

# Form AR27

## Trade Union and Labour Relations (Consolidation) Act 1992

### Annual Return for an Employers' Association

|  |  |                          |    |                                     |                          |
|--|--|--------------------------|----|-------------------------------------|--------------------------|
| Name of Employers' Association:                                      | East of England Local Government Association |                          |    |                                     |                          |
| Year ended:  | 31st March 2024                              |                          |    |                                     |                          |
| List No:   | 256E   |                          |    |                                     |                          |
| Head or Main Office:   | West Suffolk House                           |                          |    |                                     |                          |
|  | Western Way                                  |                          |    |                                     |                          |
|  | Bury St Edmunds                              |                          |    |                                     |                          |
|  | Suffolk                                      |                          |    |                                     |                          |
|  |  |                          |    |                                     |                          |
| Postcode   | IP33 3YU                                     |                          |    |                                     |                          |
| Website address (if available)                                       | www.eelga.gov.uk                             |                          |    |                                     |                          |
| Has the address changed during the year to which the return relates? | Yes  | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | ('X' in appropriate box) |
| General Secretary:   | Cairistine Foster-Cannan                     |                          |    |                                     |                          |
| Contact name for queries regarding the completion of this return:    | Sebastian Reeves                             |                          |    |                                     |                          |
| Telephone Number:  | 01284758310                                  |                          |    |                                     |                          |
| E-mail:  | sebastian.reeves@eelga.gov.uk                |                          |    |                                     |                          |

**Please follow the guidance notes in the completion of this return**

Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 0330 1093602

You should send the annual return to the following address stating the name of the union in subject:

[returns@certoffice.org](mailto:returns@certoffice.org)

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## Return of Members

(see note 9)

| Number of members at the end of the year |                  |                |   |        |
|--|------------------|----------------|---|--------|
| Great Britain                            | Northern Ireland | Irish Republic | Elsewhere Abroad<br>(Including Channel Islands) | Totals |
| 50                                       |                  |                |   | 50     |

## Change of Officers

**Please complete the following to record any changes of officers during the twelve months covered by this return.**

| Position held                           | Name of Officer ceasing to hold office | Name of Officer appointed | Date of Change                      |
|---|--|---------------------------|-------------------------------------|
| Equity and Equality Admin Officer       | Amanda Morley                          |                           | Start 07/06/2023<br>Left 31/01/2024 |
| Chief Executive                         | Cheryl Davenport                       | Cairistine Foster-Cannan  | Left 29/09/2023<br>Start 26/02/2024 |
| Communications and Project Officer UKIC | Divine Bless                           |                           | Left 10-Sep-23                      |
| Head of BD, Marketing and Comms         | Joe Winter                             |                           | Left 16/01/2024                     |
| Director                                | Michelle Kirk                          |                           | Left 31/05/2023                     |
| Business Manager                        | Natalie Allerton                       |                           | Start 31/07/2023<br>Left 23/02/2024 |
| HR Advisor (Transformation)             | Carly Barker on maternity leave        | Anne Kindleysides         | 01 June 2023                        |
| Commercial Manager                      | David Fieldhouse                       |                           | 30/01/2024<br>Start 13/04/2023      |
| Office Administrator                    | Ravneet Kaur                           | Ravneet Kaur              | Left 31/03/2024                     |

# Officers in post

(see note 10)

Please complete list of all officers in post at the end of the year to which this form relates.

| Name of Officer          | Position held  |
|--------------------------|--|
| Adam Thorp               | Head of Policy and Programmes                          |
| Alison Thompson          | Head of Employer Services                              |
| Anne Kindleysides        | HR Advisor (Transformation) maternity cover            |
| Annie Hunter             | Regional Hong Kong Hub Coordinator                     |
| Cairistine Foster-Cannan | Chief Executive  |
| Carly Barker             | HR Advisor (Transformation) maternity leave            |
| Emma Moore/Grant         | Senior HR Consultant                                   |
| Ferzana Kusair           | High Skills Employment Advisor & Employer Liaison      |
| Gill Searl               | Project Manager EON                                    |
| Helen Hancock            | Senior Policy Officer UASC                             |
| Hilary Jarret-Firat      | HR Advisor   |
| Humeira Yaqub            | Senior Policy Officer Resettlement                     |
| Jayne Cole               | Events Manager   |
| Julie Cooke              | Senior HR Consultant (Commercial)                      |
| Julie Taylor-Poole       | Talent Bank & Events Administrator                     |
| Justin Leung             | Regional Hong Kong Hub Engagement Officer              |
| Karen Lowes              | Finance Officer  |
| Kate O'Driscoll          | Policy & Programme Manager                             |
| Katie Chiu               | Project Administrator EON                              |
| Latif Shariat            | Talent Bank & HR Administrator                         |
| Louise Gooch             | Programme Manager                                      |
| Lucy Ashwell             | Head of Corporate Business Management                  |
| Malgorzata Strona        | Senior Manager   |
| Marta Ruiz               | Finance Administrator                                  |
| Matt Stewart             | Policy & Programme Manager                             |
| Peter Broomfield         | Training & Compliance Manager AMIF/ Policy Officer SMP |
| Rachel Heathcock         | Project Manager Equity & Equality Project              |
| Ravneet Kaur             | Office Administrator                                   |
| Sarah Golding            | Executive Assistant                                    |
| Sebastian Reeves         | Finance Manager  |
| Yasser Rezvani           | Regional ESOL Coordinator                              |
|                          |  |

