic groups all of which have their own forward work programmes and are primarily supported via funding from Welsh Government grants.

Caerphilly are active partners in the Gwent wide Children and Families Strategic Partnership which is prioritising the development of integrated approaches to supporting children and young people including therapeutic support for children Looked After through the regional development of the My Support Team (MyST) service across the five Local Authorities. MyST is a specialist Child and Adolescent Mental Health Service (CAMHS) delivered by the Local Authorities and the Regional Programme Director and Business Support are hosted by Caerphilly.

The Gwent wide Attachment Trauma Service has continued to offer advice, consultation and training to Caerphilly social work teams with the aim of supporting children and young people to remain living at home or remain in stable foster placements.

In response to increasing demand and complexity of children's care placements, Children's Services sought Corporate and Political approval to expand in-house residential care provision including two additional children's homes, supported accommodation for young people Leaving Care and a house for Unaccompanied Asylum-Seeking Children. These plans will be further developed through 2022/23.

Across Adult Services, we continue to develop our services to prevent unnecessary admission to hospital and facilitate a safe timely discharge for individuals who have to be admitted. The Community Resource Team (CRT) has placed community staff in Ysbyty Ystrad Fawr to work with individuals, their families and Health professionals. Initiatives include access to the Health Board's Domiciliary Care runs and the development of 'step closer to home' beds in care homes for temporary placements to prevent people staying in hospital once they are medically stable.



We have recognised that increasing numbers of people are experiencing lower level mental health issues and they were falling between existing services. In response we have developed a Team to address this gap. The Team work with people with anxiety, low mood, low self-esteem and related issues. The Mental Health Workers provide emotional support throughout interventions and individuals are able to access the service by telephone during office hours. The service also supports individuals with housing, income, benefits, employment and healthy living where necessary, all utilising a wide variety of statutory, voluntary and third sector agencies.

During the year, as part of the Council's Place Shaping Programme, Cabinet agreed to allocate capital funding to develop two new respite facilities – one for adults and one for children. These developments will replace and increase existing provision to continue to support parents and carers in their unpaid caring roles.

### How we addressed our priorities for 2021-22:

- We expanded the Home First ethos to include Prince Charles Hospital in Merthyr Tydfil and secured funding to expand the service to cover the Grange University Hospital
- We implemented the nationally agreed 6 pathways in respect of Discharge to Assess and Recover to improve outcomes for individuals
- We supported unpaid carers, using the small grants scheme. Issued 194 leisure memberships 28 of which were to young carers
- Increased the number of unpaid carers on our mailing list from 1303 to 1727 organised numerous events and individual activities in which 1388 people participated.
- We supported the expansion of the MyST service into Newport to complete the regional development.

### What are our priorities for 2022-23:

- To work with the Health Board to increase capacity in the community
- To work with regional colleagues to develop a framework to support unpaid carers.
- To progress the development of the respite houses for adults and for children.
- To expand children's residential care and supported accommodation for young people across the Borough.
- To continue to support the National Transfer Scheme by offering accommodation for Unaccompanied Asylum Seeking Children.

# 6

## Taking steps to protect and safeguard people from abuse, neglect or harm

Safeguarding children, young people and vulnerable adults is the most important thing that the Authority does. Consequently, the Authority has ensured that it is a corporate priority and responsibility. A Council wide Corporate Safeguarding Board is chaired by the Cabinet Member for Social Services.

Safeguarding is everybody's business and is a key theme running through the Social Services and Well Being (Wales) Act 2014. Consequently, we make sure that our staff, contractors and partners are aware of their responsibilities in this area. A Corporate Safeguarding Policy is in place and a programme of training and awareness raising is in place. Each service area has an identified Designated Safeguarding Officer (DSO) and periodic practice development groups are held to support the DSOs.

The Corporate Safeguarding Board produces an Annual Report for Elected Members and the 2021-22 Report presented to Scrutiny Committee on 14th June 2022 can be accessed via the website.

The arrangements for improving safeguarding policies, procedures and practice across the region are led by the South East Wales Safeguarding Boards (SEWSCB and GWASB) and the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Board. These Boards are supported by a Business Unit funded by the statutory partners and hosted by Caerphilly. The Boards have a clear governance structure and their work is supported by a set of sub groups. Caerphilly are active partners on these Boards.





