Lee Valley Regional Park Authority
Myddelton House, Bulls Cross,
Enfield, Middlesex EN2 9HG
Admin issues: committee@leevalleypark.org.uk
Tele: 01992 709806 / 7
Website: www.leevalleypark.org.uk

To: Frances Button (Chairman)
John Bevan
David Gardner
Graham McAndrew
Simon Walsh
John Wyllie
Terry Wheeler

A meeting of the **AUDIT COMMITTEE** (Quorum – 3) will be held by remote access on:

THURSDAY, 17 DECEMBER 2020 AT 13:45

at which the following business will be transacted:

AGENDA

1 To receive apologies for absence.

2 DECLARATION OF INTERESTS

Members are asked to consider whether or not they have disclosable pecuniary, other pecuniary or non-pecuniary interests in any item on this Agenda. Other pecuniary and non-pecuniary interests are a matter of judgement for each Member. (Declarations may also be made during the meeting if necessary.)

3 MINUTES OF LAST MEETING

To approve the Minutes of the meeting held on 22 October 2020 (copy herewith).

4 PUBLIC SPEAKING

To receive any representations from members of the public or representative of an organisation on an issue which is on the agenda of the meeting. Subject to the Chairman's discretion a total of 20 minutes will be allowed for public speaking and the presentation of petitions at each meeting.

5 EXTERNAL AUDITORS' ANNUAL RESULTS REPORT - 2019/20 ACCOUNTS — TO FOLLOW

Presented by Keith Kellard, Head of Finance

6 ANTI-FRAUD, BRIBERY & CORRUPTION AND WHISTLE BLOWING POLICIES AND FRAUD RESPONSE PLAN — Paper AUD/114/20

Presented by Keith Kellard, Head of Finance

7 URGENT BUSINESS

Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

8 EXEMPT ITEMS

Consider passing a resolution based on the principles of Section 100A(4) of the Local Government Act 1972, excluding the public and press from the meeting for the items of business listed on Part II of the Agenda, on the grounds that they involve the likely disclosure of exempt information as defined in those sections of Part I of Schedule 12A of the Act specified beneath each item. (There are no items currently listed for consideration in Part II.)

9 December 2020

Shaun Dawson
Chief Executive

LEE VALLEY REGIONAL PARK AUTHORITY

AUDIT COMMITTEE MINUTES
22 OCTOBER 2020

Members Present:	Frances Button (Chairman) John Bevan David Gardner Graham McAndrew	Simon Walsh Terry Wheeler John Wyllie
In Attendance:	David Andrews	
Officers Present:	Shaun Dawson Beryl Foster Keith Kellard Dan Buck Vince Donaldson Lindsey Johnson	- Chief Executive - Deputy Chief Executive - Head of Finance - Corporate Director - Senior Contracts & Quality Manager - Committee Services Officer
Also Present:	Stuart Coogan Neil Harris Matt Bowmer	- Mazars - Ernst & Young - London Borough of Enfield

Part I

190 DECLARATIONS OF INTEREST

There were no declarations of interest.

191 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 25 June and 2 July 2020 be approved and signed.

192 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

193 UPDATE ON FINAL ACCOUNTS AND EXTERNAL AUDIT 2019/20

The Head of Finance and Neil Young, Ernst & Young, updated Members on the final accounts and external audit 2019/20, key points included:

- Two additional members of Ernst & Young would be assisting the Authority in the next two weeks to help conclude areas Ernst & Young have highlighted including fixed assets and property plant equipment, going concern and emphasis of matter.

Neil Young informed Members that he was confident that these areas would be settled by the November Audit Committee.

- Before Ernst & Young can give full assurance on the Final Accounts they need a valuation on the pensions fund from Grant Thornton. They are expecting a report from Grant Thornton at the end of October, but if it is later it might mean that Ernst & Young are not able to report before the November Audit Committee.
- If the Authority were to miss the November 30th deadline for publishing their Final Accounts then they would need to provide a published statement in order to meet regulations and not be penalised.
- Ernst & Young appreciated that the Final Accounts might be late in being published as they were last year but informed Members that they felt that their performance had significantly improved this year.

Members of the Audit Committee expressed considerable concern at the possibility of the LVRPA Audited Accounts not being ready for sign off by the deadline of 30 November 2020.

194 ORAL UPDATE ON INTERNAL AUDIT

Stuart Coogan from Mazars updated Members on the Internal Audit, key points included:

- The Internal Audit is on track with financial systems scoped coverage agreed to commence in January; general audit which is HR led with terms of reference to commence in December; the decoupling of the Trust will have an impact especially as the plan is backward looking but they have built this in; facilities spot checks will commence in December at the White Water Centre, VeloPark and Athletics Centre; IT audits will follow up from last year; the contract audit and ice centre procurement is progressing; and a contingency pot has been added with additional risk in the year which takes account of Covid-19.

The Chairman informed Members that at the Executive Committee it was learned that the financial situation had improved since the creation of the emergency budget at the start of Covid-19. At that stage it had been anticipated that the Authority would need to use up 70% of its reserves, however the situation is now looking better than that with a loss of 50% reserves.

195 RISK REGISTER 2020/21 Paper AUD/113/20

The Corporate Director introduced the report, he informed Members that there is a Covid-19 Group who meet weekly and look at the impact of the pandemic on venues and budgets. They are monitoring the current situation in the North of the country and looking at how they can minimise impact should we come into tier 3.

A Member commented that some of the items on the register seemed generic and wondered whether just focusing on the key risks would be a better strategy. Officers replied that there was a Member working group on reducing the risk register, but they would be happy to look at the contents of the register again in the summer.

(1) the Corporate Risk Register included at Appendix A and the sub-registers at Appendices B and C of Paper AUD/113/20 were approved.

Chairman

Date

The meeting started at 12.30pm and ended at 1.25pm

This page is blank

Lee Valley Regional Park Authority **LEE VALLEY REGIONAL PARK AUTHORITY** **AUDIT COMMITTEE** **17 DECEMBER 2020 AT 13:45**	**Agenda Item No:** **5** **Report No:** **AUD/115/20**

EXTERNAL AUDITORS' ANNUAL RESULTS REPORT – 2019/20 ACCOUNTS

Presented by Head of Finance

SUMMARY

Members of the Audit Committee considered the unaudited financial statements (Paper AUD/112/20) at the July Committee. This paper presents the external auditors' report to Members - the Audit Results Report following conclusion of the 2019/20 audit of the Authority's Financial Accounts.

The Audit Results Report is set out in Appendix A to this report. Subject to the satisfactory resolution of the outstanding items, and as set out in the executive summary, the auditors expect to give an unqualified opinion. Paragraph 9 of this report highlights the auditor's intention to request a variation to the base fee of £14,337 with the general reasons for variation set out in the Audit Results Report at Appendix A. However, the audit fee for 2019/20 has not yet been confirmed. Officers will review the proposed fee variation once received from the auditor and if appropriate will contact Public Sector Audit Appointments (PSAA) to discuss any variation. Neil Harris (Director), will be at the meeting to present his report and answer questions as required.

Members will recall that Ernst & Young were appointed as the Authority's external for five years from 2018/19 to 2022/23.

RECOMMENDATION

Members Note	(1)	the 2019/20 External Auditors' Audit Results Report for the Authority set out in Appendix A to this report.

BACKGROUND

1 The role of the external auditor is to provide an independent assessment of how the Authority is discharging its responsibility for the stewardship of public money; an audit opinion upon the Authority's financial statements; as well as giving a view on proper arrangements within the Authority for securing economy, efficiency and effectiveness in the use of resources. The auditors' conclusions are reported in their Audit Results Report (ARR) which summarises their work and recommendations.

AUDIT RESULTS REPORT 2019/20

2 The draft ARR for 2019/20 was received on 15 December 2020 and is attached as Appendix A to this report. The auditors will take Members through their report. The auditors expect to give an unqualified opinion on the financial statements and conclude that appropriate arrangements are in place in relation to the value for money conclusion.

3 Members should note that within the auditor's report they have issued an "emphasis of matter" (EOM) as a result of the material uncertainty in asset values. The reason for an EOM is that the assets are specialised in nature and pervasive to the operations of the Authority. Therefore, the disclosure of a Material Uncertainty on valuations caused by Covid-19 has a risk of having a more fundamental impact on our valuations. However, EY Real Estates has not identified any material misstatements in the valuations or significant concerns on the valuer's methodology and assumptions, and the auditor's opinion has not been modified in respect of this matter.

A further EOM relates to the Going Concern section of the financial statements, and the financial and operational pressure that the Authority is facing as a result of Covid-19. Again, the auditor's opinion is not modified in this area.

At time of production of the draft ARR, the auditor had highlighted two adjusted differences within the statement of accounts. These have since been corrected within the final accounts

4 The comments made by the Auditor should be viewed in the context of the whole internal control framework. The Authority has robust systems of control verified by Mazars (the Authority's internal auditors) who review the Authority's core systems. In all cases a full/substantial assurance was reported to Members in June 2019 (paper AUD/98/19) for the core systems.

5 Further assurance is derived from the External Auditor who has carried out full substantive testing to address the risks identified in their Audit Plan and they have gained the required assurance to mitigate against a material misstatement in the Authority's financial statements.

6 Currently there are no further matters to report.

ENVIRONMENTAL IMPLICATIONS

7 There are no environmental implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

8 There are no equality implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

9 Page 36 of the draft ARR sets out the auditor's fee for completion of their work which is set at £14,337. The auditor has highlighted they will be requesting a variation to this fee based upon the items set out in his note to the Fee analysis.

However, the exact amount of the additional fee has yet to be determined. The auditor has highlighted to Members in the 2019/20 Audit Plan (Paper AUD/108/20 27 February 2020) that they feel the current scale fee is not appropriate to the work they are required to carry out. In their report, they have stated they believe a reset of the scale fee from £14,337 to £55,180 would be required. Authority officers have not agreed with this, and Public Sector Audit Appointments (PSAA) have not determined any change to this fee. Once the fee variation has been received, Members will need to consider this and what if any representations they wish to make to PSAA regarding any variation to the fee. Points for Members to consider are:

- the risks identified and audit procedures required in respect of property valuation, value for money, and risks associated with the Authority's decision making would seem to be general purposes of an Annual Audit and not something that should be wrapped up in additional fees unless the volume and complexity of such errors were so significant and beyond the norm than a reasonable person would expect;

- the length of time (and delay) taken in delivering the Audit that caused significant additional work for the Authority staff through lack of continuity and repeat queries. The Authority would view this as an area that EY should take full responsibility for and recognise ahead of claiming additional fees – (this is no reflection on the individuals who subsequently delivered the audit) but a critical assessment from the Authority's perspective of EY's ability to plan and deploy sufficient resources in a timely manner for the audit contract with ourselves and other authorities generally;

- the involvement of EY Real Estates resulted in some repeat queries that were disclosed in previous years; additional costs incurred to the Authority as our appointed surveyors continued to respond to ongoing and intermittent queries (probably due to the resources point above) up to the end of August.

In addition, there is ongoing discussion with PSAA in relation to the proposed fee variation in respect of the 2018/19 audit. Whilst PSAA have issued their response, officers have requested further clarification on the basis behind this decision.

10 If Members accept the ARR then the Section 151 Officer and the Audit Committee Chairman will be required to sign off the accounts as set out in Appendix B to this report and the Letter of Representation.

11 A full set of audited accounts will be published on the Authority's website when the Audit Director issues his formal opinion and the accounts are signed off.

HUMAN RESOURCE IMPLICATIONS

12 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

13 There are no legal implications arising directly from the recommendations in this

report.

RISK MANAGEMENT IMPLICATIONS

14 There are no risk implications arising directly from the recommendations in this report.

Author: Keith Kellard, 01992 709 864, kkellard@leevalleypark.org.uk

APPENDICES ATTACHED

Appendix A	External Auditors Audit Results Report 31 March 2020
Appendix B	Draft audited Financial Statements 2019/20

PREVIOUS COMMITTEE REPORTS

Audit Committee	AUD/112/20	Unaudited Accounts 2019/20	02 July 2020
Audit Committee	AUD/110/20	Annual Report on the Work of Internal Audit 2019/20 & Audit Plan 2020/21	25 June 2020
Audit Committee	AUD/108/20	External Audit 2019/20 – Audit Plan	27 February 2020

Appendix A to Paper AUD/115/20

Lee Valley Regional Park Authority
Audit results report
Year ended 31 March 2020

15 December 2020

Private and Confidential
Dear Audit Committee Members

15 December 2020

We are pleased to attach our audit results report for the forthcoming meeting of the Audit Committee. This report summarises our audit conclusion in relation to the audit of Lee Valley Regional park Authority for 2019/20.

We have substantially completed our audit of Lee Valley Regional Park Authority for the year ended 31 March 2020. At the date of this report, the remaining substantive areas to complete are the following:

- Completion of EYs professional practice consultation on the form of the auditors report following review of the appropriateness of the Authority's updated disclosures to reflect the implications from Covid-19 pandemic on judgements associated with going concern and the valuer's disclosure of material uncertainties on the valuation of the Authority's assets as at 31st March 2020.
- Receipt of the Monitoring Officer's written response to our enquiries during the course of the audit.
- Resolution of final questions to establish whether the Authority's share of London Pension Fund assets used in its actuarial schedule of results is different to the value included in the audited London Pension Fund financial statements, and whether that difference is above the level at which we report to this Committee.
- Final checks of the financial statements, receipt of the letter of representation and associated routine closure procedures on the audit file prior to issuing the audit opinion.

Subject to concluding on these matters, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form at Section 3 of the report. We also expect to issue an unqualified conclusion on the Authority's arrangements to secure economy, efficiency and effectiveness in your use of resources.

Although we are proposing no qualifications or modifications to our audit report, we do anticipate including in our audit report an emphasis of matter which draws attention to the disclosures included in the Authority's financial statements in response to Covid-19. On Covid-19, our emphasis of matter will refer to management disclosures and assessment on going concern and a material uncertainty expressed by the Authority's professional valuer on the valuation of the Authority's fixed assets in response to the volatile and uncertain market conditions. This report is intended solely for the use of the Audit Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent. We would like to thank your staff for their help during the engagement. This has been a particularly challenging period for the Authority in responding to Covid-19, securing essential public services and business continuity, which has also introduced remote ways of working and placed additional strain on maintaining robust systems of financial control and financial reporting.

We welcome the opportunity to discuss the contents of this report with you at the Audit Committee meeting on 17 December 2020.

Yours faithfully, Neil Harris

Associate Partner, For and on behalf of Ernst & Young LLP, Encl

Contents

Public Sector Audit Appointments Ltd (PSAA) have issued a 'Statement of responsibilities of auditors and audited bodies'. It is available from the Chief Executive of each audited body and via the PSAA website (www.psaa.co.uk).

This Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The 'Terms of Appointment (updated April 2018)' issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities / Terms and Conditions of Engagement. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

01 Executive Summary

Executive Summary

Scope update

In our audit planning report tabled in February 2020 Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with no exceptions noted.

Changes to reporting timescales

As a result of COVID-19, new regulations, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 No. 404, have been published and came into force on 30 April 2020. This announced a change to publication date for final, audited accounts from 31 July to 30 November 2020 for all relevant authorities.

Changes to our risk assessment as a result of Covid-19

- Valuation of Property Plant and Equipment - The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Authority's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of property, plant and equipment.
- Pension Liability valuation – The Authority's current pension fund deficit is a material and sensitive item. The Code requires that this liability be disclosed on the Authority's balance sheet. The information disclosed is based on the IAS 19 report issued to the Authority by the Actuary. Accounting for this scheme involves significant estimation and judgements. In light of the impact of Covid-19 on market volatility and uncertainty as 31 March 2020 we consider that the valuation of pension assets within the pension scheme to be a significant risk for the audit.
- Events after the balance sheet date – We identified an increased risk that further events after the balance sheet date concerning the current Covid-19 pandemic will need to be disclosed. The amount of detail required in the disclosure needed to reflect the specific circumstances of the Local Authority

Changes to the scope of our audit as a result of Covid-19

- We have performed additional work in identifying the business and financial reporting risks the Authority is facing as a result of current economic conditions related to the Covid-19 outbreak in connection with our audits of the Authority's financial statements including documenting changes to internal controls
- Review and consultation processes associated with disclosures on any material uncertainties disclosed with valuations, documented basis for going concern and events after the reporting period

In our Audit Planning Report, we communicated that our audit procedures would be performed using a materiality of £4.698million using gross assets as a base, with performance materiality, at 75% of overall materiality, of £3.523million and a threshold for reporting misstatements of £234k. We have considered whether any change to our materiality is required in light of Covid-19. Following this consideration we remain satisfied that the basis for planning materiality, performance materiality and our audit threshold for reporting differences reported to you in our Audit Planning Report remain appropriate. We updated our planning materiality assessment using the draft financial statements and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services we have updated our overall materiality assessment to £4.535million. This results in updated performance materiality, at 75% of overall materiality, £3.401million , and an updated threshold for reporting misstatements of £226k.

For Income and Expenditure, as the values are disproportionately lower than assets, we set a lower performance materiality of £394,000 using gross expenditure as a base, with performance materiality, at 75% of overall materiality, of £295,725 and a threshold for reporting misstatements of £19,715. We have considered whether any change to our materiality is required in light of Covid-19. Following this consideration we remain satisfied that the basis for planning materiality, performance materiality and our audit threshold for reporting differences to you in our Audit Planning Report remain appropriate.

Executive Summary

Scope update

Information Produced by the Entity (IPE): We identified an increased risk around the completeness, accuracy, and appropriateness of information produced by the entity due to the inability of the audit team to verify original documents or re-run reports on-site from the Authority's systems. We undertook the following to address this risk:

- **Used the screen sharing function of Microsoft Teams to evidence re-running of reports used to generate the IPE we audited; and**

- **Agree IPE to scanned documents or other system screenshots.**

Additional EY consultation requirements concerning the impact on auditor reports because of Covid-19. The changes to audit risks, audit approach and auditor reporting requirements changed the level of work we needed to perform. We have set out the impact on our audit fee on page 36.

Executive Summary

Status of the audit

We have substantially completed our audit of Lee Valley Regional park Authority's financial statements for the year ended 31 March 2020 and have performed the procedures outlined in our Audit planning report. Subject to satisfactory completion of the outstanding matters set out on page two we expect to issue an unqualified opinion on the Authority's financial statements in the form which appears at Section 3. However until work is complete, further matters may arise.

Our audit report is likely to include an Emphasis of Matter on the Authority's going concern disclosure notes and due to valuation material uncertainty expressed by the Authority's valuer in response to Covid-19. An emphasis of matter is not a qualification or modification to our audit report.

Audit differences

To date, there is one adjusted audit differences arising from our audit:

- Incorrect calculation of profit/loss on disposal of non current assets, which should be recording a loss on disposal of £733,100. The Authority has amended for this.

The Authority has also made a small number of recommended changes to disclosures in the financial statements. None are individually significant to draw to your attention.

Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of Lee Valley Regional park Authority's financial statements This report sets out our observations and conclusions. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

At this stage, there are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit Committee.

Control observations

During the audit, and to date, we have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

Executive Summary

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties In our Audit Planning Report we identified a significant risk Management of the six sports venues.

Following the completion of our audit procedures, we have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Authority. We have no matters to report as a result of this work.

We have perform the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission, as the Authority is below the NAOs reporting threshold. We have no other matters to report.

Independence

Please refer to Section 9 for our update on Independence.

02 Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

We focused our testing on accounting estimates which include pension liability and property valuation. Also performing mandatory procedures including testing of journal entries. We will consider during the course of our audit whether in light of the Authority experiencing ongoing procurement and legal challenges, there is a heightened risk on the appropriate recognition and accounting for provisions or contingencies.

What did we do?

This is a risk that we recognise on all engagements. Our overall response to this for Lee Valley Regional Park Authority was:

- Inquiry of management about risks of fraud and the controls put in place to address those risks.
- Understanding the oversight given by those charged with governance of management's processes for safeguarding against fraud.
- Consideration of the effectiveness of management's controls designed to address the risk of fraud.

Performing mandatory procedures regardless of specifically identified fraud risks, including:

- Testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements
- Assessing accounting estimates for evidence of management bias, and
- Evaluating the business rationale for significant unusual transactions.
- We will assess accounting judgements and disclosures associated with the ongoing litigation with the Lee Valley Leisure Trust to ensure compliance with Accounting Standards.

What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied. Please also see pages 12-13 for our conclusion on property valuation and pension liability.

We did not identify any other transactions during our audit which appeared unusual or outside the Authority's normal course of business.

We have received and believe the Authority has made appropriate disclosures and accounting judgements associated with the ongoing litigation with the Lee Valley Leisure Trust. We have also received corroborative evidence, via sealed consent order, of the Trust's discontinuance of its legal claim associated with its procurement challenge on the Leisure Services contract award.

Significant Risk

Significant risk

Inappropriate capitalisation of revenue expenditure [Fraud Risk]

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

For local authorities, the potential for the incorrect classification of revenue spend as capital is a particular area where there is a risk of fraud in revenue recognition. We will undertake specific testing to address this risk.

What judgements are we focused on?

Whether management have appropriately classified expenditure as capital in nature

What did we do?

- Should capital expenditure be material to the financial statements, we will undertake additional procedures to address the specific risk we have identified, which will include:

- Sample testing additions to property, plant and equipment to ensure that they have been correctly classified as capital, in accordance of CIPFA Code, and included at the correct value in order to identify any revenue items that have been inappropriately capitalised.

[

What are our conclusions?

We have not identified any revenue items that have been inappropriately capitalised.

Significant Risk

Significant risk

Risk of error in the valuation of property, including investment properties

What is the risk?

Valuation of Land and Buildings

The fair value of Property, Plant and Equipment (PPE) and Investment Properties (IP) represents significant balances in the Authority's accounts and are subject to valuation changes, impairment reviews and depreciation charges. The management and maintenance of assets also drives the strategy and operational objectives of the Authority. Material judgemental inputs and estimation techniques are required for assets (particularly the six Olympic sport park venues) which remain significant and highly specialised. The economic uncertainty currently being experienced may affect investment values for assets held (including both property assets and those held by pension funds). Consequently we may see unusual fluctuations in the values of certain assets. ISAs(UK and Ireland) 500 and 540 require us to undertake procedures on the use of experts and assumptions underlying fair value estimates which we are likely to do with specialist support from our EY real estates team.

What judgements are we focused on?

We focused on aspects of the land and buildings valuation which could have a material impact on the financial statements, primarily:

- Harder to value assets – such as Sporting Venues which are valued on a depreciated replacement cost basis;
- High value assets carried at fair value;
- the assumptions and estimates used to calculate the valuation; and
- changes to the basis for valuing the assets.

What did we do?

Our work in this area remains in progress and involves:

- Considering the work performed by the Authority's valuer, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work.
- Consulting with the EY Real Estates team on significant assets and identifying whether key assumptions or the valuation methodology of other assets have changed and understanding the rationale, involving EY Estates as necessary;
- Testing inputs into a sample of valuations to ensure that they are appropriate and supportable;
- Review assets not subject to valuation in 2019/20 to confirm that the remaining asset base is not materially misstated and;
- Testing accounting entries have been correctly processed in the financial statements.
- Based on the procedures performed to date, we have not identified any issues

What are our conclusions?

The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty.
The Authority's external valuers, Montagu Evans have issued a statement in their report that the valuations are subject to a material uncertainty in respect of the impact from Covid-19. The Authority considers that the valuations are appropriate at the year-end date, but acknowledge that these values may subsequently change. Consequently, less certainty- and a higher degree of caution attached on their review and valuation than would normally be the case. Given the unknown future impact that Covid-19 might have on the real estate market, the valuers recommended to keep valuation portfolio under frequent review.

We identified no significant concerns with the valuer's methodology and assumptions and our estimate of the value of each asset within an acceptable range. We noted one exception for EY Real Estate's review of the Odeon Cinema, which identified a range of understatement in the building valuation of £450k because our expert believed there was corroborative evidence that the site could apply more favourable capitalisation rates based on market conditions and potential use of the site. However, the building is currently leased and the valuation of the building is not included in the Authority's PPE balance. Therefore we include this matter as an observation, not an audit difference.

Other Areas of Audit Focus

Pension net liability valuation

What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Authority to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by Lee Valley Regional Park Authority.

The Authority's pension fund deficit is a material estimated balance and the Code requires that this net liability be disclosed on the Authority's balance sheet. At 31 March 2020 this totalled £26.9million.

The information disclosed is based on the IAS 19 report issued to the Authority by the actuary to the London Pension Fund Authority.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

What judgements are we focused on?

We focused on aspects of the pension liability which could have a material impact on the financial statements, primarily:

- significant changes in assumptions made by the actuary;
- the assessments of the actuary undertaken by PWC, as consulting actuary commissioned by the National Audit Office, and the EY actuarial team the assessments of the actuary undertaken by PWC and the EY actuarial team; and
- Impact on the Authority's pension valuation of Covid-19 reported by the London Pension Fund Authority (LPF) auditor based on the pension fund assurance response.

What did we do?

- Liaised with the auditors of LPF, to obtain assurances over the information supplied to the actuary in relation to Lee Valley Regional Park Authority;
- Assessed the work of the Pension Fund actuary (Barnett Waddingham Actuary) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by the National Audit Office for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team; and
- Reviewed and tested the accounting entries and disclosures made within the Authority's financial statements in relation to IAS19.
- We have considered if the Authority has included the impact of the Goodwin and McCloud case judgement in the valuation of its Pension Liability

What are our conclusions?

An additional consideration in 2019/20 will be the impact of Covid-19 on the valuation of complex (Level 3) investments held by LPF (for example private equity investments) where valuations as at 31 March 2020 will have to be estimated. This is likely to impact on the IAS19 reports provided by the actuary and the assurances over asset values that are provided by the pension fund auditor, and consequently the assurance we are able to obtain over the net pension liability in the Authority's accounts.

We have considered the outcome of the assurances we receive from the Pension Fund auditor and undertake additional procedures as required. We have no significant matters to report at this stage.

We are resolving one remaining audit question to establish whether there is a reporting difference on the Authority's share of the pension fund assets reported in the Authority's actuarial schedule of results, and those reported in the London Pension Fund financial statements.

Areas of Audit Focus

Other matters

IFRS 16 - Leases

IFRS 16 Leases was issued by the IASB in 2016. Its main impact is to remove (for lessees) the traditional distinction between finance leases and operating leases. Finance leases have effectively been accounted for as acquisitions (with the asset on the balance sheet, together with a liability to pay for the asset acquired). In contrast, operating leases have been treated as "pay as you go" arrangements, with rentals expensed in the year they are paid. IFRS 16 requires all substantial leases to be accounted for using the acquisition approach, recognising the rights acquired to use an asset.

Implementation of IFRS 16 will be included in the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) for 2020/21. This Code has yet to published, but in July 2019 CIPFA/LASAAC issued 'IFRS 16 leases and early guide for practitioners'.

This early guidance provides comprehensive coverage of the requirements of the forthcoming provisions, including:
• the identification of leases
• the recognition of right-of-use assets and liabilities and their subsequent measurement
• treatment of gains and losses
• derecognition and presentation and disclosure in the financial statements,
• the management of leases within the Prudential Framework.

The guidance also covers the transitional arrangements for moving to these new requirements, such as:
• the recognition of right-of-use assets and liabilities for leases previously accounted for as operating leases by lessees
• the mechanics of making the transition in the 2020/21 financial statements (including the application of transitional provisions and the preparation of relevant disclosure notes).