## Revenue Account / General Fund

(see notes 11 to 16)

| Previous Year |                         |                                     | £         | £                |
|---------------|-------------------------|-------------------------------------|-----------|------------------|
|               | <b>Income</b>           |                                     |           |                  |
| 729,092       | From Members            | Subscriptions, levies, etc          | 766,888   | 766,888          |
| 3,842         | Investment income       | Interest and dividends (gross)      |           |                  |
|               |                         | Bank interest (gross)               | 20,007    | 20,007           |
|               |                         | Other (specify)                     |           |                  |
|               |                         |                                     |           |                  |
|               |                         | Total Investment Income             | 20,007    | 20,007           |
|               | Other Income            | Rents received                      |           |                  |
|               |                         | Insurance commission                |           |                  |
| 1,260,250     |                         | Consultancy fees                    | 1,449,300 | 1,449,300        |
|               |                         | Publications/Seminars               |           |                  |
|               |                         | Miscellaneous receipts (specify)    |           |                  |
| 1,858,832     |                         | Grants and special reports          | 2,313,803 | 2,313,803        |
| 61,306        |                         | Other income                        | 74,741    | 74,741           |
| 113,403       |                         | Hosting fees                        | 93,632    | 93,632           |
| 100,000       |                         | Pension deficit charge              | 100,000   | 100,000          |
|               |                         | Total of other income               |           | 4,031,476        |
|               |                         | <b>Total income</b>                 |           | <b>4,818,371</b> |
|               |                         | <b>Interfund Transfers IN</b>       |           |                  |
|               | <b>Expenditure</b>      |                                     |           |                  |
| 1,685,051     | Administrative expenses | Remuneration and expenses of staff  | 1,506,656 | 1,506,656        |
| 62,748        |                         | Occupancy costs                     | 106,255   | 106,255          |
| 973           |                         | Printing, Stationery, Post          | 598       | 598              |
| 4,737         |                         | Telephones                          | 5,731     | 5,731            |
| 63,570        |                         | Legal and Professional fees         | 7,500     | 7,500            |
|               |                         | Miscellaneous (specify)             |           |                  |
| 8,018         |                         | Office publication                  | 4,581     | 4,581            |
| 37,501        |                         | IT costs                            | 45,463    | 45,463           |
| 16,761        |                         | Insurance                           | 18,281    | 18,281           |
| 307,273       |                         | Misc expenses                       | 1,491     | 1,491            |
| 100,000       |                         | Pension deficit payments            | 100,000   | 100,000          |
|               |                         | Total of Admin expenses             |           | 1,796,556        |
| 290           | Other Charges           | Bank charges                        | 289       | 289              |
|               |                         | Depreciation                        |           |                  |
|               |                         | Sums written off                    |           |                  |
|               |                         | Affiliation fees                    |           |                  |
|               |                         | Donations                           |           |                  |
| 37,283        |                         | Conference and meeting fees         | 31,724    | 31,724           |
|               |                         | Expenses                            |           |                  |
|               |                         | Miscellaneous (specify)             |           |                  |
| 1,833,687     |                         | Training and consultancy            | 1,385,507 | 1,385,507        |
| 503,984       |                         | Project costs                       | 1,554,199 | 1,554,199        |
|               |                         | Other finance costs                 | 8,000     | 8,000            |
| -5,410,000    |                         | Pension scheme losses/(gains)       | 44,000    | 44,000           |
|               |                         | Total of other charges              |           | 3,023,719        |
|               |                         | Taxation                            |           |                  |
|               |                         | <b>Total expenditure</b>            |           | <b>4,820,275</b> |
|               |                         | <b>Interfund Transfers OUT</b>      |           |                  |
| 4,874,849     |                         | Surplus/Deficit for year            |           | -1,904           |
| -2,567,893    |                         | Amount of fund at beginning of year |           | 2,306,956        |
| 2,306,956     |                         | Amount of fund at end of year       |           | 2,305,052        |

**Accounts other than Revenue Account/General Fund**  
(see notes 17 to 18)

| Account 2          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other Income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    | <b>Total Income</b>            |  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    | <b>Total Expenditure</b>       |  |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |

| Account 3          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    | <b>Total Income</b>            |  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    | <b>Total Expenditure</b>       |  |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |

**Accounts other than Revenue Account/General Fund**

(see notes 17 to 18)

| Account 4          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Income</b>                                  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Expenditure</b>                             |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |

| Account 5          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Income</b>                                  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Expenditure</b>                             |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |

**Accounts other than Revenue Account/General Fund**

(see notes 17 to 18)

| Account 6          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Income</b>                                  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Expenditure</b>                             |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |

| Account 7          |                                | Fund Account   |   |
|--------------------|--------------------------------|--|---|
| Name of account:   |                                | £  | £ |
| <b>Income</b>      | From members                   |  |   |
|                    | Investment income              |  |   |
|                    | Other income (specify)         |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Income</b>                                  |   |
|                    | <b>Interfund Transfers IN</b>  |  |   |
| <b>Expenditure</b> | Administrative expenses        |  |   |
|                    | Other expenditure (specify)    |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                | <b>Total Expenditure</b>                             |   |
|                    | <b>Interfund Transfers OUT</b> |  |   |
|                    |                                | Surplus (Deficit) for the year                       |   |
|                    |                                | Amount of fund at beginning of year                  |   |
|                    |                                | Amount of fund at the end of year (as Balance Sheet) |   |



**Balance Sheet as at [ 31st March 2024 ]**

(see notes 19 and 20)

| Previous Year |  | £         | £         |
|---------------|--|-----------|-----------|
|               | <b>Fixed Assets</b> (as at Page 8)             |           |           |
|               | <b>Investments</b> (as per analysis on page 9) |           |           |
|               | Quoted (Market value £ ) as at Page 9          |           |           |
|               | Unquoted (Market value £ ) as at Page 9        |           |           |
|               | <b>Total Investments</b>                       |           |           |
|               | <b>Other Assets</b>                            |           |           |
| 383,600       | Sundry debtors                                 | 386,242   | 386,242   |
| 2,886,582     | Cash at bank and in hand                       | 3,029,670 | 3,029,670 |
|               | Stocks of goods                                |           |           |
|               | Others (specify)                               |           |           |
|               | <b>Total of other assets</b>                   | 3,415,912 | 3,415,912 |
|               | <b>Total Assets</b>                            |           | 3,415,912 |
|               |  |           |           |
| 2,306,956     | Revenue Account/ General Fund                  | 2,305,052 |           |
|               | Revaluation Reserve                            |           |           |
|               |  |           |           |
|               | <b>Liabilities</b>                             |           |           |
| 18,092        | Loans  | 10,643    |           |
| 63,708        | Tax payable                                    | 65,552    |           |
| 117,415       | Sundry creditors                               | 161,604   |           |
| 764,011       | Accrued expenses                               | 873,061   |           |
|               | Pension scheme liabilities                     |           |           |
|               | <b>Total Liabilities</b>                       |           | 1,110,860 |
|               | <b>Total Assets</b>                            |           | 3,415,912 |