Within the Council, responsibility for children's and adults safeguarding sits within Children's Services. Although discrete service areas, they are all managed by one Service Manager and capacity and resilience has been improved as a result. Decisions are made on all referrals within 24 hours ensuring full compliance with statutory procedures. The new All Wales Safeguarding Procedures were implemented in 2020 and are now fully embedded across the Directorate. A National Safeguarding Training Framework is scheduled to be implemented at the end of 2022.

### How we addressed our priorities for 2021-22:

- We embedded the new All Wales Safeguarding Procedures.
- We introduced a Corporate Safeguarding Self-Assessment Tool for all Council Service areas.

### What are our priorities for 2022-23:

- To continue to embed learning from Adult and Child Practice Reviews.
- To review the priorities of the Regional Safeguarding Board's 3 year Plan.
- To implement the National Safeguarding Training Framework from November 2022.
- To progress the development of the Council wide Learning Management System (LMS) to record safeguarding training attendance and compliance - which was delayed due to the Covid pandemic.
- To respond to any findings from Internal Audit following their review of the Corporate Safeguarding Self-Assessment processes.



# 7

## Encouraging and supporting people to learn, develop and participate in society

Supporting children Looked After and young people Leaving Care to reach their full potential and achieve positive outcomes is a key priority for Children's Services and the Corporate Parenting Group.

Caerphilly has a proven track record of supporting young people into further and higher education and a number of Care Leavers have gained Degrees and similar qualifications. 50% of Care Leavers continued to be engaged in education, training or employment 12 months after leaving care.

We recognise that it is important for people to be more self-reliant and maintain their independence enabling them to participate fully in society and their local community. We have embedded the DEWIS information system so people can access information for themselves 24 hours a day, 7 days a week.

Enabling all adults to achieve their outcomes has been a key feature in the delivery of alternative day services in response to the Covid pandemic. The learning from delivering services in a different way that meets individual needs will be a key component of the commissioned independent review to re-design and transform day services going forward.

The opening of a coffee shop staffed by individuals who previously attended day services has been very well received and is used regularly by local residents. This is a great example of what can be achieved by delivering services differently.



### How we addressed our priorities for 2020-21:

- 10 individuals achieved an accredited course in Customer Skills .
- All individuals who work in the coffee shop have accessed Level II Food Hygiene training.
- We launched the young carers ID card, 38 issued already.
- What are our priorities for 2022-23?
- Commission an independent organisation to produce a model of day services for the future.





## 8

## Supporting people to safely develop and maintain healthy domestic, family and personal relationships

We want to support children, young people and adults to be as socially active as possible, to feel they can make decisions for themselves and keep themselves safe.

We have embedded the “what matters conversations” across the Directorate and trained staff to enhance their skills to focus on outcomes, the strengths and assets of people, their families and networks.

We recognise that people having fulfilling relationships with those they are close to is really important for their well-being.

For children Looked After, maintaining contact with their families and their home communities is really important and Children’s Services do everything they can to ensure contact arrangements meet the needs of everyone involved and are positive events.

Within Adult Services, we continued to recruit carers to our Shared Lives Scheme to enable us to offer more choice and increase the number of placements we are able to offer in family homes to people of all client groups. We also made funding available to allow adaptations to people’s homes, such as ramps and showers to allow people to remain independent.

We have continued to facilitate Carers Groups across the county borough to enable carers to meet socially over a coffee. Our Carers Team attend many events to promote their service and their efforts have been recognised.

We recognised that we had more work to do on supporting relationships and this became a priority for us going forward in terms of expansion of the My Mates club.

Within Children’s Services, wherever possible and whenever safe to do so, we ensure children are placed as close to their home communities as possible in order to support their links with their family and home.

There are increasing demands being placed on us to recruit more foster carers in order to meet the needs of children and young people. We continue to run a radio recruitment campaign which has helped us increase the enquiries we receive but we continue to see the highest rate of enquiries comes from ‘word of mouth’ recommendations from existing foster carers. We are fully engaged in the Foster Wales developments for recruitment, retention and support services for foster carers.