Conclusion:
The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2021. The Authority will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20. We therefore no longer consider this to be an area of audit focus for 2019/20.

Areas of Audit Focus

Other matters

Going Concern

Covid-19 has created a number of financial pressures throughout public sector bodies. It is creating financial stress through a combination of increasing service demand leading to increased expenditure in specific services, and reductions in income sources. There is currently not a clear statement of financial support from MHCLG that covers all financial consequences of Covid-19. This results in significant judgement to conclude whether events or conditions indicate that a material uncertainty exists that may cast significant doubt on the Authority's ability to continue as a going concern. This judgement will determine the appropriate disclosures to be made in the financial statements, which will be reflected in the audit report.

In light of the unprecedented nature of Covid-19, its impact on the funding of public sector entities and uncertainty over the form and extent of future government support, we have received a documented and detailed consideration to support management's assertion regarding the going concern basis and particularly with a view whether there are any material uncertainties for disclosure. We will review your going concern disclosures within the financial statements under IAS1, and associated financial viability disclosures within the Narrative Statement. We will consider whether you have included necessary disclosures regarding any material uncertainties that do exist.

We will consider whether these disclosures also include details of the process that has been undertaken for revising financial plans and cashflow, liquidity forecasts, known outcomes, sensitivities, mitigating actions including but not restricted to the use of reserves, and key assumptions (e.g. assumed duration of Covid-19).
Our audit procedures to review these will include consideration of:

- Current and developing environment;
- Liquidity (operational and funding);
- Mitigating factors;
- Management information and forecasting;
- Sensitivities and stress testing; and
- Challenge of management's assessment, by thorough testing of the supporting evidence and consideration of the risk of management bias

Due to the range and complexity of work required to obtain our audit assurance, which this year has been exacerbated by the potential impact of covid-19, we anticipate this work will be ongoing at the date of the Audit Committee meeting. In addition, the consideration of going concern is 12 months from the date of authorisation of the accounts and therefore will need to be considered up to the point of sign off.

Update for Lee Valley Regional Park Authority:
In order to conclude, the Authority addressed EYs initial comments and provided an updated Going Concern statement and supporting assessment in the light of Covid-19. This documents the impact of Covid-19 on the Authority's financial viability and liquidity both now, and covering at least the next twelve months from the date of the auditor's report. We are now concluding routine consultation procedures with our professional practice team on the Authority's proposed disclosures, assessment, the work EY have performed to stress test and any impact this has on our auditor report.

Areas of Audit Focus

Other matters

In addition, changes have been made to the CIPFA/LAASAC Code for 2019/20, as noted below. These matters should be included where we have identified a potentially material impact arising in 2019/20;

- The revised IASB Conceptual Framework for Financial Reporting (Conceptual Framework), the main elements being (19/20 Code Cpt 2.1 refers);
  - new definitions of assets, liabilities, income and expenses
  - updates for the inclusion of the recognition process and criteria and new provisions on derecognition
  - enhanced guidance on measurement bases
- Guidance in the treatment of the Apprenticeship Levy (19/20 Code Cpt 2.11 refers)
- Updated guidance on IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation & LOBOs (19/20 Code Cpt 2.11 refers)
- Clarifications for the disclosure requirements with respect to interests in entities within the scope of IFRS 5 Non-current Assets Held for Sale and Discontinued Operations (19/20 Code Cpt 9 refers)]

03 Audit Report

Draft audit report – subject to professional practice consultation

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEE VALLEY REGIONAL PARK AUTHORITY

Opinion

We have audited the financial statements of Lee Valley Regional Park Authority for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- the related notes 1 to 41,

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion the financial statements:

- give a true and fair view of the financial position of Lee Valley Regional Park Authority as at 31 March 2020 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of Lee Valley Regional Park Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter, Other Land & Buildings valuation

We draw attention to Note 33 of the financial statements – Non-current asset valuations relating to property valuations as a result of the coronavirus pandemic, which describe the valuation uncertainty the Authority is facing as a result of COVID-19 in relation to property valuations. Our opinion is not modified in respect of this matter.

Emphasis of matter – Going Concern

We draw attention to Note x of the financial statements, which describes the financial and operational disruption the Authority is facing as a result of COVID-19 and the additional pressure that this presents to expenditure and funding. Our opinion is not modified in respect of this matter

Conclusions relating to going concern

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

- the Director of Finance and Resources' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

Audit Report

Our opinion on the financial statements

- the Director of Finance and Resources has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Statement of Accounts 2019/20, other than the financial statements and our auditor's report thereon. The Director of Finance and Resources is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

Arrangements to secure economy, efficiency and effectiveness in the use of resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the Comptroller and Auditor General (C&AG) in November 2017, we are satisfied that, in all significant respects, Lee Valley Regional Park Authority put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Matters on which we report by exception

We report to you if:

- in our opinion the Annual Governance Statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Audit Report

Our opinion on the financial statements

Responsibility of the Director of Finance and Resources

As explained more fully in the Statement of Responsibilities set out on page 1, the Director of Finance and Resources is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director of Finance and Resources is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

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

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

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether the Lee Valley Regional Park Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Lee Valley Regional Park Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Audit Report

Our opinion on the financial statements

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Lee Valley Regional Park Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Certificate

We certify that we have completed the audit of the accounts of Lee Valley Regional Park Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Lee Valley Regional Park Authority as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Lee Valley Regional Park Authority and Lee Valley Regional Park Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Neil Harris (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Luton
Xxx – Date to be confirmed

The maintenance and integrity of the Lee Valley Regional Park Authority's web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.
Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

04 Audit Differences

Audit Differences

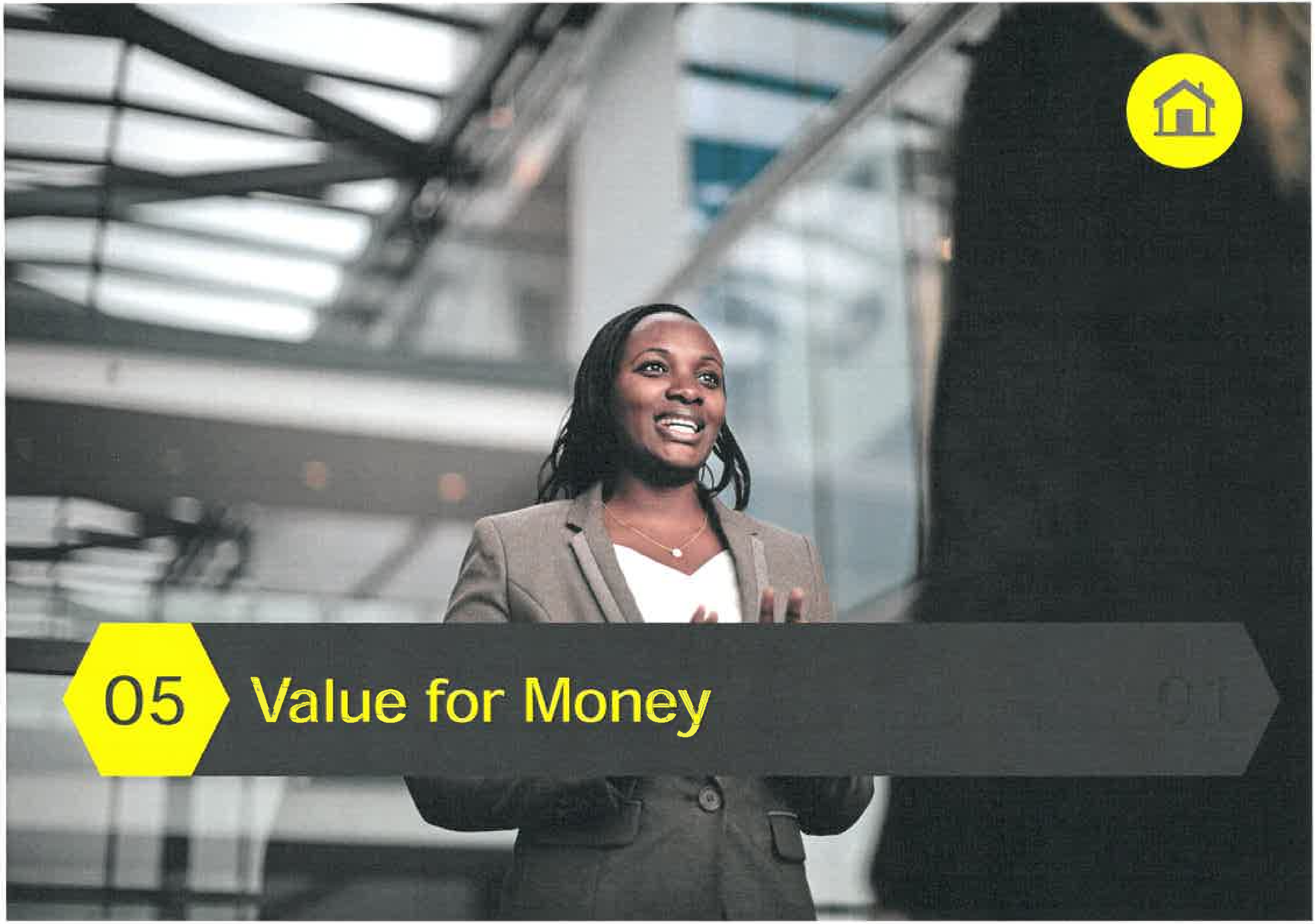
In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as "known" or "judgemental". Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Summary of Adjusted differences as at 15 December 2020

At the date of this report, we highlight the following misstatements greater than the reporting threshold of £226,000 which have been corrected by management that were identified during the course of our audit:

- Incorrect calculation of profit/loss on disposal of non current assets, which should be recording a loss on disposal of £733,100.

The Authority has also made a small number of recommended changes to disclosures in the financial statements. None are individually significant to draw to your attention.



05 Value for Money

Value for Money

Background

We are required to consider whether the Authority has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2019/20 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

Impact of covid-19 on our Value for Money assessment

On 16 April 2020 the National Audit Office published an update to auditor guidance in relation to the 2019/20 Value for Money assessment in the light of covid-19.

This clarified that in undertaking the 2019/20 Value for Money assessment auditors should consider Local Authorities' response to Covid-19 only as far as it relates to the 2019-20 financial year; only where clear evidence comes to the auditor's attention of a significant failure in arrangements as a result of Covid-19 during the financial year, would it be appropriate to recognise a significant risk in relation to the 2019-20 VFM arrangements conclusion.

Overall conclusion

We identified one significant risk around these criteria at the planning stage relating to the procurement contract relating to the Management of the six sports venues. The tables below present our findings in response to the risks in our Audit Planning Report.

Value for Money Risks

We are only required to determine whether there are any risks that we consider significant within the Code of Audit Practice, where risk is defined as:

"A matter is significant if, in the auditor's professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public"

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The table below presents the findings of our work in response to the risks areas in our Audit Planning Report.

What is the significant value for money risk?	What arrangements did the risk affect?	What are our findings?
The procurement contract relating to the Management of the six sports venues which is under litigation	**Take informed decisions**	**On the 23rd January 2020, the Authority took a decision on the short term arrangements with the management of its six sport venues following the conclusion in October and November 2019 of its procurement for the future Leisure Services Contract. This decision followed a challenge to the outcome of the procurement from one of the bidders. This means that the Authority is currently unable to confirm, and where appropriate, change the contract provision for its Leisure Services until the conclusion of the legal challenge. Following a consideration of options, the Authority has taken a short term decision to bring the management of the six sports venue in-house from the 1st April 2020 once the current contract with Lee Valley Leisure Trust Limited expires on the 31st March 2020.** **We have obtained the Authority's decision making papers that were taken to the 23rd January 2020 meeting alongside the proposed 202/21 revenue budget and levy. We reviewed and corroborated the arrangements the Authority has put in place before 31st March 2020 and in the period up to our audit opinion on the 2019/20 audit. We specifically considered how the Authority has:** • **Explored options, alternatives and choices.** • **Mitigated procurement, financial, operational and reputational risks.** • **Obtained and considered relevant commercial, financial and legal advice.** • **Secured an effective transition to the in-house management of the six sports venues, including mitigation of any ongoing procurement and financial risks.** **We have no significant matters or exception to report on the Authority's arrangements for the management of the leisure services contract.**

06 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts for the year ended 2019/20 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts for the year ended 2019/20 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We will start our work in this area once the accounts have been finalised but as the Authority is below the threshold for detailed audit procedures. We will provide our assurance statement to the NAO at the point we are issuing the audit report on the 2019-2020 financial statements.

Other reporting issues

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Authority's financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Findings and issues around the opening balance on initial audits (if applicable);
- Related parties;
- External confirmations;
- Going concern;
- Consideration of laws and regulations; and

We have no matters to report.


07
Assessment of Control Environment

Assessment of Control Environment

Financial controls

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Authority has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

We considered whether circumstances arising from COVID-19 resulted in a change to the overall control environment of effectiveness of internal controls, for example due to significant staff absence or limitations as a result of working remotely. We identified no issues which we wish to bring to your attention/details of issues noted.

08 Data Analytics

Use of Data Analytics in the Audit

Data analytics

Analytics Driven Audit

Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2019/20, our use of these analysers in the Authority's audit included testing journal entries and employee expenses, to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis

We obtain downloads of all financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.

Payroll Analysis

We also use our analysers in our payroll testing. We obtain all payroll transactions posted in the year from the general ledger. We then analyse the data against a number of specifically designed procedures. These include analysis of payroll costs by month to identify any variances from established expectations, as well as more detailed transactional interrogation.

Data Analytics

Journal Entry Testing

What is the risk?

In line with ISA 240 we are required to test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.

What judgements are we focused on?

Using our analysers we are able to take a risk based approach to identify journals with a higher risk of management override, as outlined in our audit planning report.

What did we do?

We obtained general ledger journal data for the period and have used our analysers to identify characteristics typically associated with inappropriate journal entries or adjustments, and journals entries that are subject to a higher risk of management override.

We then performed tests on the journals identified to determine if they were appropriate and reasonable.

What are our conclusions?

We isolated a sub set of journals for further investigation and obtained supporting evidence to verify the posting of these transactions and concluded that they were appropriately stated.

09 Independence

Independence

Confirmation and analysis of Audit fees

We confirm there are no changes in our assessment of independence since our confirmation in our audit planning board report in February 2020.

We complied with the APB Ethical Standards. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you and your Audit Committee consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Audit Committee on 24 September 2020.

We confirm we have undertaken non-audit work outside of the Statement of responsibilities of auditors and audited bodies as issued by the Public Sector Audit Appointments Ltd. We have adopted the necessary safeguards in our completion of this work.

As part of our reporting on our independence, we set out below a summary of the fees you have paid us in the year ended 31 March 2020.

We confirm that we have not undertaken non-audit work.

Description	Final Fee 2019/20 £	Planned Fee 2019/20 £	Final Fee 2018/19 £
Total Audit Fee – Code work	14,337	14,337	14,337
Additional Fee	***TBC	***TBC	TBC

*** For 2019/20, the audit fee which will be confirmed at a later date, will be impacted by a range of factors as communicated in the audit planning board report in February 2020 which has resulted in additional work. These include:

- The additional risks presented by several areas of the Authority's financial statements which require additional audit procedures and the need to engage specialists. These include, but are not limited to the valuation of property and the value for money, accounting risks associated with the Authority's decision making and ongoing legal challenges associated with the Leisure Services procurement.

In addition to the above:

- We have performed additional work in identifying the business and financial reporting risks the Authority are facing as a result of current economic conditions related to the Covid-19 outbreak including documenting changes to internal controls
- We have performed a review and will undergo consultation processes associated with disclosures on any material uncertainties disclosed with valuations, documented basis for going concern to consider the Authority's assessment and events after the reporting period
- We have performed audit procedures and a review of the proposed disclosures and accounting judgements relating to the litigation with the Lee Valley Leisure Trust.

For our 2018/19 fee, we provided management and PSAA with a proposed fee variation of £10,000 which the Authority did not agree. PSAA have recently determined and approved this fee variation.

We will liaise with management and report to the Audit Committee on the proposed addition to our 2019/20 fee and supporting details at the conclusion of our audit. Any increase to the planned fee has to be approved by PSAA. In our audit planning report, we set out the professional and regulatory context and factors that have driven our concerns on the sustainability of local public audit and the audit fee that we believe is is required to deliver a high-quality audit. We have communicated to the Director of Finance and Resources and PSAA that the current regulatory, professional environment, complexity and risk profile of Lee Valley Regional Park Authority would require a reset of the 2019-2020 scale fee from £14,337 to £55,180. PSAA have not yet determined any changes to the Authority's scale fee and the Director and Finance and Resources has not agreed with the proposed fee increase. Our list of proposed fee variations above addresses specifically those aspects of the audit that we have undertaken additional 2019-2020 audit procedures which we believe are not reflected in PSAAs scale fee. Some, as such, audit of material estimates and judgements for valuations, will have been factored in to our assessment of what the baseline fee should be. Others, such as the audit procedures in response to Covid-19 and the delays to specific working papers will be specific to the year of audit and would not be included in the assessment of the baseline fee.

Independence

Relationships, services and related threats and safeguards

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Authority, senior management and its affiliates, including all services provided by us and our network to your Authority, senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2020 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

New UK Independence Standards

The Financial Reporting Authority (FRC) published the Revised Ethical Standard 2019 in December and it will apply to accounting periods starting on or after 15 March 2020. A key change in the new Ethical Standard will be a general prohibition on the provision of non-audit services by the auditor (and its network) which will apply to UK Public Interest Entities (PIEs). A narrow list of permitted services will continue to be allowed. Note that currently the Authority does not fall under the definition of a PIE.

Summary of key changes

- Extraterritorial application of the FRC Ethical Standard to UK PIE and its worldwide affiliates
- A general prohibition on the provision of non-audit services by the auditor (or its network) to a UK PIE, its UK parent and worldwide subsidiaries
- A narrow list of permitted services where closely related to the audit and/or required by law or regulation
- Absolute prohibition on the following relationships applicable to UK PIE and its affiliates including material significant investees/investors:
    - Tax advocacy services
    - Remuneration advisory services
    - Internal audit services
    - Secondment/loan staff arrangements
- An absolute prohibition on contingent fees.
- Requirement to meet the higher standard for business relationships i.e. business relationships between the audit firm and the audit client will only be permitted if it is inconsequential.
- Permitted services required by law or regulation will not be subject to the 70% fee cap.
- Grandfathering will apply for otherwise prohibited non-audit services that are open at 15 March 2020 such that the engagement may continue until completed in accordance with the original engagement terms.
- A requirement for the auditor to notify the Audit Committee where the audit fee might compromise perceived independence and the appropriate safeguards.

Next Steps

We have not provided any non-audit services which would be prohibited under the new standard to the Authority.

Other communications

EY Transparency Report 2019

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2019:

https://assets.ey.com/content/dam/ey-sites/ey-com/en_uk/about-us/transparency-report-2019/ey-uk-2019-transparency-report.pdf

10 Appendices

Appendix A

Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Terms of engagement	Confirmation by the Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit planning report – February 2020
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Audit planning report – February 2020
Significant findings from the audit	• Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Significant difficulties, if any, encountered during the audit • Significant matters, if any, arising from the audit that were discussed with management • Written representations that we are seeking • Expected modifications to the audit report • Other matters if any, significant to the oversight of the financial reporting process	Audit results report – December 2020

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Going concern	Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including: • Whether the events or conditions constitute a material uncertainty • Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements • The adequacy of related disclosures in the financial statements	Audit results report – December 2020
Misstatements	• Uncorrected misstatements and their effect on our audit opinion • The effect of uncorrected misstatements related to prior periods • A request that any uncorrected misstatement be corrected • Material misstatements corrected by management	Audit results report – December 2020
Subsequent events	• Enquiry of the Audit Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.	
Fraud	• Enquiries of the Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority • Any fraud that we have identified or information we have obtained that indicates that a fraud may exist • Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. • The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected • Any other matters related to fraud, relevant to Audit Committee responsibility.	Audit results report – December 2020

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Related parties	Significant matters arising during the audit in connection with the Authority's related parties including, when applicable: • Non-disclosure by management • Inappropriate authorisation and approval of transactions • Disagreement over disclosures • Non-compliance with laws and regulations • Difficulty in identifying the party that ultimately controls the Authority	Audit results report – December 2020
Independence	Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence. Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as: • The principal threats • Safeguards adopted and their effectiveness • An overall assessment of threats and safeguards • Information about the general policies and process within the firm to maintain objectivity and independence Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.	Audit planning report – February 2020 and Audit results report – December 2020
External confirmations	• Management's refusal for us to request confirmations • Inability to obtain relevant and reliable audit evidence from other procedures.	We have received all requested confirmations.

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Consideration of laws and regulations	• Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur • Enquiry of the Audit Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Audit Committee may be aware of	We have asked management and those charged with governance.
Significant deficiencies in internal controls identified during the audit	• Significant deficiencies in internal controls identified during the audit.	Audit results report - December 2020

Appendix A

		Our Reporting to you
Required communications	**What is reported?**	**When and where**
Written representations we are requesting from management and/or those charged with governance	• Written representations we are requesting from management and/or those charged with governance	Audit results report – December 2020
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	• Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	Audit results report – December 2020
Auditors report	• Any circumstances identified that affect the form and content of our auditor's report	Audit results report – December 2020
Fee Reporting	• Breakdown of fee information when the audit planning report is agreed • Breakdown of fee information at the completion of the audit • Any non-audit work	Audit planning report – February 2020 and Audit results report – December 2020
Certification work	• Summary of certification work	Certification Report

APPENDIX B

Lee Valley Regional Park Authority

Statement of Accounts

For the year ended 31 March 2020

DRAFT

Lee Valley Regional Park Authority

Statement of Accounts 2020

For the year ended 31 March 2020

Contents **Page**

Narrative Report

The Lee Valley Regional Park Authority (LVRPA) is an award winning and leading leisure organisation. It has a statutory duty under the Lee Valley Regional Park Act (1966) to develop the 10,000 acre Park as a regional destination - a destination that attracts over 7 million visitors a year. The Authority's vision is that the LVRPA should be "A World Class Leisure Destination".

Over recent years the Authority has undertaken significant work to attract external funding to support the development of the Regional Park; and it is committed to continue to reduce its reliance on the levy. The levy is a charge on council tax payers in London, Essex and Hertfordshire – which equates to 80p per person per year. The maximum levy is determined by a formula set out in "The Levying Bodies (General) Regulations 1992" - adjusted annually to account for inflation.

These accounts for 2019/20 provide information about costs and income from our services and our assets and liabilities at the year end. The report sets out a summary of significant matters and the main financial performance of the Authority during 2019/20; its ongoing liabilities; future capital investment and the underlying economic climate that influences future performance.

In delivering its statutory objectives the Authority uses non-financial (as well as financial) Key Performance Indicators (KPIs) to measure in year performance with other Performance Indicators (PIs) underpinning the KPIs. The 2019/20 KPIs are set out in the table below for ongoing comparison.

Key Performance Indicator	2018/19	2019/20	Explanation
Levy Contribution	38.8%	37.6%	Percentage charged of the maximum chargeable
Customer Satisfaction	86.0%	84.0%	Customer satisfaction Rating
Stakeholder Perception	74.0%	74.0%	Stakeholder satisfaction
CO2 emissions from Operations	5,508	5,496	CO2 Emissions (Tonnes of CO2)
Business Priorities Progress	91.0%	95.0%	Percentage of actions delivered in year
Usage	7.3m	7.4m	Number of Visitors (Millions)

The Authority's financial strategy is embodied in its Strategic Business Plan. The Plan is designed to deliver the vision of creating a world class leisure destination. The Plan is underpinned by a financial strategy that aims to optimise the use of financial resources to meet business objectives. The strategy includes maintaining a strong financial position, which these accounts demonstrate. The Authority continually reviews its business plan with the latest plan (2020-25) approved in January 2020. This plan sets out service objectives and business priorities for the coming period and is underpinned by the Medium Term Financial Plan (MTFP).

The statutory power to increase the levy (currently only 37.6% levied of the maximum chargeable), the Medium Term Financial Plan (including a revised emergency budget), the ongoing risk management and internal control framework, annual, weekly and daily evaluation of the Authority's cash flow ensure the LVRPA is, and remains, a going concern. Senior Management have, and will continue to regularly assess that the Authority is a going concern and this will be subject to the external auditor testing under ISA 570 requirements.

A key development of the Authority has been to outsource its six main sporting venues in a new ten year contract to improve economy, efficiency and effectiveness and the new business plan sets out themes to continue this organisational change. These themes are:

- Continue to reduce the levy for the LVRP paid by the taxpayers of London, Essex and Hertfordshire.
- Increase income from existing venues/sites through a range of investment opportunities both directly and with third parties and the appropriate pursuit of commercial income through Authority owned land and property assets
- Improve the accessibility of the LVRP to its regional constituency through marketing and community engagement initiatives.
- Continue to develop new operational models for its services as the Authority moves to being more of an enabling organisation.
- Enhance the Park's environmental infrastructure
- Provide a first rate visitor experience and grow the visitor figure to 7.5 million.

The following paragraphs set out the most significant matters in the accounts, such as the Authority's overall financial position.

Expenditure compared to budget

The 2019/20 budget was set in January 2019. Actual spending on facilities and services was £0.25m less than budgeted, which included £0.1m carried forward from the previous financial year. At the end of the year the Authority had general reserves of £4.4m.

Budget compared to actual

	Budget	Actual
2019/20	£'000s	£'000s
Net operating expenditure	11,841	11,818
Levy on local authorities	(9,576)	(9,576)
Net general fund surplus	2,265	2,242
Total financing costs	(2,182)	(2,404)
Movement in reserves	83	(162)

Capital Investment

Capital investment totalled £2.6m. This was financed by a contribution from revenue (£0.2m), earmarked reserves and receipts (£2.4m).

London Olympics 2012

In July 2005, London was awarded the 2012 Olympic Games. Under the Olympic arrangements entered into with the Authority, some of the Authority's land and assets were used and developed. The Olympic Games were held during the summer of 2012 and the Authority retains some contingent liabilities.

Velopark

The Authority continues to retain a contingent liability of up to £5.25m in relation to the lottery funding agreement between the Authority, Sport England and the Olympic Development Agency (ODA). In addition, a contingent liability of £2m exists in relation to a funding agreement with the London Marathon Trust for legacy works. LVRPA paid £3.5m during 2012/13 as its contribution to the construction of the Velopark. During 2019/20 this facility was managed by Lee Valley Leisure Trust Limited trading as Vibrant Partnerships (the Trust) under a contract for services which commenced 1st April 2015 which made the Trust responsible for delivering the requirements of the funding agreements. The Authority monitored that contract to ensure that the Authority was not at risk of breach in relation to the contingent liability. During 2020/21 the venues have returned under the Authority's direct management and operation following the expiry of the contract with the Trust on 31st March 2020.

The Authority has entered into an Agreement for Lease with the College World of Sport (CWS). The 20 year lease is due to be completed shortly with occupation commencing on 1st August 2020. In the longer term this will provide rental income for the Authority. The Authority refurbished and converted a number of units into classrooms and student pods for CWS to use as their UK base and for them to begin offering post-graduate courses from 20/21. It is hoped that the impact of COVID will not adversely delay this new facility. We have taken independent advice to assess the appropriate value of the asset. The contingent liabilities are shown in note 37.