## Fixed Assets account

(see note 21)

|  | Land<br>and Buildings | Fixtures<br>& Fittings | Motor Vehicles<br>& Equipment | Total<br>£ |
|--|-----------------------|------------------------|-------------------------------|------------|
| <b>Cost or Valuation</b>                 |                       |                        |                               |            |
| At start of period                       |                       | 14,324                 |                               | 14,324     |
| Additions during period                  |                       |                        |                               |            |
| Less: Disposals                          |                       |                        |                               |            |
| Less: Depreciation                       |                       | -14,324                |                               | -14,324    |
| Total to end of period                   |                       |                        |                               |            |
| <b>Book Amount</b> at end of period      |                       |                        |                               |            |
| Freehold                                 |                       |                        |                               |            |
| Leasehold (50 or more years unexpired)   |                       |                        |                               |            |
| Leasehold (less than 50 years unexpired) |                       |                        |                               |            |
| <b>Total of Fixed Assets</b>             |                       |                        |                               |            |

# Analysis of Investments

(see note 22)

| Quoted   |   | Other Funds |
|----------|---|-------------|
|          |   |             |
|          | British Government & British Government Guaranteed Securities |             |
|          |   |             |
|          | British Municipal and County Securities                       |             |
|          |   |             |
|          | Other quoted securities (to be specified)                     |             |
|          |   |             |
|          | Total Quoted (as Balance Sheet)                               |             |
|          | Market Value of Quoted Investments                            |             |
|          |   |             |
| Unquoted | British Government Securities                                 |             |
|          |   |             |
|          | British Municipal and County Securities                       |             |
|          |   |             |
|          | Mortgages   |             |
|          |   |             |
|          | Other unquoted investments (to be specified)                  |             |
|          |   |             |
|          | Total Unquoted (as Balance Sheet)                             |             |
|          | Market Value of Unquoted Investments                          |             |

\* Market value of investments to be stated where these are different from the figures quoted in the balance sheet

## Analysis of investment income (Controlling interests)

(see note 23)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?

Yes

No

If Yes name the relevant companies:

Company name

Company registration number (if not registered in England & Wales, state where registered)

### Incorporated Employers' Associations

Are the shares which are controlled by the association registered in the association's name

Yes

No

If NO, please state the names of the persons in whom the shares controlled by the association are registered.

Company name

Names of shareholders

### Unincorporated Employers' Associations

Are the shares which are controlled by the association registered in the names of the association's trustees?

Yes

No

If NO, state the names of the persons in whom the shares controlled by the association are registered.

Company name

Names of shareholders

# Summary Sheet

(see notes 24 to 33)

|  | All Funds | Total Funds |
|--|-----------|-------------|
|  |           | £           |
| <b>Income</b>  |           |             |
| From Members   | 766,888   | 766,888     |
| From Investments   | 20,007    | 20,007      |
| Other Income (including increases by revaluation of assets)          | 4,031,476 | 4,031,476   |
| <b>Total Income</b>  | 4,818,371 | 4,818,371   |
| <b>Expenditure</b><br>(including decreases by revaluation of assets) |           |             |
| <b>Total Expenditure</b>   | 4,820,275 | 4,820,275   |
| <b>Funds at beginning of year</b><br>(including reserves)            | 2,306,956 | 2,306,956   |
| <b>Funds at end of year</b><br>(including reserves)                  | 2,305,052 | 2,305,052   |
| <b>ASSETS</b>  |           |             |
| Fixed Assets   |           |             |
| Investment Assets  |           |             |
| Other Assets   |           | 3,415,912   |
| <b>Total Assets</b>  |           | 3,415,912   |
| <b>Liabilities</b>   |           |             |
| <b>Total Liabilities</b>   |           | 1,110,860   |
| <b>Net Assets (Total Assets less Total Liabilities)</b>              |           | 2,305,052   |

# Summary Sheet

(see notes 24 to 33)

|  |                          | All Funds | Total Funds |
|--|--------------------------|-----------|-------------|
|  |                          | £         | £           |
| <b>Income</b>  |                          |           |             |
| From Members   |                          |           |             |
| From Investments   |                          |           |             |
| Other Income (including increases by revaluation of assets)          |                          |           |             |
|  | <b>Total Income</b>      |           |             |
| <b>Expenditure</b><br>(including decreases by revaluation of assets) |                          |           |             |
|  | <b>Total Expenditure</b> |           |             |
| <b>Funds at beginning of year</b><br>(including reserves)            |                          |           |             |
| <b>Funds at end of year</b><br>(including reserves)                  |                          |           |             |
| <b>ASSETS</b>  |                          |           |             |
|  | Fixed Assets             |           |             |
|  | Investment Assets        |           |             |
|  | Other Assets             |           |             |
|  | <b>Total Assets</b>      |           |             |
| <b>Liabilities</b>   |                          |           |             |
|  | <b>Total Liabilities</b> |           |             |
| <b>Net Assets (Total Assets less Total Liabilities)</b>              |                          |           |             |

# Notes to the accounts

(see note 34)

All notes to the accounts must be entered on or attached to this part of the return.

See attached accounts.

# Accounting policies

(see notes 35 & 36)

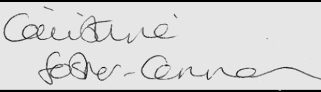

See attached documents

## Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

Please copy and paste your electronic signature here

|                           |  |                          |  |
|---------------------------|--|--------------------------|--|
| Secretary's<br>Signature: |  | Chairman's<br>Signature: |  |
|                           |  |                          | (or other official whose position should be stated)                                  |
| Name:                     | Cairistine Foster-Cannan   | Name:                    | Graham Butland - Chair   |
| Date:                     | 11 September 2024  | Date:                    | 11 September 2024  |

## Checklist

(see note 39)

(please enter 'X' as appropriate)

|   |     |          |    |  |
|---|-----|----------|----|--|
| Is the return of officers attached? (see Page 2)                    | Yes | <b>X</b> | No |  |
| Has the list of officers been completed? (see Page 2A)              | Yes | <b>X</b> | No |  |
| Has the return been signed? (see Note 37)                           | Yes | <b>X</b> | No |  |
| Has the auditor's report been completed?<br>(see Note 41)           | Yes | <b>X</b> | No |  |
| Is the rule book enclosed? (see Note 39)                            | Yes | <b>X</b> | No |  |
| Has the summary sheet been completed?<br>(see Notes 6 and 24 to 33) | Yes | <b>X</b> | No |  |



## Checklist for auditor's report

(see notes 41 to 44)

**The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.**

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate? (See section 36(1) and (2) of the 1992 Act and notes 43 and 44)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.

