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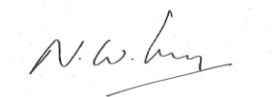
Please ask for:
Alison Marston

7 June 2021

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 15 June 2021 at 5.00 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 9 March 2021 (previously circulated).

3. **PUBLIC QUESTION TIME AND PETITIONS**

Up to thirty minutes will be made available for questions from members of the public on issues relating to the work of the Cabinet and to receive any petitions.

4. **ACTIONS STATUS REPORT** (Pages 5 - 6)

Report of the Corporate Director (Public Protection, Planning and Governance) on the status of actions agreed at the last Cabinet meeting.

5. **NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 16**

6. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

7. ITEMS REQUIRING KEY DECISION

To consider the following items for decision in the current Forward Plan:-

- (a) Bereavement Services Contracts (Forward Plan Reference FP1042)
(Pages 7 - 10)

Report of the Chief Executive on an update on the future delivery model for the Bereavement Service and the main construction contract.

- (b) Award of Decarbonisation Contracts (Forward Plan Reference FP1046) (Pages 11 - 14)

Report of the Chief Executive on approval being sought to dispense with Contract Procedure Rules in appointing Design Installation Service Limited (DIS) and Barry Beard Limited (BB) to deliver the decarbonisation schemes to Hatfield Swim Centre, Campus East and Campus West.

- (c) YMCA Peartree Lane (Forward Plan Reference FP1047) (Pages 15 - 22)

Report of the Chief Executive on the proposed purchase of residential development land at Peartree Lane, Welwyn Garden City.

8. REVENUE OUTTURN REPORT 2020-21 (Pages 23 - 48)

Report of the Chief Executive on the revenue outturn position for the financial year 2020/21 and outlines the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).

9. CAPITAL BUDGET OUTTURN REPORT 2020/21 (Pages 49 - 62)

Report of the Chief Executive on the capital expenditure and associated capital funding for both General Fund and Housing Revenue Account for 2020/21.

10. TREASURY MANAGEMENT AND INVESTMENT STRATEGY ANNUAL REPORT 2020/21 (Pages 63 - 76)

Report of the Chief Executive on the review of the treasury management activity and prudential indicators for the 2020/21 financial year.

11. GRANT AWARD FROM CONTAIN OUTBREAK MANAGEMENT FUND
(Pages 77 - 80)

Report of the Corporate Director (Housing and Communities) on an opportunity to be part of a joint bid to Hertfordshire's Health Protection Board, for money from the Contain Outbreak Management Fund (COMF) to enhance the council's Community Grants programme and help support capacity within local charitable and voluntary organisations in connection with covid19 infection control.

12. PERFORMANCE EXCEPTION REPORT - QUARTER 4 (2020-21) (Pages 81 - 90)

Report of the Chief Executive summarising strategic performance data for Quarter 4 of 2020/21.

13. COUNCIL ACHIEVEMENTS LIST (JANUARY - MARCH 2021) (Pages 91 - 98)

Report of the Chief Executive on the Council's key achievements and service improvements for Quarter 4 of 2020-21.

14. APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2021-22 (Pages 99 - 102)

To appoint Cabinet Panels, Committees and Boards for 2021/22.

15. APPOINTMENT OF REPRESENTATIVES ON EXECUTIVE OUTSIDE BODIES 2021/22 (Pages 103 - 104)

To appoint representatives to executive outside bodies for 2021/22.

16. SUCH OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT IMMEDIATE CONSIDERATION

17. EXCLUSION OF PRESS AND PUBLIC

The Cabinet is asked to resolve:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Items 18 and 19 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Agenda Item 4

Part I

Main author: Alison Marston

Executive Member: Cllr Nick Pace

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 15 JUNE 2021

REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING AND GOVERNANCE)

ACTIONS STATUS REPORT

1 Executive Summary

1.1 In order to ensure that actions identified at meetings are completed, this report lists the actions from the last Cabinet meeting, those responsible for completing each action and its current status.

2 Recommendation(s)

2.1 That Members note the status of the following actions which were identified at the last Cabinet meeting on 9 March 2021:-

Minute	Action	Responsible	Status/ Date Completed
235.1	Call-in Referral of Previous Cabinet Decision (Surrender of Lease, Friendship House)	Richard Baker	An options appraisal is underway, and a report is due to be returned to Cabinet in July.
236.1	Corporate Plan 2021-24	Thom Burn	Delegated Authority was given to the Corporate Management Team, in consultation with their respective Executive Member/s.
236.2	Climate Change Strategy	Lisa Devayya	The Climate Change strategy was adopted and there is now a live action plan.
236.3	Welwyn Garden City Estate Management Scheme	James Homer	The creation of the EMS Member group is currently being looked at.
236.4	Extension of 49 Peartree Lane	Collete Humphrey	Currently awaiting a fee quotation from an alternate build contractor for Peartree.
236.5	Approval of Procurement Strategy	Andrew Harper	The Procurement and Commercial Strategy 2021 to 2025 was adopted.
236.6	Housing Delivery Test Action Plan	Sue Tiley	The Housing Delivery Test Action Plan has been published on the website.
237.1	Introduction of Parking Restrictions, in Town Centre Car Parks, Hatfield	Matthew McCann	The Town Centre car parks restrictions and charging started on 17 May 2021.
238	Award of Professional Building Services Contracts	Andrew Harper	Delegated Authority was given to the Chief Executive, in consultation with the Executive Member for Resources, to award framework contracts for Professional Building Services.

242.1	Disabled Adaptations Contract	Andrew Harper	Contract has been awarded and started on the 1 April 2021.
243	Purchase of Land And Build Contract With Engie At 73 Bridge Road East Welwyn Garden City	Harvinder Parhar	Delegated Authority was given to the Director (Housing and Communities), in consultation with the council's Section 151 Officer, Monitoring Officer and Executive Members (Resources and Housing and Community).

During the period 9 March 2021 to 7 June 2021, the following decisions were taken by Cabinet Members exercising their individual delegated powers in accordance with paragraph 18 of the Cabinet Procedure Rules within the Constitution.

Action	Responsible	Status / Date Completed
Risk register status as at 5th February 2021. (Decision taken 18 March 2021)	Andy Cremer	The Risk Register covering the period October 2020 to February was noted.
Business Rate Write Off (1) (Decision taken 18 March 2021)	Farhad Cantel	The write off has been actioned and was completed on the first week on April 2021.
Business Rate Write Off (2) (Decision taken 18 March 2021)	Farhad Cantel	The write off has been actioned and was completed on the first week on April 2021.
Business Rate Write Off (3) (Decision taken 18 March 2021)	Farhad Cantel	The write off has been actioned and was completed on the first week on April 2021.
Business Rate Write Off (4) (Decision taken 18 March 2021)	Farhad Cantel	The write off has been actioned and was completed on the first week on April 2021.
Disabled Facilities Grant Funding and Use of Better Care Fund (Decision taken 18 March 2021)	Andy Luck	The Housing Options Navigator post will be a new post that will sit within the Housing Options team. The manager of the team is in the process of completing the evaluation before the recruitment process is started.
Mutual Exchange Policy (Decision taken 18 March 2021)	Kerry Clifford	Delegated Authority has been given to the Corporate Director (Housing and Communities) in consultation with the Executive Member to make appropriate changes to the policy as required as a result of changes in legislation, guidance or as a result of a future review and/or customer feedback.
Immediate Article 4 Direction on land to the west of Vineyards Road, Northaw, EN6 4PE (Decision taken 7 April 2021)	Sarah Smith	The Article 4 Direction was made on 7 April 2021.
Award of Contract for Campus West water drainage improvements (Decision taken 15 April 2021)	Andrew Harper	Contract has been awarded and will start early June 2021.
Award of contract for Crematory Equipment (Decision taken 15 April 2021)	Andrew Harper	Contract has been awarded and started on 4 May 2021.