Recruitment of all staff but particularly Qualified Social Workers is a significant and growing challenge and Caerphilly support the national approaches being undertaken by the Association of Directors of Social Services (ADSS) and Social Care Wales (SCW).



### How we addressed our priorities for 2020-21:

- We developed the mental health project arm of South East Wales Shared Lives Scheme and expanded the pilot area from Newport to Caerphilly. The Health Board are now full partners in the scheme.
- We promoted membership of My Mates for people with a learning disability to develop personal relationships and friendships.
- We provided respite opportunities via the Summer of fun and the Winter of Wellbeing schemes for over 100 carers.
- We continued to second staff to undertake the Social Work Degree.

### What are our priorities for 2022-23:

- Further expand South East Wales Shared Lives Scheme to provide a service for older adults with mental health problems.
- Work with partners to develop mechanisms to allow individuals to establish and maintain friendships.
- Continuation of the secondment scheme for staff to undertake the Social Work Degree.





## 9

## Working with & supporting people to achieve greater economic wellbeing, have a social life & live in suitable accommodation that meets their needs

Children's Services actively support children Looked After Children to engage in education and training and provide individual support wherever necessary. Children and young people are encouraged to make the best use of their leisure time and are supported to engage in community activities wherever possible.

Children's Services have a well established operational protocol with Housing to ensure we can provide appropriate support to young people facing homelessness. We have a range of supported accommodation available including shared living provision, supported lodgings and supported tenancies. As stated in Section 5, we intend to expand our in-house provision of children's homes and other accommodation options to meet the needs of our children and young people.

The Council is committed to developing dementia friendly communities so people can be supported to participate in normal activities of daily living such as shopping, banking and eating out. You will see the dementia friendly signs in local establishments

and many people wearing the blue flower badge indicating they have been trained as a dementia friend.

Within Adult Services care homes, you can see many different displays and themes reflecting people's earlier lives. These change regularly and can reflect current events. The homes are now divided into small house units each with its own staff team so they can really get to know the residents. The physical environment within some of the homes has also changed with the introduction of primary colours reflecting people's choice of their bedroom door and communal areas are brighter and more defined.

With our partners we expanded our Shared Lives Scheme to look at a health initiative which provides placements with families to prevent people going into hospital and/or facilitating them being discharged to a family home. This enables people to have time to recover, receive more therapy interventions and have an assessment of their needs in more appropriate surroundings. We are committed to this alternative model of accommodation.



### **How we addressed our priorities for 2021-2022:**

- We planned the development of the Mill Road flats for independent living for adults with a disability. However, building work was delayed due to the pandemic and issues with drainage on the site.
- We opened a coffee shop, staffed by individuals who previously attended day services to enable us to move towards employing people with a learning disability.
- We contributed to the development of regional plans for shared residential provision for young people in crisis.

### **What are our priorities for 2022-23:**

- To employ people with a learning disability on the council's terms and conditions.
- To commence the building work on the Mill Road flats - we anticipate contractors being on site January 2023.
- To expand children's residential care and supported accommodation for young people across the county borough (also in Section 5).

### **Our workforce and how we support their professional roles**

Our staff are our greatest asset; a skilled and motivated workforce are essential to safeguard and support vulnerable people, promote independence and enhance service delivery. Ensuring that frontline practitioners and managers are supported and well trained is crucial to the success of our service. Our workforce has been relatively stable with good staff retention. However, as previously referenced, we are seeing increasing challenges in recruiting to specific posts across both Adult and Children's Services and increasing pressures around retention due to significant competition for key staff from other Local Authorities and broader opportunities for staff within the hospitality and retail sectors. Increasingly Local Authorities across Wales are finding it difficult to compete with the terms and conditions being offered.

We have a joint Workforce Development Team with Blaenau Gwent County Borough Council and they are responsible for delivering a training and development strategy that supports development opportunities for staff at all levels in Social Services.

The Authority holds workforce development responsibility for the whole care sector. The Care Sector employs over 3,000 staff with approximately 50% employed by the local authority and 50% by independent and third sector. There are significant demand and supply challenges for staff to deliver Domiciliary Care and this is a UK wide crisis.

We continue to second staff to undertake the Social Work Degree.