(See section 36(4) of the 1992 Act set out in note 43)

Please explain in your report overleaf or attached.

3. Your auditors or auditor must include in their report the following wording:

**In our opinion the financial statements:**

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

## Auditor's report (continued)

See attached accounts

Signature(s) of auditor or auditors:

Whitings LLP

Name(s):

Whitings LLP

Profession(s) or Calling(s):

Statutory Auditor

Address(es)

Greenwood House  
Skyliner Way  
Bury St Edmunds  
Suffolk  
IP32 7GY

Date:

11 September 2024

Contact name for enquiries and telephone number:

Jaimie King  
01284 752313

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**FINANCIAL STATEMENTS**

**Year Ended 31<sup>st</sup> March 2024**

# EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

## ASSOCIATION INFORMATION

### **Management Committee**

#### Voting Members:

Cllr M Hicks (Chairman) (Con)  
Cllr S Robinson (Vice Chair) (Lib)  
Cllr G Butland (Chair of IGP) (Con)  
Cllr A Mellen (Green)  
Cllr R Siddall (Ind)  
Cllr M Stonard (Lab)  
Cllr J Taylor (Chair of IOPC) (Lib)

#### Non-Voting Members:

Mr C Waterman (LGEP)  
Mr D Gascoyne (Lead Chief Executive)

#### Officers:

Cairistine Foster-Cannan (Chief Executive)

### **Principal Office**

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

### **Auditors**

Whitings LLP  
Greenwood House  
Skyliner Way  
Bury St Edmunds  
Suffolk  
IP32 7GY

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**STATEMENT OF MANAGEMENT COMMITTEE RESPONSIBILITIES**  
**For the Year Ended 31<sup>st</sup> March 2024**

The Management Committee are required to prepare financial statements in accordance with applicable law and regulations for each financial year which give a true and fair view of the state of the affairs of the Association and of the surplus or deficit for that year. In preparing those financial statements, the Management Committee are required to:

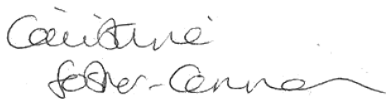
- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Management Committee are also responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy, at any time, the financial position of the Association and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Management Committee are aware:

- There is no relevant information of which the Association's auditor is unaware; and
- The Management Committee have taken all steps they ought to have taken to make themselves aware of any audit information and to ensure that the Association's auditors are aware of that information.

Signed on behalf of the Management Committee.



.....  
C Foster-Cannan

Date: 28 June 2024

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**  
**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**  
**For the Year Ended 31<sup>st</sup> March 2024**

**Opinion on Financial Statements**

We have audited the financial statements of the East of England Local Government Association for the year ended 31 March 2024 which comprise the Revenue Statements, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 March 2024 and of its result for the year then ended;
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

**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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

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

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

Our responsibilities and the responsibilities of the Management Committee with respect to going concern are described in the relevant sections of this report.

**Matters on Which we are Required to Report by Exception**

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 require us to report to you if, in our opinion:

- the association has not kept proper accounting records; or
- the financial statements are not in agreement with the accounting records or returns; or
- we have not received all the information and explanations we need for our audit.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**  
**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION (continued)**  
**For the Year Ended 31<sup>st</sup> March 2024**

**Respective Responsibilities of the Management Committee**

As explained more fully in the Statement of Management Committee Responsibilities, set out on page 1, the Management Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Management Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Management Committee are responsible for assessing the Association'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 Management Committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

**Auditors' 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 Auditors' 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 the ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- Performing audit work over the risk of management override of controls, including reviewing of journal entries and other adjustments for appropriateness, and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**  
**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION (continued)**  
**For the Year Ended 31<sup>st</sup> March 2024**

**Use of our report**

This report is made solely to the Association's members, as a body, in accordance with Section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 28 June 2024

*Whitings LLP.*  
.....  
WHITINGS LLP  
Chartered Accountants and Statutory Auditor  
Greenwood House  
Greenwood Court  
Skyliner Way  
Bury St Edmunds  
Suffolk  
IP32 7GY



**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**BALANCE SHEET**  
**At 31<sup>st</sup> March 2024**

|  | Note | 2024<br>£          | £                       | 2023<br>£        | £                       |
|--|------|--------------------|-------------------------|------------------|-------------------------|
| <b>Fixed Assets</b>  |      |                    |                         |                  |                         |
| Tangible Assets  | 4    |                    | -                       |                  | -                       |
| <b>Current Assets</b>  |      |                    |                         |                  |                         |
| Debtors  | 5    | 386,242            |                         | 383,600          |                         |
| Cash at Bank and in Hand   |      | <u>3,029,670</u>   |                         | <u>2,886,582</u> |                         |
|  |      | <u>3,415,912</u>   |                         | <u>3,270,182</u> |                         |
| <b>Creditors: Amounts Falling due<br/>Within One Year</b>            | 6    | <u>(1,110,860)</u> |                         | <u>(963,226)</u> |                         |
| <b>Net Current Assets</b>  |      |                    | 2,305,052               |                  | 2,306,956               |
| <b>Total Assets Less Current Liabilities</b>                         |      |                    | <u>2,305,052</u>        |                  | <u>2,306,956</u>        |
| <b>Net Assets Excluding<br/>Pension Scheme Assets/(Liabilities)</b>  |      |                    | <u>2,305,052</u>        |                  | <u>2,306,956</u>        |
| Defined Benefit Pension Scheme<br>Asset/(Liability)                  | 8    |                    | -                       |                  | -                       |
| <b>Net Deficit Including<br/>Pension Scheme Assets/(Liabilities)</b> |      |                    | <u><u>2,305,052</u></u> |                  | <u><u>2,306,956</u></u> |
| <b>Representing:</b>   |      |                    |                         |                  |                         |
| <b>Members Funds - Surplus/(Deficit)</b>                             | 7    |                    | <u><u>2,305,052</u></u> |                  | <u><u>2,306,956</u></u> |