Other Olympic Agreements

Third Supplemental Agreement

This agreement was completed on the 7th February 2013 following receipt of both Secretary of State and Sport England consents. The agreement covers arrangements for utilities and individual agreements for substation leases and high voltage cables are still being finalised. All substation leases have been completed together with one of the easements. There is one easement still outstanding which will be finalised as soon as the final documents are agreed. This is an on-going matter and is outside the Authority's control as the contact is awaited from the utility company. This will have no impact on the accounts.

Lee Valley White Water Centre

This asset was transferred to the Authority on 17 December 2010 and the depreciated replacement cost is valued at £22m. The Authority has a contingent liability of up to £900,000 in relation to its lottery funding agreement with Sport England. In addition, the Authority also has a contingent liability of up to £4m in relation to its funding agreement originally with the East of England Development Agency (EEDA). Since the closure of the EEDA, the benefits of this funding agreement rest with the Department for Business, Innovation and Skills. The Authority enhanced this facility further in 2013/14 by investing £6.4m with contributions from the British Canoe Union (£0.8m), Sport England (£0.8m) and a reinstatement contribution from LOCOG (£0.7m). The Authority entered into a variation of its lottery funding agreement with Sport England to cover the additional amount of funding which increased the total contingent liability. During 2019/20 this facility was managed by Lee Valley Leisure Trust Limited trading as Vibrant Partnerships (the Trust) under a contract for services which commenced 1st April 2015 which made the Trust responsible for delivering the requirements of the funding agreements. The Authority monitored that contract to ensure that the Authority was not at risk of breach in relation to the contingent liability. During 2020/21 the venues have returned under the Authority's direct management and operation following the expiry of the contract with the Trust on 31st March 2020.

The land and building valuation of this asset has been included in the statements. The contingent liabilities are shown in note 37.

Parklands in Queen Elizabeth Olympic Park

The Authority has agreed that two separate plots of land in the North of the Park will be leased back to the LLDC at a peppercorn rent (£1) for twenty-five years and at £20,000 per annum for forty years respectively, and will place an obligation on the LLDC in relation to the parklands lease to carry out grounds maintenance of the parklands which has been estimated by the LLDC to be up to £25,000 per annum. The area of land which has been leased for the forty-year period at £20,000 per annum has been independently valued at £320,000 and this lease was completed in 2013. The lease of the land in the North Parklands for the 25-year period was completed in February 2018. The LLDC requested a variation to the North Parklands lease to permit them to grant a sub-lease of part of the land to a third party to build a High Ropes attraction. This was approved by Authority Members and the variation to the lease completed. Construction of the attraction has been delayed due to the impact of COVID-19 but it is anticipated that it will commence as soon as reasonably practicable and should now be completed before February 2021.

Pension Scheme

The Authority is a member of the Local Government Pension Scheme, administered by the Local Pensions Partnership (for the London Pensions Fund Authority). The net liability (ie the amount by which the pensions liabilities exceed its assets) affects the Authority's net worth as recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the Authority's financial position remains healthy. The deficit on the pension scheme will be made good by increased contributions over the employees' remaining working life, as assessed by the scheme actuary. The full triennial valuation of the scheme was completed by January 2020 – this showed the Authority had a surplus of £725k (101.5% funded) compared to a deficit at the last triennial valuation of £3,437K (89.9% funded).

Transfer of Management of the Venues to the Lee Valley Leisure Trust Limited (Vibrant Partnerships)

In February 2015 (paper A/4201/15) Members approved entering into the Leisure Services Contract (the Contract) commencing on 1 April 2015 between the Lee Valley Regional Park Authority and the Lee Valley Leisure Trust Limited trading as Vibrant Partnerships (the Trust). The contract was for a five year period to establish a "sound" operational profile before going through a full market testing exercise. All decisions relating to this process were made by the full Authority.

The Trust commenced full operation of the leased Venues under the Contract on the 1 April 2015. The Authority and the Trust have both formally reviewed the Contract as part of the mid-contract review and concluded the Trust has met the requirements and objectives as originally set out (Paper E/541/18). The Authority has completed a procurement process and following a legal challenge made to that process which has now been withdrawn it intends to re-let the six main sporting venues from April 2021. Whilst the contract award was under legal dispute the Authority took the decision (Paper A/4278/20) to bring the sporting venues under its direct management on the expiry of the contract on 31 March 2020. The medium term financial plan includes a provision for costs related to the end of contract liabilities from the 2015-2020 contract. In October 2019 the Authority had already decided (Paper A/4273/19) to bring back the eight smaller (non sporting Leisure Service Contract (LSC)) venues back under its direct management on the expiry of the contract with the Trust as these fitted with the new business priorities and generated a positive financial return for the Authority.

Land and Property Strategy

The Land & Property Review Working Group was established at the Executive Committee meeting on 17 December 2015 to consider and develop a proposed Corporate Land and Property Strategy for consideration and approval by full Authority. The terms of reference for the Land & Property Review Working Group were approved as follows:

- To review the land and property portfolio in support of delivery of the Authority's statutory remit and overall objectives
- To review adopted land acquisition policies
- Develop a land and property acquisition/disposal strategy within the parameters of the Lee Valley Regional Park Act 1966 (the Park Act)

The aim of the Working Group was to review the Authority's approach to acquisition and disposal and to consider a fresh approach with the development of a Corporate Land and Property Strategy. In addition to the above it is an opportunity to look at sites which are not delivering benefit for the Regional Park. The disposal of properties may also reduce revenue costs as maintenance obligations for some areas of land would be reduced. Conversely acquisition of land may increase revenue costs for the maintenance and management of the land.

The Authority has generally adopted a cautious approach for any disposals based on prevailing Counsel's opinion at the time and independent advice prior to any disposal of land. More recent advice has explored a more flexible approach, in particular, to disposal where land is no longer required for the purposes of any of the Authority's functions. This has the potential for raising capital for enabling development and/or opportunity for enhancement of existing open space and/or opening of currently closed land within the Regional Park.

Following approval of the Corporate Land and Property Strategy by the Executive Committee in December 2016, the Authority adopted the Strategy on 19 January 2017. A review of the areas of land for potential disposal has been undertaken by officers and discussed with the Member working group. At the appropriate time each area of land is brought forward for a decision by the Executive Committee and/or Authority and is reflected in the balance sheet accordingly.

Borrowing and Capital Funding

The Authority has the facility to borrow funds for capital expenditure from the Public Works Loan Board (PWLB) and other institutions. Short term borrowing is covered by our bank overdraft.

The Capital Financing Requirement measures the underlying need to borrow for capital (not revenue) purposes. It does not necessarily mean that borrowing will be undertaken. The following capital financing requirements are based upon the value of the Authority's depreciated value of fixed assets less provisions set aside for loan repayment.

	2018/19 Actual	2019/20 Revised Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
LVRPA CFR	£12.7m	£12.2m	£11.7m	£24.8m	£18.8m	£9.5m

Any new borrowing in the future must be self-funded, for example via efficiency savings, levering in external funding, new income streams or through the levy. Capital investment in the current year has been funded from the Authority's accumulated cash balances and, as a result, no new external long term borrowing has been undertaken. The Authority no longer carries any external debt and external borrowing at 31 March 2020 totalled £0.

The estimated impact of capital investment decisions on the levy is £1.2m and is included in the table below. Where additional revenue from the levy is used to finance capital expenditure this would have an impact on contributing authorities. This would mean that the Authority would need to increase the levy over the current level. The base indicator for 2019/20 is £1.2m and is included in the table below. This figure takes account of the resourcing requirements for the capital programme and was included in a report to Members as part of the 2019/20 (revised) to 2023/24 capital programme.

	2018/19 Actual	2019/20 Revised Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Capital Expenditure	£2.6m	£5.3m	£11.0m	£26.3m	£1.6m	£1.6m

Financed by						
External resources*	£0.1m	£0.0m	£0.0m	£0.0m	£0.0m	£0.0m
Internal resources*	£2.5m	£5.3m	£11.0m	£12.7m	£1.6m	£1.6m
Debt	£0.0m	£0.0m	£0.0m	£13.6m	£0.0m	£0.0m
Total Financing	£2.6m	£5.3m	£11.0m	£26.3m	£1.6m	£1.6m

Economic Climate

The economic climate has, and will continue to impact on the Public Sector purse and particularly the finances of the Authority. The Authority sets the annual budget in the context of the five-year business priorities. The assumptions behind this forecast are reviewed annually; the medium term financial forecast is restated and then approved by Members. The Authority is conscious of the financial pressures faced by the levied authorities and the spending assessments that impact upon them. The levy will remain at its current level in 2020/21 (0% change) and for the previous ten years – has achieved a real term decrease in excess of 50%. Officers and Members are committed to providing on-going savings and efficiencies to achieve economy and efficiency through the best use of public funds whilst delivering its own core objectives detailed in the new five-year Business Priorities2020 – 2025 and statutory role. Consideration of the levy in future years will be subject to inflation, business risks, Covid 19 impact and other economic factors prevailing at the time. The levy strategy will need to be reviewed in the light of the Covid 19 impact going forward from 2021/22.

The Authority is continuing a robust plan of income generation and major development projects across the Park to deliver its remit and reduce the reliance on the levy. The business plan priorities for 2020-25 will be developed further. This will set out further development in the key projects, for example, the Ice Centre twin pad development, for this five-year period along with a financial plan. In the last six months the organisational structure has been reviewed to ensure that the capacity and skills are in place to effectively deliver the business priorities. The key measure has been to ensure that the reliance on the levy fell to 53.0% of the maximum that the Authority could legally charge. This target was achieved in 2013/14 and for 2020/21 it currently stands at 36.7%% of the maximum chargeable – a cost per head of population of £0.80p. The Senior Management Team manages a variety of major and smaller projects to develop the Park and its Venues, create efficiencies and generate further income. The proposals from this group are considered by Members of the Executive Committee and full Authority.

Financial liabilities relating to the Olympic venues were significant, in particular, the business rates attributed to the Velopark, the Lee Valley White Water Centre and LV Hockey & Tennis Centre. These liabilities were recognised within the medium term financial plan. Since April 2015 the business rate liability on venues (transferred into the Trust) have achieved 80% mandatory rate relief thus reducing the financial burden by £1.7m per year. Although these venues have temporarily transferred back to the Authority until the award of a new LSC contract, the impact of Covid 19 has meant the Authority will receive a business rates holiday during 2020/21 and not incur any of this liability.

The financial impact of Covid 19 has severely impacted the financial stability of the Authority. Income from fees and charges is forecast to reduce by up to £9m. In the light of this significant financial pressure, Members approved a revised emergency budget and decided not to request a supplementary levy from contributing councils but instead, to utilise cash reserves in the short term to cushion this impact. This is not sustainable beyond the coming twelve-month period and will require further revision of the levy strategy and future year's budgets. The Chief Executive with Members and the Senior Management Team is developing a recovery plan for 2021/22 and beyond. This will address the rebuilding of reserves and strengthening the Authority's resilience in the context of a challenging economic climate and the possible continuing uncertainty caused by Covid 19.

Revenue Reserves

The Authority's current Reserves Policy states that the Authority should maintain a minimum general reserve balance of £3-£4m and was approved at the Annual Budget and levy setting meeting of the full Authority on 23 January 2020. The individual usable reserves are explained below:

General Fund

The general fund reserves currently stand at £4.4m. It is anticipated that if income losses as anticipated due to Covid 19 are realised the end of year balance will fall to £0.1m

Earmarked Reserves

The Authority maintains renewal and repair funds to replace equipment and for major repairs to buildings or structures that cannot be funded in one year from service revenue budgets. An insurance fund is also maintained to self-insure certain risks that are not otherwise covered by the insurance policies of the Authority. For example, storm damage and insurance excesses on existing policies. All services are charged an annual premium, with policy excesses for claims against the Authority by third parties charged to the fund balance in any given year.

Capital Receipts Reserve

There is a balance of £12.7m on this reserve mainly due the sale of the option land at Olympic Park but more recently through sales identified from the Corporate Land & Property Strategy.

Capital Fund

The Authority sets aside 3% of its Levy each year in accordance with the Lee Valley Regional Park Act section 49 (30) for capital expenditure purposes.

The Annual Governance Statement (AGS) highlights the major risks and uncertainties the Authority faces in the years ahead and recognising the impact of the London 2012 Olympics legacy on the Authority as it continues to establish the legacy facilities within its normal business operating environment and more recently the significant impact of Covid 19 on the business operations of the Authority and therefore a major source of its financial income. The AGS sets out the risks and opportunities the Authority faces having moved the majority of its venues into a charitable Trust, retendering and reletting of this contract from April 2021 whilst temporarily taking back their operation and management during 2020/21. The AGS considers the impact of the ongoing poor economic climate and demonstrates the Authority's response to the pressure on the public purse.

The Accounts are produced in the format stipulated by the Chartered Institute of Public Finance and Accountancy (CIPFA) in accordance with best accounting practice.

CIPFA's recommended accounting practice complies, with International Financial Reporting Standards (IFRS) subject to appropriate agreed variations for Local Authorities. The change to IFRS from Generally Accepted Accountancy Principles (GAAP), made three years ago, allows inter-authority comparison and brings benefits in consistency and comparability between financial reports whilst continuing to follow private sector best practice.

The accounts consist of:

- the Comprehensive Income and Expenditure Statement: This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices;
- the Balance Sheet: The Balance Sheet shows 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 by the Authority;
- the Movement in Reserves Statement: This statement shows the movement in the year on the different reserves held by the Authority;
- a Cash Flow Statement: This shows the total cash we received and how we used it; and
- a Statement of Accounting Policies: These describe the main principles used to prepare the accounts.

Following a review of the presentation of local authority accounts, CIPFA made some changes to the 2016/17 Code, with the introduction of an Expenditure and Funding Analysis.

The objective of the Expenditure and Funding Analysis is to demonstrate to levy payers how the funding available to the Authority (ie government grants, rents, fees and charges and the levy) for the year has been used in providing services in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Authority's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

The Comprehensive Income and Expenditure and Expenditure and Funding Analysis, now include a segmental analysis that represents how we are structured, and how we operate, monitor and manage financial performance. This means that we are now no longer required to recharge the cost of support services to the individual service headings. In order to ensure that comparison to previous year's expenditure is consistent, the cost of support services has been reversed out of the service headings. The Total Net Cost of Services will remain the same, although the total expenditure and income reported in the prior year accounts will be reduced for comparison in the current Statement of Accounts.

To assist general readers of these accounts, we have explained some of the main technical terms in notes to the accounts and in a glossary.

The unaudited accounts were issued on 02 July 2020 and the audited accounts were authorised for issue on XX December 2020.

Matt Bowmer
Section 151 Officer
XX December 2020

[BLANK]

STATEMENT OF RESPONSIBILITIES

The Authority's responsibilities

The Authority must

- arrange for the proper administration of its financial affairs and ensure that one of its officers is responsible for administering those affairs – that officer is currently the Director of Finance and Resources;
- must manage its affairs to secure economic, efficient and effective use of resources and safeguarding its assets; and
- approve the Statement of Accounts.

The Director of Finance and Resources responsibilities

The Director of Finance and Resources is responsible for preparing the Authority's statement of accounts in accordance with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (The Code). The Code requires that the accounts present a true and fair view of the financial position at the accounting date and income and expenditure for the year ended 31 March 2020.

In preparing this statement of accounts, the Director of Finance and Resources:

- Selected suitable accounting polices and then applied them consistently;
- Made judgements and estimates that were responsible and prudent; and
- Complied with The Code.

The Director of Finance and Resources has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps to prevent and detect fraud and other irregularities.

I certify that these statements of account present a true and fair view of the financial position of the Authority as at 31 March 2020 and the income and expenditure for the 2019/20 financial year.

Matt Bowmer
Section 151 Officer
XX December 2020

Frances Button
Chair – Audit Committee
XX December 2020

[BLANK]

ANNUAL GOVERNANCE STATEMENT 2019/20

Scope of responsibility

The Authority 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 Authority does not have a duty under the Local Government Act 1999 in the same way that local authorities do to make arrangements to secure continuous improvement when exercising its functions, having regard to a combination of economy, efficiency and effectiveness; but it considers and adopts these elements as a matter of best practice.

In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

The Authority has adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework for Good Governance in Local Government. This statement explains how the Authority has complied with the Code and also meets the requirements of Regulation 6(1)(b) of the Accounts and Audit Regulations 2015 in relation to the publication of an Annual Governance Statement.

The purpose of the governance framework

The governance framework comprises the systems and processes for the direction and control of the Authority and its activities for which it is accountable to its stakeholders and the wider community.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks likely to impair the achievement of the Authority'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.

The governance framework has been in place at the Authority for the year ended 31 March 2019 and up to the date of approval of the statement of accounts.

The governance environment

A clear statement of the Authority's purpose and vision is set out in "The Lee Valley Regional Park Authority Business Strategy 2010-2020" and the updated Business Plan priorities 2020-25 were included as part of the 2020/21 Revenue Budget and Levy (Paper A/4276/20). These priorities are translated into more specific aims and objectives in the service improvement plans which are prepared annually and, where objectives are complex, included as part of the corporate risk register as part of the risk management framework. The achievement of these objectives is monitored by the Senior Management Team, the Performance Team, the Executive, Audit and Scrutiny committees.

The Authority does not have directly elected Members but Members appointed to the Authority by local councils. Members are responsible for setting policies and priorities and for the efficient and effective use of resources. The behaviour of Authority Members is regulated through a Model Code of Conduct made by statutory instrument, which is adopted and regulated within their own Councils' systems and which is supported by a Members' planning code of good practice within this Authority. At the AGM in July 2018 the Authority also approved (Paper A/4261/18) a Conflict of Interests/Loyalties Protocol which sits as an Appendix to Standing Orders. Employees are also subject to a Code of Conduct and a number of specific policies (e.g. on whistle blowing, IT usage, bullying and harassment) which are set out in the Employee Handbook. Advice on these matters is embedded through on-going training.

The Authority does not have a formal constitution but relies on a traditional local authority committee model. Policy and decision making are facilitated by a clear framework of delegation set out in the Lee Valley Regional Park Act 1966, the Authority's Standing Orders and Financial Regulations. This sets out, among other things, where responsibility lies for developing and delivering policy, and for taking decisions. The Standing Orders and Financial Regulations provide for some delegation to officers but within a policy framework laid down by the Authority, and with the more significant executive decisions being taken by the elected Members of the Executive Committee and the Full Authority.

Compliance with established policies, procedures, laws and regulations is ensured by the requirement in the Standing Orders to give the Chief Executive, the Monitoring Officer and the Chief Finance Officer the opportunity to comment on every report submitted to a decision making body. The Monitoring Officer has a legal duty to ensure the lawfulness of decision making.

Risk management is embedded in the Authority through a Corporate Risk Management Framework (Paper AUD/90/18) which includes the requirement to identify strategic and operational risks, assess those risks for likelihood and impact, identify mitigating controls and allocate responsibility for those controls. The Authority maintains and reviews a register of its business risks, linking them to strategic business objectives and assigning ownership for each risk. Risk management awareness is an integral part of the Authority's employee/management competency framework. Risk Management is lead on at Director level and matters of risk for the Authority are reported directly to the Audit Committee who receive reports on risk management at each meeting and who take appropriate action to ensure that corporate business risks are up-to-date; being actively managed; and agree the soundness of the Authority's risk management arrangements.

The Authority's programme for securing continuous improvement in its services is set out in the annual service plan and driven by the Business Priorities. Actions for improvement are drawn from a variety of sources including internal audit; the Authority's own service reviews and, external inspections such as those undertaken by Quest, Green Flag and the British Safety Council. An annual assessment of performance, detailing future performance targets, is set out in the Performance Monitoring Reports agreed quarterly by the Scrutiny Committee.

The Director of Finance & Resources is currently designated as the responsible officer for the administration of the Authority's financial affairs under section 151 of the Local Government Act 1972 and section 11 (1) of the Lee Valley Regional Park Act 1966. This includes ensuring the lawfulness and financial prudence of decision making; providing advice, particularly on financial impropriety, publicity and budget issues; giving financial information; and acting as the Authority's money laundering, whistle blowing and anti-fraud, bribery & corruption reporting officer. Policies relating to whistle blowing anti-fraud, bribery & corruption were approved by Members of the Audit Committee in September 2017 (Paper AUD/81/17) and approved by the full Authority in October 2017 (Paper A/4246/17). This is supported by Authority wide awareness training for all staff and elected Members. These policies are normally reviewed every third year (unless legislation or regulations change) and review of these particular policies was completed in September 2017. Further review is scheduled later this year, but may, due to the Covid 19 crisis and the mobilisation of the Leisure Service Contract be delayed until 2021. The Authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016). Following a Senior Management Restructure (Paper E/649/19) and as approved by Members in June (Paper E/682/20), new financial management and accountancy support arrangements will be in place from July 2020. These arrangements will secure ongoing financial savings to the Authority as well as providing a broader approach to the delivery of these services, maintaining not only the current standards achieved but also ensuring longer term business continuity. The London Borough of Enfield will support the Authority to fulfil the Chief Finance Officer role (statutory Section 151 requirements as set out in the CIPFA guidance) supporting the Authority's Head of Finance and the Finance Team to deliver robust financial services.

The Authority has a performance management regime through which quality of service is measured through corporate performance indicators which in turn are reported through the Annual Performance Management Report. This is monitored by the Senior Management Team and scrutinised on a six-monthly basis by the Executive Committee and a quarterly basis by the Scrutiny Committee.

Review of effectiveness

The Authority 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 managers within the Authority who have responsibility for the development and maintenance of the governance environment, recommendations from the Annual Internal Auditor's report, comments and recommendations made by the external auditors and other reviews by independent agencies.

The terms of reference for the Audit Committee requires it to monitor and review the Authority's system(s) of internal financial control and authorise/approve the Annual Governance Statement; it also monitors and reviews the Authority's Health & Safety and risk management policies and programmes.

The Internal Auditor reports to the Authority's Chief Executive Officer and Corporate Director, but in order to ensure independence has direct access to the, Monitoring Officer, the Chair of Audit Committee and the Audit Committee itself.

The Internal Auditor provides an independent opinion on the adequacy and effectiveness of the system of internal control, which is incorporated in the Annual Internal Audit Report to the Audit Committee. The Annual Internal Audit Report for 2019/20, which was presented to the Audit Committee on 25 June 2020 (Paper AUD/110/20), provided substantial assurance, that the Authority's internal control systems are considered to be fundamentally sound and accords with proper practice.

The Audit Committee approved a Risk Management Strategy in May 2010 (Paper AUD/06/10) (in which it was concluded that risk management arrangements are an established part of business operations and are entrusted with senior officers). The Strategic Risk Register has undergone regular monitoring this year. A new Risk Management Strategy was approved by the Audit Committee on 21 June 2018 (Paper AUD/90/18). A full review of the risk register was undertaken in the spring of 2018 and a new register approved at the Audit Committee in June 2018 (Paper AUD/90/18).

The Audit Committee also ensure a robust management framework for Health & Safety is maintained. Annually all sites are audited by the Health & Safety contractor - with a 95% (plus) approval rating for Authority operated sites. The work of the Authority is independently assessed by a third party (British Safety Council). The British Safety Council carried out an independent audit in March 2016 and awarded the Authority a 5* rating (their highest level score) providing further assurance regarding the management of risk for Health & Safety. Health and Safety matters were reported separately to the Audit Committee in the Annual Health & Safety report to the Audit Committee on 25 June 2020 (Paper AUD/109/20).

Senior Managers continue to review the processes and controls they have in place to allow them to achieve their service objectives. Reporting on financial and performance management information to the Executive Committee and the Scrutiny Committee has taken place over the course of the year. Based on the information provided during the year and reviews of data quality, controls can be seen to be satisfactorily in place.

The review of the effectiveness of the system of internal control is informed by:

The work of managers within the Authority;
The work of the Internal Auditor;
The work of the Health & Safety contractor;
The work of Corporate Risk Management;
Performance Management Information; and
The External Auditors in their Annual Audit Results report.

The results of the review of the Authority's system of internal control have concluded that it is satisfactory and effective.

Significant Governance Issues

The Authority has received significant assets as a result of the London 2012 Olympics. The London Legacy Development Corporation completed the legacy transformation works at the Lee Valley VeloPark, and Lee Valley Hockey & Tennis between April 2013 and May 2014. These assets were transferred to the Authority and are recognised in the accounts. These additional asset transfers are valued in excess of £110m, and with that comes a responsibility to manage and operate these as economically and efficiently as possible and in line with the Lottery Funding Agreements with Sport England that the Authority has entered into.

The Authority's existing governance structure was put in place in 2009. It was reviewed in July 2010 and 2015 to ensure management and decision making processes remained robust, relevant and fit for purpose. Members continue to review the committee structures on an annual basis at the AGM – the most recent review in July 2017 (Paper A/4243/17). In support of the Full Authority there are Executive, Audit, Scrutiny and Regeneration and Planning committees covering all areas of the Regional Park. Relevant Member working groups are established annually and cover Park wide strategic initiatives as well as specific major projects and initiatives.

Members agreed to the establishment of an Independent Remuneration Panel (IRP) to carry out a review of the remuneration of the roles of Chairman and Vice Chairman at the Executive Committee in April 2016 (Paper E/443/16). An IRP was convened and an update on progress reported to the AGM in July 2016 with a full report on the IRP recommendations on remuneration for the Chairman and Vice Chairman being reported to the full Authority in October 2016. The IRP recommended that there would be a 1% increase for both remunerations with a further 1% per annum until the current Trust contract expires at which point the remuneration should be reviewed taking into consideration the impact and any changes to the roles from any future contract. The full Authority noted and approved the recommendations from the IRP but deferred the increase in remuneration until 1st July 2017 to coincide with the commencement of the new fouryear term of office.

The Authority reviewed its own financial reporting requirements in the context of the International Financial Reporting Standards (IFRS) which were embedded as part of the 2010/11 final accounts process. Annually accounting policies, estimates and assumptions are reviewed by the Head of Finance and approved by the Audit Committee (Paper AUD/107/20), to ensure they are relevant and up-to-date and that they accord with best practice.

The Impact of Covid 19 both nationally and internationally has also been felt specifically at the Authority. With income at all major venues likely to be minimal or zero for 2020/21, the Executive Committee took the decision to approve an emergency budget (Paper E/674/20). The committee decided to utilise available cash reserves to cushion the impact of up to £9m revenue lost from paying customers rather than issue a supplementary levy on Councils who are also feeling the financial impact of this crisis. The Authority has furloughed 60% of its staff who would otherwise have been operating these venues either directly/indirectly and has received direct financial support from central government as part of the furlough scheme. The Authority has also benefited from the Business Rates Relief holiday for 2020/21. These are all short term measures and are not sustainable in the medium to longer term. This will be a key part of the Authority's budget and levy considerations in the year ahead.

The economic climate has, and will continue to impact on the Public Sector purse and particularly the finances of the Authority. The Authority sets the annual budget in the context of the five year business priorities. The assumptions behind this forecast are reviewed annually; the medium term financial forecast is restated and then approved by Members. The Authority is conscious of the financial pressures faced by the levied authorities and the spending assessments that impact upon them. The levy will remain at its current level in 2020/21 (0% change) and for the previous ten years – has achieved a real term decrease in excess of 50%. Officers and Members are committed to providing on-going savings and efficiencies to achieve economy and efficiency through the best use of public funds whilst delivering its own core objectives detailed in the new five year Business Priorities 2020 – 2025 and statutory role. Consideration of the levy in future years will be subject to inflation, business risks, Covid 19 impact and other economic factors prevailing at the time. The levy strategy will need to be reviewed in the light of the Covid 19 impact going forward from 2021/22.