Part I

Main author: Andrew Harper /

Kirsten Roberts

Executive Member: Cllr Stephen Boulton
Welham Green and Hatfield South Wards

WELWYN HATFIELD BOROUGH COUNCIL CABINET – 15 JUNE 2021 REPORT OF THE CHIEF EXECUTIVE

BEREAVEMENT SERVICES CONTRACTS

1 Executive Summary

- 1.1 Following agreement of planning permission, the Cemetery Procurement Board has been overseeing the delivery of the future services. This report provides an update on the future delivery model for the Bereavement Service and the main construction contract.

2 Recommendation(s)

- 2.1 That the Bereavement services are delivered in accordance with section 3.2 of this report
- 2.2 That delegated authority is given to the Chief Executive, in consultation with the Cemetery Procurement Board to award the contract for the main construction contractor

3 Explanation – Cemetery Services

- 3.1 An options appraisal has taken place of all the services that will be required under the new Bereavement Services operation cemetery / crematorium operation and this is contained in Appendix 1.

- 3.2 It is recommended that the services are delivered in the following manner:

- 3.2.1 New Cemetery and Crematorium Management Contract (7 year contract with additional 2 years extension)

- Grounds Maintenance (mowing / hedge cutting)
- Grounds Maintenance – Horticulture
- Grave digging / ashes interment
- Emptying of all external litter bins
- To provide back-up cleaning
- To provide back-up cremator operator

Note: As the crematorium is not due to be open until early 2023, there will need to be a staggered start to the contract

- 3.2.2 Services to be delivered by in house staff:

- Registrar
- 'Front of House' (e.g., preparation of the facility and first line daily cleaning)
- Cremator operation

- 3.2.3 Utilisation of existing contracts

- Daily clean – Corporate Cleaning Contract
- All other FM and compliance (e.g. Minor Building Works, Fire Risk Assessment. Legionella etc)
- Road Sweeping – Cleansing Contract
- Corporate Utility Contract
- Cremator Maintenance – new supplier / installer

4 Explanation – Main Contractor Procurement

- 4.1 The Procurement for a main contractor to undertake the construction of the new Bereavement Complex is now taking place and is being overseen by the Cemetery Procurement Board.
- 4.2 The Cemetery Procurement Board have agreed to shortlist to 5 contractors and the bids are due to be returned on 28^h June 2021.
- 4.3 To provide a comprehensive service to residents there is a desire to get the Bereavement Centre operational as soon as possible.
- 4.4 By delegating the award of contract to the Chief Executive (in consultation with the Cemetery Procurement Board), approximately 4 weeks will be saved on the procurement process

Implications

5 Legal Implication(s)

- 5.1 None directly at this stage

6 Financial Implication(s)

- 6.1 None directly at this stage

7 Risk Management Implications

- 7.1 A thorough risk analysis will need to be developed as the services are rolled out, but the following risk has been identified at this stage:
- 7.2 **Business Continuity:** This is a critical service and all aspects of the service need to be delivered effectively and with business continuity arrangements in place. Some of these are identified in the options appraisal (i.e. trained back up to operate the cremators), but other will need to be developed.

8 Security and Terrorism Implication(s)

- 8.1 A risk assessment will need to be undertaken regarding the public spaces and if any special measures need to be put in place.

9 Procurement Implication(s)

- 9.1 The proposed procurements will /are being undertaken in accordance with the Public Contracts Regulations 2015

10 Climate Change Implication(s)

- 10.1 In accordance with the adopted procurement strategy – climate change will be evaluated as part of any tender process.

11 Human Resources Implication(s)

11.1 New staff will need to be employed if the recommendations are accepted and this strategy will be developed in accordance with corporate policies

12 Health and Wellbeing Implication(s)

12.1 None at this stage.

13 Communication and Engagement Implication(s)

13.1 None at this stage

14 Link to Corporate Priorities

14.1 The subject of this report is linked to the Council's Corporate Priority 'A well run council that puts customers first'.

15 Equality and Diversity

14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author Andrew Harper
Title Procurement Manager
Date 10 May 2021

Appendix 1 – Options appraisal

Service	Option 1	Option 2	Recommendation
Grounds Maintenance (mowing / hedge cutting and specialist maintenance around crematorium) - including closed churchyards and Hatfield Hyde, St Lukes, St Etheldreda's	Outsource <ul style="list-style-type: none"> Market already developed Contractors have pool of machinery and operatives to offer resilience 	In House <ul style="list-style-type: none"> No in house experience (would need to buy in) Large investment would be needed in plant, equipment and maintenance 	Include in Cemetery and Crematorium Management Contract
Grave Digging and Ashes Interment	Outsource <ul style="list-style-type: none"> Market already developed Contractors have pool of machinery and operatives to offer resilience 	In House <ul style="list-style-type: none"> No in house experience (would need to buy in) Large investment would be needed in plant, equipment and maintenance 	Include in Cemetery and Crematorium Management Contract
Registrar, Front of House and Cremator operation	Outsource <ul style="list-style-type: none"> Attendees at the soft market testing did not demonstrate any experience and little appetite for undertaking this work It was mentioned during the dialogue that specialist private sector operators maybe interested, but this would generally be on the basis of a long term contract (25 years plus) and they would want to have much more control of the operation. General consensus from previous meetings that this is not the preferred option. 	In House <ul style="list-style-type: none"> No major capital investment would be required This would be the 'public facing' aspect of the operation and it is considered that the best option would be for the council to have direct control over this aspect 	Generally in house delivery. However resilience need to be considered so it is recommended that two of the grounds maintenance contractors staff are also trained to use the cremators and could assist in times of pressure
Cleaning of Crematorium	Outsource <ul style="list-style-type: none"> The council generally outsources its cleaning requirements It is anticipated that there will be a need to have a major clean per day as well as 'spot cleaning' during the day. 	In House <ul style="list-style-type: none"> It is recommended and anticipated that the core of 'in house' staff will have overall responsibility for the operation of the crematorium and that they would be responsible for any reactive cleaning during the day. 	A mixture of in house and outsourced provision as explained
Road Sweeping	Corporate contract in place.. Cannot see any benefit of using any other option		
Building Maintenance and Compliance	Corporate contracts in place. Cannot see any benefit of using any other option		
Cremator Maintenance	By cremator installer		

Part I

Main author: Mark Croft

Executive Member: Cllr Stephen Boulton

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

AWARD OF DECARBONISATION CONTRACTS

1 Executive Summary

- 1.1 Cabinet approval is sought to dispense with Contract Procedure Rules in appointing Design Installation Service Limited (DIS) and Barry Beard Limited (BB) to deliver the decarbonisation schemes to Hatfield Swim Centre, Campus East and Campus West.
- 1.2 DIS have a proven track record for completing schemes like these within similar building types.
- 1.3 The Part II report on this matter, sets out the frameworks and suppliers approached before recommending a dispensation of the Contract Procedure Rules.

2 Recommendation(s)

- 2.1 That in accordance with paragraph 14k (Alternative Procedures in Prescribed Circumstances) of the Contract Procedure Rules, that Cabinet agree to appoint Design Installation Service Limited to act as Principal Contractor with a separate appointment to Barry Beard Limited to undertake work in 2021 in accordance with the information and reasons contained in this report.
- 2.2 That Cabinet approve the drawdown of £196k from earmarked reserves for the council's contribution towards the total project cost of £2.559m. The remaining £2.363m of costs will be met by grant funding received.