The financial statements were approved by the Management Committee and signed on its behalf:

*C Foster-Cannan*  
*C Foster-Cannan*

.....  
C Foster-Cannan

Date: 28 June 2024

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**LOCAL GOVERNMENT ASSOCIATION REVENUE ACCOUNT**

**For the Year Ended 31<sup>st</sup> March 2024**

|   | 2024      | 2023      |
|---|-----------|-----------|
|   | £         | £         |
| Note  |           |           |
| <b>Income</b>   |           |           |
| Local Authority Subscriptions                                     | 766,888   | 729,092   |
| Commercial Services   | 53,807    | 108,413   |
| Talent Bank   | 1,276,933 | 1,074,987 |
| Support Services  | 17,836    | 5,150     |
| Interest  | 20,007    | 3,842     |
| Staff Income  | 56,905    | 51,684    |
| Hosting Fees  | 93,632    | 113,403   |
| Net Zero Regions Pilot  | -         | 18,334    |
| Climate Agenda  | 63,231    | 16,538    |
| Pension Liability Contribution                                    | 100,000   | 100,000   |
| Cultural Awareness Hub  | 118,560   | 76,850    |
|   | <hr/>     | <hr/>     |
|   | 2,567,799 | 2,298,293 |
| <b>Expenditure</b>  |           |           |
| Accommodation Costs   | 125,094   | 117,177   |
| Staff Costs   | 1,005,635 | 1,183,076 |
| Pension Liability Charge  | 100,000   | 100,000   |
| Regional Operations   | 4,581     | 8,018     |
| Commercial Services   | 41,580    | 50,455    |
| Talent Bank   | 994,822   | 808,932   |
| Support Services  | 68,880    | 36,081    |
| Other Finance Costs - Pension Scheme                              | (5,765)   | 107,916   |
| Net Zero Regions Pilot  | -         | 18,334    |
| Climate Agenda  | 63,231    | 16,538    |
| Brexit and Covid Recovery fund                                    | 50,000    | 50,000    |
| Cultural Awareness Hub  | 77,566    | 76,850    |
|   | <hr/>     | <hr/>     |
|   | 2,525,624 | 2,573,377 |
| <b>Surplus / (deficit) for year before funds held as nominee</b>  | <hr/>     | <hr/>     |
|   | 42,175    | (275,084) |
| <b>Funds held as nominee</b>                                      |           |           |
| Transport East - Income   | -         | 1,718     |
| Transport East - Expenditure                                      | -         | (180,660) |
| Innovation Corridor - Income                                      | 167,295   | 163,984   |
| Innovation Corridor - Expenditure                                 | (167,295) | (163,984) |
|   | <hr/>     | <hr/>     |
| <b>Surplus/(deficit) for year including funds held as nominee</b> | 42,175    | (454,026) |
| Actuarial gains/(losses) on pension plan                          | 8         | (44,000)  |
|   | <hr/>     | <hr/>     |
| <b>Total comprehensive (deficit)/surplus for year</b>             | (1,825)   | 4,955,974 |

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**HOSTED PROJECTS REVENUE ACCOUNT**  
**For the Year Ended 31<sup>st</sup> March 2024**

|   | 2024               | 2023                   |
|---|--------------------|------------------------|
|   | £                  | £                      |
| <b>Income</b>                                 |                    |                        |
| Home Office Enabling Grant                    | 168,009            | 184,778                |
| Home Office ESOL Grant                        | 102,753            | 14,879                 |
| Home Office Syrian Resettlement Programme     | 166,925            | 39,765                 |
| Home Office UASC Grant                        | -                  | 54,727                 |
| EU funded project                             | 1,207,499          | 1,205,458              |
| The Bell Foundation                           | 26,056             | 13,293                 |
| Hong Kong HUB                                 | 400,371            | 250,226                |
| Afghan Resettlement                           | 9,737              | 59,116                 |
| International Recruitment                     | 139,481            | -                      |
| Anglia Ruskin                                 | 28,950             | -                      |
| Other Income                                  | 791                | 4,472                  |
|   | <u>2,250,572</u>   | <u>1,826,714</u>       |
| <b>Expenditure</b>                            |                    |                        |
| Staff Costs                                   | 634,949            | 562,605                |
| ESOL Project Costs                            | 84,735             | 3,906                  |
| Travel and Subsistence                        | 5,462              | 940                    |
| Other Finance Costs - Pension Scheme          | (2,235)            | 32,084                 |
| Miscellaneous Expenses                        | 93,563             | 279,259                |
| Hong Kong HUB - professional fees             | 270,818            | -                      |
| International Recruitment - professional fees | 109,139            | -                      |
| EU funded project professional fees           | 1,038,938          | 1,008,786              |
| EU funded project office recharge             | 15,282             | 20,259                 |
|   | <u>2,250,651</u>   | <u>1,907,839</u>       |
| <b>(Deficit) for the year</b>                 | <u><u>(79)</u></u> | <u><u>(81,125)</u></u> |

# EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2024

### **1. General Information**

The East of England LGA is a politically-led, cross party organisation which works on behalf of the 50 local councils in the East of England to harness their collective strength to shape and serve their communities and localities.

### **2. Accounting Policies**

#### **a. Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the applicable UK accounting standards.

#### **b. Going Concern**

The financial statements have been prepared on the going concern basis which assumes that the Association will continue to operate for the foreseeable future. Under the Constitution each member undertakes jointly to underwrite the liabilities of the Association.