The focus for the Authority in 2020/21 is to deliver against its emergency budget through a combination of maximising Government support, minimising expenditure and generating what income it can. The Authority is developing a recovery plan for 2021/22 which will seek to rebuild the Authority's reserves and ensure resilience against a backdrop of the financial impact of 2020/21, the challenging economic climate and the possible ongoing uncertainties caused by Covid19. Senior Management have collectively reviewed the Authority as a going concern and incorporated this review with an action plans within the existing risk management framework – this will be developed further in the autumn as part of a new levy and budget strategy from 2021.

The Authority is continuing a robust plan of income generation and major development projects across the Park to deliver its remit and reduce the reliance on the levy. The business plan priorities for 2020-25 will be developed further. This will set out further development in the the key projects, for example, the Ice Centre twin pad development, for this five year period along with a financial plan. In the last six months the organisational structure has been reviewed to ensure that the capacity and skills are in place to effectively deliver the business priorities. The key measure has been to ensure that the reliance on the levy fell to 53.0% of the maximum that the Authority could legally charge. This target was achieved in 2013/14 and for 2020/21 it currently stands at 36.7%% of the maximum chargeable – a cost per head of population of £0.80p. The Senior Management Team manages a variety of major and smaller projects to develop the Park and its Venues, create efficiencies and generate further income. The proposals from this group are considered by Members of the Executive Committee and full Authority.

In November 2013 (Paper A/4176/13) Members of the Authority agreed to setting up Lee Valley Leisure Trust Limited now trading as Vibrant Partnerships (the Trust), set up as a Co-operative and Community Benefit Society (previously an Industrial and Provident Society) for the purpose of managing the Authority's operations. It also established a Member Task and Finish Work Group to provide oversight and enable detailed discussions on the many aspects of this process. Members explored a variety of operational options including seeking discretionary rate relief for its venues from 'host' Local Authorities while assessing which venues should be included within the scope of a charitable Trust. The Local Authorities were not able to provide a sustainable solution through discretionary rate relief and this option was discounted. In February 2015 (paper A/4201/15), Members approved the Leisure Services Contract commencing on 1 April 2015 between the Lee Valley Regional Park Authority and the Trust. The contract was for a five year period to establish a "sound" operational profile.

The Trust commenced full operation and management of the Venues on the 1 April 2015 and has now completed the five year contract which ended on 31 March 2020. The Authority and the Trust had both formally reviewed the contract as part of the mid-contract review and concluded the Trust has met the requirements and objectives as originally set out (Paper E/541/18). The Authority has completed a procurement process and intends to re-let the six main sporting venues from April 2021. This contract award is currently under legal dispute so the Authority took the decision (Paper A/4278/20) to bring the sporting venues under its direct management until the dispute is resolved. The medium term financial plan includes a provision for costs related to the end of contract liabilities from the 2015-2020 contract. In October 2019 the Authority had already decided (Paper A/4273/19) to bring back the eight smaller (non-sporting Leisure Service Contract (LSC)) venues back under its direct management at the expiry of the contract with the Trust as these fitted with the new business priorities and generated a positive financial return.

The Authority's approved 2020-2025 business priorities ensures it continues to meet existing and new corporate objectives that are emerging and this has fed into the medium term financial planning of the Authority. Having established the operational model for its 14 sport and leisure venues, the Authority will, as part of the new business plan priorities (2020 to 2025), review all service areas with the aim of determining the most cost efficient and effective delivery mechanisms.

Reporting on the Authority's use of Public Funds demonstrates to stakeholders and Council Tax payers how their money is spent. Closing the accounts in a timely manner and receiving an unqualified Audit opinion provide information and evidence to those stakeholders about how the Authority works.

Shaun Dawson
Chief Executive
02 July 2020

Paul Osborn
Chairman
02 July 2020

[BLANK]

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEE VALLEY REGIONAL PARK AUTHORITY

The independent auditor's report will be included within the Statement of Accounts at the conclusion of the audit.

MOVEMENT IN RESERVES STATEMENT

	Note	General Fund £000s	Capital Receipts £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Unusable Reserves £000s	Total Reserves £000s
Balance as at 31 March 2019		(7,927)	(13,963)	(61)	(21,951)	(177,351)	(199,302)
Movement in Reserves 2019/20							
(Surplus) / deficit on provision of services		7,705			7,705		7,705
Other comprehensive income & expenditure					0	871	871
Total comprehensive income and expenditure		7,705	0	0	7,705	871	8,576
Adjustments between accounting basis and funding basis under regulations	4	(7,658)	1,276	0	(6,382)	6,382	0
Increase/decrease in 2019/20		47	1,276	0	1,323	7,253	8,576
Balance carried forward		(7,880)	(12,687)	(61)	(20,628)	(170,098)	(190,726)

	Note	General Fund £000s	Capital Receipts £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Unusable Reserves £000s	Total Reserves £000s
Balance as at 31 March 2018		(7,812)	(15,182)	(61)	(23,055)	(177,087)	(200,142)
Movement in Reserves 2018/19							
(Surplus) / deficit on provision of services		5,722			5,722		5,722
Other comprehensive income & expenditure					0	(4,882)	(4,882)
Total comprehensive income and expenditure		5,722	0	0	5,722	(4,882)	840
Adjustments between accounting basis and funding basis under regulations	4	(5,837)	1,219	0	(4,618)	4,618	0
Increase/decrease in 2018/19		(115)	1,219	0	1,104	(264)	840
Balance carried forward		(7,927)	(13,963)	(61)	(21,951)	(177,351)	(199,302)

LEE VALLEY PARK

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

		2019/20			2018/19		
		Expenditure	Income	Net Total	Expenditure	Income	Net Total
	Note	£000s	£000s	£000s	£000s	£000s	£000s
Chief Executive		2,238	(126)	2,112	1,315	(107)	1,208
Corporate Services		6,334	(734)	5,600	7,997	(1,008)	6,989
Financial Services		3,170	(164)	3,006	2,481	(442)	2,039
Parklands and Open Spaces		5,566	(1,169)	4,397	5,410	(1,150)	4,260
Leisure Venues Management		1,635	(56)	1,579	2,393	0	2,393
Cost of services		**18,943**	**(2,249)**	**16,694**	**19,596**	**(2,707)**	**16,889**
Other operating income and expenditure	6	67	556	623	61	(77)	(16)
Financing and investment income and expenditure	7	1,893	(1,728)	165	1,962	(2,501)	(539)
Non-specific grant income	8	0	(9,776)	(9,776)	0	(10,613)	(10,613)
(Surplus) / deficit on provision of services	19			**7,706**			**5,721**
(Surplus)/deficit on revaluation of plant, property and equipment assets	9			5,077			(1,773)
Remeasurement of the net defined benefit liability/asset	29			(4,206)			(3,109)
Other comprehensive income and expenditure				**871**			**(4,882)**
Total comprehensive income and expenditure				**8,577**			**839**

BALANCE SHEET

	Note	2019/20 £000s	2018/19 £000s
Property, plant and equipment			
Land and buildings	9	180,640	186,881
Vehicles, plant, furniture and equipment	9	3,364	3,671
Infrastructure	9	1,966	2,106
Community assets	9	34,705	34,466
Investment properties	9	5,872	5,785
Assets held for sale	9	0	1,775
Biological assets	9	236	217
Total non current assets		**226,783**	**234,901**
Long term debtors		878	879
Long term assets		**878**	**879**
Short term investments	35	7,245	9,298
Inventories	12	117	129
Short term debtors	13	1,598	1,388
Payments in advance		101	180
Cash and cash equivalents	14	2,884	1,557
Current assets		**11,945**	**12,552**
Bank overdraft	14	0	0
Short term creditors	15	(2,713)	(2,402)
Receipts in advance		(162)	(162)
Current liabilities		**(2,875)**	**(2,564)**
Net pension liability	29	(26,940)	(28,883)
Revenue grants received in advance	23	0	(29)
Capital grants received in advance	23	(17,382)	(17,554)
Long term liabilities		**(44,322)**	**(46,466)**
NET ASSETS		**192,409**	**199,302**
Usable reserves			
General fund	5	(7,879)	(7,927)
Capital receipts reserve	5	(12,687)	(13,963)
Capital grants unapplied	5	(61)	(61)
Total usable reserves		**(20,627)**	**(21,951)**
Unusable reserves			
Revaluation reserve	17	(44,407)	(49,483)
Pensions reserve	17	26,940	28,883
Capital adjustment account	17	(153,711)	(156,073)
Deferred capital receipts	17	(878)	(879)
Short-term accumulating compensated absences account	17	274	201
Total unusable reserves		**(171,782)**	**(177,351)**
TOTAL RESERVES		**(192,409)**	**(199,302)**

The unaudited accounts were issued on 2 July 2020 and the audited accounts were authorised for issue on XX MMMM 20YY

CASHFLOW STATEMENT

	Note	2019/20 £000s	2018/19 £000s
Net surplus / (deficit) on the provision of services		(7,705)	(5,722)
Adjust net surplus or deficit on the provision of services for investing and financing activities			
Proceeds from the sale of non-current assets	4	556	(77)
Adjust net surplus or deficit on the provision of services for non-cash movements			
Depreciation/impairment of property, plant and equipment	9	3,896	4,023
Revaluation of non-current assets	9	1,390	2,203
Changes in the fair value of investment properties	9	363	(609)
Changes in the fair value of biological assets	9	(19)	9
Revenue grants credited on recognition	8	(29)	0
Capital grants credited on recognition	8	(172)	(1,037)
Pension fund adjustments	19	2,263	2,079
(Increase)/decrease in long term debtors		1	1
(Increase)/decrease in stock	12	13	6
(Increase)/decrease in debtors	13	(209)	81
(Increase)/decrease in payments in advance		79	29
Increase/(decrease) in receipts in advance		0	(16)
Increase/(decrease) in creditors	15	310	(108)
Net cash flows from operating activities		**737**	**862**
Investing activities			
Purchase of non current assets	9	(2,589)	(1,634)
Proceeds from the sale of non-current assets	4	(556)	77
Repayment/(purchase) of long and short-term investments	35	2,052	(982)
Net cash outflow from investing activities		**(1,093)**	**(2,539)**
Financing activities			
	23	0	29
Capital grants received in advance	23	0	107
Net cash outflow from financing activities		**0**	**136**
Net increase or decrease in cash and cash equivalents		**(356)**	**(1,541)**
Cash and cash equivalents at the beginning of the reporting period	14	1,557	3,098
Cash and cash equivalents at the end of the reporting period		**1,201**	**1,557**
Cash and cash equivalents at the end of the reporting period			
Cash and cash equivalents	14	2,884	1,557
Bank overdraft	14	0	0
Cash and cash equivalents		**2,884**	**1,557**

NOTE 01
STATEMENT OF ACCOUNTING POLICIES

General Principles

The Statement of Accounts summarises the Authority's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. These require the Statement of Accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise of the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, 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 assets.

Heritage Assets

Heritage assets are assets are held and maintained principally for their contribution to knowledge and culture and are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. Provided that they meet this definition, heritage assets can include historic buildings, civic regalia, museum collections and works of art.

There is no carrying amount of assets on the Balance Sheet that will be reclassified as heritage assets. The Authority has a number of assets that were considered to fall under the definition of heritage assets that following review will continue to be classified as detailed below:

- Rye House Gatehouse, (Operational Asset)
- Monastic walls at Abbey gardens (Community Asset)
- The Old Mill at Broxbourne Meadows (Community Asset)

Accruals of expenditure and income

- Figures shown in the financial statements are based on the accruals concept, i.e. that income or expenditure is included in the year to which it relates irrespective of whether the authority has actually received the income or incurred the expenditure.

- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Cash and cash equivalents

Cash comprises cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours (deposits held at call) and bank overdrafts. Cash equivalents are short term, highly liquid investments with maturities of 3 months or less at acquisition, that are readily convertible to known amounts of cash. Cash equivalents are held to meet short term liquidity requirements and have an insignificant risk of changing 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.

Contingent assets

Contingent assets are possible assets which arise from past events and whose existence will only be confirmed by the occurrence of one or more uncertain future events not wholly within the Authority's control.

In accordance with the Code, they are not recognised in the accounts, rather they are disclosed as a note to the accounts where the inflow of economic benefits or service potential is probable and can be reliably measured. Contingent assets are continually assessed to determine their position.

Contingent liabilities

Contingent liabilities are either:

a) Possible obligations arising from past events whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the Authority's control, or

b) Present obligations arising from past events, but is not recognised because:

- It is not probable that a transfer of economic benefits will be required to settle the obligation, or
- The amount of the obligation cannot be measured with sufficient reliability.

In accordance with the Code, material contingent liabilities are not recognised within the accounts as an item of expenditure, rather, they are disclosed as a note to the accounting statements. Contingent liabilities are subject to a continual assessment to determine their position.

Employee benefits

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (eg cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority.

The code requires the Authority to make an accrual in its accounts at year end for any annual leave and flexible working entitlement earned but not taken by employees at the end of the financial year – to the extent that employees are permitted to carry forward annual leave and flexitime to the following year.

The accrual is made at the salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to surplus or deficit on the provision of services, but then reversed out through the movement in reserves statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the 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 to the appropriate service or, where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the 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.

Pension costs

The Authority participates in one scheme, the Local Government Superannuation Scheme, which is a defined benefit final salary scheme administered by the London Pension Fund Authority (LPFA). The LPFA is designated an 'administering authority' within the Local Government Superannuation Regulations 1995. The LPFA maintains the fund and administers the terms of the scheme in respect of those who participate in it. The employers contributions is set by the Fund's actuary based on three-yearly actuarial valuations.

The liabilities of the pension fund 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.

The assets of the pension fund 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

- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the comprehensive income and expenditure statement to the services for which the employees worked

- past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the surplus or deficit on the provision of services in the comprehensive income and expenditure statement as part of non distributed costs

- interest cost – net interest on the net defined benefit liability (asset), ie net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the financing and investment income and expenditure line of the comprehensive income and expenditure statement

Remeasurements

- the return on plan assets – the annual investment return on the fund assets attributable to the Authority, excluding amounts included in net interest on the net defined liability (asset) – charged to the pensions reserve as other comprehensive income and expenditure

- actuarial gains and 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 – debited to the pensions reserve as other comprehensive income and expenditure

Contributions

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

In relation to retirement benefits, statutory provisions require the general fund balance to be charged with the amount payable by the 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 notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the pensions reserve thereby measures the beneficial impact to the general fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Events after the balance sheet date

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

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events

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

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

Exceptional items

Where material income or expenditure transactions have occurred during the financial year their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

Prior period adjustments

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 been applied.

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

Financial Instruments

Financial liabilities are recognised on the balance sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Financial liabilities are derecognised when the liability has been discharged, that is, the liability has been paid or has expired.

Annual charges to the financing and investment income and expenditure line in the comprehensive income and expenditure statement for interest payable are based on carrying amount of the liability, multiplied by the effective rate of interest. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the borrowing to the amount at which it was originally recognised.

The Authority does not currently have any borrowing, but it is likely that for any future borrowing, this will mean that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains or losses on the repurchase or early settlement of borrowing are credited and debited to the financing and investment income and expenditure line in the comprehensive income and expenditure statement in the year of repurchase or settlement.

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

- amortised cost
- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI) [separate accounting policy is required where an authority holds financial instruments at fair value through other comprehensive income].

The authority's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost.

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (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 accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

Government grants and other contributions

Under International Financial Reporting Standards, all such grants are to be treated as revenue income as soon as any conditions relating to the grant have been met. Where capital grants are credited to the comprehensive income and expenditure statement, they are reversed out of the general fund balance in the movement in reserves statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the capital grants unapplied reserve. Where it has been applied, it is posted to the capital adjustment account. Amounts in the capital grants unapplied reserve are transferred to the capital adjustment account once they have been applied to fund capital expenditure.

Inventories

The Authority values stock and stores at the lower of actual costs and net realisable value, after allowing for obsolescent items. Operational facilities count their shop and café stocks then value them at historic cost price.

Investment properties

Under the Code, an investment property is defined as a property which is held exclusively for revenue generation or for the capital gains that the asset is expected to generate. In this respect, the asset is not used directly to deliver the Authority's services.

Investment properties are initially measured at cost and thereafter at fair value.

Properties are not depreciated but are re-valued annually according to market conditions at the year end. Gains and losses on revaluation are posted to the financing and investment income and expenditure line in the comprehensive income and expenditure statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the financing and investment income line and result in a gain for the general fund balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the general fund balance. The gains and losses are therefore reversed out of the general fund balance in the movement in reserves statement and posted to the capital adjustment account and (for any sale proceeds greater than £10,000) the capital receipts reserve.

Leases

Leases can be classified as either finance or operating leases. If a lease transfers substantially all the risks and rewards incidental to ownership it will be classified as a finance lease regardless of its legal form.

For assets leased under a finance lease, a debtor or creditor should be recognised at the lower of fair value of the asset and present value of the minimum lease payments as appropriate and the annual payments consist of an amount of interest plus an amount to clear the relevant debtor or creditor.

Leases that do not meet the definition of finance leases are accounted for as operating leases and the income or expenditure is either credited, or charged to, service revenue accounts on a straight-line basis over the term of the lease.

Under the Code, the land and buildings elements of a lease of land and buildings require separate identification for both lease classification and subsequent valuation. In most cases, the land element of a lease will be an operating lease.

a. **The Authority as Lessee**

Finance Lease

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 the levy 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. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services 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 (eg if there is a rent-free period at the commencement of the lease).

b. The Authority as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve. The written-off value of disposals is not a charge against the levy, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund in the Balance in the Movement in Reserves Statement.

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 (eg there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

Non-current assets held for sale

The following criteria have to be met before an asset can be classified as held for sale under this section of the code:

- The asset (or disposal group) must be available for immediate sale in its present condition subject to terms that are usual and customary for sales of such assets (or disposal groups).

- The sale must be highly probable; the appropriate level of management must be committed to a plan to sell the asset (or disposal group) and an active programme to locate a buyer and complete the plan must have been initiated.

- The asset (or disposal group) must be actively marketed for a sale at a price that is reasonable in relation to its current fair value.

- The sale should be expected to qualify for recognition as a completed sale within one year of the date of classification and action required to complete the plan should indicate that it is unlikely that significant changes to the plan will be made or that the plan will be withdrawn..

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is re-valued 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 previously losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

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

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account. Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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. The Authority generally applies a de-minimus level of £10,000 for the purposes of capital expenditure. In the case where the individual value of an item, e.g. computer is below the de-minimus level , but the aggregate value of similar items purchased in the year exceed the de-minimus level the expenditure may be treated as capital expenditure.

Recognition

All expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment (PPE) is capitalised on the accruals basis in the accounts, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statement of Asset Valuation Principles and Guidance Notes issued by the RICS.

The capital value of any work the Authority undertakes on towpaths is included in the balance sheet as an asset, even though the Authority does not usually own them. Agreements are in place with British Waterways, which allow public access to the towpaths and continuing use of the related facilities.

Surpluses arising on the initial valuation of non-current assets are credited to the revaluation reserve. PPE are re-valued every five years, but adjustments to the valuations are made in the interim to take account of significant changes as they occur. This year a partial revaluation has been commissioned and is reflected in these statements.

Capital expenditure that does not result in the acquisition of an asset is classified as 'revenue expenditure funded from capital under statute (formally deferred charges), and is written out to revenue in the year in which it is incurred.

The Authority accounts for its income from the disposal of PPE on an accruals basis. It is held in a usable capital receipts reserve that can be used to finance new capital expenditure.

Measurement

Assets are initially measured at cost, comprising:

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

The Authority does not capitalise borrowing costs incurred whilst assets are under construction. The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (ie it will not lead to a variation in the cashflows 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.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account.

Where gains are credited to the Comprehensive Income and Expenditure Statement, they a re-reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement..

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. The Authority has assets that are identified as specialised. These include:

- Lee Valley Ice Centre – an ice rink, with ancillary facilities; a steel frame building, clad in corrugated sheeting; and
- Rye House Gatehouse – a listed ancient monument, constructed in 1443, which the Authority uses as a museum.
- Lee Valley Velodrome – the London 2012 Olympic Velodrome
- Lee Valley White Water Centre - the London 2012 Olympic White Water Centre
- Lee Valley Athletics Centre - the pre-Olympic elite athletes indoor/outdoor training centre.

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

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

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service lines 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.

Component accounting

Where components of an asset are significant in value in relation to the total value of the asset as a whole, and they have substantially different economic lives, they should be recognised separately. For example, certain assets such as the White Water Centre are made up of separate elements that have different useful lives.

There has been no requirement to apply these changes retrospectively and instead components are recognised separately as and when they are replaced.

Depreciation and useful economic life

Depreciation is provided for on the 'building' element of all non-current assets with a finite useful life, except investment and community assets. We calculate it using the reducing balance method.

Non-current assets are not depreciated in the year of acquisition.

PPE have a useful economic life, which is determined by the class of asset. Depreciation is calculated on this life except in the case of investment properties that are not depreciated.

Asset class	**Useful economic life**
Land and buildings	5 - 60 years
Vehicles, plant and machinery	5 -15 years
Infrastructure assets	10 - 40 years
Community assets	n/a

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

Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed 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.

The Authority is not required to raise its levy 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 either an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance (England and Wales)).

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance (Minimum Revenue Provision or loans fund principal), by way of an adjusting transaction within the Capital Adjustment Account and in the Movement in Reserves Statement for the difference between the two.

Revenue expenditure funded from capital under statute

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of Property, Plant and Equipment has been charged as expenditure to the relevant service in the comprehensive income and expenditure statement in the year. It is the Authority's policy to write off the value of revenue expenditure funded from capital under statute to services and reflect them in the comprehensive income and expenditure statement in the year they arise. The movement in reserves statement will then reflect a transfer from the general fund balance to the capital adjustment account so that there is no impact on the levy.

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.

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 (eg. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the authority settles the obligation.

Reserves

The current system of local authority capital accounting requires three capital reserve accounts to be set up in the balance sheet:

- The revaluation reserve records the accumulated gains on the non current assets held by the authority arising from increases in value as a result of inflation or other factors.

- Capital adjustment account shows amounts set aside from revenue resources or capital receipts to finance expenditure on PPE or the repayment of external loans and certain other capital financing transactions.

- The usable capital receipts reserve, which contains the unused proceeds arising from disposing of assets that can be used to finance future capital expenditure.

Reserves include earmarked reserves set aside for specific policy purposes and balances which represent resources set aside for purposes such as general contingencies and cash flow management, as well as other unusable reserves such as employee benefits, that are kept to manage the accounting processes.

Earmarked revenue reserves

The Authority maintains renewal and repairs funds to replace equipment and for ongoing repairs to buildings or structures that we cannot fund in one year from service revenue budgets.

The Authority also has a capital fund, financed from contributions from the general fund, which can be used to finance future capital expenditure.

An insurance fund is maintained to self-insure certain risks. An example is storm damage to trees. The fund is also typically used to pay insurance policy excesses for claims against us by third parties. The services are charged with the any excess or claim and we adjust the fund balance by a transfer to or from the general fund.

When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to be reflected in the Surplus or Deficit on the Provision of Services in the comprehensive income and expenditure statement. The reserve is then transferred back into the General Fund balance so that there is no net charge to taxpayers.

Value added tax

The figures in the statements are net of VAT.

Provision for bad & doubtful debts

All amounts outstanding on the sales ledger are reviewed to establish the likelihood of their recovery. Where debt is proving to be difficult to recover we create a provision for it. If that debt is then paid the provision is reversed, should the debt ultimately prove irrecoverable it will be written off against the provision.

Biological Assets

Under IAS41 Agriculture, living animals or plants are classified as biological assets, and agricultural produce is the harvested product of the entity's biological asset. A biological asset, or an item of agricultural produce, is classified as an asset when it is both controlled by, and future economic benefit will flow to, an entity, and that its fair value can be measured reliably.

The Authority operates a working dairy farm, with its dairy cattle classified as biological assets, and the milk produced as agricultural produce.

The Authority uses an independent specialist agricultural stock valuer to establish the values its biological assets at the balance sheet date using the fair value method as and active market exists and a value can be reliably measured. Changes in the fair value are credited to the financing and investment income line and result in a gain for the general fund balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the general fund balance. The gains and losses are therefore reversed out of the general fund balance in the movement in reserves statement and posted to the capital adjustment account.

Group Accounts

The Statement of Recommended Practice requires local authorities to consider all their interests in subsidiaries, associated companies and joint ventures and to prepare a full set of group financial statements where they have material interests, thereby providing a complete picture of the authority's control over other entities.

From 1 April 2015, the Authority entered into a Leisure Services Contract with the Lee Valley Leisure Trust Limited (Vibrant Partnerships) to run the main leisure facilities owned by the Authority. Whilst the Authority is able to appoint up to three members to the board of the Trust, it does not have direct power to influence the operations and activities of the Trust. Therefore, the Authority has determined that it has no interests in subsidiaries, associates or joint ventures of a material nature, and is not required to prepare group accounts.

NOTE 02

EXPENDITURE AND FUNDING STATEMENT

	2019/20			2018/19		
	Net Expenditure Chargeable to General Fund	Adjustments between Funding and Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement	Net Expenditure Chargeable to General Fund	Adjustments between Funding and Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement
	£000s	£000s	£000s	£000s	£000s	£000s
Services						
Chief Executive	1,806	306	2,112	921	287	1,208
Corporate Services	794	4,806	5,600	1,274	5,715	6,989
Financial Services	1,713	1,293	3,006	1,001	1,038	2,039
Parklands & Open Spaces	3,925	472	4,397	3,800	461	4,261
Leisure Venues Management	1,579	0	1,579	2,393	0	2,393
Net Cost of Services	9,817	6,877	16,694	9,389	7,501	16,890
Other Income and Expenditure	(9,771)	783	(8,988)	(9,503)	(1,665)	(11,168)
(Surplus)/deficit on provision of services	46	7,660	7,706	(114)	5,836	5,722
Opening Fund	(7,927)			(7,812)		
Movement	46			(114)		
Closing Fund	(7,881)			(7,926)		
General Fund	(4,385)			(4,224)		
Renewals Fund	(672)			(681)		
Repairs Fund	(504)			(943)		
Insurance Fund	(689)			(700)		
Common Areas Sinking Fund	(129)			(128)		
Capital Fund	(1,500)			(1,250)		
	(7,879)			(7,926)		

NOTE 02

EXPENDITURE AND FUNDING STATEMENT

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts

2019/20	Adjustments of Capital Purposes £000s	Net Change for the Pensions Adjustment £000s	Other Differences £000s	Total Adjustments £000s
Chief Executive	214	69	23	306
Corporate Services	4,719	76	12	4,807
Financial Services	115	1,153	24	1,292
Parklands & Open Spaces	240	218	14	472
Leisure Venues Management	0	0	0	0
Net Cost of Services	5,288	1,516	73	6,877
Other Income and Expenditure	36	747	0	783
Surplus or Deficit	5,324	2,263	73	7,660

2018/19	Adjustments of Capital Purposes £000s	Net Change for the Pensions Adjustment £000s	Other Differences £000s	Total Adjustments £000s
Chief Executive	217	73	(3)	287
Corporate Services	5,637	81	(2)	5,716
Financial Services	144	873	21	1,038
Parklands & Open Spaces	229	245	(14)	460
Leisure Venues Management	0	0	0	0
Net Cost of Services	6,227	1,272	2	7,501
Other Income and Expenditure	(2,473)	808	0	(1,665)
Surplus or Deficit	3,754	2,080	2	5,836

ADJUSTMENTS FOR CAPITAL PURPOSES

Adjustments for capital purposes – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

Financing and investment income and expenditure – the statutory charges for capital financing ie 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 – 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

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

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

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

OTHER DIFFERENCES

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

For services this represents the removal of compensated absences accrual for holiday pay

NOTE 03

HERITAGE ASSETS

The 2011/12 CIPFA Code of Practice on Local Authority Accounting introduced a requirement to disclose Heritage Assets separately. Heritage assets are assets that are held and maintained principally for their contribution to knowledge and culture and are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. Provided that they meet this definition, heritage assets can include historic buildings, civic regalia, museum collections and works of art.