### **Our financial resources and how we plan for the future**

Despite the various challenges and ambitions that are outlined in this report the Directorate has once again operated within its allocated budget. Budget management is embedded as a core function of Divisional Management Teams (DMTs) and the Senior Management Team (SMT) with the Financial Services Manager being a member of the Senior Management Team. Budget reports are discussed at DMTs and SMT on a regular basis and these management teams are the key players in the development of the financial strategy of the Directorate.

The most significant growth in demand during 2021-2022 has continued to be in the following areas:

- **Independent sector residential care for children.**
- **Long term care for older people.**
- **Domiciliary care to support people in their own homes.**
- **Supported living for people with learning disabilities.**

Brexit, the Covid pandemic and the crisis in Ukraine have all contributed to the financial pressures being faced by the UK Government, Welsh Government and Local Government and whilst the financial situation for 2022-23 looks to be stable, there are significant concerns for 2023 and beyond.

Ongoing reliance on time limited grant funding streams from Welsh Government, usually paid via RPBs, undermines longer

term sustainability. Whilst the transition of the Integrated Care Funding (ICF) to the Regional Integration Fund (RIF) has afforded a short period of no change to the current funding arrangements, Welsh Government's intention is for RIF funding to taper incrementally with the expectation that Council funding will meet the increasing shortfalls in funding. This position is being challenged across Wales.

### **Our partnership working, Political and Corporate leadership, governance and accountability**

Part 9 of the Social Services & Wellbeing (Wales) Act places a key emphasis on partnership working and to this end the Directorate is a key partner of the Greater Gwent Regional Partnership Board (RPB) with the other four local authorities in Gwent and the Aneurin Bevan University Health Board.

The work of the RPB has a major influence over the work of Social Services in Caerphilly and in particular with the Aneurin Bevan University Health Board.

Since its inception the RPB has produced:

- **An Area Plan.**
- **A Market Position statement which outlines the provision of existing services, and what services may be required in the future.**
- **An Annual report which pulls together all of the work of the RPB.**

Further information on the work of the RPB and copies of the above reports can be found at its website at [www.gwentrpb.wales/home](http://www.gwentrpb.wales/home).

However, our partnership working is not limited to the RPB. We have a significant range of services provided with other local authorities and partners including:

- **A joint Workforce Development Team with Blaenau Gwent.**
- **A Gwent Frailty Service developed in conjunction with the four other Local Authorities and the Health Board.**
- **A joint Regional Safeguarding Board covering all partners across Gwent.**
- **A Shared Lives scheme run on behalf of six Local Authorities and the Aneurin Bevan University Health Board.**
- **A joint regional Adoption Service and**
- **A Regional MyST Programme.**

Political support for Social Services in Caerphilly remains strong. The Corporate Director for Social Services & Housing is a member of the Council's Corporate Management Team which meets weekly to consider key decisions on strategic and operational priorities, prior to these issues/decisions going onto Scrutiny/Council.

There is an Executive Member for Social Services who sits on the Council's Cabinet and also attends the Social Services Scrutiny Committee with senior Managers.

Scrutiny Committee consisting of sixteen elected members meets every six weeks to oversee the performance of the Directorate and to consider any policy/service developments prior to them being considered by Cabinet.



# 11

## Conclusion

2021-22 was an extremely challenging year for everyone connected with Social Services in Caerphilly. The restrictions and safeguards in the early part of the year meant that the response to the pandemic was very much at the front and centre to everything we did. As the year progressed and the country began to move out of Covid restrictions the focus has been on stabilising our services delivery and dealing with the inevitable backlogs that occurred during the height of the pandemic.

2022-23 will bring its own challenges as we move back to normality and some disruption to our normal ways of operating

are inevitable. We are already experiencing significant workforce issues, and these together with the economic challenges likely to be faced throughout the UK, are inevitable. Consequently we will need to work closely with our key partners internally and externally in order to be able to meet the demands that are likely to be made of us.

I am confident that by showing the same commitment and resilience that got us through the pandemic Caerphilly Social Services will be well placed to meet the needs of service users and carers within the county borough.





Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.  
This document is available in Welsh, and in other languages and formats on request.