#### **c. Tangible Fixed Assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is calculated to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

|                  |   |                                   |
|------------------|---|-----------------------------------|
| Office Equipment | - | 3 to 4 years straight line method |
|------------------|---|-----------------------------------|

#### **d. Pension**

The Association contributes to the Cambridgeshire County Council Pension Fund, which is a Defined Benefit Scheme. Employer contributions are charged to the Revenue accounts so as to spread the costs over the employees' working lives.

The cost of the defined benefit pension plan is determined using an actuarial valuation. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. The mortality rate is based on publicly available mortality tables. Future salary increases and pension increases are based on expected future inflation rates. Further details are given in note 8.

#### **e. Income**

Subscription income is recognised in the year to which the subscriptions relate. Income from training, consultancy and conferences is recognised in the period the service is provided.

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31<sup>st</sup> March 2024**

**f. Grant Income**

Grants of a revenue nature are credited to income in the period to which they relate. Where not all of the conditions attaching to grants have been fulfilled at the Balance Sheet date, income is deferred. Contributions towards capital expenditure are deducted from the cost of the assets to which they relate.

**g. Financial Instruments**

The Association only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Revenue Account.

Financial assets cease to be recognised only when the contractual rights to the cash flows expire, or when substantially all the risks and rewards of ownership are transferred to another entity.

Financial liabilities cease to be recognised when and only when the Association's obligations are discharged, cancelled or they expire.

**h. Operating Leases**

Rentals paid under operating leases are charged to the Revenue Account on a straight line basis over the lease term.

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31<sup>st</sup> March 2024**

**3. Employees**

The average monthly number of persons employed by the Association during the year was:

| <b>2024<br/>Number</b> | <b>2023<br/>Number</b> |
|------------------------|------------------------|
| 34                     | 31                     |

**4. Fixed Assets**

Fixed assets comprised office equipment which was fully depreciated in the 2016/17 accounts, and as such is not shown in the balance sheet or this note.

**5. Debtors**

| <b>Amounts falling due within one year:</b> | <b>2024</b>    | <b>2023</b>    |
|---|----------------|----------------|
|   | <b>£</b>       | <b>£</b>       |
| Trade Debtors                               | 372,592        | 375,513        |
| Prepayments and Accrued Income              | 13,650         | 8,087          |
|   | <b>386,242</b> | <b>383,600</b> |

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31<sup>st</sup> March 2024**

**6. Creditors: Amounts falling due within one year**

|                                    | <b>2024</b>             | <b>2023</b>           |
|------------------------------------|-------------------------|-----------------------|
|                                    | <b>£</b>                | <b>£</b>              |
| Loans                              | 10,643                  | 18,092                |
| Trade Creditors                    | 136,545                 | 94,336                |
| Other Taxation and Social Security | 65,552                  | 63,708                |
| Other Creditors                    | 25,059                  | 23,079                |
| Accruals and Deferred Income       | 873,061                 | 764,011               |
|                                    | <b><u>1,110,860</u></b> | <b><u>963,226</u></b> |

Loans were provided by the members of the Association and are being repaid following the sale of land and buildings.

**7. Members' Funds**

|                                | <b>Balance at<br/>1 April<br/>2023<br/>£</b> | <b>Surplus /<br/>(deficit)<br/>£</b> | <b>Gains /<br/>(Losses)<br/>£</b> | <b>Balance at<br/>31 March<br/>2024<br/>£</b> |
|--------------------------------|--|--------------------------------------|-----------------------------------|---|
| Local Government Association   | 2,270,651                                    | (1,904)                              | -                                 | 2,268,747                                     |
| Defined Benefit Pension Scheme | -  | 44,000                               | (44,000)                          | -   |
|                                | <u>2,270,651</u>                             | <u>42,096</u>                        | <u>(44,000)</u>                   | <u>2,268,747</u>                              |
| Hosted Projects                | 36,305                                       | -                                    | -                                 | 36,305  |
|                                | <b><u>2,306,956</u></b>                      | <b><u>42,096</u></b>                 | <b><u>(44,000)</u></b>            | <b><u>2,305,052</u></b>                       |

**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**

**For the Year Ended 31<sup>st</sup> March 2024**

**8. Pension Scheme**

**Defined benefit scheme**

The Association participates in the Local Government Pension Scheme, a funded defined benefit pension scheme, administered by Cambridgeshire County Council.

A comprehensive actuarial valuation of the Association pension scheme, using the projected unit credit method, was carried out at 31 March 2024 by Hymans Robertson LLP, independent consulting actuaries.

Adjustments to the valuation at that date have been made based on the following assumptions:

|  | <b>2024</b> | <b>2023</b> |
|--|-------------|-------------|
| Expected rate of salary increases                | 3.30%       | 3.50%       |
| Expected rate of increase of pensions in payment | 2.80%       | 3.00%       |
| Discount rate                                    | 4.80%       | 4.75%       |

The mortality assumptions used were as follows:

|  | <b>2024</b>  | <b>2023</b>  |
|--|--------------|--------------|
|  | <b>Years</b> | <b>Years</b> |
| Longevity at age 65 for current pensioners |              |              |
| - Men                                      | 23.2         | 23.4         |
| - Women                                    | 25.1         | 25.3         |
| Longevity at age 65 for future pensioners  |              |              |
| - Men                                      | 23.6         | 23.8         |
| - Women                                    | 26.0         | 26.2         |

**Reconciliation of the scheme assets and liabilities**

|   | <b>Assets</b>     | <b>Liabilities</b>  | <b>Total</b> |
|---|-------------------|---------------------|--------------|
|   | <b>£</b>          | <b>£</b>            | <b>£</b>     |
| At 1 April 2023                                   | 16,625,000        | (16,625,000)        | -            |
| Current Service Cost                              | -                 | (262,000)           | (262,000)    |
| Interest Income / (Expense)                       | 792,000           | (784,000)           | 8,000        |
| Employee Contributions                            | 83,000            | (83,000)            | -            |
| Benefits Paid                                     | (585,000)         | 585,000             | -            |
| Employer Contributions                            | 298,000           | -                   | 298,000      |
| Remeasurement gains / (losses)                    |                   |                     |              |
| - Actuarial gains / (losses)                      | -                 | 239,000             | 239,000      |
| - Return on plan assets excluding interest income | 1,068,000         | -                   | 1,068,000    |
| - Surplus not recognised                          | (1,351,000)       | -                   | (1,351,000)  |
| <b>At 31 March 2024</b>                           | <b>16,930,000</b> | <b>(16,930,000)</b> | <b>-</b>     |



**EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**

**For the Year Ended 31<sup>st</sup> March 2024**

**8. Pension Scheme** (continued)

The fair value of scheme assets above has been reduced by the surplus of £1,490,000 (2022 - £139,000) which has not been recognised on the basis that the members cannot be reasonably certain that future economic benefits in the form of reduced contributions or a scheme refund will result.