There is no carrying amount of assets on the Balance Sheet that is classified as heritage assets. The Authority has a number of assets that were considered to fall under the definition of heritage assets that following review will continue to be classified as detailed below:

Rye House Gatehouse, (Operational Asset)
Monastic walls at Abbey gardens (Community Asset)
The Old Mill at Broxbourne Meadows (Community Asset)

NOTE 04

ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2019/20	General Fund £000s	Capital Receipts £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s
Adjustments involving the Capital adjustment account				
Reversal of items debited or credited to the Comprehensive income and expenditure statement:				
Charges for depreciation and impairment of non current assets	(3,896)			(3,896)
Revaluation gains of property, plant and equipment	8			8
Revaluation losses of property, plant and equipment	(1,398)			(1,398)
Movements in the fair value of investment properties	(363)			(363)
Movements in the fair value of biological assets	19			19
Capital grants and contributions recognised	172			172
Insertion of items not debited or credited to the Comprehensive income and expenditure statement:				
Statutory provision for the financing of capital investment	507			507
Capital expenditure charged against the General fund/Earmarked Reserves	185			185
Adjustment involving capital receipts reserve				
Transfer of non-current asset sale proceeds from revenue to Capital Receipts Reserve	(556)	(1,128)		(1,684)
Capital expenditure financed from Usable Capital Receipts		2,403		2,403
Adjustments involving the Pensions reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and expenditure statement	(3,077)			(3,077)
Employer's pensions contributions and direct payments to pensioners payable in the year	814			814
Adjustment involving deferred capital receipts				
Principal received in respect of long term debtors (finance leases)	(1)			(1)
Adjustment involving the Short-term compensated absences account				
Amount by which officer remuneration charged to the Comprehensive income and expenditure statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(73)			(73)
	(7,659)	1,275	0	(6,384)

NOTE 04

ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2018/19	General Fund £000s	Capital Receipts £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s
Adjustments involving the Capital adjustment account				
Reversal of items debited or credited to the Comprehensive income and expenditure statement:				
Charges for depreciation and impairment of non current assets	(4,023)			(4,023)
Revaluation gains of property, plant and equipment	216			216
Revaluation losses of property, plant and equipment	(2,419)			(2,419)
Movements in the fair value of investment properties	609			609
Movements in the fair value of biological assets	(9)			(9)
Capital grants and contributions recognised	1,037			1,037
Insertion of items not debited or credited to the Comprehensive income and expenditure statement:				
Statutory provision for the financing of capital investment	528			528
Capital expenditure charged against the General fund/Earmarked Reserves	230			230
Adjustment involving capital receipts reserve				
Transfer of non-current asset sale proceeds from revenue to Capital Receipts Reserve	77	(77)		0
Capital expenditure financed from Usable Capital Receipts		1,296		1,296
Adjustments involving the Pensions reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and expenditure statement	(2,790)			(2,790)
Employer's pensions contributions and direct payments to pensioners payable in the year	711			711
Adjustment involving deferred capital receipts				
Principal received in respect of long term debtors (finance leases)	(1)			(1)
Adjustment involving the Short-term compensated absences account				
Amount by which officer remuneration charged to the Comprehensive income and expenditure statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(3)			(3)
	(5,837)	**1,219**	**0**	**(4,618)**

NOTE 05

USABLE RESERVES

		Balance at 01/04/2018 £000s	Transfers Out 2018/19 £000s	Transfers In 2018/19 £000s	Balance at 01/04/2019 £000s	Transfers Out 2019/20 £000s	Transfers In 2019/20 £000s	Balance at 31/03/2020 £000s
Usable reserves								
General fund		(4,199)	0	(24)	(4,223)	0	(161)	(4,384)
Earmarked Reserves								
Renewals Fund	i	(621)	14	(75)	(682)	66	(56)	(672)
Repairs Fund	ii	(1,183)	837	(598)	(944)	1,099	(660)	(505)
Insurance Fund	iii	(682)	17	(35)	(700)	11	0	(689)
Common Areas Sinking Fund	iv	(127)	0	(1)	(128)	0	(1)	(129)
Capital fund	v	(1,000)	37	(287)	(1,250)	37	(287)	(1,500)
		(7,812)	905	(1,020)	(7,927)	1,213	(1,165)	(7,879)
Capital receipts reserve		(15,182)	1,296	(77)	(13,963)	2,403	(1,128)	(12,688)
Capital grants unapplied		(61)	0	0	(61)	0	0	(61)
Total Usable reserves		(23,055)	2,201	(1,097)	(21,951)	3,616	(2,293)	(20,628)

i. This reserve has been used to meet the costs of eventual replacement equipment within the park

ii. This reserve has been used to meet the costs of repairing equipment within the park

iii. This reserve is used to meet the costs of meeting excess and claims not covered by the insurance policies.

iv. This reserve has been set up to meet potential costs of undertaking work on the shared Picketts Lock Site.

v. This reserve held to improve the facilities of the Authority

NOTE 06

OTHER OPERATING EXPENDITURE

	Note	2019/20 £000s	2018/19 £000s
(Gain)/loss on disposal of non-current asset		556	(77)
Pension administration expenses	29	67	61
Total other operating expenditure		**623**	**(16)**

NOTE 07

FINANCING AND INVESTMENT

	Note	2019/20 £000s	2018/19 £000s
Interest payable and similar charges	11	6	5
Net interest on the net defined pension benefit liability/(asset)	29	680	747
Interest receivable on finance leases (lessor)	25	(116)	(116)
Investment interest	11	(98)	(78)
Changes in the fair value of investment properties	9	362	(608)
Changes in the fair value of biological assets	8	(19)	8
Rental received on investment properties	10	(648)	(498)
Total Financing and Investment		**167**	**(540)**

NOTE 08

NON SPECIFIC GRANT INCOME

	Note	2019/20 £000s	2018/19 £000s
Levies on local authorities	32	(9,576)	(9,576)
Revenue grants and contributions	23	(29)	0
Capital grants and contributions	23	(172)	(1,036)
Total Non Specific Grant Income		**(9,777)**	**(10,612)**

NOTE 09

NON CURRENT ASSETS

	Land and Buildings £000s	Vehicles, plant and equipment £000s	Infrastructure Assets £000s	Community Assets £000s	Assets held for disposal £000s	Total excluding Investment prop £000s	Investment Properties £000s	Total 2019/20 £000s
Cost or Valuation								
At 01 April 2019	187,168	6,388	3,235	34,466	1,775	233,032	5,785	238,817
Additions	1,901	1	0	239	0	2,141	449	2,590
Revaluation								
- recognised in the Revaluation Reserve	(2,105)	(160)	(63)	0	0	(2,328)	0	(2,328)
- recognised in the provision of services	(5,528)	0	0	0	0	(5,528)	(363)	(5,891)
Derecognition								
- disposal	0	0	0	0	(1,775)	(1,775)	0	(1,775)
Other movements	0	0	0	0	0	0	0	0
At 31 March 2020	**181,436**	**6,229**	**3,172**	**34,705**	**0**	**225,542**	**5,871**	**231,413**
Accumulated Depreciation and Impairment								
At 01 April 2019	(287)	(2,718)	(1,129)	0	0	(4,134)	0	(4,134)
Depreciation charge	(3,501)	(306)	(89)	0	0	(3,896)	0	(3,896)
Depreciation written out								
- to the Revaluation Reserve	715	159	13	0	0	887	0	887
- to the provision of services	2,278	0	0	0	0	2,278	0	2,278
At 31 March 2020	**(795)**	**(2,865)**	**(1,205)**	**0**	**0**	**(4,865)**	**0**	**(4,865)**
Net Book Value								
At 31 March 2020	**180,641**	**3,364**	**1,967**	**34,705**	**0**	**220,677**	**5,871**	**226,548**
At 31 March 2019	**186,881**	**3,670**	**2,106**	**34,466**	**1,775**	**228,898**	**5,785**	**234,683**

NOTE 09

NON CURRENT ASSETS

	Land and Buildings £000s	Vehicles, plant and equipment £000s	Infrastructure Assets £000s	Community Assets £000s	Assets held for disposal £000s	Total excluding Investment prop £000s	Investment Properties £000s	Total 2018/19 £000s
Cost or Valuation								
At 01 April 2018	187,115	6,411	3,132	34,464	5,375	236,497	5,176	241,673
Additions	1,495	136	0	2	0	1,633	0	1,633
Revaluation								
- recognised in the Revaluation Reserve	(1,953)	(160)	103	0	0	(2,010)	0	(2,010)
- recognised in the provision of services	(3,090)	0	0	0	0	(3,090)	609	(2,481)
Other movements	3,600	0	0	0	(3,600)	0	0	0
At 31 March 2019	187,167	6,387	3,235	34,466	1,775	233,030	5,785	238,815
Accumulated Depreciation and Impairment								
At 01 April 2018	(1,162)	(2,546)	(1,070)	0	0	(4,778)	0	(4,778)
Depreciation charge	(3,594)	(340)	(90)	0	0	(4,024)	0	(4,024)
Depreciation written out								
- to the Revaluation Reserve	3,581	169	31	0	0	3,781	0	3,781
- to the provision of services	887	0	0	0	0	887	0	887
At 31 March 2019	(288)	(2,717)	(1,129)	0	0	(4,134)	0	(4,134)
Net Book Value								
At 31 March 2019	186,879	3,670	2,106	34,466	1,775	228,896	5,785	234,681
At 31 March 2018	185,953	3,865	2,062	34,464	5,375	231,719	5,176	236,895

NOTE 09

BIOLOGICAL ASSETS

	2019/20	2018/19
	£000s	£000s
Balance at 1 April		
Dairy Cattle	218	226
Movement in fair value	19	(8)
Balance at 31 March	237	218

CAPITAL COMMITMENTS

At 31 March 2020, the Authority has a material capital commitment outstanding of £0.7m from a contract of £0.9m for the build of the Wildlife Discovery Centre. This is due for completion in October 2020.

NOTE 10

INVESTMENT PROPERTIES

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

Rental income and expenses for investment properties

	2019/20	2018/19
	£000s	£000s
Rental income from investment property	(648)	(498)
Direct operating expenses arising from investment property	0	0
Net gain	**(648)**	**(498)**

NOTE 11

FINANCIAL INSTRUMENTS

Categories of Financial Instruments

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

Financial Assets

	Investments		Debtors	
	2019/20	2018/19	2019/20	2018/19
	£000s	£000s	£000s	£000s
Current Assets				
Amortised Cost	10,129	10,854	2,476	2,268
Total Financial Assets	10,129	10,854	2,476	2,268

Financial Liabilities

	Borrowing		Creditors	
	2019/20	2018/19	2019/20	2018/19
	£000s	£000s	£000s	£000s
Current Liabilities				
Amortised Cost	0	0	(2,713)	(2,402)
Total Financial Liabilities	0	0	(2,713)	(2,402)

Gains and Losses in Relation to Financial Instruments

The gains and losses recognised in the Income and Expenditure Account and Statement of Total Recognised Gains and Losses in relation to financial instruments are made up as follows.

	Surplus / deficit on the provision of services	
	2019/20	2018/19
	£000s	£000s
Interest Revenue		
Financial assets measured at amortised cost	(98)	(78)
Interest Expense	6	5

NOTE 12

INVENTORIES

	2019/20	2018/19
	£000s	£000s
Agriculture produce		
Opening balance	129	131
Net movement	(13)	(2)
Closing balance	**116**	**129**
Other stock		
Opening balance	0	4
Net movement	0	(4)
Closing balance	**0**	**0**
Total		
Opening balance	129	135
Net movement	(13)	(6)
Closing balance	**116**	**129**

NOTE 13

DEBTORS

	2019/20 £000s	2018/19 £000s
Central government bodies	415	294
Other local authorities	(1)	250
All other bodies	1,183	844
Total debtors	**1,597**	**1,388**

NOTE 14

CASH AND CASH EQUIVALENTS

	2019/20 £000s	2018/19 £000s
Cash held by Authority	3	3
Bank current accounts	78	11
Short-term deposits with banks	2,804	1,542
Total cash and cash equivalents	**2,885**	**1,556**

BANK OVERDRAFTS	2019/20 £000s	2018/19 £000s
Bank current accounts overdrafts	0	0

NOTE 15

CREDITORS

	2019/20 £000s	2018/19 £000s
Central government bodies	(104)	(95)
Other local authorities	0	(183)
All other bodies	(2,608)	(2,124)
Total creditors	**(2,712)**	**(2,402)**

NOTE 16

PROVISIONS

There are no provisions recognised in the accounts

NOTE 17

UNUSABLE RESERVES

	2019/20 £000s	2018/19 £000s
Unusable Reserves		
Revaluation Reserve	(44,407)	(49,483)
Capital adjustment account	(153,711)	(156,073)
Pensions reserve	26,940	28,883
Short-term compensated absences account	274	201
Deferred capital receipts	(878)	(879)
Total unusable reserves	(171,782)	(177,351)

Revaluation Reserve

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

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

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

	2019/20 £000s	2018/19 £000s
Balance at 1 April	(49,483)	(47,709)
Upward revaluation of assets	(185)	(3,155)
Downwards revaluation of assets	4,219	1,382
Surplus or deficit on revaluation of non-current assets not posted to the (surplus) or deficit on the provision of services	(45,449)	(49,482)
Amount written off to the capital adjustment account	1,042	0
Balance at 31 March	(44,407)	(49,482)

NOTE 17

UNUSABLE RESERVES

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.
The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority

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

Note 4 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2019/20 £000s	2018/19 £000s
Balance at 1 April	(156,071)	(158,607)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and expenditure statement:		
- Charges for depreciation and impairment of non current assets	3,896	4,023
- Revaluation gains/losses on Property, plant and equipment	1,390	2,203
- Amounts of non current assets written off on disposal or sale as part of the gain on disposal to the Comprehensive Income and expenditure statement	0	0
Net written out amount of the cost of non current assets consumed in year	5,286	6,226
Capital financing applied in the year:		
- Capital grants and contributions credited to the Comprehensive Income and expenditure statement that have been applied to capital financing	(172)	(1,037)
- Application of grants from Capital Receipts Unapplied Account	0	0
- Transfer from Usable Capital Grants Account	0	0
- Use of capital receipts to finance new capital expenditure	(2,403)	(1,296)
- Use of major repairs fund to finance new capital expenditure	0	0
- Use of capital fund to finance new capital expenditure	(37)	(37)
- Statutory provision for the financing of capital investment charged against the General fund	(507)	(528)
- Capital expenditure charged against the General fund	(148)	(193)
	(3,267)	(3,091)
Movements in the fair value of investment properties debited or credited to the Comprehensive Income and expenditure statement	362	(608)
Movements in the fair value of Biological Assets debited or credited to the Comprehensive Income and expenditure statement	(19)	9
Balance at 31 March	(153,709)	(156,071)

NOTE 17

UNUSABLE RESERVES

Pensions Reserve

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

	2019/20 £000s	2018/19 £000s
Balance at 1 April	**28,883**	**29,913**
Actuarial (gains) or losses on pensions assets and liabilities	(4,206)	(3,109)
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	3,077	2,790
Employer's pensions contributions and direct payments to pensioners payable in the year	(814)	(711)
Balance at 31 March	**26,940**	**28,883**

Short-term compensated absences account

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

	2019/20 £000s	2018/19 £000s
Balance at 1 April	**201**	**198**
Settlement or cancellation of accrual made at the end of the preceding year	(201)	(198)
Amounts accrued at the end of the current year	274	201
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	0	0
Balance at 31 March	**274**	**201**

NOTE 17

UNUSABLE RESERVES

Deferred Capital Receipts

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

	2019/20	2018/19
	£000s	£000s
Balance at 1 April	(879)	(879)
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal on the Comprehensive Income and Expenditure Statement	1	0
Transfer to the Capital Receipts Reserve upon receipt of cash	0	0
Balance at 31 March	(878)	(879)

NOTE 18

CASHFLOW OPERATING ACTIVITIES

The cash flows from operating activities includes the following items

	2019/20 £000s	2018/19 £000s
Interest paid	6	5
Interest received	(98)	(78)

NOTE 19

EXPENDITURE AND INCOME ANALYSED BY NATURE

The authority's expenditure and income is analysed as follows

	2019/20	2018/19
	£000s	£000s
Expenditure		
Employee expenses	6,374	5,653
Other services expenses	7,283	7,717
Support service recharges	0	0
Depreciation	3,896	4,023
Revaluation and impairment	1,390	2,203
Interest payments	6	5
Pension interest and administration costs	1,974	2,009
Change in fair value of investment properties	0	0
Change in fair value of biological assets	(19)	9
Gain or loss on non-current assets	0	0
Contribution to Capital	0	0
Total expenditure	20,904	21,619
Income		
Fees, charges and other income	(2,926)	(3,204)
Interest & investment income	(216)	(193)
Return on Pension Assets	(1,227)	(1,201)
Levies on local authorities	(9,576)	(9,576)
Change in fair value of investment properties	363	(608)
Change in fair value of biological assets	0	0
Gain or loss on non-current assets	556	(77)
Capital grants and contributions	(172)	(1,037)
Total income	(13,198)	(15,896)
(Surplus) / deficit on provision of services	7,706	5,723

NOTE 20

STAFF REMUNERATION

	Year	Salary £000s	Expenses, fees and allowances £000s	Pension contribution £000s	Total £000s
Senior Officers receiving over £150,000					
Chief Executive Officer (CEO) - S Dawson	2019/20	162	1	35	**198**
	2018/19	159	2	34	**195**
Senior Officers receiving between £50,000 and £150,000					
Director Of Finance & Resources	2019/20	119	2	26	**147**
	2018/19	110	2	24	**136**
Director of Corporate Services	2019/20	119	1	26	**146**
	2018/19	110	2	24	**136**
Director of Venues (North) / Project Consultant *	2019/20	108	2	23	**133**
	2018/19	105	1	23	**129**
Director of Venues (South) / Project Consultant *	2019/20	108	2	23	**133**
	2018/19	105	1	23	**129**
Head of Sport & Leisure	2019/20	92	2	19	**113**
	2018/19	77	2	17	**96**
Head of Communications	2019/20	77	1	17	**95**
	2018/19	77	2	16	**95**
Head of Parklands	2019/20	75	2	16	**93**
	2018/19	72	1	16	**89**
Managing Director *	2019/20	0	0	0	**0**
	2018/19	92	1	20	**113**
Head of Planning & Strategic Partnership	2019/20	19	0	4	**23**
	2018/19	76	2	16	**94**

Post titles are as at 31 March, or at date the employee left the Authority.

Expense allowances typically include a car allowance, healthcare and reimbursement for travel and subsistence expenses.

* The positions of Managing Director and Director of Venues (North) were seconded to the Lee Valley Leisure Trust Limited from 1 September 2014. The position of Director of Venues (South) was seconded to Lee Valley Leisure Trust Limited from 1 April 2015. This was to ensure the Trust had senior management with the necessary level of financial, commercial and venue management experience from the start of the contract.

For the duration of the contract, these employees were paid by the Authority and funding with the Trust was agreed via the management funding agreement.

* On 01/11/2018, the secondment of the Director of Venues (North) ended, and the employee returned to the Authority as a Project Consultant.

* On 06/11/2018, the secondment of the Director of Venues (South) ended, and the employee returned to the Authority as a Project Consultant.

* On 08/11/2018, the secondment of the Managing Director ended, and the employee left the Authority and was employed directly by the Lee Valley Leisure Trust Limited.

NOTE 20

STAFF REMUNERATION

REMUNERATION BANDING

The Authority's employees receiving more than £50,000 remuneration for the year, excluding employer's pension contributions and severance payments, were paid the following amounts.

Remuneration Bands *	2019/20 No. of Staff	2018/19 No. of Staff
£55,000 - 59,999	3	1
£60,000 - 64,999	2	1
£70,000 - 74,999	0	1
£75,000 - 79,999	3	3
£90,000 - 94,999	1	1
£105,000 - 109,999	2	2
£110,000 - 114,999	0	2
£120,000 - 124,999	2	0
£160,000 - 164,999	1	1

* Remuneration Bands with no staff in have been excluded.

NOTE 21

MEMBERS ALLOWANCES

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

	2019/20 £000s	2018/19 £000s
Allowances	9	9

NOTE 22

TERMINATION BENEFITS

There were no contracts terminated bu the Authority during 2019/20. In the previous year there were two, incurring liabilities of £24,640.

NOTE 23

GRANT INCOME

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2019/20

	2019/20 £000s	2018/19 £000s
Credited to Services		
Improvement of open areas of the Authority	0	0

LONG TERM LIABILITIES

	2019/20 £000s	2018/19 £000s
Grants Receipts in Advance (Revenue Grants)		
Improvement of open areas of the Authority	0	0
Other grants	0	29
	0	**29**
Grants Receipts in Advance (Capital Grants)		
Improvement of open areas of the Authority	0	0
Other grants	0	107
	0	**107**

CAPITAL GRANTS RECEIVED IN ADVANCE

	2019/20 £000s	2018/19 £000s
Balance at 1 April	**29**	**0**
Revenue Grants received in year	0	29
Grants credited to Comprehensive Income and Expenditure Account that have been used to fund capital expenditure	(29)	0
Balance at 31 March	**0**	**29**

CAPITAL GRANTS RECEIVED IN ADVANCE

	2019/20 £000s	2018/19 £000s
Balance at 1 April	**17,554**	**18,484**
Capital Grants received in year	0	107
Grants credited to Comprehensive Income and Expenditure Account that have been used to fund capital expenditure	(172)	(1,037)
Balance at 31 March	**17,382**	**17,554**

NOTE 24

RELATED PARTIES

Related parties are organisations or individuals that, as a result of their relationship with us, may exert, or be seen as exerting, influence over our business. Significant transactions in 2019/20 were as follows:

	2019/20 £000s	2018/19 £000s
Income		
Levies receivable		
As per note 32 for analysis levy	(9,576)	(9,576)
Income included in Comprehensive Income and Expenditure Statement		
Lee Valley Leisure Trust Limited	104	436
Capital grants receivable over £10,000		
England Hockey	107	0
London Legacy Development Corporation	0	0
English Sports Council	0	315
Payments		
Expenditure included in Comprehensive Income and Expenditure Statement		
Lee Valley Leisure Trust Limited	1,600	2,777

The Lee Valley Leisure Trust Limited is a related party.

Income received in the year amounted to £104,000 in respect of Service Level Agreements between the organisations, and payment from the Lee Valley Leisure Trust for employees seconded to the Trust. Payments made in year amounted to £1,599,512 relating to leisure services contract management fee of £1,574,412 and £25,100 for Service Level Agreement charges.

At the year-end, the net balance owing to the Trust totalled £194,339. This was in respect of Management Fee, SLA charges owing at year-end, and the contribution from the Trust for the Common Areas at Picketts Lock Complex.

Members and senior officers are required to complete a declaration of related party transactions detailing any relationship that they may have.

Where there are transactions with borough and county councils (for example road sweeping and planning applications) these are conducted at arms length.

The pension scheme administered by the London Pensions Fund Authority (LPFA) is also a related party as it affects the authority and its officers directly. Disclosures about the pension fund are made in Note 29.

This disclosure note has been prepared on the basis of specific declarations obtained in March 2020 in respect of related party transactions. The Authority has prepared this disclosure in accordance with IAS 24 and how it applies to the public sector.

NOTE 25

CAPITAL EXPENDITURE AND CAPITAL FINANCING

	2019/20	2018/19
	£000s	£000s
Opening capital financing requirement	**12,669**	**13,198**
Capital Investment		
Property, plant and equipment	2,140	1,634
Investment properties	449	0
Sources of finance		
Capital receipts	(2,403)	(1,296)
Capital Fund	(37)	(37)
Government grants and other contributions	0	(107)
Finance Leases	(1)	(1)
Direct revenue contributions	(148)	(193)
Minimum revenue provision	(507)	(528)
Closing capital financing requirement	**12,162**	**12,670**

Explanation of movements in year

	2019/20	2018/19
Increase/(decrease) in underlying need to borrowing unsupported by government financial assistance.	(508)	(529)
Change in capital financing requirement	**(508)**	**(529)**

NOTE 26

LEASES

AUTHORITY AS A LESSEE

Operating leases

The Authority has one significant operating lease relating to the land for the King George Reservoir.

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

	2019/20 £000s	2018/19 £000s
Not later than 1 year	10	10
Later than one year and not later than five years	8	18
Later than five years	0	0
	18	28

This land acquired under the operating lease is sub-let, and the future minimum sub lease payments expected to be received by the Authority in future years are:

	2019/20 £000s	2018/19 £000s
Not later than 1 year	11	11
Later than one year and not later than five years	42	42
Later than five years	63	74
	116	127

The expenditure charged to the Cultural, Environmental, and Planning Services line in the Comprehensive Income and Expenditure Statement during the year in relation to this lease was

	2019/20 £000s	2018/19 £000s
Minimum lease payments	10	10
Sub lease payments receivable	(11)	(11)
	(1)	(1)

NOTE 26

LEASES

AUTHORITY AS A LESSOR

Operating leases

The Authority has a number of properties that have tenants who pay commercial rent. These are treated as operating leases, based on an assessment against the Code.

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

	2019/20 £000s	2018/19 £000s
Not later than one year	291	291
Later than 1 year and not later than 5 years	1,165	1,165
Later than 5 years	20,761	21,053
	22,217	**22,509**

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2017/18 £282k contingent rents were receivable by the Authority (2016/17: £280k).

Finance leases

The Authority has a gross investment in the leases, made up of the minimum lease payments expected to be received over the remaining term. The minimum lease payments comprise settlement of the long-term debtor for the interest in the property acquired by the lessee and finance income that will be earned by the Authority in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

	2019/20 £000s	2018/19 £000s
Finance lease debtor as at 31 March	878	879
Unearned finance income	9,243	9,359
Gross investment in lease as at 31 March	**10,121**	**10,238**

Gross investment in lease

The gross investment in the lease and the minimum lease payments will be received over the following periods:

	2019/20 £000s	2018/19 £000s
Not later than one year	117	117
Later than 1 year and not later than 5 years	468	468
Later than 5 years	9,536	9,653
	10,121	**10,238**

NOTE 27

IMPAIRMENT OF NON CURRENT ASSETS

	2019/20 £000s	2018/19 £000s
Impairment as a result of movement in Market Value, charged to the Comprehensive Income and Expenditure Statement		
Lee Valley Caravan Park, Dobbs Weir	169	1,644
Lee Valley White Water Centre	120	606
Lee Valley Marina, Springfield	0	160
Lee Valley Ice Centre	904	0
Land at Riverside, Broxbourne	200	0

NOTE 28

EXTERNAL AUDIT COSTS

	2019/20 £000s	2018/19 £000s
Fees payable to the Ernst and Young for external audit services carried out by the appointed auditor	13	17

NOTE 29

DISCLOSURE OF NET PENSION ASSETS AND LIABILITIES

The Authority participates in the Local Government Pension Scheme, administered by London Pensions Fund Authority. This is a funded defined benefit scheme, meaning that the Authority and employees pay contributions into a fund which are calculated to balance the pension liabilities with investment assets.