3 Explanation

- 3.1 In March of this year the Council was successful in obtaining grants from the central government funded decarbonisation scheme for Campus East, Campus West and Hatfield Swim centre.
- 3.2 Started by the Department for Business, Energy and Industrial Strategy, this scheme was made available for public bodies to apply for funding specifically for the installation of low-carbon heating measures in non-domestic public buildings, to replace end of life fossil fuelled heating systems with low carbon heating systems.
- 3.3 A condition within the Salix grant approval stipulates the schemes must be completed by September 2021, this has a direct impact on the ability to follow the usual route for procuring suppliers.
- 3.4 In order to fast track the tender process, the use of two national frameworks were considered, but it was not suitable to proceed with these for the reasons set out in the part II report.
- 3.5 Mechanical & electrical services contractors who had previously delivered for the council's appointed consultants on similar previous projects were approach for

quotations. Two companies who work closely together, DIS Limited and Barrie Beard Limited were identified as being suitable and were approached to provide an alternative tender.

- 3.6 DIS Ltd and Barrie Beard Limited have taken a pro-active approach to the tender process, have visited the sites on a number of occasions and have actively engaged with the Consultants and Client team to develop the design proposals into a financially viable offer whilst still delivering the overall carbon reduction targets set by the Salix Grant.
- 3.7 A final tender offer from DIS / Barrie Beard Ltd has been received, totalling £2.284m.
- 3.8 On this basis the recommendation is, subject to the satisfactory conclusion of the contract arrangements, to proceed with the combined offer of £2.284m from DIS Ltd & Barrie Beard Ltd as being the most economically advantageous tender.

Implications

4 Legal Implication(s)

- 4.1 The contract is considered to be a Works contract. The threshold for a mandatory competition is £4,733,252
- 4.2 The proposal is below the threshold for the Public Contracts Regulations 2015 and the European Procurement Directives to be applicable,
- 4.3 Paragraph 14(k) of the council's Contract Procedure Rules provides 'where the Cabinet agrees a report from a Corporate Director detailing a case where it is to the advantage of the Council that these rules should be waived'.

5 Financial Implication(s)

- 5.1 The total contract sum will be £2.284m. The grant award total is £2.363m.
- 5.2 For the Hatfield Swim Centre, the project was initially scoped for the replacement of the heating system only. Through more detailed design, the swimming pool heating has been able to be incorporated. The swimming pool boilers, although not quite at end of life, are reaching the end of their useful life, and their incorporation into the solution design will remove the need for the capital replacement in the coming years.
- 5.3 In addition to the construction fees, there will be associated professional fees with these projects. The total budget requirement, including fees will be £2.559m against the grant income of £2.363m, leaving £196k to be funded by the council. It is recommended that these costs be funded by the Civic Buildings Reserve which has a balance of £298k. The purpose of the reserve is to support with any large unforeseen property costs arising during the year, so is in keeping with its purpose. Consideration will be given to topping this reserve up as part of the financial outturn position.
- 5.4 Following approval, the budget for these projects, which will be financed by ringfenced grant funds of £2.363m and reserves of £196k, will be set up by the Section 151 officer in line with section 4.3.3 and 4.3.4 of the Financial Regulations.
- 5.5 The replacement of mechanical and electrical equipment will generate ongoing annual efficiencies for the council, through the reduction of utility costs. These efficiencies are estimated to be in the region of £80k per annum.

6 Risk Management Implications

- 6.1 The risks related to this proposal are:
- 6.2 That the council are not able to complete the scheme by the date set out within the conditions of the grant funding.

The Building Services team are adept in delivering schemes of this size through normal procurement procedures however the timeframes set out in the Salix agreement pose a considerable risk to the funding making them potentially unviable if the proposed route is not agreed.

Inherent risk: Likelihood High / Impact Medium
Managed risk: Likelihood Low / Impact Medium

7 Security & Terrorism Implication(s)

- 7.1 None relating directly to this report

8 Procurement Implication(s)

- 8.1 Section 14(k) of the Contract Procedure Rules (Alternative Procedures in Prescribed Circumstances) provides the provision to enter into a Contract without competition 'Where the Cabinet agrees a report from a Corporate Director detailing a case where it is to the advantage of the Council that these rules should be waived.'
- 8.2 It is considered that this exception is applicable following extensive engagement with the marketplace to secure a contractor through existing frameworks.
- 8.3 Due Diligence is being undertaken with the two contractors to ensure that they meet with the minimum requirements of a contract of this nature.

9 Climate Change Implication(s)

- 9.1 This report is linked to the Council's climate change pledge.
- 9.2 The replacement of the equipment at the three sites with the new solutions is expected to generate a reduction of just under 500 tonnes of carbon emissions.

10 Human Resources Implication(s)

- 10.1 There are no direct HR implications arising from this report.

11 Health and Wellbeing Implication(s)

- 11.1 There are no direct Health and Wellbeing implications arising from this report.

12 Communication and Engagement Implication(s)

- 12.1 There are no direct Communications and Engagement implications arising from this report.

13 Link to Corporate Priorities

- 13.1 The subject of this report is linked to the Council's Corporate Priority – Maintaining and Enhancing a Cleaner and Greener Environment.

14 Equality and Diversity

14.1 An EqlA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author Mark Croft x2939
Title Service Manager (Building Services)
Date 14 May 2021

Background papers to be listed (if applicable)

Agenda Item 7c

Part I

Main authors: Richard Baker /

Geoff Sampson

Executive Member: Cllr Duncan Bell

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

PROPOSED PURCHASE OF RESIDENTIAL DEVELOPMENT LAND AT PEARTREE LANE, WELWYN GARDEN CITY

1 Executive Summary

- 1.1 The One YMCA have recently achieved planning approval to redevelop the YMCA hostel at Peartree Lane, Welwyn Garden City to provide improved hostel accommodation. As part of the redevelopment, they have obtained outline planning consent for private residential development on part of the site. The sale of this land will help fund the new YMCA building.
- 1.2 The council hold the benefit of covenants and an overage provision over the site which entitles them to a sum of money for the part of the property which will be private residential properties.
- 1.3 This provides the council with an opportunity to acquire a residential development site at a discounted sum.

2 Recommendation(s)

- 2.1 That the council seek to negotiate with the YMCA to acquire this site.
- 2.2 That delegated authority is granted to the Head of Resources in consultation with the Leader and the Executive Member for Resources, to negotiate this purchase, provided it is at a sum no greater than that set out in the exempt report on this matter and subject to confirmation from a qualified valuer that the council is acting on market terms.
- 2.3 That subject to successful negotiation of a purchase price of less than or equal to the value set out in the exempt report on this matter, that a budget be recommended to Council. The value recommended will be linked to the negotiated purchase price plus stamp duty land tax.
- 2.4 That subject to successful negotiation and approval of budget, that delegated authority is granted to the Head of Resources in consultation with the Leader and the Executive Member for Resources, to appropriate the site to the Housing Revenue Account for the value set out in the exempt report on this matter, or dispose of the site to its subsidiary company Now Housing Limited or on the open market.

3 Explanation

- 3.1 The current YMCA building sits on a site of approximately 1.67 acres on Peartree Lane, Welwyn Garden City.
- 3.2 One YMCA works closely with the council's housing options team, with a significant proportion of the current referrals to the scheme coming from the council. The team also have emergency provision within the hostel, which helps deliver part of our solution to ending rough sleeping locally.