Total cost recognised as an expense:

|   | <b>2024</b>    | <b>2023</b>    |
|---|----------------|----------------|
|   | <b>£</b>       | <b>£</b>       |
| Current service cost                        | 262,000        | 493,000        |
| Net Interest (income)/expense               | (8,000)        | 140,000        |
| <b>Total cost recognised as an expense:</b> | <b>254,000</b> | <b>633,000</b> |

The major categories of scheme assets as a percentage of total scheme Assets were as follows:

|                    | <b>2024</b> | <b>2023</b> |
|--------------------|-------------|-------------|
| Equity Instruments | 60%         | 68%         |
| Bonds              | 23%         | 14%         |
| Property           | 15%         | 15%         |
| Cash               | 2%          | 3%          |

The plan assets do not include any of the Association's financial instruments nor is any property occupied by any Association entity.

The return on the plan assets was:

|  | <b>2024</b>      | <b>2023</b>      |
|--|------------------|------------------|
|  | <b>£</b>         | <b>£</b>         |
| Interest Income                            | 792,000          | 458,000          |
| Return on plan assets less interest income | 1,068,000        | (880,000)        |
| <b>Total return on plan assets:</b>        | <b>1,860,000</b> | <b>(422,000)</b> |

The Association expects to contribute £204,000 to the defined benefit pension scheme in the period to 31 March 2025.

**9. Related Party Transactions**

Subscription income is wholly attributable to members and subscribing partners. The income from training and consultancy services is derived principally from members.

## **EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

### **CONSTITUTION**

#### **1. TITLE**

- 1.1 The name of the Association shall be the East of England Local Government Association (“the Association”).

#### **2. MEMBERSHIP**

- 2.1 The Association shall consist of such principal councils in the six historic counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk (“the Region”) as have desired to be and remain in membership.
- 2.2 Other public sector organisations operating within the Region may become affiliate members of the Association, on such terms as the Assembly may determine.

#### **3. PURPOSE**

- 3.1 The purpose of the Association is to provide for consultation as to the common interests of its members and for the discussion of matters relating to local government in the Region.

#### **4. OBJECTIVES AND POWERS**

- 4.1 To protect, promote and support democratic local government in the Region.
- 4.2 To represent, whenever possible by consensus, the interests of member authorities in the Region to national government, to Parliament, political parties, European and other international institutions and other bodies whether national, regional or local including the Local Government Association of England and Wales (“the LGA”) and to negotiate on behalf of local government in the Region.
- 4.3 To formulate sound policies for the development of local government, effective management within local authorities and the enhancement of local democratic processes in the Region and elsewhere.
- 4.4 To provide fora for the discussion of matters of common concern to member authorities as a means by which joint views may be formulated and expressed.
- 4.5 To assist specific interest groupings of member authorities to express their particular views.

- 4.6 The regulation of relations between member authorities as employers and workers or trade unions and to represent the interests of member authorities as employers and carry out other regional responsibilities on behalf of local government.
- 4.7 To provide cost-effective services to member authorities in accordance with their wishes, including the dissemination of accurate and timely information on all local government and other relevant issues.
- 4.8 To promote the policies of the Association and to provide information on local government issues to the public and outside organisations.
- 4.9 To use its best endeavours to enable members of different political groups to have the opportunity to contribute to the Association's work and to the development of policies which represent, as far as possible, consensus among the political groups and among groups of member authorities.
- 4.10 To do anything which is calculated to facilitate, or is conducive or incidental to the discharge of the aims of the Association.

## **5. GOVERNANCE**

- 5.1 There shall be an Assembly of the Association ("the Assembly").
- 5.2 The Assembly shall consist of the Leaders or Elected Mayors of the members of the Association. The nominated leader of a political group of councillors in the Region which is not recognised under paragraph 6.10 of this Constitution may participate in meetings of the Assembly in a non-voting capacity.
- 5.3 A member of the Assembly may nominate another elected member of their authority to act on their behalf at any meeting, provided written notice of the nomination is given to the Association no later than the start of the meeting.
- 5.4 The Assembly may nominate Honorary President and Vice- President(s) on such terms as the Assembly may determine.

## **6. MEETINGS OF THE ASSEMBLY**

- 6.1 The Assembly shall hold an Annual General Meeting each year to conduct the following business:
  - a) Appointment of Chairman of the Association who shall be the nominee of the largest political group in the Assembly
  - b) Appointment of a Vice Chairman of the Association who
    - (i) should at least one-half of the members of the Assembly be members of its largest political group, shall be the nominee of that Group

- (ii) should less than one-half of the members of the Assembly be members of its largest political group, shall be the nominee of the second largest political group in the Assembly
  - c) receipt of annual report and accounts
  - d) to set subscriptions and adopt a work programme and calendar of meetings for the forthcoming year
  - e) Such ordinary business as may be submitted to it.
- 6.2 The Assembly shall hold such other meetings during the year to deal with such business as it thinks fit.
- 6.3 A special meeting shall be convened
- (a) as determined by and to deal with such business as may be determined by the Management Committee referred to in 7.1 below or
  - (b) following receipt of a written request from the Chairman or from not less than 13 members of the Association, specifying the business to be transacted.
- 6.4 The Chairman shall, if present, preside at a meeting of the Assembly. If the Chairman is not present, the Vice Chairman shall preside. If neither the Chairman nor Vice Chairman is present, another member of the Assembly chosen by the members of the Assembly present shall preside.
- 6.5 The quorum for meetings of the Assembly shall be one third of its membership.
- 6.6 The Assembly shall endeavour to reach a consensus on issues wherever possible. Should a vote be required, it shall be by show of hands with each member of the Assembly present at the meeting having one vote. In the event of a tied vote the Chairman shall have a second and casting vote.
- 6.7 All meetings of the Assembly shall be open to the press and public unless there are grounds for exclusion of the press and public under the access to information provisions of the Local Government Act 1972, and the Assembly resolves to exclude them.
- 6.8 The Managing Director shall give notice of all meetings and shall circulate an agenda for the meeting no less than 7 clear days beforehand. Subject to 6.1 and 6.3 above, the Agenda shall be determined by the Managing Director in consultation with the Management Committee.
- 6.9 Subject to the above provisions, the Assembly may adopt such Standing Orders as it thinks fit to govern its proceedings and the proceedings of any of its Member Bodies.
- 6.10 A political group will be recognised if it consists of at least two members of the Assembly. Each political group shall appoint a Leader and shall notify the Managing Director of such appointment and of any change.