As part of the terms and conditions of employment of our officers and other employees, we offer retirement benefits. Although these benefits will not actually be payable until employees retire, we must disclose our commitment to make the payments at the time that employees earn their future entitlement.

The table below summarises the membership data as at 31 March 2019 for members receiving funded benefits, and as at 31 March 2019 for any members receiving unfunded benefits.

	Number	Salaries/ Pensions £000s	Average Age
Actives	194	5,945	46
Deferred pensioners	471	860	43
Pensioners	224	1,378	73
Unfunded pensioners	40	70	79

A number of members transferred employment to Lee Valley Leisure Trust Limited from 1 April 2015 on a pass-through arrangement where the Trust will pay contributions in respect of the transferred members but the Lee Valley Regional Park Authority will retain the pensions risk. The above membership summary includes all members of the Authority as well as those that participate in the LPFA Pension Fund under the pass-through arrangement with Lee Valley Trust.

As the Authority are retaining the pensions risk, we retain all the assets and liabilities in respect of these members on our balance sheet.

The Authority recognises the cost of retirement benefits in the net cost of services when the benefits are earned by employees, rather than when they are eventually paid. However, the charge we are required to make against local taxpayers is based on the cash payable in the year, so the real cost of retirement benefits is removed from the income and expenditure statement after net operating expenditure.

The net liability (ie the amount by which the pensions liabilities exceed its assets) of £26.940m affects the Authority's net worth as recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the Authority's financial position remains healthy. The deficit on the pension scheme will be made good by increased contributions over the employees' remaining working life, as assessed by the scheme actuary.

Liabilities have been assessed on an actuarial basis using the projected unit method. This estimates pensions that will be payable in future years depending on assumptions about factors such as mortality rates and salary levels. The scheme liabilities have been assessed by Barnett Waddingham , an independent firm of actuaries, their estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2019.

Demographic/Statistical assumptions

The following set of demographic assumptions have been used, and are consistent with those used for the formal funding valuation as at 31 March 2019. The post retirement mortality is based on Club Vita mortality analysis which has then been projected using the CMI 2018 model and allowing for a long term rate of improvement of 1.25% per annum., smoothing parameter of 7.0 and an initial addition to improvements of 0.5% pa.

Life expectancy from age 65 years		31/03/2020	31/03/2019
Retiring today	Males	22.2	21.2
	Females	24.5	24.0
Retiring in 20 years	Males	23.7	22.6
	Females	26.1	25.5

NOTE 29

DISCLOSURE OF NET PENSION ASSETS AND LIABILITIES

Financial assumptions

The financial assumptions used for the purposes of the IAS19 calculations are as follows:

Assumptions as at:	31 March 2020		31 March 2019		31 March 2018	
	% per year	Real %	% per year	Real %	% per year	Real %
RPI increases	2.7%	-	3.4%	-	3.3%	-
CPI increases	1.9%	(0.8%)	2.4%	(1.0%)	2.3%	(1.0%)
Salary increases	2.9%	0.2%	3.9%	0.5%	3.8%	0.5%
Pension increases	1.9%	(0.8%)	2.4%	(1.0%)	2.3%	(1.0%)
Discount rate	2.4%	(0.3%)	2.4%	(1.0%)	2.6%	(0.8%)

These assumptions are set with reference to market conditions at 31 March 2020.

Balance sheet disclosure as at 31 March 2020

	31/03/2020	31/03/2019	31/03/2018
	£000s	£000s	£000s
Present value of defined benefit obligation	74,189	79,158	75,963
Fair value of scheme assets	(48,099)	(51,295)	(47,117)
	26,090	27,863	28,846
Present value of unfunded obligation	850	1,020	1,067
Unrecognised past service cost	0	0	0
Net liability in Balance Sheet	26,940	28,883	29,913

The movement in the net pension liability for the year to 31 March 2020 is as follows:

	31/03/2020	31/03/2019
	£000s	£000s
Surplus/(deficit) at start of year	28,883	29,913
Current service cost	1,798	1,917
Employer contributions (regular)	(744)	(635)
Contributions for unfunded benefits	(70)	(76)
Past service costs	532	65
Interest cost	1,907	1,948
Interest income	(1,227)	(1,201)
Remeasurements	(4,206)	(3,109)
Administration expenses	67	61
Surplus/(deficit) at end of year	26,940	28,883

NOTE 29

DISCLOSURE OF NET PENSION ASSETS AND LIABILITIES

Remeasurements in Other Comprehensive Expenditure and Income

	31/03/2020	31/03/2019
	£000s	£000s
Return on plan assets in excess of interest	(2,381)	3,103
Other acturial gains/(losses) onassets	(1,665)	0
Change in financial assumptions	9,061	(3,860)
Changes in demographic assumptions	(299)	3,866
Experience gain/(loss) on defined benefit obligation	(510)	0
Changes in effect of asset ceiling	-	-
Remeasurements	**4,206**	**3,109**

Profit & Loss Account Costs for the Year to 31 March 2020

	31/03/2020	31/03/2019
	£000s	£000s
Service cost	2,330	1,982
Net interest on the defined liability (asset)	680	747
Administration expenses	67	61
Total	**3,077**	**2,790**
Actual return on Scheme assets	**(1,154)**	**4,304**

Reconciliation of the present value of the defined benefit obligation

	31/03/2020	31/03/2019
	£000s	£000s
Opening defined benefit obligation	**80,178**	**77,030**
Current Service Cost	1,798	1,917
Interest cost	1,907	1,948
Change in financial assumptions	(9,061)	3,860
Changes in demographic assumptions	299	(3,866)
Experience (gain)/loss on defined benefit obligation	510	0
Estimated benefits paid	(1,880)	(1,667)
Past service costs	532	65
Contributions by employees	826	967
Unfunded pension payments	(70)	(76)
Closing defined benefit obligation	**75,039**	**80,178**

NOTE 29

DISCLOSURE OF NET PENSION ASSETS AND LIABILITIES

Reconciliation of fair value of employer assets

	31/03/2020	31/03/2019
	£000s	£000s
Opening fair value of employer assets	51,295	47,117
Interest income on assets	1,227	1,201
Return on assets, excluding interest	(2,381)	3,103
Other actuarial gains/(losses)	(1,665)	0
Administration expenses	(67)	(61)
Contributions by employer including unfunded	814	711
Contributions by employees	826	967
Estimated benefits paid plus unfunded	(1,950)	(1,743)
Closing fair value of employer assets	48,099	51,295

The estimated asset allocation as at 31 March 2020 is as follows

	31/03/2020		31/03/2019	
	£000s	%	£000s	%
Equities	26,052	54.2%	27,907	54.4%
LDI/Cashflow matching	0	0.0%	0	0.0%
Target Return Portfolio	11,723	24.4%	13,679	26.7%
Alternative Assets	-	-	-	-
Infrastructure	3,376	7.0%	3,091	6.0%
Commodities	0	0.0%	0	0.0%
Property	4,393	9.1%	4,823	9.4%
Cash	2,555	5.3%	1,795	3.5%
Total	48,099	100.0%	51,295	100.0%

NOTE 29

DISCLOSURE OF NET PENSION ASSETS AND LIABILITIES

Sensitivity analysis

	31/03/2020 £000s	Increase in assumption £000s	Decrease in assumption £000s
Adjustment to discount rate (increase/decrease by 0.1%)		+0.1%	-0.1%
Present Value of Total Obligation	75,039	73,475	76,638
Projected Service Cost	1,652	1,611	1,694
Adjustment to long term salary increase (increase/decrease by 0.1%)		+0.1%	-0.1%
Present Value of Total Obligation	75,039	75,191	74,888
Projected Service Cost	1,652	1,653	1,651
Adjustment to pension increases and deferred revaluation (increase/decrease by 0.1%)		+0.1%	-0.1%
Present Value of Total Obligation	75,039	76,492	73,616
Projected Service Cost	1,652	1,694	1,611
Adjustment to mortality age rating assumption (increase/decrease by 1 year)		+1 year	-1 year
Present Value of Total Obligation	75,039	77,553	72,606
Projected Service Cost	1,652	1,707	1,598

Projected pension expense for the year to 31 March 2021

	31/03/2021 £000s
Service cost	1,652
Net interest on the defined liability/(asset)	626
Administration expenses	63
Total	**2,341**
Employer contributions	512

NOTE 30

NATURE AND RISKS OF FINANCIAL INSTRUMENTS

Risks arising from Financial Instruments

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

credit risk – the possibility that other parties might fail to pay amounts due to the Authority

liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments

market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

Credit Risk

The Authority carries out certain functions for which charges are levied and invoices have to be raised. Facilities should secure payment for provision of services before the date of the event. Where ongoing agreements are in place payment is collected at the beginning of the contract or by monthly instalments by direct debit. As a result of this Authority has a proportionally small Accounts Receivable Ledger for an organisation its size. The Authority's policy is to set aside a provision for bad debts in order to minimise the effect of default by customers and the provision made for debts as at 31st March 2020 was £1,433.

At 31st March 2020 amounts owed by customers stood at £409,000, (£416,000 31st March 2019). In this context a customer is any person or organisation for whom an invoice is raised in the Authority's main accounts receivable ledger. Ranging from small value invoices to individuals to multi-million pound invoices for contracted works. The Authority's standard terms are for payment within 30 days, and payment up front for hire of facilities. The £416,000 outstanding is analysed by age as follows.

Aged debtor profile

	2019/20 £000s	2018/19 £000s
Less Than 30 Days	175	233
31 to 60 Days	10	6
61 to 90 Days	44	3
91+ Days	179	174
	408	**416**

Generally no provision is made for debts less than 12 months old except where there are concerns about specific debts. Debts over 12 months old will usually be the subject of litigation or agreed payment plans and the decision on whether to provide for them, and for how much, will depend upon individual circumstances which include an assessment of current credit status, outstanding county court judgements and the progress of litigation.

Additional credit risk arises from deposits with banks and financial institutions and the Authority's general policy objective is to invest its surplus funds prudently. The Authority's investment priorities are:

security of the invested capital

liquidity of the invested capital

an optimum yield which is commensurate with security and liquidity

The Authority sets limits on principal amounts invested and the duration of those investments, dependent on the financial standing of institutions and applied sector and country limits in line with their financial strength.

The Authority's Treasury Management Policy states that deposits can be made with banks and the top 7 listed Building Societies. Full details can be found in the Authorities Treasury Management Policy.

The operation of some building societies does not require them to have a credit rating, although in every other respect the security of the society would match similarly sized societies with ratings. The Authority uses such building societies that have a minimum asset size of £10,000 million, but restrict these types of investments.

The CLG's Guidance on Investments, revised during 2009/10, reiterated security and liquidity as the primary objectives of a prudent investment policy. Although the Guidance becomes operative on 1st April 2010, its principal recommendations run parallel to the credit risk management requirements in the revised Treasury Management Code. In the revised Guidance, Specified Investments are those made with a body or scheme of "high credit quality".

Both the Guidance and the revised Treasury Management Code emphasise that counterparty credit criteria should not rely on credit ratings alone but should include a wider range of indicators. The revised Code requires that ratings assigned by all three rating agencies – Fitch, Moody's and Standard & Poor's – be taken into account and the lowest rating be used

After the particularly torrid economic recession and a severe downturn in growth that extended into early 2009, there were some signs of a 'recovery'. In order to stimulate growth, the Bank of England maintained the Bank Rate at 0.5% throughout the year and also took extreme measures to revive the economy through its Quantitative Easing (QE) programme. The increased supply of money in the system due to QE did not however translate into an increase in the movement of money in the system as banks were, and still are, unwilling to lend.

NATURE AND RISKS OF FINANCIAL INSTRUMENTS

Therefore during another year of economic uncertainty and the continued reluctance of 'bank to bank' lending, managing counterparty risk continued to be the Authority's overwhelming investment priority

The following analysis summarises the authority's potential maximum exposure to credit risk as at 31 March 2020.

Credit rating of institutions holding investments

	Long Term Credit Rating	Sum Invested as at 31/03/20 £000s	Sum Invested as at 31/03/19 £000s
FITCH rating agency			
Upper Medium Grade	A	2,288	2,262
Lower Medium Grade	BBB+/BBB	7,761	6,480
Highly Speculative	B	0	0
Not Rated		0	2,098
Total invested		**10,049**	**10,840**

The following analysis summaries the authority's potential maximum exposure to credit risk based on experience of default and non-collection over the last five financial years.

Default rate and non collection rate

	Amount at Nominal Value 31/03/2020 £000s	Historical experience of defaults 31/03/2020 £000s	Amount at Nominal Value 31/03/2019 £000s	Historical experience of defaults 31/03/2019 £000s
Deposits with banks and financial institutions at nominal value	10,049	0	10,840	0

The authority does not expect any losses from non-performance by any of its counterparties in relation to deposits.

NOTE 30

NATURE AND RISKS OF FINANCIAL INSTRUMENTS

Liquidity Risk

The authority ensures it has adequate though not excessive cash resources, borrowing arrangements, overdraft and standby facilities to enable it, at all times, to have the level of funds available which are necessary for the achievement of its business / service objectives.

The Authority has access to the following to assist with liquidity:

An overdraft facility of £50,000 overnight with our bankers – NatWest Bank.

A Special interest bearing account with Natwest

A Call account with Santander PLC from which monies can be 'called back'

As the Authority has access to borrowings from the Public Works Loan Board, there is not thought to be a significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

	2019/20	2018/19
	£000s	£000s
Less than 1 year	0	0
Between 1 and 2 years	0	0
Between 2 and 5 years	0	0
More than 5 years	0	0
	0	0

Market Risk

The Authority seeks to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek protection from the effects of such fluctuations.

The Authority is exposed to significant risk in terms of its exposures to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the authority. For instance, a rise in interest rates would have the following effects:

Borrowings at variable rates – the interest rate expense charge to the Income and Expenditure Account would rise

Borrowings at fixed rate – the fair value of the liabilities borrowings would fall

Investments at variable rate – the interest income credited to the Income and Expenditure Account would rise

Investments at fixed rates – the fair value of the assets would fall.

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Income and Expenditure or Movement in Reserves. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Income and Expenditure Account and affect the General Fund Balance pound for pound.

Price Risk

The Authority manages its exposure to fluctuations in prices so as to minimise any detrimental impact on its budged income / expenditure levels. The Authority does not invest in instruments such as equity shares as part of its Treasury function and thus has no exposure to loss arising from movements in price.

Foreign Exchange Risk

The Authority manages its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budged income / expenditure levels. The Authority has no financial assets or liabilities denominated in foreign currencies and thus have no exposure to loss arising from movements in exchange rates.

NOTE 31

INTERNAL INSURANCE

We manage insurable risk externally, through commercial insurance, and from our own resources. Services contribute to the insurance fund to cover agreed liabilities, such as storm damage to trees, and certain uninsured losses, particularly insurance-claim excesses. The surplus or deficit shown is the difference between total contributions from services, and claims made or provided for in the year. Surpluses are normally re-invested in (and deficits made good from) the insurance fund.

NOTE 32

ANALYSIS OF LEVY

	2019/20 £000s	2018/19 £000s
Corporation of London	18	17
Inner London boroughs		
Camden	215	215
Greenwich	197	194
Hackney	172	172
Hammersmith and Fulham	188	188
Islington	189	189
Kensington and Chelsea	232	233
Lambeth	261	260
Lewisham	210	209
Southwark	246	244
Tower Hamlets	234	230
Wandsworth	317	316
Westminster	310	312
Outer London boroughs		
Barking and Dagenham	119	118
Barnet	346	343
Bexley	195	197
Brent	230	231
Bromley	312	314
Croydon	306	301
Ealing	274	273
Enfield	231	232
Haringey	184	186
Harrow	205	204
Havering	211	211
Hillingdon	239	240
Hounslow	202	200
Kingston Upon Thames	149	151
Merton	178	179
Newham	188	183
Redbridge	215	212
Richmond Upon Thames	210	215
Sutton	174	176
Waltham Forest	181	181
Hertfordshire and Essex authorities		
Hertfordshire	1,062	1,068
Essex	1,256	1,258
Thurrock	122	123
Total levies on local authorities	**9,578**	**9,575**

NOTE 33

NON-CURRENT ASSET VALUATIONS

The Authority carries out a five year rolling programme of asset valuations that ensures all property, plant and equipment required to be measured at current value is revalued at least every five years. In addition to the partial valuations carried out each year, the major assets (Lee Valley Velopark, Lee Valley Hockey and Tennis Centre, Lee Valley White Water Centre, and Lee Valley Athletics Centre) are revalued on an annual basis.

The Authority undertook a full asset valuation in 2018/19, with an effective date of 31 March 2019. This exercise was undertaken by an external consultant, Montagu Evans, Chartered Surveyors. Valuation were made in accordance with the Statements of Asset Valuation Practice and Guidance Notes of The Royal Institution of Chartered Surveyors.

The valuations comply with the reporting requirements to show, where appropriate, the separate value of land and the separate value of buildings for those prescribed catagories of non-current assets together with the value of components of those specified non-current assets on the next occasion when one of the following events occurs with each of the specified non-current assets:- acquisition, significant additional spend or change to the economic life of the asset or the next time it is to be re-valued in the five year rolling programme.

The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets.

Market activity has being impacted in many sectors. As at the valuation date, Montagu Evans considered that they could attach less weight to previous market evidence for comparison purposes, to inform opinions of value. The current response to COVID-19 means that they were faced with an unprecedented set of circumstances on which to base a judgement.

- Residential properties as at 31st March 2020 are generally valued at the same levels as 2019, values having increased marginally during 2019 and early 2020, prior lock down.

- Ground or geared rent assets are not considered to be impacted by market uncertainty given the underlying value of the asset that would revert to the Authority in the event of default;

- Let assets with exposure to the leisure and hospitality and business services sectors have been valued at increased yields to reflect market uncertainty prevailing at the date of valuation.

The valuations are therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to the valuation than would normally be the case.

Given the general nature of asset valuations, in addition to the unknown future impact that COVID-19 might have on the real estate market, we will keep the valuation of the property portfolio under review. We will continue to annually review the values of the major assets in line with the current programme.

NOTE 34

INFORMATION ON ASSETS HELD

Lee Valley Park was established in 1967 to help meet the leisure needs of the people of London, Hertfordshire and Essex. It stretches along 23 miles of the River Lea from east London to Ware in Hertfordshire. It was created to regenerate 4000 hectares of land and water for a wide range of sporting, leisure and nature conservation activities.

A breakdown of our significant fixed assets, excluding investment properties, is given below:

Leisure/sports centres	Lee Valley Ice Centre, Leyton
	Lee Valley Athletics Centre
	Lee Valley White Water Centre
	Lee Valley Velopark
	Lee Valley Tennis and Hockey Centre
Golf courses	18 - hole golf course at Lee Valley Leisure Complex
Riding centre	Lee Valley Riding Centre, Leyton
Farms	Holyfieldhall Farm, Waltham Abbey
	Hayes Hill Farm, Waltham Abbey
Boatyards	Lee Valley Marina, Springfield, Clapton
	Lee Valley Marina, Stanstead Abbotts
Campsites/caravan parks	Lee Valley Campsite, Sewardstone
	Lee Valley Caravan Park, Dobbs Weir
	Lee Valley Campsite, Picketts Lock Complex
Sports ground	Myddelton House sports ground
Heritage sites	Three Mills Centre
	Myddelton House Gardens, Enfield
	Rye House Gatehouse, Hoddesdon
	Lee Valley Waterworks Centre
	Gunpowder Park, Waltham Abbey
	Abbey Gardens, Waltham Abbey
The Park and its open spaces	Spitalbrook, Broxbourne
(Community assets)	Essex & Middlesex Filter Beds, Leyton
	Tottenham Marshes
	Waltham and Cheshunt Marshes
	Fishers Green, Waltham Abbey
	Cathagena Estate, Broxbourne
	Wharf Road, Wormley

We also directly own over 1,400 hectares of the land and water resources which make up a total of about 4,000 hectares of the Lee Valley from Ware in Hertfordshire to the Thames at East India Dock.

NOTE 35

INVESTMENTS

Short term investments	**2019/20** **£000s**	**2018/19** **£000s**
Maturing within 7 days	0	0
Maturing between 7 days and 3 months	5,020	2,098
Maturing between 3 months and 1 year	2,225	7,200
	7,245	**9,298**

NOTE 36

BORROWING

At balance sheet date - 31/03/2020 - the Authority had no long or short term borrowing outstanding.

NOTE 37

CONTINGENT ASSETS AND LIABILITIES

There is evidence of contaminated land in some areas of the Park. At this stage the level of contamination and the associated costs of any remedial action cannot be quantified, some work has been undertaken to review existing studies carried out on areas of land in the park. Action has been undertaken to restrict public access on some sites where recommended. The Authority has also approved the adoption of a Contaminated Land Policy Statement. In addition the Executive Committee set up a Contaminated Land Working Group of Authority Members and the next stage will be to progress a Contaminated Land Strategy. It is intended that an action plan will then be put in place for a review of the Authority's land holding over a 5 year period to consider the extent of this problem and then seek to estimate any contingent liability.

In respect of the Lee Valley White Water Centre, the Authority has a contingent liability of £0.9m in relation to its lottery funding agreement with Sport England and £4m in relation to its funding agreement with East of England Development Agency (EEDA).

There is also a contingent liability of £5.25m for the Velopark in relation to the joint lottery funding agreement between the Authority, Sport England and the Olympic Development Authority. In addition the Authority also has a contingent liability of £2m in relation to a funding agreement with the London Marathon Trust.

NOTE 38

EVENTS AFTER THE BALANCE SHEET DATE

There are no events after the balance sheet date.

NOTE 39

Critical judgements in applying accounting policies

In applying the accounting policies set out in note 1, the Authority has to make judgements about complex transactions, or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

Capital grants received in advance

Officers have reviewed all grants that are classified as capital grants received in advance, to ensure that where conditions had been met, grants were correctly written off to the comprehensive income and expenditure statement. In numerous cases, for grants over ten years old, ie. those received before 2004/05, there is insufficient evidence to support the view that any conditions would still apply.

The majority of grants usually require management and maintenance for ten years, and it could reasonably be assumed that these conditions have now been met. Therefore, these grants have been written back to revenue in 2014/15 and the impact can be seen on the non-specific grant income line on the comprehensive income and expenditure statement. Amounts are then appropriated to the Capital Adjustment Account from the General Fund in the Movement in Reserves Statement.

Group accounts

The Statement of Recommended Practice requires local authorities to consider all their interests in subsidiaries, associated companies and joint ventures and to prepare a full set of group financial statements where they have material interests, thereby providing a complete picture of the authority's control over other entities.

The Lee Valley Leisure Trust Limited is a charity set up as an Industrial and Provident Society to run the main leisure facilities owned by the Authority from 1 April 2015. Whilst the Authority is able to appoint up to three members to the board of the Trust, it does not have direct power to influence that operations and activities of the Trust. Therefore, the Authority has determined that it has no interests in subsidiaries, associates or joint ventures of a material nature, and is not required to prepare group accounts.

NOTE 40 .

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

The Statement of Accounts contained estimated figures that are based on assumptions made by the Authority about the future of that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, the nature of estimation means that actual outcomes could differ from those estimates.

The items in the Authority's balance sheet at 31 March 2020 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

Pensions liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets.

The net pension liability can vary considerable year on year, due to the complex ways in which the assumptions interact. For example, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £1,564,000

A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.

Property, plant and equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The life of our assets vary considerable, due to the mature and age of particular assets; land and buildings vary between 5 and 60 years, with vehicles, plant and machinery between 5 and 15.

If the useful live of assets is reduced, then depreciation will increase and the net carrying amount of the assets falls.

We carry out a full review of our assets on a five yearly basis, although year on year we review a percentage of our assets for possible change in value and/or useful life.

Under its Land & Property strategy the Authority has taken decisions to declare certain parts of its land portfolio as surplus to the Park's requirements. Where and asset has formally been approved as surplus by the full Authority it has been classified as a non-current asset held for sale.

NOTE 41

Accounting standards that have been issued but have not yet been adopted

The Code of Practice requires local authorities to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

The following standards have been issued, that relate to future accounting periods.

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures

- Annual Improvements to IFRS Standards 2015–2017 Cycle

- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement.

- IFRS 16: Leases
  - IFRS 16 establishes a new accounting model for lessees in which all leases result in an entity (the lessee) obtaining the right to use an asset at the start of the lease and, if lease payments are made over time, also obtaining financing.

  As a result of the COVID-19 pandemic, in March 2020, CIPFA agreed to defer the implementation of IFRS 16 Leases to the 2021/22 financial year, with an effective date of 1 April 2021. This will require a redrafting of the 2020/21 code to reflect this decision

GLOSSARY OF FINANCIAL TERMS AND ABBREVIATIONS

Accounting policies
Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements through:

I. recognising;
II. selecting measurement bases for; and
III. presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

Accounting policies define the process whereby transactions and other events are reflected in financial statements. For example, an accounting policy for a particular type of expenditure may specify whether an asset or a loss is to be recognised; the basis on which it is to be measured; and where in the income and expenditure account or balance sheet it is to be presented.

Actuarial gains and losses
For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

I. events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
II. the actuarial assumptions have changed.

Capital expenditure
Expenditure on the acquisition of a non-current (IFRS term – SORP term fixed) asset or expenditure which adds to and not merely maintains the value of an existing non-current asset.

Class of long term assets
The classes of long term assets required to be included in the accounting statements are:

Property, plant and equipment, expected to be used in more than one period;

- Investment property;
- Intangible assets;
- Long term investment;
- Investment in associates and joint ventures; and
- Surplus assets, held for disposal.

Further analysis of any of these items should be given if it is necessary to ensure fair presentation.
Operational assets Non-operational assets:

Community assets
Assets that the Authority intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.

Consistency
The principle that the accounting treatment of like items within an accounting period, and from one period to the next is the same.

Contingent Asset
A contingent asset is a possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the local authority's control.

Contingent Liability
A contingent liability is either:

I. a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control; or
II. a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and democratic core
The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent, single-purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

Current service cost (pensions)
The increase in the present value of a defined benefit scheme's liabilities expected to arise from employee service in the current period.

Curtailment
For a defined benefit pension scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

I. termination of employees' services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business; and

II. termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Revenue expenditure funded from capital under statute
Expenditure which may properly be capitalised, but which does not result in, or remain matched with, assets controlled by the Authority. For instance, capital grants given to external bodies, or loans awarded for capital purchases.

Defined benefit scheme
A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Depreciation
The measure of the cost or re-valued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, the passage of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Discretionary benefits
Retirement benefits which the employer has no legal, contractual or constructive obligation to award and are awarded under the authority's discretionary powers, such as the local government (discretionary payments) regulations 1996.