## COUNCIL – 17<sup>TH</sup> JANUARY 2023

**SUBJECT: REVIEW OF COMMUNITIES AND ELECTORAL ARRANGEMENTS**

**REPORT BY: CHIEF EXECUTIVE**

--

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members that the Council has a duty under Local Government (Democracy) (Wales) Act 2013 to keep its communities under review and report to the Local Democracy and Boundary Commission for Wales (the Commission) on how it keeps its communities under review. To achieve this the Council has approached the Commission to carry out a review of communities and electoral arrangements in Caerphilly on its' behalf.

### 2. SUMMARY

- 2.1 The last community review in the county borough was completed in 2010. Prior to the recent review of County Borough arrangements / boundaries by the Commission a report was presented to council to delay a community review whilst that review was underway. With the next local government elections scheduled for May 2027 now is an ideal time to meet the council's statutory obligation. Any Community review would also be completed in time for the next county borough review.
- 2.2 There are two different elements of a community review that should be carried out by principal councils, which are subject to different sections of the Act.

**Section 25 Review - A review of community boundaries.** Should ensure that communities continue to reflect local identities and facilitate effective and convenient local government. This review would allow the council to 'tidy-up' boundaries that may have become outdated due to housing developments, shifts in population etc. This review will consider any consequential changes required to the electoral arrangements because of any boundary changes and is the element that will be undertaken by the Commission.

**Section 31 Review - A review of the electoral arrangements.** To identify issues with electoral arrangements of community/town councils independent of any boundary issues.

- 2.3 In order to assist with the conduct of the review the Council may appoint a politically balanced working group of Councillors to oversee the review and have responsibility

for working with the Commission to ensure any recommendations accurately reflect our communities and the terms of reference of the review (Appendix 1). This approach worked well during the recent review of the county borough electoral arrangements.

- 2.4 The council should set a council size policy as part of the terms of reference to ensure a focussed and transparent review is used in the decision-making process. A table illustrating proposed levels of representation are outlined in the main body of the report.

### **3. RECOMMENDATIONS**

- 3.1 It is recommended that: -

- 3.2 The Section 25 review of community boundaries commences in February 2023.

- 3.3 That a working group comprising of the following members be established:

- Leader of the Council
- Leader of the Plaid Cymru Group
- Leader of the Independent Group
- 2 additional members from the Labour group
- 1 additional member from the Plaid Cymru Group

- 3.4 That the Council Size Policy outlined in the body of the report be adopted for this and future reviews.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To comply with the Council's statutory duty to keep its' communities under review.

- 4.2 To allow community boundaries to be realigned where they have overgrown historical boundaries so as to ensure efficient and effective local government.

### **5. THE REPORT**

- 5.1 The first stage of the review is to ask all interested parties to consider the current community boundaries and submit their views on any changes required to create communities that provide for effective and convenient local government. All submissions will then be considered, and the Commission will publish a Draft Proposals Report and will hold a consultation on those proposals. All submissions will then be considered, and Final Recommendations will be submitted to Welsh Government Ministers. Welsh Government Ministers will then if it thinks fit, to give effect to these recommendations either as submitted, or with modifications.

- 5.2 The review will start in February 2023 with final recommendations being provisionally scheduled to be submitted for adoption in April 2024.

- 5.3 The aim of the review will be to ensure that community boundaries reflect the identities and interests of the communities across the Caerphilly county borough area and that they are both effective and convenient.



5.4 As part of the review, the Commission will have regard to:

- the creation, abolition or merging of communities and community wards
- the name of the community and, where warded, the name of community wards
- Where changes have been made to the boundaries of communities or community wards the number of councillors representing the community and, where warded, the number of councillors per ward.

5.5 It is important to note that the whole county borough is divided into community areas even where those areas are not served by a Town or Community Council. These areas will also be part of the review.

5.6 The National Association for Local Councils have provided supplementary guidance to English local authorities conducting community governance reviews and recommend that a community should have no fewer than seven councillors and no more than 25 to carry out its statutory responsibilities effectively. This provides a reasonable framework to work within and even though each community should be considered on its own merits, having regard to its population and geography a formal council size policy should be adopted. No community council should have less than 500 electors.