- 3.3 The YMCA building is dated and does not provide accommodation to a standard that is conducive with the charity's aims and objectives to help residents achieve their full potential; in addition, this large site is poorly utilised. One YMCA have plans to redevelop this site and have achieved full planning consent (subject to agreement of a Section 106 planning agreement) for a new 100 bedroom YMCA hostel and outline consent for 43 private residential apartments. The Planning Application reference is 6/2019/2714/OUTLINE.
- 3.4 The cost of the redevelopment is being funded partly by One YMCA and partly by grant from Homes England. Further financial details can be found in the exempt report on this matter. It represents a significant injection of outside funds into the Borough as well as providing additional new homes and a marked upgrade to the supported accommodation provision within the Borough.
- 3.5 The site was sold by Welwyn Hatfield District Council to the National Council of Young Men's Christian Associations (Incorporated) on 20th December 1993 for a sum of £159,750.
- 3.6 The transfer contained a number of restrictive covenants and also an overage provision. Amongst these is a limitation on the use of part of the site to educational and social uses. Any use outside the scope of this requires a payment to the council. The development of private housing triggers this clause.
- 3.7 The clauses therefore limit the sales figure that One YMCA can obtain for the private development land unless One YMCA makes a payment to the council prior to disposal. Either of these options would result in the scheme being non-viable.
- 3.8 The council have had the sum due valued by external valuers and this is set out in the exempt report on this matter.
- 3.9 Legal advice has confirmed that were the council to waive the sum due it would likely breach the UK-EU Trade and Co-operation Agreement on controls of subsidy. The council cannot therefore waive this sum.
- 3.10 In the event that the council purchase the land the covenants and restrictions automatically fall away as both the beneficiary and the burdened party would be the same party. The value of the land would increase in the council's ownership.
- 3.11 The council would, therefore, benefit from a significant marriage value were it to purchase the area of land earmarked for private residential development and this value is set out in the exempt report on this matter.
- 3.12 The benefit of the covenants are held by the General Fund and it is recommended that any purchase is funded by the General Fund.
- 3.13 On completion of the purchase the council would have a number of options available to it. These would include selling the site to release the marriage value obtained from purchasing the site (details of which are contained in the part 2 report), developing the site itself and selling the individual properties or transferring the site to the Housing Revenue Account (HRA) value to use for the development of affordable housing. It is recommended that these options are considered by Cabinet in greater detail at a later date.
- 3.14 An appropriation to the HRA, or market disposal would provide the same disposal value to the General Fund. Direct delivery of a commercial scheme on the site could generate higher returns but would also bring greater risks. Therefore, options will be considered in the following priority order:

- a) Appropriate to the HRA to deliver social housing. – Should a social housing scheme be viable on this site, this would be the preferred use, and the site would be appropriated to the HRA for the value set out in the exempt report on this matter.
- b) Dispose of the site – If a direct delivery for social housing is not viable, then the next preferred option would be to dispose of the site to release the marriage value. This could be to the council’s subsidiary company Now Housing Limited or a sale on the open market. This option would derive the value more quickly than development set out in option c, and would be a lower risk than option c.
- c) Develop the site directly within the General Fund – Whilst this is possible, and could potentially release additional value from the site, given the current climate it would be considered a higher risk option, and would take a lot longer to release value from the site. On this basis, this option would not be the recommended approach.

Implications

4. Legal Implication(s)

- 4.1 The Council are permitted to purchase land at Fair Value under Section 120 of the Local Government Act 1972.
- 4.2 Subject to confirmation that the council is acting on market terms on the basis :
 - a) that it is standard market practice for there to be no value attached to the provision of consent for building works or alterations on or to the land save for those works which are identified in the covenant;
 - b) that the use of the two sites does not require any release of or consent under the covenant which requires the sites “*to be used as a YMCA Residential Hostel and Centre or some other form of residential use and uses ancillary thereto or uses relating to the activities of Welwyn Hatfield YMCA only and for no other purpose whatsoever*”;
 - c) of the reasons for the adopted interpretation that only the uplift in the value is to be split 50:50;

and given that the council will be a ‘special purchaser’ - because it is an adjoining landowner with the benefit of the covenants - together with the marriage value which will take effect in the event that the council purchases the land its acquisition would fall under this legislation and would, in addition, not contravene the UK Control of Subsidy regime.

- 4.3 There is one item of advice outstanding regarding the wording of the overage provision and its treatment in terms of valuation. This will be resolved prior to this matter proceeding to Cabinet.

5 Financial Implication(s)

- 5.1 The Council would pay a sum up to the sum specified in the Part II Report on this matter. It would be proposed that the purchase be funded from short term borrowing, whilst the medium term options are considered (appropriate to the Housing Revenue Account, market disposal, direct development).
- 5.2 The Council would benefit from an increase in the value of the asset on the acquisition in line with the figures set out in the exempt report accompanying this matter.

- 5.3 This increase in the asset value gives the Council the opportunity to generate a profit from this increase in value. The benefit of the increase in value achieved would be the same if the council were to appropriate the site to the Housing Revenue Account for delivery of social housing or dispose of the site on the open market.
- 5.4 If agreement is reached on price, within the agreed limit, a recommendation will be made to Council that a budget be agreed for the purchase. The recommended budget will include any stamp duty land tax and professional fees payable.
- 5.5 The project would be funded from internal and/or short term borrowing, as it is the land would remain with the General Fund in the long term. Any costs associated with this are expected to be minimal and can be absorbed in existing treasury budgets for interest and interest expense.

6 Risk Management Implications

- 6.1 The risks related to this proposal are:
- 6.2 There is a risk that, following acquisition property values may decrease and the Council may not make a profit on this site. Given the margin created by the marriage value this risk is felt to be low.
- 6.3 There is a risk of challenge under the UK-EU Trade and Co-operation Agreement. The Council have sought external legal and valuation advice and believe the risk of a successful challenge is minimal.
- 6.4 There is a risk that One YMCA may not proceed with this matter. This would result in a significant amount of officer time being expended for no gain. Given how far the YMCA have progressed and how much funding they have secured this risk is felt to be minimal.

7 Security and Terrorism Implication(s)

- 7.1 Homelessness or poor quality housing can lead to individuals being vulnerable to recruitment for terrorist activities. The improved YMCA accommodation will therefore help to mitigate this risk

8 Procurement Implication(s)

- 8.1 There are no procurement implications at this stage.

9 Climate Change Implication(s)

- 9.1 The construction of any housing development will have an impact on the environment. In this instance the site is a brownfield site and the new properties will be significantly more environmentally friendly than the existing properties. It is therefore felt that there will be a long term net gain in terms of climate change implications.

10 Human Resources Implication(s)

- 10.1 A significant amount of officer time will be required to progress this matter. This will be managed from existing budgets.

11 Health and Wellbeing Implication(s)

- 11.1 The improved YMCA accommodation will result in improved Health and Wellbeing for users.

12 Communication and Engagement Implication(s)

- 12.1 The Council will need to ensure that residents are kept informed of the proposals for the site.

13 Link to Corporate Priorities

- 13.1 The subject of this report is linked to the Council's Corporate Priorities 1, 3, 4 & 5 Our Community, Our Housing, Our Economy and Our Council and specifically to the achievement of Promoting inclusive and safe communities, Improving public health and well-being, Planning for current and future housing need, Improving housing quality in the Borough, Promoting investment and regeneration and Achieving value for money.