Estimation techniques
The methods adopted by an entity to arrive at estimated monetary amounts, corresponding to the measurement bases selected, for assets, liabilities, gains, losses and changes to reserves. Estimation techniques implement the measurement aspects of accounting policies. An accounting policy will specify the basis on which an item is to be measured; where there is uncertainty over the monetary amount corresponding to that basis, the amount will be arrived at by using an estimation technique. Estimation techniques include, for example;

I. methods of depreciation, such as straight-line and reducing balance, applied in the context of a particular measurement basis, used to estimate the proportion of the economic benefits of a tangible fixed asset consumed in a period; or
II. different methods used to estimate the proportion of debts that will not be recovered, particularly where such methods consider a population as whole rather than individual balances.

Events after the balance sheet date
Events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date and the date when the statement of accounts is authorised for issue.

Exceptional items
Material items which derive from events or transactions that fall within the ordinary activities of the Authority and which need to be disclosed separately by virtue of their size or incidence to give fair presentation of the accounts.

Expected rate of return on pensions assets
For a funded defined benefit scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Extraordinary items
Material items, possessing a high degree of abnormality, which derive from events or transactions that fall outside the ordinary activities of the Authority and which are not expected to recur. They do not include exceptional items nor do they include prior period items merely because they relate to a prior period.

Financial instruments
A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability of another.

Finance lease
A finance lease is one that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. It should be presumed that such a transfer of risks and rewards occurs if at the inception of a lease the present value of the minimum lease payments including any initial payment, amounts to substantially all (normally 90 per cent or more) of the fair value of the leased asset. The present value should be calculated by using the interest rate implicit in the lease. However, where the present value of the minimum lease payments does not amount to 90 per cent or more of the fair value of the leased asset, it should not be automatically assumed that the lease is not a finance lease. FRS 5 requires that the substance of the transaction be reflected and therefore the lease may still need to be classified as a finance lease.

Notwithstanding the fact that the lease meets the definition above, the presumption that an asset should be classified as a finance lease may in exceptional circumstances be rebutted if it can be clearly demonstrated that the lease in question does not transfer substantially all the risks and rewards of ownership (other than legal title) to the lessee.

IAS 19 (under SORP FRS17)
IAS 19 is the UK accounting standard relating to pensions accounting. It requires that an organisation should account for retirement benefits when it is committed to give then, even if the actual giving will be many years into the future. IAS 19, the code standard covers a wider range of benefits than FRS17, the SORP standard, as it includes not only short term benefits but post employment, e.g. pensions, other long term employee benefits and termination benefits. It requires all short term benefits to be accounted for as they are earned. IAS 19 also distinguishes between accumulating and non accumulating benefits.

Going concern
The concept that the Authority will remain in operational existence for the foreseeable future, in particular that the income and expenditure accounts and balance sheet assume no intention to curtail significantly the scale of operations.

Government grants
Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

Impairment
A reduction in the value of a fixed asset below its carrying amount on the balance sheet.

Infrastructure assets
These are assets that comprise public facilities and which provide essential services and enhance the productive capacity of the economy, for example highways and footpaths

Interest cost (pensions)
For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Investment properties
Interest in land and/or buildings:

i. in respect of which construction work and development have been completed; and
ii. which is held for its investment potential, with any rental income being negotiated at arm's length.

Investments (non-pensions fund)
A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the Authority. Investments should be so classified only where an intention to hold the investment for the long-term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment. Investments, other than those in relation to the pensions fund, that do not meet the above criteria should be classified as current assets.

Liquid resources
Current asset investments that are readily disposal by the Authority without disrupting its business and are either readily convertible to known amounts of cash at or close to the carrying amount, or traded in an active market.

Net book value
The amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Net current replacement cost
The cost of replacing or recreating the particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

Net realisable value
The open market value of the asset in its existing use (or market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

Non-operational assets
Non-current assets held by the Authority but not used or consumed in the delivery of services or for the service or strategic objectives of the Authority. There are three categories of non-operational assets; investment properties; assets that are surplus to requirements and assets under construction. It should be noted that the incidence of rental income does not necessarily mean that the asset is an investment property; it should be deemed an investment property only if the asset is held solely for investment purposes and does not support the service or strategic objectives of the authority and the rental income is negotiated at arms length.

Operating leases
A lease other than a finance lease.

Operational assets
Fixed assets held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility or for the service or strategic objectives of the authority.

Past service cost
For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Prior period adjustments
Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. A fundamental error is one that is of such significance as to destroy the validity of the financial statements. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Related parties
Two or more parties are related parties when at any time during the financial period:

I. one party has direct or indirect control of the other party; or
II. the parties are subject to common control from the same source; or
III. one party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests; or
IV. the parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

Examples of related parties of an authority include:

I. central government;
II. local authorities and other bodies' precepting or levying demands on the council tax;
III. its subsidiary and associated companies;
IV. its joint ventures and joint venture partners;
V. its members;
VI. its chief officers; and
VII. its Pension Fund.

Examples of related parties of a pension fund include its:

I. administering authority and its related parties;
II. scheduled bodies and their related parties; and
III. trustees and advisers.

These lists are not intended to be comprehensive.
For individuals identified as related parties, the following are also presumed to be related parties:

I. members of the close family, or the same household, and
II. partnerships, companies, trusts or other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

Related party transactions
A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made. Examples of related party transactions include:

I. the purchase, sale, lease, rental or hire of assets between related parties;
II. the provision by a pension fund to a related party of assets of loans, irrespective of any direct economic benefit to the pension fund;
III. the provision of a guarantee to a third party in relation to a liability or obligation of a related party;
IV. the provision of services to a related party, including the provision of pension fund administration services;
V. transactions with individuals who are related parties of an authority or a pension fund, except that applicable to other members of the community or the pension fund, such as council tax, rents and payments of benefits.

This list is not intended to be comprehensive.
The materiality of related party transactions should be judged not only in terms of their significance to the authority, but also in relation to its related party.

Remuneration
All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK Income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by the employer are excluded.

Residual Value
The net realisable value of an asset at the end of its useful life. Residual values are based on prices prevailing at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

Retirement benefits
All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either

I. an employer's decision to terminate an employee's employment before the normal retirement date or
II. an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Scheme liabilities
The liabilities of a defined benefit scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflects the benefits that the employer is committed to provide for service up to the valuation date.

Settlement
An irrevocable action that relieves the employer (or the defined benefit scheme) of the primary responsibilities for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements include:

i. a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits;
ii. the purchase of an irrevocable annuity contract sufficient to cover vested benefits; and
iii. the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

Stocks
The amount of unused or unconsumed stocks held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises. Stocks comprise the following categories:

i. goods or other assets purchased for resale;
ii. consumable stores;
iii. raw materials and components purchased for incorporation into products for sale;
iv. products and services in intermediate stages of completion;
v. long-term contract balances; and
vi. finished goods.

Tangible non-current assets
Tangible assets that yield benefits to the Authority and the services it provides for a period of more than one year.

Useful life
The period over which the Authority will derive benefits from the use of a non-current asset.

Lee Valley Regional Park Authority **LEE VALLEY REGIONAL PARK AUTHORITY** **AUDIT COMMITTEE** **17 DECEMBER 2020 AT 13:45**	**Agenda Item No:** **6** **Report No:** **AUD/114/20**

ANTI-FRAUD, BRIBERY & CORRUPTION AND WHISTLE BLOWING POLICIES AND FRAUD RESPONSE PLAN

Presented by the Head of Finance

EXECUTIVE SUMMARY

The purpose of this report is to seek Members approval to the updated Anti-Fraud, Bribery & Corruption and Whistle Blowing policies. It also updates the Fraud Response Plan that deals with the Authority's approach to dealing with fraud if identified.

RECOMMENDATIONS

Members Recommend to the Authority:	(1)	the revised Anti-Fraud, Bribery & Corruption Policy as set out in Appendix A to this report;
	(2)	the revised Whistle Blowing Policy as set out in Appendix B to this report; and
	(3)	the revised Fraud Response Plan as set out in Appendix C to this report.

BACKGROUND

1 In conjunction with Mazars, the Authority's internal auditors, officers have revised the Anti-Fraud, Bribery & Corruption Policy, the Whistle Blowing Policy and the Fraud Response Plan. These were last updated in October 2017.

SUMMARY OF THE POLICIES

2 The Anti-Fraud, Bribery & Corruption Policy focuses on the main areas to deal with fraud, bribery and corruption issues; and the revised Policy is detailed in

Appendix A. These areas are:

- the Fraud Act 2006;
- the Bribery Act 2010;
- the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption;
- creating the right cultural environment within the organisation to deal with fraud and corruption;
- prevention and charging officers/Members with responsibility for ensuring procedures and policies are adhered to; and
- detection and investigation.

3 The revised Whistle Blowing Policy is set out at Appendix B to this report and provides a mechanism for employees, contractors and elected Members alike for reporting suspicions of malpractice in the knowledge that the matter will be treated confidentially.

4 These policies are under-pinned by the Authority's Fraud Response Plan set out at Appendix C to this report. This demonstrates how the Authority will respond to fraud and corruption if the need arises.

5 The majority of changes in the policies and the fraud response plan relate to a change in the names, contact details and roles of designated officers in the Authority due to the retirement of the Director of Finance & Resources; introduction of a new management structure; change of personnel for internal and external auditors; and the new Service Level Agreement with the London Borough of Enfield for the provision of financial management and accountancy support including undertaking the role of Section 151 officer on behalf of the Authority. The terms of the Service Level Agreement were approved by the Executive Committee in June 2020 (paper E/679/20).

The detail covered within the new policies remains largely unchanged as these were established as a result of the governing legislation at the time of the last review (2017) e.g., the Fraud Act 2006 and the Bribery Act 2010. Although supporting literature (posters and leaflets), need to be updated to reflect these changes.

6 Members are asked to approve the revised policies/plan attached at Appendices A, B and C to this report.

ENVIRONMENTAL IMPLICATIONS

7 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

8 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

9 As part of the corporate training plan detailed on-line training will follow to ensure the profile of these issues remains high and to embed an understanding

and culture across the organisation. Supporting literature (posters and leaflets), will be updated to reflect these changes as well as updating the intranet to ensure a robust on-line message is maintained as well.

EQUALITY IMPLICATIONS

10 There are no equality implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

11 This report and policies attached are written with full regard to the Public Interest Disclosure Act 1998, which was introduced to protect employees who expose serious wrong doing in the workplace.

RISK MANAGEMENT IMPLICATIONS

12 Risk of fraud and corruption occurring will always exist where an organisation has significant financial, human, land and other valuable resources.

13 To mitigate against these risks the Authority has regulations in place with procedures and practices laid down in relation to the conduct of Authority business. The Authority also employs internal auditors to test and check that these practices and procedures are implemented and working effectively; and they report to the Audit Committee the outcome of their findings and recommendations for areas of improvement.

14 The external auditors (Ernst & Young) also provide external verification through year end audit processes that the Authority is conducting its business appropriately and make recommendations for areas of improvement.

Author: Keith Kellard, 01992 709864, kkellard@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Authority	A/4246/17	Anti-Fraud, Bribery & Corruption and Whistleblowing Policies	19 October 2017
Audit Committee	AUD/81/17	Anti-Fraud & Corruption Policy and Whistle Blowing Policies	21 September 2017
Audit Committee	AUD/36/13	Anti-Fraud & Corruption Policy, Whistle Blowing Policy and the Fraud Response Plan	28 February 2013
Audit Committee	AUD/04/10	Anti-Fraud & Corruption Policy, Fraud Response Plan and the Whistle Blowing Policy	05 February 2010
F&A Committee	FA 98	Whistle Blowing Policy	23 November 2006
F&A Committee	FA81	Anti-Fraud & Corruption Policy	23 February 2006
F&A Committee	FA54	Fraud Response Plan	23 June 2005

APPENDICES ATTACHED

Appendix A	Anti-Fraud, Bribery and Corruption Policy
Appendix B	Whistle Blowing Policy
Appendix C	Fraud Response Plan

LEE VALLEY REGIONAL PARK AUTHORITY

ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

~~SEPTEMBER 2017~~DECEMBER 2020

This document explains Lee Valley Regional Park Authority's Anti-Fraud, Bribery and Corruption Policy and the steps that must be taken where fraud, bribery or corruption are suspected or discovered.   ***All employees should be aware of this and managers must bring its contents to the attention of their employees. Any person who becomes aware of any instances of fraud, corruption or other illegal act and does not follow this Policy could be subject to disciplinary action.***

Contents

Introduction

1. One of the basic obligations of public sector organisations is to ensure the proper use of public funds. It is therefore important that all those who work in the public sector are aware of the risk (and means of enforcing the rules) of fraud, corruption and bribery.

2. The Authority already has procedures in place that help to reduce the likelihood of fraud, corruption and bribery occurring. These include Standing Orders, Financial Regulations, codes of conduct, documented procedures and a system of internal control and risk management. In addition, Members and senior management seek to ensure that a risk and fraud awareness culture exists across the Authority.

3. Members and senior management should be aware of the Ccode of Practice on Managing the Risk of Fraud and Corruption (the CIPFA Code). The five key principles of the Code are to:

   - **Acknowledge Responsibility**

     Acknowledge the responsibility of the governing body for countering fraud and corruption.

     Within the Authority, there are several individuals with responsibility for governance, these include the Audit Committee, the Senior Management Team, the Head of Finance, Section 151 Officer and Internal Audit. However, all employees are responsible for identifying and reporting fraud and corruption which they may suspect.

     In addition to concerns raised under the Anti-Fraud, Bribery and Corruption Policy, concerns may also be raised under the Authority's Whistle Blowing Policy. Where there is any possibility that fraud, corruption or bribery might be involved, the Section 151 Officer and Head of Finance should be consulted to determine whether the matter is taken forward under the Fraud Response Plan or under the investigation procedure within the Whistle Blowing Policy

   - **Identify Risks**

     Identify the fraud and corruption risks.

     Different risks will have different effects on different organisations. Therefore it is essential to understand specific exposures to risk, changing patterns in fraud threats and the potential consequences to the Authority.

   - **Develop Strategy**

     Develop an appropriate counter fraud and corruption strategy.

     Counter fraud and corruption strategies should be both proactive and responsive. These approaches should be based around the risks associated to the Authority.

   - **Provide Resources**

     Provide resources to implement the strategy.

Arrangements should be made for appropriate resources to be allocated to support the counter fraud strategy; be it employees, employees training or even access to information.

- **Take Action**

  Take action in response to fraud and corruption.

  This consists of putting in place a policy framework including policies such as Whistleblowing, Anti-Bribery and IT Usage & Security policies.

4. This document applies to all employees, elected Members, contractors who work with the Authority and members of the public who come into contact with the Authority. It sets out the Authority's policy for preventing, but also dealing with detected or suspected fraud, corruption or bribery.

5. This Policy should be read in conjunction with the Authority's Whistle Blowing Policy and Fraud Response Plan. In addition, all employees and Members should familiarise themselves and comply with the Authority's Financial Regulations, with particular attention to the following sections:

- Officers Code of Official Conduct;
- Interests of Employees in Contracts; and
- Hospitality and Gifts.

6. Appendix 1 of this Policy sets out potential warning signs for managers and employees to be aware of in relation to possible instances of fraud, corruption or bribery.

7. Appendix 2 of this Policy sets out the 'do's' and 'don'ts' for employees to be aware of with regard to acting upon any concerns or suspicions.

8. Training and guidance will be provided to employees and Members in these areas, although it is an **Individual's responsibility** to seek clarification on any of the content where necessary.

9. In addition to the details set out in this Policy, the Authority continues to put in place ~~has further agreed~~ steps ~~in place~~ for countering fraud, corruption and bribery ~~—~~ as recommended through internal/external audit reports and as legislation dictates. ~~and there are a number of ongoing initiatives around this~~.

Key Legislation - Fraud

10. The Fraud Act 2006 came into effect on 15 January 2007.

11. The Act gives a statutory definition of the criminal offence of fraud, as classified under three main headings:

- Fraud by false representation;
- Fraud by failing to disclose information; and
- Fraud by abuse of position.

Fraud by false representation
A person is in breach of this section if he/she: • Dishonestly makes a false representation; and • Intends, by making the representation to make a gain for themselves or another, or to cause loss to another or to expose another to a risk of loss. A representation is false if: • It is untrue or misleading; and • The person making it knows that it is, or might be, untrue or misleading.
Fraud by (wrongfully) failing to disclose information
A person is in breach of this section if he/she: • Dishonestly fails to disclose to another person information which they are under a legal duty to disclose; and • Intends, by failing to disclose the information to make a gain for themselves or another, or to cause loss to another or to expose another to a risk of loss.
Fraud by abuse of position
A person is in breach of this section if he/she: • Occupies a position in which he/she is expected to safeguard, or not to act against, the financial interests of another person; • Dishonestly abuses that position; and • Intends, by means of the abuse of that position to make a gain for themselves or another, or to cause loss to another or to expose another to a risk of loss. A person may be regarded as having abused their position even though their conduct consisted of an omission rather than an act.

12. The Act also describes two other offences in section 6 and section 7:

- To commit possession of articles for use in fraud (Section 6), a person must have had possession or control of an article for use in the course of or in connection with any fraud.
- To commit making or supplying articles for use in frauds (Section 7), a person would make/adapt/supply/offer to supply any article for use in the

course of or in connection with fraud knowing that it is designed or adapted for use in the course of or in connection with fraud or intending it to be used to commit or assist in the commission of fraud.

13. The Act states that the terms "Gain" and "Loss" should be read in accordance with the following:

- As extending only to a gain or loss in money or other property; and
- As including any such gain or loss whether temporary or permanent.

"Property" means any property whether real or personal (including things in action and other intangible property).
"Gain" includes a gain by keeping what one has, as well as a gain by getting what one does not have.
"Loss" includes a loss by not getting what one might get, as well as a loss by parting with what one has.

14. Those found guilty under the Act are liable for a fine or imprisonment, with a maximum sentence of 10 years.

Key Legislation - Bribery

15. The Bribery Act 2010 came into effect on 1 July 2011 and its provisions apply to all Authority business.

16. The Act strengthens previous UK anti-bribery legislation and created a new offence which can be committed by organisations which fail to prevent persons associated with them from committing bribery on their behalf.

17. In addition to the corporate offence, there are three offences which individuals could be found guilty of:

	Section	**Offence**	**Detail**	**Sanction**
Individuals	Section 1	Bribing another person	Offering, promising or giving a bribe in the UK or abroad, in the public or private sector.	Individuals could face a 10 year prison sentence and unlimited fines.
	Section 2	Receiving a bribe	Requesting, agreeing to receive or accepting of a bribe in the UK or	

	Section	Offence	Detail	Sanction
			abroad, in the public or private sector.	
	Section 6	Bribery of foreign public officials	Bribery of a foreign public official in order to obtain or retain business.	
Organisations	Section 7	Failure to prevent bribery	Failure by an organisation to prevent a bribe being paid by those who perform services for, or on behalf of the organisation ("associated persons").	Organisations could face unlimited fines and reputational damage could be significant.

18. Bribery can take the form of 'a financial or other advantage' - it does not have to be cash. Offering and requesting still constitutes an offence - it does not have to be paid. It does not have to go directly to the person being influenced - it can be a donation to a chosen organisation. It does not have to be substantial - there is no materiality threshold in the Act.

The Authority's Policy

19. The Authority is committed to sound corporate governance and to the elimination of fraud, corruption, bribery or any other illegal acts. The Authority therefore expects the highest standards of conduct and integrity from its employees, Members, contractors, and from members of the public who have dealings with it. The Authority has therefore adopted the CIPFA Code, the five key elements of which are to:

- a~~A~~cknowledge the responsibility of the governing body for countering fraud and corruption;
- i~~I~~dentify the fraud and corruption risks;
- d~~D~~evelop an appropriate counter fraud and corruption strategy;
- p~~P~~rovide resources to implement the strategy; and
- t~~T~~ake action in response to fraud and corruption.

20. Where any instance of fraud, corruption, bribery or other illegal act is detected or suspected, the Authority is committed to its rigorous investigation. Where appropriate, criminal prosecution and civil court action may be taken to recover money, costs and interest. Employees may also be subject to disciplinary action.

21. Anyone having reasonable suspicions of fraud, corruption or bribery is encouraged to report them. Therefore it is also the Authority's policy, which will be rigorously enforced, that no employee will suffer in any way as a result of reporting reasonably held suspicions. All employees will be afforded the protections set out in the Public Interest Disclosure Act 1998. This is further covered within the Authority's Whistle Blowing Policy.

Culture

22. The Authority expects Members and employees at all levels to behave with integrity and propriety and to act within the law, regulations, procedures and practices laid down in relation to the conduct of Authority business. The Authority believes that this is best achieved through the promotion of an atmosphere of honesty and openness.

23. The Authority expects Members and employees to raise any concerns they have about fraud, corruption, bribery or other malpractice immediately they occur. As above, it will treat all concerns raised seriously and in full confidence.

Prevention

24. The adoption of adequate measures for the prevention of fraud, corruption, bribery and other malpractice is the responsibility of Members, Senior Management Team, and all other managers.

25. All Members and employees need to be aware of and have ready access to all the Authority's agreed policies and procedures. These shall include Sstanding Oorders, Financial Regulations, codes of conduct and any other relevant practice or procedure documents. The Chief Executive, Deputy Chief Executive, Corporate Directors and other managers are responsible for ensuring that all employees under their direction are made aware of these documents. They are an important part of the internal control framework.

26. In particular, all employees should observe the Authority's code of conduct for employees and any relevant professional codes of conduct or ethics. A copy of the employees' code of conduct is contained in the Employees Handbook and within Financial Regulations, or can be obtained directly from Human Resources.

27. Section 117 of the Local Government Act 1972, requires that all employees must disclose any interest in contracts that have been, or are intended to be, entered into by the Authority. This section also prohibits the acceptance of fees, gifts or rewards, other than proper remuneration from the Authority, or otherwise where this has been specifically authorised by the Chief Executive, Deputy Chief Executive or a Corporate Director and where it has been recorded in the Hospitality Register maintained by the Chief Executive. All of these requirements will be vigorously enforced by the Authority.

28. References will be taken up for all permanent or temporary employees to verify their suitability, integrity and honesty.

29. Members shall observe their Local Code of Conduct ~~National Code of Local Government Conduct~~ and act in line with their responsibilities under sections 94 to 96 of the Local Government Act 1972.

30. The Authority shall maintain systems and procedures that incorporate adequate internal controls, including separation of duties, to prevent, as far as possible, the occurrence of error, fraud, corruption, bribery or other malpractice. The Chief Executive, Deputy Chief Executive, a Corporate Director, Head of Finance ~~All Directors~~ and other managers are responsible for ensuring that appropriate internal controls are designed, implemented, operated and maintained. In addition to managements' own monitoring, review and self-assurances, the Authority's Internal Auditors will provide an independent assurance on the adequacy and effectiveness of these controls.

31. In particular, the Section 151 Officer~~Director of Finance & Resources~~ has a statutory responsibility under section 151 of the Local Government Act 1972, to ensure the proper administration of the Authority's financial affairs. The ~~Director of Finance & Resources~~ Head of Finance under the guidance of the Section 151 officer shall issue, from time to time, guidance on the operation of key financial systems which underpin the Authority's Financial Regulations.

32. In addition, the ~~Director of Corporate Services~~ Deputy Chief Executive carries out the role of Monitoring Officer and is responsible for reporting any actual or potential breaches of the law or maladministration to the full Authority, and for ensuring that procedures for recording and reporting key decisions are operating effectively.

33. ~~Both~~ ~~T~~the Statutory Officers role ~~of Director of Finance & Resources and the Monitoring Officer~~ are described in the Authority's Financial Regulations FR23 to FR35~~74~~.

34. The Authority maintains a Strategic Risk Register and operational risk registers on a thematic basis. All managers are responsible for undertaking a detailed analysis of the risk associated with the service area under their control, which will include the risk of fraud, corruption and bribery as well as other types of risk. This will be carried out with the assistance of the Authority's Internal Auditors as required, to help ensure that fraud, corruption, bribery and other malpractice are minimised.

35. The Head of Finance ~~Director of Finance & Resources~~ is responsible for coordinating the review of ~~ing~~ this Policy, together with the Authority's Whistle Blowing Policy and the Fraud Response Plan, on a periodic basis, to ensure their continued relevance and effectiveness.

Detection and Reporting

36. All employees and Members are encouraged and expected to raise any concerns or suspicions they may have. These should be raised without fear of recrimination and should be reported to one of the following individuals:

Shaun Dawson - Chief Executive
Direct Line 01992 709848
Mobile 07715 449360
Email sdawson@leevalleypark.org.uk
Head of Paid Service, responsible for the overall management and direction of the Authority.

~~Simon Sheldon – Director of Finance & Resources~~Keith Kellard – Head of Finance
Direct Line 01992 709~~859~~864
Email ~~ssheldon@leevalleypark.org.uk~~kkellard@leevalleypark.org.uk
The Chief Financial Officer responsibilities rest with the Section 151 Officer (shared service with the London Borough of Enfield) but is carried out in consultation with the Authority's Head of Finance~~, responsible for the proper financial management, audit and financial probity of the Authority~~.

Beryl Foster - ~~Director of Corporate Services~~Deputy Chief Executive
Direct Line 01992 709836
Mobile 07920 563971
Email bfoster@leevalleypark.org.uk
Monitoring Officer, responsible for reporting any actual or potential breaches of the law or maladministration.

~~Kevin Le Roux - Senior Manager and Counter Fraud Lead (Mazars)~~
Sue Smith, Internal Audit (Mazars)
Mobile~~Direct line 07887 593974~~ 07887 954584
Email ~~kevin.leroux@mazars.co.uk~~sue.smith@mazars.co.uk
The Authority's internal auditors are responsible for the independent review of systems of internal control and the reporting to management of weaknesses and any breakdown of those systems.

Ultimately, any individual who has received information about any suspected act of fraud, corruption or bribery is obliged by Financial Regulations to report it to the Chief Executive, Deputy Chief Executive, Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ immediately.

37. When employees are considering reporting a suspected fraud, the following factors need to be taken into account:

- **Timeliness** - it is essential that all employees act at the time of their concerns, as time is likely to be of the utmost importance to prevent further loss to the Authority; and

- **Evidence** - employees should, if possible and without seeking to conduct their own investigation, keep or copy any document that arouses their concerns or suspicions. Employees should also, where possible, note all relevant details, such as what was said in telephone or other conversations, the date, time and the names of any parties involved.

38. **However employees must not:**

- **Confront any individual that they suspect**, as this may compromise any formal investigation;
- **Attempt to conduct their own investigation.** There are special rules surrounding the gathering of evidence for use in criminal cases. Any attempt to gather evidence by people who are unfamiliar with these rules may compromise the case; and
- **Contact the Police directly.** The decision to contact the Police may only be made by the ~~Director of Finance & Resources~~ Chief Executive or Deputy Chief Executive after consideration of the facts. Employees should always contact one of the above officers.

39. The Policy with regard to reporting must not be misused. Any abuse, such as raising false or malicious allegations, will result in the instigation of disciplinary action against those proven responsible for such abuse.

40. The Authority recognises that the effectiveness of this Policy depends on the awareness and responsiveness of its employees and Members. It is essential that both Members and employees are made aware of this Policy as part of their induction and receive a copy of this Policy for their personal records.

41. In addition, employees should have ready access to all other policy and procedural documents. Regular action will be taken to remind all Members and employees of these policies and procedures, and the importance that the Authority places on preventing fraud, corruption, bribery and other malpractice.