## **7. MEMBER BODIES**

- 7.1 There shall be a Management Committee of the Association whose purpose shall be to conduct the day to day business of the Association and oversee the work programme agreed by the Assembly. The members of the Management Committee shall be the Chairman and Vice Chairman of the Association; one nominee from each recognised political group within the Assembly; and [on a non-voting basis] the Chairs of the Panels for each of Employers, Europe and Improvement. In the event that the Chair for the time being of the forum for the Leaders of Counties and Unitaries is not otherwise appointed to the Management Committee, that member will be added [on a non-voting basis] to the membership of the Committee. The nominated leader of any political group of councillors in the Region which is not recognised under paragraph 6.10 of this Constitution may participate in the business of the Management Committee and the other member Panels mentioned in this paragraph, in a non-voting capacity.
- 7.2 The Management Committee may appoint such other Committees, Special Interest Groups, Panels, working groups or other Member Bodies as it considers expedient to enable the Association to carry out its functions. Membership of such bodies will be drawn from the councillors of members of the Association and shall be appointed by the Management Committee on the nomination of political group leaders.
- 7.3 The political composition of Member Bodies shall be calculated by reference to the 'Proportions by Party within each Region' published by the LGA each year as part of its calculation of political balance (or a similar calculation) unless the Management Committee decides in any particular case that specified councils shall have direct nomination rights which will prevent the achievement of that political balance.
- 7.4 The political balance of Member Bodies may be maintained by the attendance of substitutes.
- 7.5 The Management Committee shall decide the Terms of Reference of Member Bodies and may designate them as "Standing" or "Task and Finish"; and shall specify arrangements for periodic reporting of each member body's activities to the Assembly.
- 7.6 The Assembly or the Management Committee may appoint councillors of members of the Association to such outside bodies as it thinks fit. Such appointments shall specify their duration and the arrangements for briefing by the Association and reporting back to the Association.

## **8. LEAD CHIEF EXECUTIVE AND STAFF**

- 8.1 The Assembly shall appoint a Lead Chief Executive from amongst local authority Chief Executives in the Region. The Lead Chief Executive shall be available to advise the Assembly and the Management Committee as and when required, particularly in periods of transition between Managing Directors and in supporting the Chair of the Management Committee in the performance management, including appraisal, of the Managing Director.
- 8.2 The Management Committee shall appoint a Managing Director and such other staff or procure such advice as it considers necessary to deliver the Association's objectives.

8.3 The Managing Director may, in consultation with the Management Committee take action on behalf of the Association in a case of urgency in pursuance of the Association's objectives and in line with its current policies.

## **9. AMENDMENTS TO THE CONSTITUTION**

9.1 The Assembly shall have power to alter this Constitution, provided that a motion in favour of each such alteration shall secure at least two-thirds of the votes cast thereon at the meeting. An Assembly member or designated substitute may exercise votes for up to three absent members at the Assembly meeting.

## **10. FINANCE AND ADMINISTRATION**

10.1 The budget and a report on subscriptions for the ensuing financial year shall be presented to and agreed at a meeting of the Annual Meeting of the Assembly.

10.2 The Association may not invest, lend or borrow money or acquire or dispose of land and buildings without obtaining specific approval of the Assembly.

10.3 The Managing Director shall be authorised to sign legally binding documents on behalf of the Assembly.

10.4 Subscriptions paid by members of the Association shall be determined on the basis of a scheme approved by the Assembly. Such a scheme shall have regard to the differences in size and type of authorities existing in the Region.

10.5 The Association's financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

10.6 All contributions shall become due on 1<sup>st</sup> April in every year. Any member of the Assembly whose Authority has not paid its subscription by the date of the Annual General Meeting of the Assembly shall not be entitled to vote on any matter at that meeting.

10.7 Accounts of all funds held by or on behalf of the Association shall be prepared annually and shall be audited by auditors to be appointed annually at the Annual Meeting of the Assembly.

10.8 Each member of the Association, by accepting membership thereof undertakes jointly with each of the other members, whilst it is in membership, to underwrite any liabilities that are not ultra vires and may be incurred in the name of the Association with its authority.

## **11. RESIGNATION**

11.1 Any member of the Association wishing to terminate its membership shall give not less than 12 months' notice in writing to the Managing Director to expire on 31<sup>st</sup> March in any year.

11.2 Any member of the Association shall, upon ceasing to be a member of the Association, forfeit all right to and claims upon the Association and its property and funds. The resigning member authority shall pay such amount representing the authority's share of responsibility towards liabilities incurred by the Association on behalf of member authorities including any related contingent staff liabilities as the Association may direct; and in making such a direction, the

Association shall take account of any contribution the resigning member has made to the assets of any predecessor body of the Association.

## **12. DISSOLUTION**

- 12.1 A motion for the dissolution of the Association must be approved by three-quarters of the members of the Association.
- 12.2 Following agreement to the dissolution of the Association, the Lead Chief Executive shall be responsible for disposing of the assets/liabilities of the Association and the apportionment of responsibilities for receiving proceeds and/or meeting liabilities shall be based on the proportion with which the subscription paid by the authority bears to the total subscriptions but shall take account of any contributions made by member authorities to the assets of any predecessor body of the Association.