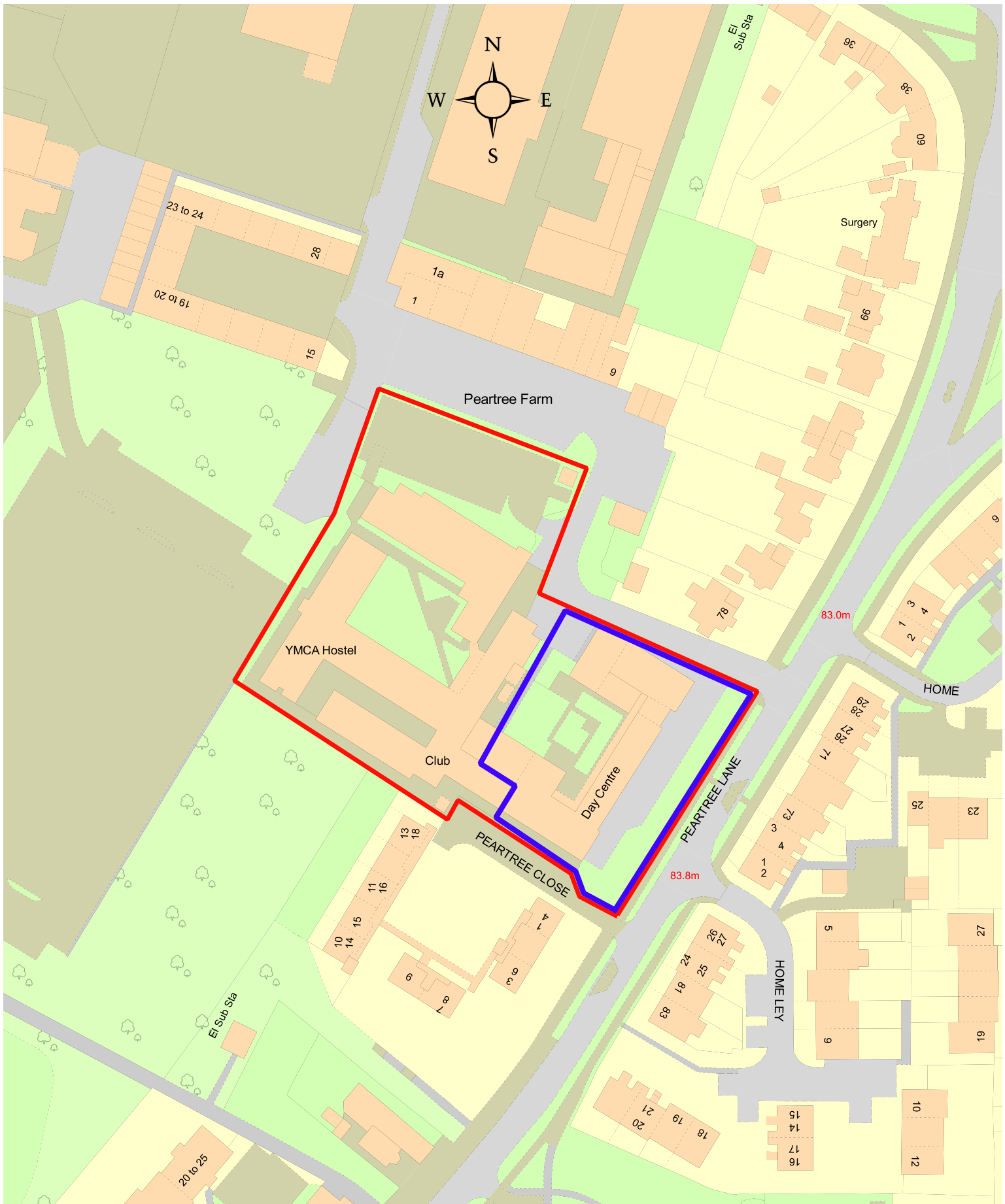
14 Equality and Diversity

- 14.1 An EqlA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies

Name of author	Richard Baker
Title	Head of Resources
Date	18 May 2021

Site Plan – Whole site edged red, private residential development land edged blue.

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Council Offices, The Campus
Welwyn Garden City, Herts, AL8 6AE

Title:

YMCA, Peartree Lane, Welwyn Garden City, AL7 3UL

Scale:

1:1250

Date:

18-05-2021

Project:

Drawing Number:

Drawn:

Gill Howell

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Part I

Item No: 4

Main author: Richard Baker

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

REVENUE OUTTURN REPORT 2020-21

1 Executive Summary

- 1.1 This report presents the revenue outturn position for the financial year 2020-21 and outlines the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).
- 1.2 There was a favourable variance on the General Fund net cost of services of £0.300m (see **section 3** for further detail). A key change in the outturn to the previous forecasts, is the inclusion of pandemic grants which were not fully utilised in year and will be rolled forward for use in 2021/22 via earmarked reserves. A summary showing the General Fund position is contained in **appendix A1**. Of the cost of service variances:
 - £3.472m relates to variances directly attributable to the impact of the COVID-19 pandemic.
 - (£3.393m) relates to ringfenced grant receipts associated with the pandemic, which are not fully utilised and need to be set aside in earmarked reserves for use in 2021/22.
 - (£0.378m) relates to other favourable variances.
- 1.3 The pandemic variances of £3.472 are offset by receipt of Covid-19 LA support grant £1.790m, Sales, Fees and Charges (SFC) losses compensation scheme £1.460m and a drawdown from the covid earmarked reserve of £0.222m (see **appendix A2**).
- 1.4 The closing balance on the Housing Revenue Account is £2.553m, which is a favourable movement of £0.081m from the Current Budget (see **section 4** for further detail).
- 1.5 Outstanding debts at 31 March 2021 total £1.960m, with rolling debtor days at 52.82 (refer to **section 5**).

2 Recommendation(s)

- 2.1 The Cabinet note the revenue outturn position for 2020/21.
- 2.2 That Cabinet approve the movements on earmarked reserves as detailed in section 3.4 of the report.
- 2.3 That delegated authority be given to the Section 151 Officer to adjust the 2021/22 budget for items of income and expenditure rolled forward through earmarked reserves.
- 2.2 The Cabinet note the position on debts set out in section 5 of this report.

3 **General Fund Monitoring**

3.1 **General Fund Budgets**

3.1.1 Since the original budget was set the planned drawdown from balances has increased by £1.527m. The following table tracks approved changes to the original budget during the year, which impact on reserves.

Original Budget – Use of Reserves (General and Earmarked)	(£1.729m)
Modernisation Reserve – Revenues & Benefits Project	(£0.302m)
Pensions Reserve - Pension Triennial Payment	(£1.200m)
Youth Provision reserve – KGV Leisure	(£0.025m)
Current Budget – Use of Reserves (General and Earmarked)	(£3.256m)

3.1.2 A table showing a summary of virements between Heads of Service and changes to net cost of services is included in **appendix A3**.

3.2 **General Fund Cost of Service Variances:**

3.2.1 The table below summarises the year to date variances and forecast variances by Head of Service.

3.2.2 The variances shown below separate the pandemic related variances from general service variances.

Service	Outturn			
	Pandemic Variance £'000	Pandemic Grants £'000	Other Variances £'000	Total £'000
Resources	1,691	(3,113)	(656)	(2,077)
Environment	818	0	(346)	472
Policy & Culture	1,036	0	26	1,062
Law and Administration	(85)	0	47	(38)
Planning	0	0	413	413
Public Health and Protection	0	(281)	(102)	(383)
Community & Housing Strategy	12	0	(205)	(193)
Corporate Management Team	0	0	(7)	(7)
Total	3,472	(3,393)	(378)	(300)

3.2.3 Explanation for all key year to date variances and forecast variances are included in the Head of Service breakdowns **appendices B1 to B8**. Key variances to highlight since the Q3 monitoring are summarised below (rounded to nearest £10k):

	£'000
Quarter 3 net cost of services forecast variance	3,241
Employee costs – during the year the council sought to redeploy previous furloughed staff wherever possible to support services in covering vacant roles. This, along with difficulties in recruiting to some roles has increased employee based underspends.	(430)
Pandemic Grants – The unutilised grant receipts were excluded from previous forecasts on the basis any unspent balances on these would be moved to reserves. The balances shown will be moved to the earmarked grants reserve.	(3,390)
Resources – Due to government schemes and new burdens associated with homelessness during the pandemic, the unsubsidised cost of benefits has risen to higher than anticipated levels. An officer group is meeting to look at how these costs can be mitigated in future.	670

	£'000
Resources – The council is part of a Hertfordshire wide contract which provides a commission based service to increase income derived from business rates by identifying errors or missed listings in the ratings list, and challenging these on behalf of the council with the VOA. Commission is payable for ratings successfully challenged, and based upon a proportion of additional income that will be raised.	110
Resources – Summons fees – the outturn for summons fees was lower than previously forecast, due to ongoing court delays and lighter recovery action being taken. These have fully recommenced in 2021/22 and is not expected to be an ongoing variance.	120
Resources – The impairment for bad debt had been forecast previously in the cost of services against rental income. This is now shown the correct place for accounting purposes, outside of the net cost of services. Although this forms part of the quarter on quarter variance analysis, the cost of the impairment allowances is greater than previously forecast (actual charge is £596k, shown in appendix A1).	(450)
Policy and Culture – Following the successful application for grant funding and additional savings generated through utilities at closes venues, the net additional support provided to the council's leisure contractor was lower than previously forecast.	(120)
Policy and Culture – The final position on the cultural services budgets (community centres, campus west etc) was better than originally forecast, partly due to the extension of the job retention scheme. While better than forecast, this still represented a significant loss for the year at around £840k, a proportion of which is claimable under the sales, fees and charges protection scheme.	(380)
Planning – Spend on the advancing the Local Plan continues. Elements of spend on the plan are funded from reserves.	220
Other changes from Q3	(151)
Net cost of services forecast - outturn variance	(300)