Investigation

42. All allegations of fraud, corruption or bribery will be promptly investigated in line with the Authority's Fraud Response Plan.

43. If fraud, corruption or bribery are suspected on the part of a contractor's employees or employees of another body, the procedures and responsibilities for investigation remain the same as above. The Authority will involve other parties as necessary.

Interaction with Other Policies/Procedures of the Authority

44. This Policy should be read in conjunction with the Authority's Whistle Blowing Policy and the Fraud Response Plan.

45. The Authority's Disciplinary Policy and Procedures will be followed where an employee is suspected of being involved in fraud, corruption, bribery or any other illegal activity. This may include dismissal. Sanctions are covered in more detail in the next section of this Policy.

Sanctions

46. Where financial impropriety is discovered, the Authority's expectation is that the Police will be involved. Any referral of a case or decision on Police involvement will only be taken by the ~~Director or Finance & Resources~~ Chief Executive or Deputy Chief Executive..

47. Any referral to the Police will not prohibit action being taken under the Authority's Disciplinary Policy and Procedures, and it should be noted that an individual could be subject to all, or elements of the following:

- c~~C~~riminal prosecution;
- c~~C~~ivil Court action to recover money, cost and interest; and
- t~~T~~he Authority's Disciplinary Policy and Procedures.

Conclusion

48. The Authority is committed to tackling fraud, corruption and bribery, whenever it happens. Our response will be effective and organised and will rely on the principles set out within this document.

Appendix 1 - Warning Signs

Whilst by no means being proof on their own, the circumstances below may indicate that fraud, corruption or bribery are taking place, and should therefore put both managers and employees on the alert.

Contractors / Suppliers / Third Parties

- Invoices being submitted on non-headed paper~~;~~.
- Altered documents (correcting fluid, different pen or handwriting)~~;~~.
- Requests for payment for goods/services that have not yet been delivered~~;~~.
- Submission of duplicate invoices~~;~~.
- Notification of an organisation's bank details changing~~;~~.
- Tender submissions which are priced much higher or lower than other submissions~~;~~.
- Complaints from public or employees regarding service quality~~;~~.
- Unexpected requests for an additional fee or commission to "facilitate" a service~~;~~.
- Requests that you provide employment or some other advantage to a friend or relativee~~;~~.
- Requests to use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to the Authority~~;~~. ~~and~~
- Offers of an unusually generous gift or hospitality by a third party.

Employees

- Altered documents (correcting fluid, different pen or handwriting)~~;~~.
- Changes in normal patterns of, for example, cash takings or expense claim details~~;~~.
- Text erratic or difficult to read or with details missing~~;~~.
- Delay in completion or submission of expense claim forms~~;~~.
- Lack of vouchers or receipts in support of expense claims~~;~~.
- Seemingly living beyond their means~~;~~.
- Under constant financial or other stress~~;~~.
- Choosing not to take annual leave (and so preventing others becoming involved in their work), especially if solely responsible for a 'risk' area~~;~~.
- Always working late~~;~~.
- Refusal of promotion~~;~~.
- Insistence on dealing with a particular individual~~;~~. ~~and~~
- Complaints from public or employees regarding service quality.

Appendix 2 - Acting On Your Suspicions

If you suspect fraud, corruption or bribery within the workplace, there are a few simple guidelines that should be followed.~~:~~

Do:

- Make an immediate note of your concerns~~;~~.
- Where possible note all relevant details, such as what was said in telephone or other conversations, the date, time and the names of any parties involved~~;~~.
- Convey your suspicions to someone with the appropriate authority and experience, as set out within the Anti-Fraud, Bribery & Corruption Policy~~;~~. ~~and~~
  Deal with the matter promptly. Any delay may cause the Authority to suffer further financial loss.

Don't:

- Do nothing~~;~~.
- Be afraid of raising your concerns. You will not suffer any recrimination from the Authority as a result of voicing a reasonably held suspicion, and any matter you raise will be dealt with sensitively and confidentially~~;~~.
- Approach or accuse any individuals directly~~;~~.
- Try to investigate the matter yourself. There are special rules surrounding the gathering of evidence for use in criminal cases. Any attempt to gather evidence by people who are unfamiliar with these rules may compromise the case~~;~~. ~~and~~
- Convey your suspicions to anyone other than those with the proper authority.

LEE VALLEY REGIONAL PARK AUTHORITY

WHISTLE BLOWING POLICY

~~SEPTEMBER 2017~~
DECEMBER 2020

This document explains Lee Valley Regional Park Authority's Whistle Blowing Policy and the steps that must be taken in the event of a concern being raised.

All employees should be aware of this and managers must bring its contents to the attention of their staff. Acknowledgement should also be made of the links, but also the differences, between this Policy and the Authority's Anti-Fraud, Bribery and Corruption Policy. Not all concerns regarding malpractice within the Authority have to be of a fraudulent or bribery/corruption related nature. However, if that is the case, the content of the Anti-Fraud, Bribery and Corruption Policy will apply.

Contents

Introduction

1. Lee Valley Regional Park Authority is committed to the highest possible standards of openness, probity and accountability. In line with this commitment, the Authority expects its employees, Members and others that it deals with, including contractors and suppliers, who have serious concerns about any aspect of the Authority's work, to come forward and voice those concerns.

2. Employees are often the first to realise that something may be seriously wrong within an organisation. However, they may decide not to express those concerns because they feel that speaking out would be disloyal to their colleagues or to the organisation. They may also fear harassment or victimisation. However, all employees will receive statutory protection under the Public Interest Disclosure Act 1998 if they raise concerns in the right way.

3. This Policy is designed to give you opportunity and protection if you wish to report suspicions of malpractice. Provided you are acting in good faith, it does not matter if ultimately you are mistaken in your suspicion. There is no question of you having to prove anything.

4. This Policy makes it clear that employees can voice their concerns without fear of victimisation, discrimination or disadvantage. It is intended to encourage and enable employees to raise serious concerns at work within the Authority, rather than overlooking the issue or seeking resolution outside the Authority.

5. This Policy is also intended as a clear statement that if any wrongdoing by the Authority or any of its employees, contractors or suppliers are identified to the Authority, it will be dealt with quickly, thoroughly investigated and remedied if found true.

6. The Policy applies to all employees, Members and all contractors, suppliers and agency employees, whether working on Authority premises or at their own premises.

7. This Policy invites all employees, Members and other relevant parties to act responsibly to uphold the reputation of the organisation and maintain public confidence.

Aims and Scope of this Policy

8. This Policy was introduced to provide employees, contractors and Members with a secure basis for the reporting of suspicions of malpractice, in the knowledge that the matter will be treated confidentially.

9. This Policy sets out the approach for investigation of malpractice, the information that will need to be recorded and the steps that need to be followed to ensure that you do not suffer from recriminations.

10. If there is anything which you think the Authority should know about, please use the procedure outlined in this Policy. By knowing about malpractice at an early stage, the Authority stands a good chance of taking the necessary steps to safeguard the interests of all employees and to protect the organisation. In short, please do not hesitate to blow the whistle on malpractice.

11. It should be noted that the Authority also has an Anti-Fraud, Bribery and Corruption Policy, and a Fraud Response Plan. An issue being raised under the Whistle Blowing Policy may not relate to potential fraud, corruption or bribery. However, if fraud, corruption or bribery are suspected~~;~~, reference should be made to the Anti-Fraud, Bribery and Corruption Policy. Links to that Policy are highlighted within this document.

Legislation

12. The Public Interest Disclosure Act 1998 was introduced to protect employees who expose serious wrong doing in the workplace. It applies where malpractice is disclosed which involves:

- a~~A~~ crime or breach of regulatory, administrative and common law;
- a~~A~~ miscarriage of justice;
- d~~D~~anger to health and safety;
- d~~D~~amage to the environment;
- u~~U~~nauthorised use of public funds;
- p~~P~~ossible fraud or corruption; or
- s~~S~~exual, physical or financial abuse of clients.

You are protected from victimisation by the Act where you reasonably believe the information is true and that you are acting in good faith.

Safeguards

13. The Authority will not tolerate any attempt on the part of any employee, Member, contractor, supplier or member of the public to apply any sanction or detriment to any person who has reported a genuine and serious concern of wrongdoing.

14. Any such conduct by an employee will be treated as a disciplinary matter and will be treated as a breach of the local Code of Conduct ~~National Code of Conduct~~ if made by a Member.

15. Any such action by a contractor or supplier will be deemed a serious breach of contract.

Confidentiality

16. The Authority will respect the confidentiality of any whistle blowing complaint it receives. It must be appreciated, however, that it may be easier to follow up and verify complaints if the complainant is prepared to give their name.

Anonymous Allegations

17. This Policy encourages complainants to put their names to any allegation they make. Anonymous allegations are less persuasive and therefore anonymous allegations will be treated with caution and investigated at the discretion of the Responsible Officer.

Untrue and Malicious Allegations

18. The Authority believes in openness and honesty. It will therefore ensure that all complaints are investigated with appropriate vigour. If an allegation proves to be false and malicious, this is not only a waste of valuable resources, but will be viewed as a serious breach of disciplinary rules, if made by an employee, or a breach of the code of conduct if made by a Member.

19. If you raise a concern in good faith which cannot be substantiated by investigation, no action will be taken against you.

20. The Authority will support all officers who are the subject of malicious allegations.

How to Raise a Concern

21. Anyone with a complaint or concern should contact their Head of Service or their relevant Corporate Director (including Deputy Chief Executive) in the first instance.

22. In the case of any concerns or suspicions of fraud or corruption, reference should be made to the alternative points of contact listed in the Authority's Anti-Fraud, Bribery and Corruption Policy. Any individual

who has received information about any suspected act of fraud, corruption or bribery is obliged by Financial Regulations to report it to the Section 151 Officer and Head of Finance ~~Director of Finance & Resources~~ immediately.

23. Where not related to fraud, corruption or bribery, if you feel that you cannot raise your complaint or suspicions to your Head of Service or Corporate Director, for whatever reason, the Authority has three officers and a Service Level Agreement with the London Borough of Enfield to carry out Section 151 responsibilities and the Internal Auditor who are specifically responsible for ensuring the proper conduct of the Authority and its business and who may be contacted:

Shaun Dawson - Chief Executive
Direct Line 01992 709848
Mobile 07715 449360
Email sdawson@leevalleypark.org.uk
Head of Paid Service, responsible for the overall management and direction of the Authority.

~~Simon Sheldon - Director of Finance & Resources~~Keith Kellard – Head of Finance
Direct Line 01992 709~~859~~864
Email ~~ssheldon@leevalleypark.org.uk~~kkellard@leevalleypark.org.uk
The Chief Financial Officer responsibilities rest with the Section 151 Officer (shared service with the London Borough of Enfield) but is carried out in consultation with the Authority's Head of Finance~~, responsible for the proper financial management, audit and financial probity of the Authority~~.

Beryl Foster - ~~Director of Corporate Services~~Deputy Chief Executive
Direct Line 01992 709836
Mobile 07920 563971
Email bfoster@leevalleypark.org.uk
Monitoring Officer, responsible for reporting any actual or potential breaches of the law or maladministration.

~~Kevin Le Roux - Senior Manager and Counter Fraud Lead~~ Sue Smith Internal Audit Manager (Mazars)
~~Direct line 07887 593974~~Mobile 07887 954584
Email ~~kevin.leroux@mazars.co.uk~~ sue.smith@mazars.co.uk

The Authority's internal auditors are responsible for the independent review of systems of internal control and the reporting to management of weaknesses and any breakdown of those systems.

How the Authority will Respond

24. The Authority will respond positively to your concern.

25. The action taken by the Authority will depend on the nature of the concern. Where appropriate the Authority may:

- ~~I~~investigate your concerns. This investigation may be undertaken by management or Internal Audit. In the event that fraud or corruption are suspected, any investigation will be handled in accordance with the Authority's Fraud Response Plan;
- ~~R~~refer your concerns to the Police in accordance with the Fraud Response Plan; or
- ~~R~~refer your concern to our external auditors.

26. In order to protect those accused of malpractice, contact (usually involving a meeting with the individual raising the concern) will be made to decide whether an investigation is appropriate and, if so, what form it should take. The over-riding principle that the Authority will have in mind is the public interest. Concerns or allegations that raise issues that fall within the scope of other procedures, will normally be referred for consideration under those procedures.

27. Some concerns may be resolved with action agreed or an explanation regarding the concern without the need for investigation. If urgent action is required, this will be taken before any investigation is initiated.

28. If any formal investigation is undertaken, you may be contacted to provide further information or to clarify the information that you have already provided. Meetings to obtain such further information may be arranged off-site if you so wish and you may be accompanied by a union or professional association representative if you so desire. Due consideration will be given to ensure conditions are comfortable for all parties and to meet any requirements of Health and Safety.

29. Within 10 working days, the Responsible Officer will write to you, acknowledging that the concern has been received, how they intend to deal with the matter, giving an estimate of when a final response will be prepared, outlining what action (if any) has already been taken and provide you with explanations if no action is to be taken.

30. The Authority will take all practical and reasonable steps to minimise any difficulties you may experience as a result of raising your concern.

31. The Authority accepts that you need to be assured that your concerns have been properly addressed. Therefore it will inform you of the outcome of any investigations, subject to any legal constraints, for example, the duty of confidentiality owed to others.

The Responsible Officer

32. The Head of Finance under Section 151 Officer guidance ~~Director of Finance & Resources~~ has the overall responsibility for the maintenance and operation of this Policy.

33. The Chief Executive, the ~~Director of Finance & Resources~~ Deputy Chief Executive and the ~~Director of Corporate Services~~ Head of Finance will:

- ~~M~~maintain a confidential record of all complaints and their outcomes under the Whistle Blowing Policy;
- ~~D~~discuss and appoint the appropriate person to investigate any complaint. That appointed person will have access to all officers and Members of the Authority and to all documents and records of the Authority;
- ~~R~~receive the report and discuss the outcome of any investigations and recommend any action necessary;
- ~~R~~report any matters requiring the attention of Members to the appropriate committee or to the Authority; and
- ~~W~~will report annually to the Audit Committee ~~Authority~~ on the conduct of this Policy.

How the Matter Can be Taken Further

34. This Policy is designed to provide an internal avenue within the Authority to raise concerns. The Authority hopes that you will be satisfied with any action taken. If you are not, and you feel it is right to take the matter outside the Authority, you may contact the Authority's appointed external auditors. The contact person is:

~~Debbie Hanson - Executive Director~~Neil Harris
E-mail: ~~dhanson@uk.ey.com~~ nharris2@uk.ey.com
Direct Line~~Mob: 07974 006715~~ 01223 394459

35. If you decide to take the matter outside the Authority, you should ensure that you do not disclose any confidential information. You should check with the Responsible Officer about this.

Caution

36. If you have good reasons for not using the internal or regulatory external disclosure procedures, you may consider making a wider disclosure by reporting the matter to the Police or to the media for example. However,

employees should consider the impact of this on the Authority's reputation when reporting through wider channels. Furthermore, whistleblowers who make wider disclosures of this type will only be protected (from victimisation and detriment) in certain circumstances. The Authority would recommend that you consider reporting to the charity Public Concern at Work or taking independent legal advice before following this course of action.

This page is blank

Lee Valley Regional Park Authority

LEE VALLEY REGIONAL PARK AUTHORITY

FRAUD RESPONSE PLAN

~~SEPTEMBER 2017~~
DECEMBER 2020

This document sets out the steps that will be taken by Lee Valley Regional Park Authority in the event that any instances or suspicions of fraud or corruption are reported to an appropriate officer, in accordance with the Authority's Anti-Fraud, Bribery and Corruption Policy.

All employees should be aware of the Anti-Fraud, Bribery and Corruption Policy and managers must bring its contents to the attention of their staff. Any person who becomes aware of any instances of fraud, corruption or other illegal act and does not follow that Policy could be subject to disciplinary action.

Contents

Introduction

1. One of the basic obligations of public sector organisations is to ensure the proper use of public funds. It is therefore important that all those who work in the public sector are aware of the risk of, and means of enforcing the rules against fraud and corruption.

2. The Authority already has procedures in place that help to reduce the likelihood of fraud, corruption and bribery occurring. These include S~~s~~tanding O~~o~~rders, Financial Regulations, codes of conduct, documented procedures and a system of internal control and risk management. In addition, Members and senior management seek to ensure that a risk and fraud awareness culture exists across the Authority.

3. However, if instances of fraud, corruption or bribery do occur or are suspected, the Authority is committed to their rigorous, but fair investigation. Where appropriate, criminal prosecution and civil court action may be taken to recover money, costs and interest. Employees may also be subject to disciplinary action. This is set out in the Authority's Anti-Fraud and Corruption Policy, which applies to all employees, elected Members, contractors who work with the Authority and members of the public who come into contact with the Authority.

4. The Anti-Fraud, Bribery and Corruption Policy sets out the responsibilities of employees and Members with regard to the prevention, detection and reporting of any instances or suspicions of fraud and corruption. The Policy also makes reference to the investigation of any such cases, stating that 'all allegations of fraud, corruption and bribery will be promptly investigated in line with the Authority's Fraud Response Plan.

5. This document sets out the Fraud Response Plan.

6. The Section 151 Officer and Head of Finance in conjunction with the Chief Executive and/or Deputy Chief Executive~~Director of Finance & Resources~~ is responsible for reviewing this document, together with the Authority's Anti-Fraud, Bribery and Corruption Policy and the Whistle Blowing Policy, on a periodic basis, to ensure their continued relevance and effectiveness.

Objectives of the Fraud Response Plan

7. This document establishes procedures for timely and effective action to ensure that, where a potential fraud or instance of bribery or corruption is reported:

- o~~O~~ngoing losses are prevented and losses incurred to date are recovered;
- e~~E~~vidence is obtained in a legally admissible form to maximise the success of any disciplinary or legal action taken;
- t~~T~~he subject of an investigation and any whistle blower are treated fairly;
- t~~T~~he risk of adverse publicity is minimised; and

- l~~L~~essons are learned to help prevent a recurrence of the fraud.

Reporting Suspicions of Fraud, Corruption or Bribery

8. The Authority's Anti-Fraud, Bribery and Corruption Policy sets out the requirements in respect of who to report any concerns to. Specifically, it states the following:

   - t~~T~~he Chief Executive;
   - the Deputy Chief Executive;
   - t~~T~~he Section 151 Officer;
   - the Head of Finance~~Director of Finance & Resources~~;
   - ~~The Director of Corporate Services; or~~
   - t~~T~~he Authority's Internal Auditors.

   Ultimately, any individual who has received information about any suspected act of fraud, corruption or bribery is obliged by Financial Regulations to report it to the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ immediately.

9. Dealing with fraud, corruption and bribery requires specialist knowledge and skills. For this reason, the Section 151 Officer and Head of Finance~~Director of Finance & Resources is~~ are the dedicated contact points for dealing with all allegations or suspicions of this nature. As above, in accordance with the Authority's Financial Regulations, all such matters must, in turn, be reported to the Chief Executive and Deputy Chief Executive~~Director of Finance & Resources~~.

10. In addition to concerns raised under the Anti-Fraud, Bribery and Corruption Policy, concerns may also be raised under the Authority's Whistle Blowing Policy. Where there is any possibility that fraud, corruption or bribery might be involved, the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ should be consulted to determine whether the matter is taken forward under the Fraud Response Plan or under the investigation procedure within the Whistle Blowing Policy.

Action to be Taken on Receipt of a Reported Potential Fraud

11. The Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will evaluate the reported suspicion, undertaking initial fact-finding enquiries where necessary, to decide whether or not:

    - t~~T~~here is a possibility that fraud, corruption or bribery might have been committed; and

- t~~T~~he information (rather than evidence at this stage) in support of the allegation appears reliable.

12. If both tests are met, the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will commission a specialist investigation, as set out in the following section.

13. If the potential fraud/corruption/bribery/whistle blowing allegation is made against either the Section 151 Officer or Head of Finance~~Director of Finance & Resources~~ or any other individual / party which may impact on the independence of the Section 151 Officer or Head of Finance~~Director of Finance & Resources~~, the matter should be referred to the Chief Executive Officer who may in turn liaise with the Chair of the Audit Committee and Internal Audit. Where the independence of both officers is compromised, the matter will be referred to the Deputy Chief Executive~~Director of Corporate Services~~.

Commissioning an Investigation

14. The Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will normally arrange for the matter to be investigated by the Authority's internal auditors, who will supply specialists in investigating fraud, corruption and bribery. However, from time to time, there may be a need to procure other specialist skills e.g. computer forensics.

15. Before the investigation commences, the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will:

    - a~~A~~gree detailed terms of reference with the investigation team setting out the objectives and scope of the investigation;
    - d~~D~~ecide taking advice from the investigation team and the Head of Human Resources~~ Manager~~ whether or not the subject of the allegation should be suspended to allow the investigation to proceed in a manner that is fair to all parties and with the minimum risk to the availability of evidence. Suspension will be treated and communicated as a neutral act which implies no judgement as to the individual's conduct;
    - t~~T~~ake advice from the Head of Human Resources~~ Manager~~ to ensure that the investigation is undertaken in a manner which preserves the subject's rights under the Authority's Disciplinary Policy and to ensure that the correct suspension process is followed where necessary; and
    - l~~L~~iaise with the Chief Executive and Head of Communications, as appropriate, to determine the extent to which the matters should be communicated and to agree "lines to take" in relation to internal and external enquiries. In all communications, the Authority will have regard to the potential damage to the subject's reputation from false allegations.

16. Two sorts of investigation may be carried out:

- ***Fact-finding*** - where the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ considers that further work is needed to establish the facts following the preliminary assessment; or
- ***Formal investigation*** - in which the objective is to identify and secure evidence as to whether or not fraud has taken place.

17. The type of investigation required will be set out in the agreed terms of reference. In practice, a fact-finding investigation may establish facts, which lead to a formal investigation.

18. Whenever a formal investigation is being considered, the Chief Executive or Deputy Chief Executive~~Director of Finance & Resources~~ will decide whether or not to involve the Police. The Authority's aim is to involve the Police sufficiently early to enable joint investigation arrangements to be made where appropriate, but not before evidence of fraud, corruption or bribery has been identified.

Other Initial Steps

19. In addition to commissioning an investigation, the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will also identify, taking advice from Internal Audit as necessary, any steps needed to mitigate the risk of further loss to the Authority; for example:

- s~~S~~uspending payments in relation to any transactions suspected of, or alleged to be fraudulent or connected to bribery/corruption;
- s~~S~~uspending any further payments to the body or individual which is the subject of the investigation;
- i~~I~~mplementing additional checking or approval procedures within the Authority's processes; or
- t~~T~~he individual hands over any keys etc. in his/her possession, and that, pending investigation, future access to the Authority's offices and/or information systems is denied. Managers may need to consider the changing of combinations on safes or keypads granting access to buildings.

20. The Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will communicate any steps required to the relevant operational managers.

Conducting and Reporting an Investigation

21. The role of the investigator is to seek to establish the facts of the matter in an independent, objective and professional manner.

22. The investigating team will complete the investigation in accordance with the agreed terms of reference. Documentary evidence examined by the team will be held securely during the course of the investigation.

23. **Fact-finding investigations**

Interviews will be carried out in accordance with the Authority's Disciplinary Policy. In accordance with the Policy, the subject(s) of the investigation will have the right to be accompanied by a trade union or other representative to any fact-finding interview. The Executive Committee ~~Authority~~ will require a formal report covering the facts established by the investigation to enable the next steps to be considered. The Authority will also require significant matters arising to be reported to the Chair of the Audit Committee immediately and as per 'The Responsible Officer' section of the Whistle Blowing Policy, where applicable.

24. **Formal investigations**

These will follow the same protocols as set out above for fact-finding investigations. However, the rules of the Police and Criminal Evidence Act 1984 will be observed in relation to continuity of evidence and any interview held with someone suspected of committing a criminal offence.

25. As stated in 18 above, consideration will be given to involving the Police at an early stage in relation to any formal investigation to avoid duplication of effort and to ensure the matter is dealt with expeditiously. The investigation will ensure that any internal procedure does not prejudice any criminal case.

26. In both cases, terms of reference for the investigation will require the investigators to make recommendations for improvements in control to address any weaknesses in procedures identified as providing the opportunity for fraud, corruption or bribery to occur.

27. The Head of Finance~~Director of Finance & Resources~~ must notify the External Auditor and Section 151 Officer of all frauds or instances of bribery/corruption with a value exceeding £5,000.

Action Taken Following an Investigation

28. In accordance with the Authority's Anti-Fraud, Bribery and Corruption Policy, if an investigation identifies evidence that fraud, corruption or bribery has taken place, the Authority will refer the matter to the Police for further investigation. The Authority will co-operate fully with any Police investigation.

29. Action will also be pursued under the Disciplinary Policy. In conjunction with the Head of Human Resources ~~Manager~~, the Section 151 Officer and Head of Finance~~Director of Finance & Resources~~ will decide whether disciplinary action can be pursued separately from any criminal investigation, or whether the two investigations must be concluded together. Any interview, hearing and appeal pursued under the disciplinary route will be carried out in accordance with the Authority's Disciplinary Policy.

30. In the event that the investigation identifies no evidence of fraud, corruption or bribery, but evidence of misconduct, the matter will be pursued in accordance with the Authority's Disciplinary Policy.

31. Where the investigation identifies any evidence of a failure of supervision contributing to the commission of the fraud, this will be pursued under the Authority's Disciplinary Policy.

32. Should the investigation conclude that there is no evidence of fraud, corruption, bribery or misconduct, the subject will be reinstated (if previously suspended) and the case will be closed. The Deputy Chief Executive~~Director of Finance & Resources~~ and the Head of Human Resources ~~Manager~~ will decide how any reinstatement will be communicated in consultation with the subject and, where requested, his/her trade union representative.

33. Lessons learned in relation to system weaknesses will be discussed with operational managers, taking into account any recommendations included in the investigators' report. Where necessary, management will be responsible for the implementation of improvements in controls.

34. The Authority will seek full recovery of any losses sustained as a result of fraud, corruption or bribery. A variety of approaches will be followed, depending on the exact circumstances, but could include:

- s~~S~~alary deduction;
- a~~A~~greement to repay on dismissal;
- a~~A~~ compensation order as part of any prosecution; or
- a~~A~~ civil lawsuit (where the likely recoveries outweigh the potential costs involved).

35. To the extent that the Section 151 Officer, Head of Finance~~Director of Finance & Resources~~, Internal Audit, ~~and the~~ Chief Executive and Deputy Chief Executive consider it appropriate to do so, lessons learned from investigations will be communicated to the Authority's managers and team leaders to assist them in fulfilling their responsibilities for managing fraud, corruption and bribery risk. Also, to the extent considered appropriate, the Authority will communicate the outcome of investigations to act as a deterrent against similar frauds, corruption or bribery in future. However, the requirements of the Disciplinary Policy, in terms of confidentiality, must not be breached and any communications should be drafted to seek to avoid damage to the subject's reputation.

Support Arrangements

36. The Head of Finance~~Director of Finance & Resources~~ will receive initial and update training in fraud, corruption and bribery issues to enable the discharge of duties as described in the sections above.

37. ~~The Director of Finance & Resources will establish and maintain point of contacts with the local Police and the Authority's internal auditors, either of whom can be called upon for advice and to refer any suspected fraud, corruption or bribery that might arise.~~