<b>Electorate</b>	<b>Suggested Councillor Allocation</b>
> 500	7
501-5000	8 -14
5001 - 6000	15 - 16
6001- 10000	17 -20
Greater than 10001	19 - 22

5.7 The review would be based on the electorate as at the new register published on 1<sup>st</sup> December 2022 and a 5-year forecast of electorate figures.

5.8 Any changes made at a community level may lead to consequential changes being required to county borough electoral divisions. To make these changes it is envisaged that the Commission will carry out the next county borough review early on in the next round of reviews and before the local government elections in 2027.

## 5.9 **Conclusion**

There has been over 12 years since the last community review and in that time, there have been many changes, such as new housing developments, that mean that some community boundaries need to be reviewed. There are no planned elections in 2023 so now is the ideal time for this work to be undertaken. The review is also in good time for any changes to implemented ahead of the next local elections in 2027.

## 6. **ASSUMPTIONS**

6.1 There are no assumptions in this report.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 An assessment has not been completed for this report as the Council has a statutory responsibility to carry out a community review.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 All costs associated with the Community Review will be met from the existing Electoral Services budget. The Commissions fee for conducting the review is £13,500.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 None.

## **10. CONSULTATIONS**

- 10.1 All consultation responses are incorporated into the report.

## **11. STATUTORY POWER**

- 11.1 Local Government (Democracy) (Wales) Act 2013

Author: Dave Beecham, Electoral Services Manager [beeched@caerphilly.gov.uk](mailto:beeched@caerphilly.gov.uk)

Consultees: Cllr Sean Morgan, Leader of the Council [morgas@caerphilly.gov.uk](mailto:morgas@caerphilly.gov.uk)  
Cllr Lindsay Whittle, Leader of Plaid Cymru group  
[lindsaywhittle@caerphilly.gov.uk](mailto:lindsaywhittle@caerphilly.gov.uk)  
Cllr Kevin Etheridge, Leader of Independent Group  
[kevinetheridge@caerphilly.gov.uk](mailto:kevinetheridge@caerphilly.gov.uk)  
Cllr Nigel George Cabinet Member for Corporate Services and Property  
[georgn@caerhilly.gov.uk](mailto:georgn@caerhilly.gov.uk)  
Christina Harrhy, Chief Executive Officer [harrhc@caerphilly.gov.uk](mailto:harrhc@caerphilly.gov.uk)  
Richard Edmunds, Corporate Director of Education and Corporate Services [edmunre@caerphilly.gov.uk](mailto:edmunre@caerphilly.gov.uk)  
Robert Tranter, Head of Legal Services and Monitoring Officer  
[trantr@caerphilly.gov.uk](mailto:trantr@caerphilly.gov.uk)

Appendices:

Appendix 1 Community Review Terms of Reference (Local democracy and Boundary Commission for Wales)



## REVIEW OF COMMUNITY ARRANGEMENTS OF CAERPHILLY

### TERMS OF REFERENCE

Introduction.....	2
Why are we undertaking this review.....	2
What is the aim of the review.....	2
What can be considered under this review.....	2
Who will undertake the review.....	2
Public Consultations and Submissions.....	2
Council Size Policy.....	3
Welsh Language Names Policy.....	3
Timetable for Review.....	3
Supporting Information.....	4

## **Introduction**

The legislation that covers community reviews is the Local Government (Democracy) (Wales) Act 2013 (the Act). Under the Act the Local Democracy and Boundary Commission for Wales (the Commission) has a general duty to monitor arrangements for local government across Wales. Each principal council however has a duty to monitor the communities in its area and, where appropriate, the electoral arrangements of such communities for the purposes of considering whether to make or recommend changes. These changes are brought about by means of community boundaries reviews and community electoral reviews.

The Commission is conducting a review of community arrangements following a request received from the Principal Council (the Council). This review is being carried out under section 26 of the Act.

The first stage of the review is to ask all interested parties to consider the current community boundaries and submit their views on any changes required to create communities that provide for effective and convenient local government. All submissions will then be considered, and the Commission will publish a Draft Proposals Report and will hold a consultation on those proposals. All submissions will then be considered, and Final Recommendations will be submitted to Welsh Government Ministers. Welsh Government Ministers will then if it thinks fit, to give effect to these recommendations either as submitted, or with modifications.

The review will start in February 2023 with final recommendations being provisionally scheduled to be submitted for adoption in April 2024.