3.3 Other General Fund Variances

- 3.3.1 In response to COVID-19, the Government has provided four tranches of funding to local authorities. The council has received £1.477m which will be used to support with the costs and lost income forecast. Further funding was announced of £0.313m, taking the total forecast to £1.790m.
- 3.3.2 The council has also submitted a further claim under the SFC Losses compensation scheme. This takes the total claims under this scheme for the financial year to £1.460m. Key income losses recovered through this scheme included cultural services and parking.
- 3.3.3 The forecast includes a drawdown of £222k from the COVID-19 pandemic reserve which was set up in 2019/20 to support the council meet the demands of the pandemic in 2020/21.
- 3.3.4 As highlighted in previous reports, it was expected that there would be variances on interest income and borrowing interest, relating to changes in the Councils cashflow, arising from the COVID-19 pandemic. Due to delays in capital spend, and increased cash balances from government funding, there has been a reduced need to borrow and increased investment income. The total favourable variance on these areas against budget was £577k).
- 3.3.5 The COVID-19 pandemic impacted on collection rates, council tax support and business rates reliefs provided. These will all impact on the collection fund surplus or deficit, but due to regulations and accounting practice, any impact in the current

financial year will be reversed out from the General Fund and will instead impact in future years. Councils will be required to spread such deficits over a three year period. Due to the protections offered and additional grant which had not previously been anticipated on the collection fund, the recommendation is that funds be set aside in the business rates retention reserve to fund the deficit balance.

3.3.6 During the year, a forecast of £450k was made on potential recovery losses associated with commercial rent. The formal calculation has been completed as part of year end processes, using the prescribed guidance. This includes all sundry debt and commercial rents, and the total increase in the bad debts provision if £596k. Should debts be recovered, the provision will be reversed out in future years.

3.4 Earmarked Reserves

3.4.1 A summary of General Fund reserves, including the proposed movements below, are shown in **appendix A2**.

3.4.2 The following reserve movements / adjustments to movements are recommended, based upon actual expenditure incurred or income received. These are shown in appendix A2 as “Proposed Movements (a)”:

3.4.3 **Strategic Initiatives Reserve**

A number of projects were to be funded from this budget during 2020/21, along with a strategic top up funded by the New Homes Bonus of £308k. Due to delays in project delivery, actual expenditure incurred is £198k lower, so it is recommended the movement be amended by £198k to ensure funds remain available in 2021/22 to complete these projects. It is recommended that delegation be given to the Section 151 Officer to adjust 2021/22 budget as required for the completion of these reserve funded projects.

3.4.4 **Business Rates Retention Reserve**

As outlined in 3.3.5, the recommendation for this reserve is that it is matched to the deficit that has arisen on the collection fund, associated with business rates collection. This top up is funded by the additional section 31 grants, and the additional protection grant which was not anticipated when previous estimates were completed on the collection fund. The councils share of the actual deficit on the business rates collection fund, at 31 March 2021 was £9.784m.

3.4.5 **Modernisation Reserve**

A number of projects were to be funded from this budget during 2020/21. Due to delays in project delivery, actual expenditure incurred is £258k lower, so it is recommended the movement be amended by £258k to ensure funds remain available in 2021/22 to complete these projects. It is recommended that delegation be given to the Section 151 Officer to adjust 2021/22 budget as required for the completion of these reserve funded projects.

3.4.6 **Grants and Contributions Reserve**

The council received a number of ringfenced grants associated with the pandemic, along with some other smaller service based grants, which have not yet been fully utilised. The largest of these being the balance on the Additional Restrictions Grant, which is likely to be utilised by June 2021. These grants will be set aside for use in 2021/22 and it is recommended that delegation be given to the Section 151 Officer to adjust 2021/22 budget as required for spending these grant receipts in line with government guidance.

3.4.7 Local Plan Reserve

The work on the local plan continues, and an additional £412k was spent to advance the plan during 2020/21. The reserve will be utilised to support this spend.

3.4.8 COVID-19 Pandemic Reserve

This reserve was set up in 2019/20 to support with the costs of the pandemic in 2020/21. Additional grants have been received from the government which means the required drawdown from this reserve to meet the net costs of the pandemic in year is £222k.

3.4.9 Climate Change Reserve

Approval has been given to fund works to install charging points and to provide grants to businesses from the reserve, totalling £65k. Actual expenditure has not yet been incurred so it is recommended the movement be amended by £65k to ensure funds remain available in 2021/22 to complete these projects. It is recommended that delegation be given to the Section 151 Officer to adjust 2021/22 budget as required for the completion of these reserve funded projects.

3.4.10 Youth Provision Reserve

A youth action fund was agreed in 2020/21, at a cost of £4k. The funding will be drawn down against these costs.

3.4.11 Other Reserves

A project to consider options around the zebra card and marketing for Campus West was undertaken in the year at a cost of £13k. It is recommended this is funded from the Campus West reserve which was set up with the profits from a previous panto production, for this purpose.

3.4.12 The following reserve movements / adjustments to movements are recommended, based upon the outturn position and available balances. These are funded from non-covid related variances. These are shown in appendix A2 as "Proposed Movements (b)":

3.4.13 Modernisation Reserve

The modernisation programme is continuing at pace, to review services and digitalise services to create longer term efficiencies. This programme is going well, and there are already some commitments from the reserve for 2021/22. It is recommended that £282k of additional funds are set aside to ensure that funds remain available to drive change. This will take the closing balance to £1.380m.

3.4.14 Local Plan Reserve

This reserve has been fully depleted in 2020/21, but work will be ongoing in 2021/22. For this reason it is recommended the reserve be topped up by £300k.

3.4.15 COVID-19 Pandemic Reserve

The pandemic continues to impact the council, and it is unclear what longer term impacts will be. It is recommended that the reserve be topped up by £242k, taking the closing balance to £425k. A further top up is planned in 2021/22 of £610k funded by government grant.

3.4.16 Other Reserves

It is recommended that the Civic Buildings Reserve be topped up by £200k. There is a report recommending use of the reserve in 2021/22 towards decarbonisation projects, and topping up the reserve will ensure funds remain available after approval of that report, for any significant unforeseen or emergency building repairs.

4 Housing Revenue Account

- 4.1 The closing balance on the Housing Revenue Account is £2.553m, which is a favourable movement of £0.81m from the Current Budget. Key variances are shown in **Appendix C**.
- 4.2 There is an increase of £1.871m to Revenue Contribution to Capital. This has been adjusted due to the variances outlined in appendix C and to ensure the HRA maintains a minimum balance of around 5% of total income, as set out in the Medium-Term Financial Strategy.
- 4.3 **Appendix C** gives a list of the current budgets and forecast outturns for the HRA.

5 Outstanding Debts on Debtors System

- 5.1 At the end of March 2021, debts outstanding totalled £1.960m. This is a reduction of £910k on the December 2020 position of £2.870m.
- 5.2 Performance is measured using a rolling debtor day ratio. The current target is 38 days and at the end of March 2021 the rolling debtor days totalled 52.82 days. This is an increase on the 50.68 days reported at the end of December 2020.
- 5.3 One of the largest areas of debtors relates to commercial property. For the majority of tenants which have not been able to pay, deferments and payment plans have been agreed and are being closely monitored. Additional legislation was brought in by the Government which prevented some usual recovery action being taken.
- 5.4 The debtors system does not include debts for housing rents, council tax and business rates. **Appendix D** analyses the outstanding debt by age and across services.
- 5.5 Detailed information on outstanding debts is sent to Directors and Heads of Services for action where appropriate and discussed at the regular budget monitoring meetings with the service accountants. A pro-active approach is taken in managing debts by finance, legal and services.

Implications

6 Legal Implication(s)

- 6.1 There are no legal implications arising as a result of this report.

7 Financial Implication(s)

- 7.1 The financial implications are set out within this report.

8 Risk Management Implications

- 8.1 The risks related to this proposal are set out within the report where appropriate.

9 Security & Terrorism Implication(s)

- 9.1 There are no security & terrorism implications arising as a result of this report.

10 Procurement Implication(s)

- 10.1 There are no procurement implications arising as a result of this report.

11 Climate Change Implication(s)

- 11.1 There are no climate change implications arising as a result of this report.

12 Link to Corporate Priorities

- 12.1 The subject of this report is linked to the Council’s Corporate Priority “Engage with our communities and provide value for money”, and specifically to the achievement of “Demonstrate Value for Money”.

13 Equality and Diversity

- 13.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

14 Health and Wellbeing

- 14.1 There are no direct implications in relation to health and wellbeing arising from this report.

15 Communication and Engagement

- 15.1 There are no direct requirements for communication and engagement arising from this report.

Name of author	Richard Baker
Title	Head of Resources
Date	31 May 2021

Appendices:

- A1 General Fund Revenue Budget Summary**
- A2 General Fund Reserves Summary**
- A3 General Fund – Virement summary by Head of Service**
- B1-8 Variance analysis by Head of Service for direct and support services**
 - B1 Head of Resources*
 - B2 Head of Environment*
 - B3 Head of Policy & Culture*
 - B4 Head of Law and Administration*
 - B5 Head of Planning*
 - B6 Head of Public Health & Protection*
 - B7 Head of Housing & Community*
 - B8 Corporate Management Team*
- C HRA budget overview and Reserves Summary**
- D Age Debt for debts outstanding at the end of December 2020**

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Description	Current Budget 2020/21	Outturn 2020/21	Variance to Current
	£ '000	£ '000	£ '000
Head of Resources	3,736	1,659	(2,077)
Head of Environment	6,951	7,423	472
Head of Policy and Culture	1,585	2,647	1,062
Resources, Environment and Cultural Services	12,272	11,729	(543)
Head of Law and Administration	2,062	2,024	(38)
Head of Planning	1,098	1,511	413
Head of Public Health and Protection	1,403	1,020	(383)
Public Protection, Planning and Governance	4,563	4,555	(8)
Head of Community and Housing Strategy	2,210	2,017	(193)
Housing and Communities	2,210	2,017	(193)
Corporate Management Team Budgets	1,628	1,621	(7)
Net Controllable Income and Expenditure	20,673	19,922	(751)
Net Recharge to the Housing Revenue Account	(5,304)	(4,853)	451
Net General Fund Expenditure	15,369	15,069	(300)
Taxation and non-specific grant income and expenditure			
Income from Council Tax	(10,855)	(10,855)	0
Business Rates Income	(4,908)	(14,558)	(9,650)
Plus/Less collection fund deficit/(surplus)	1,472	1,653	181
Other Government Grants	0	(3,822)	(3,822)
New Homes Grant	(1,028)	(1,028)	0
Other Operating Income and Expenditure			0
Less Interest & Investment Income	(30)	(134)	(104)
Plus capital financing	1,131	1,030	(101)
Impairment of Debt	0	596	596
Borrowing Interest	378	6	(372)
Revenue Contribution to Capital	25	27	2
Parish Precepts	1,701	1,701	0
Net Total before movements in reserves	3,255	(10,315)	(13,570)
Contribution (from) / to Earmarked Reserves	(1,607)	11,963	13,570
Contribution (from) / to GF balances	(1,648)	(1,648)	0

Reserve	Balance at 1 April 2020 £'000	Budgeted Movement £'000	Previously Approved Changes £'000	Proposed Movements (a) £'000	Proposed Movements (b) £'000	Forecast Balance 31 March 2021 £'000
Earmarked Reserves						
Strategic Initiatives Reserve	1,330	36	0	198	0	1,564
Business Rates Retention Reserve	1,701	(1,465)	0	9,548	0	9,784
Pensions Reserve	1,201	1,200	(1,200)	0	0	1,201
Modernisation Reserve	1,281	0	(441)	258	282	1,380
Commitment Reserves	331	0	0	(319)	0	12
Grants and Contributions Reserve	834	0	0	3,538	0	4,372
Local Plan Reserve	300	0	0	(300)	300	300
COVID-19 Pandemic Reserve	405	0	0	(222)	242	425
Climate Change Reserve	50	100	(65)	65	0	150
Youth Provision Reserve	0	50	(25)	(4)	0	21
Other Reserves	364	0	0	(13)	200	551
Total Earmarked Reserves	7,797	(79)	(1,731)	12,749	1,024	19,760
General Fund Working Balance	8,550	(1,649)	0	0	0	6,901
Total Reserves	16,347	(1,728)	(1,731)	12,749	1,024	26,661

(a) These proposed movements represent contributions to/from reserves, in relation to the funding of specific costs, or for setting aside income received for future use

(b) These proposed movements are recommendations for the use of balances arising from in year variances, based on the actual outturn position

Summary of virements between services - outturn

Appendix A3

Service	Virement Detail	Total
Head of Resources	£1,200k Triennial pensions payment (Cabinet approved)	1,526
	£302k Revenues and Benefits Transformation (Modernisation Board approved)	
	£20k Site surveys funded from corporate projects and HRA (officer approved)	
	(£1k) Centralisation of lone working devices (officer approved)	
	£5k Building Maintenance (officer approved)	
Head of Environment	£27k Transfer of planning work into the contact centre (officer approved)	2
	(£24k) Building maintenance (officer approved)	
	(£1k) Centralisation of lone working devices (officer approved)	
Head of Policy and Culture	£17k Building Maintenance (officer approved)	17
Head of Law and Administration	£10k Transfer of management training budgets to central training budget (officer approved)	20
	£10k Transfer from corporate projects to fund committee related work (officer approved)	
Head of Public Health and Protection	£15k Centralisation of lone working devices (officer approved)	15
Head of Planning	(£27k) Transfer of planning support work into the contact centre (officer approved)	(28)
	£2k Building Maintenance (officer approved)	
	(£3k) Centralisation of lone working devices (officer approved)	
Head of Community and Housing Strategy	£10k CCTV in Hatfield Town Centre funded from corporate projects (officer approved)	11
	(£1k) Centralisation of lone working devices (officer approved)	
Corporate Management Team	(£10k) Transfer of management training budgets to central training budget (officer approved)	(40)
	(£10k) CCTV in Hatfield Town Centre funded from corporate projects (officer approved)	
	(£10k) Site surveys funded from corporate projects (officer approved)	
	(£10k) Transfer funding for standards committee investigation from corporate projects (officer approved)	
Net Recharge to HRA	(£8k) Centralisation of lone working devices (officer approved)	(18)
	(£10k) Site surveys funded from HRA (officer approved)	
Total Increase/(Decrease) to Net Cost of Service Budgets		1,505

31 March 2021 variances

Head of Resources

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	5,023	4,423	(600)
Premises Related	1,843	1,891	48
Transport Related	39	14	(26)
Supplies and Services	1,178	1,574	396
Third Party Payments	21,293	30,371	9,077
Transfer Payments	28,323	28,876	553
Income	(53,963)	(65,489)	(11,526)
Controllable Costs	3,736	1,659	(2,077)