### **Why are we undertaking this review?**

The Commission has received an official request from the Council to review the community arrangements across the principal council area with the aim of ensuring that communities continue to reflect local identities and facilitate effective and convenient local government.

### **What is the aim of the review?**

The Commission aims to ensure that community boundaries reflect the identities and interests of the communities across the principal council area and that they are both effective and convenient.

As part of the review, the Commission will have regard to:

- the creation, abolition or merging of communities and community wards
- the name of the community and, where warded, the name of community wards
- Where changes have been made to the boundaries of communities or community wards the number of councillors representing the community and, where warded, the number of councillors per ward.

### **What can be considered under this review?**

This review will look at the community boundaries across the principal council area. Any changes to electoral arrangements for communities will only be considered as a consequence of any changes to community boundaries.

### **Who will undertake this review?**

The Commission has entered into an agreement with the principal council to exercise the councils' functions under section 25 (5) of the Act. The Commission is therefore responsible for undertaking the review under section 26 of the Act. On completion of the review the Commission will submit recommendations to Welsh Government Ministers. Welsh Government Ministers will then if it thinks fit, to give effect to these recommendations either as submitted, or with modifications.

## **Public Consultation and Submissions**

When undertaking the review, the Commission is required to undertake such steps as it thinks fit to ensure that persons who may be interested in the review are informed of the review and are informed of any draft proposals or recommendations. The Commission undertakes to meet these duties by writing to:

- The Principal Council
- The Town and Community Councils across the principal council
- The Senedd Member representing the area,
- The Regional Senedd Members for the area,
- The Member of Parliament representing the area
- The principal council elected members
- Welsh Language Commissioner
- The Welsh Government, and
- Ordnance Survey.

The Commission will also give official notice at different stages of the review, deposit copies of reports and documents at the Principal Council's Election Office and place appropriate documents on the Commissions website.

Comments and submissions may be made at two stages of the review, the initial investigations and draft proposals consultation periods.

All comments and submissions will be given due consideration in the review if the following criteria are met: -

- Comments are received by 11.59pm of the timetabled deadline.
- All comments are received with a name and address identifying the sender. Anonymous submissions will not be accepted, though personal details of members of the public will not be made public. Submissions from representative bodies and persons such as Councillors and Members of the Senedd etc will be named within the report.
- Where an organisation or an individual is making submissions concerning the review, they shall show how either maintaining the status-quo or making changes are desirable in the interests of effective and convenient local government.

## **Council Size Policy**

The Commissions' community review will be undertaken subject to section 26 of the Act and therefore will focus on making boundary changes to ensure that community boundaries reflect the identities and interests of the communities across the principal council area and that they are both effective and convenient. Any consequential changes to electoral arrangements will only be made when changes to community or community ward boundaries have been made.

The principal council has stated that communities should be represented by no less than 7 councillors and no more than 25 councillors. The principal council has also stated that community wards should be consist of no less than 500 electors.

## **Welsh Language Names Policy**

In the creation of any new names the Commission will consult the Welsh Language Commissioner (WLC). The WLC is responsible for advising on the standard forms of Welsh place-names. The WLC has convened a Place-names Standardisation Panel to provide recommendations and expert advice in this field. In forming its recommendations, the Panel follows national standardisation guidelines and also gives consideration to the meaning, history and etymology of the place-names, as well as their usage. The WLC will be included as a mandatory consultee in the review.

### **Timetable for the Review**

The review will start in February 2023 with final recommendations being provisionally scheduled to be submitted in April 2024. Any changes that occur as a result of the review process would then come into effect for the next Local Government Elections.

<b>Action</b>	<b>Period</b>	<b>Date</b>
Start of Review		February 2023
Initial Investigations	8 Weeks	February 2023 to April 2023
Draft Proposal Publication/ Consultation	8 Weeks	August 2023 to October 2023
Final Recommendation Submission		April 2024

### **Supporting Information**

Further information relating to the review, including electorate figures (provided by the Principal Council), a map of the existing community boundaries and guidance, are available on the Commissions' website.



## COUNCIL – 17<sup>TH</sup> JANUARY 2023

**SUBJECT: STANDARDS COMMITTEE APPOINTMENT OF TWO INDEPENDENT LAY MEMBERS AND COMMUNITY COUNCILLOR MEMBER**

**REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER**

---

### **1. PURPOSE OF REPORT**

- 1.1 To appoint one Community Councillor member and two independent lay members to the Standards Committee and to consider a recommendation for the appointment of three reserves as independent lay members.

### **2. SUMMARY**

- 2.1 This report sets out the process undertaken to fill the current vacancies that have arisen on the Council's Standards Committee.
- 2.2 The report recommends that Council accept the recommendations of the Appointments Panel in relation to the filling of the two independent lay member vacancies; the appointment of the community council representative and the appointment of three independent lay member reserves to the Standards Committee.

### **3. RECOMMENDATIONS**

- 3.1 Members are asked to approve the following recommendations:
- (1) Community Councillor Anne Gray be appointed as the Community Council representative on the Standards Committee, until the next Community/Town Council election in May 2027;
  - (2) that Lisa Jay and Vik Yadh be appointed for a period of six years from 17<sup>th</sup> January 2023 as Independent Lay Members of the Standards Committee;
  - (3) to agree to establishing a reserve list of Independent Lay Members and that Maeve Williams, Robert Butcher and David Williams be invited to remain on that list for a period of twelve months from the 17<sup>th</sup> January 2023.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 In order to comply with the statutory requirements concerning the establishment and membership of a Standards Committee and to give effect to the recommendations of the Appointments Panel set up under the Standards Committees (Wales) Regulations 2001.

#### **5. THE REPORT**

- 5.1 In May 2022, the previous community council representative, Community Councillor Mrs. G. Davies, had served two full terms and was required to resign from the Standards Committee.
- 5.2 Subsequently, all the community/town councils in the county borough were contacted and asked to provide nominations for the vacancy.
- 5.3 Four nominations were received, and Community Councillor Anne Gray was nominated by the town/community councils for recommendation to the Council to be the community council representative on the Standards Committee.
- 5.4 On 18<sup>th</sup> November 2021, Mr. David Lewis, independent lay member and Chair of the Standards Committee had served two full terms, and in compliance with the regulations, was required to resign.
- 5.5 On the 28<sup>th</sup> July 2022, Mr. C. Finn, resigned as an independent lay member of the Standards Committee due to him gaining employment with the council.
- 5.6 The vacancies were advertised in the local press and social media. An Appointments Panel was established to consider the applications and to make a recommendation to the Council. In accordance with the regulations the Panel comprised of one Plaid Cymru member, Councillor J. Taylor, a Community Council member, Mrs. A. Gray, the Chair of the Standards Committee, Mr. P. Brunt, and a lay member, Mr. D. Lewis. Cllr Price was also invited to be a part of the Panel but due to unforeseen circumstances she was unable to attend the day of the interviews.
- 5.7 The advertisement attracted seven applications. All seven of the applicants were invited for interview. The interviews took place on the 25<sup>th</sup> November 2022.
- 5.8 Following deliberations, the Panel members agreed the following:-
- (a) that Lisa Jay and Vik Yadh be recommended to Council for appointment as independent lay members of the Standards Committee for a period of six years from 17<sup>th</sup> January 2023.
  - (b) that the Council considers setting up a reserve list of independent lay members and that Maeve Williams, Robert Butcher and David Williams be invited to remain on that reserve list for a period of one year.



**6. ASSUMPTIONS**

6.1 No assumptions are necessary within this report.

**7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 This report is for appointments to the Standards Committee and so there is no requirement to undertake an Integrated Impact Assessment.

**8. FINANCIAL IMPLICATIONS**

8.1 There is existing provision for allowances for independent lay members and therefore there are no additional financial implications for the Authority

**9. PERSONNEL IMPLICATIONS**

9.1 There are none.

**10. CONSULTATIONS**

10.1 There has been no formal consultation on the report as the report reflects the deliberations of the Appointments Panel.

**11. STATUTORY POWER**

11.1 Standards Committees (Wales) Regulations 2001

Author: Robert Tranter, Head of Legal Services and Monitoring Officer  
trantrj@caerphilly.gov.uk

Consultation: Christina Harray, Chief Executive

This page is intentionally left blank