Controllable Variance Analysis	Outturn Variance £'000
a) The pandemic has mean a small drop in occupancy at WelTech. More crucially the refurbishment and opening of HatTech was been delayed by six months, and has resulted in reduced ability to fill the units at HatTech. This meant that the Council has not been able to generate income from the centre but still needs to meet overheads such as Business Rates.	198
a) There have been a number of vacancies across the service. Where vacancies have been challenging to fill, additional support has been sourced through agency and professional services to support service delivery. This also includes £100k central provision made for salary inflationary increases. These increases will have been spread through services and will form part of any variances described through this report.	(166)
a) Commercial Rental Income raised was broadly on target for the year, with a slight increase associated with minor sales and back dated reviews. This is being monitored closely monitored as is a high risk area. Whilst income raised is broadly on target, there are rent arrears and an increase has been made to the bad debts provision, shown outside of service costs on appendix A1.	(27)
a)The insurance premiums are below budget. This follows a retendering of the insurance policies, which came back lower than anticipated.	(40)
b) The HRA contribution to the annual pensions payment, has been charged directly to the Housing Revenue Account (this is a change is the way the charge is accounted for). An equivalent variance will be included in the corporate recharges to the HRA, meaning the balances of each fund remain unaffected.	(399)
a) Software maintenance - There have been additional software licencing costs relating to distance working and additional projects undertaken to prepare the return to the office (VPN licences, Wi-Fi Survey, Soft Phones, Hybrid Meeting Room). In addition, expenditure has been incurred which is funded from reserves such as the implementation	158

a) Due to the increase in home working, directly linked to the pandemic, the running costs of IT costs have reduced significantly (printing, phones etc)	(62)
a) Due to the pandemic, the courts closed for sometime. The Council has not been issuing Council Tax and Business Rates courts summons. These have started again now and this loss is not expected to continue into 2021/22.	368
a) This is due to the total subsidy shortfall. Due to the pandemic, there is much larger deficit on the subsidy grant for housing the homeless not covering the cost for benefits provided. The council only receives subsidy for 40% of some of the costs, but is required to pay 100% benefit to the claimant. A project is underway to understand the ongoing impacts associated with this and consider options available.	966
a) The council is signed up to a Hertfordshire wide contract, which along with providing useful business rates information, also helps to identify properties which are either not in the rating list, or may be in the rating list incorrectly. When the company finds such properties, on successful challenge with the VOA, the company receives a share of the rates income generated from the year 1 change to the rating list.	113
a) Due to home working, there has been a reduction to the premises running costs for council offices.	(54)
a) Following on from the demolition of properties as part of regeneration projects, ongoing premises costs have been mitigated as well as generating in in year underspend.	(66)
b) As part of the 2020/21 budget, a one off budget was approved to undertake conditions surveys, funded from earmarked reserves. These surveys have been commissioned. Some have completed in the year, with the remainder due for completion early 2021/22. Only utilised budget will be funded from reserve, with the balance remaining in reserves to draw down in 2021/22.	(88)
b) The council received a number of new burdens grants in year, related to the additional work required on council tax support, business support grants, track and trace payments and other schemes. Some of these streams of work have incurred additional expenditure through our contractor. These costs are funded by the grant income which is identified outside of the costs of services (Other Government Grants, Appendix A1)	118
b) The council received a number of grants for government initiatives, including funding for an enhanced council tax support scheme, business support grants scheme, and a track and trace scheme. Where the council has discretion over use, these must be shown in its service costs and income. Any balances will be rolled forward using an earmarked reserve for use in 2021/22.	(3,113)
c) Other small variances.	17
TOTAL	(2,077)

31 March 2021 variances

Head of Environment

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,222	910	(312)
Premises Related	569	704	135
Transport Related	19	12	(7)
Supplies and Services	861	544	(317)
Third Party Payments	8,235	8,648	413
Transfer Payments	0	0	0
Income	(3,955)	(3,395)	560
Controllable Costs	6,951	7,423	472

Controllable Variance Analysis	Outturn Variance £'000
a) There are a number of vacancies throughout the service which have created a significant underspend on the service.	(312)
a) Income from mixed recyclables was higher than budgeted in part due to the increasing popularity of online shopping and higher levels of household waste.	(198)
a) Income from recycling of newspapers is falling as newspapers decline in readership. There is also an additional impact from the pandemic since many people have opted to gather news from digital means.	134
a) Income from textile recycling has fallen as countries which would usually have bought the product have closed borders.	23
a) The Garden Waste scheme continues to prove to be very popular, with income generated being higher than budgeted due to the increased popularity of the scheme.	(138)
a) Net loss of parking income due to pandemic. The loss is slightly reduced due to the reduction in in-year running costs of car parks due to low usage.	892
a) Repairs to Tewin Road depot to fix a sinkhole identified.	111
b) Net increase in cemetery income, after additional costs associated, due to the pandemic.	(34)
c) Other small variances.	(7)
TOTAL	472

31 March 2021 variances

Head of Policy and Culture

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,692	1,708	16
Premises Related	989	783	(206)
Transport Related	2	0	(2)
Supplies and Services	1,356	593	(763)
Third Party Payments	136	623	487
Transfer Payments	0	0	0
Income	(2,590)	(1,060)	1,530
Controllable Costs	1,585	2,647	1,062

Controllable Variance Analysis	Outturn Variance £'000
a) Due to the closure of Campus West during the pandemic, there has been a significant reduction of income, while property and other costs have continued to be incurred. As long as social distancing remains in place, there is a financial impact through loss of revenue.	2,009
a) Due to the closure of Campus West during the pandemic, and "safe" reopening with social distancing, there has been a reduction in expenditure, particularly on "demand led" expenditure, such as films fees and food and beverage supplies. As a result there is some reduction of variable cost expenditure, however the loss of income is far greater than the saving from reduced expenditure.	(921)
a) Due to the closure of Community Centres, there is a significant reduction of income, while some property and other costs have continued to be incurred. It is not expected that these venues will open until at least quarter 2 of 2021/22 as managing social distancing would increase costs and resources required.	76
a) Due to the pandemic, income from other sites are also below budget for the year including Mill Green Museum, Moneyhole Lane Pavilion and the Roman Bath House.	63
a) As a result of the pandemic and lockdowns there has been resulting savings on the utilities cost of the leisure facilities. These are being monitored closely, the savings on these will net off against the extra support given to GLL.	(116)
a) Due to the closure of sports facilities, in line with Government Guidance, the Council has provided financial support to GLL as they have seen a significant reduction to income. This is being managed on an open book basis and is being monitored.	307
a) As a result of the pandemic and sites having to be closed, staff were placed on furlough, as a result there has been government grant income from the furlough scheme that will contribute towards the staffing cost of the closed sites including the museum and Mill.	(383)
c) Other small variances.	26
TOTAL	1,062

31 March 2021 variances

Head of Law and Administration

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,507	1,614	108
Premises Related	3	1	(2)
Transport Related	22	4	(18)
Supplies and Services	716	643	(73)
Third Party Payments	37	57	19
Transfer Payments	0	0	0
Income	(223)	(295)	(72)
Controllable Costs	2,062	2,024	(38)

Controllable Variance Analysis	Outturn Variance £'000
a) Elections grants and contributions received including pandemic funding and individual elector grant funding. This funding will be set aside in earmarked reserves and drawn down in 2021/22 towards associated costs.	(77)
a) The team went through a restructure early 2020, and agency support was utilised to support the team whilst recruitment to vacant roles was undertaken. £16k of this related to the Voluntary Registration project and will be funded from earmarked reserves.	140
a) Savings on Elections owing to postponement of 2020 election.	(60)
a) Due to an increase in home working and alternative ways of working, there has been a reduction in postage costs processed through the central team.	(25)
c) Other small variances.	(17)
TOTAL	(38)

31 March 2021 variances

Head of Planning

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,711	2,029	318
Premises Related	1	0	(1)
Transport Related	8	3	(4)
Supplies and Services	275	1,050	775
Third Party Payments	(13)	2	15
Transfer Payments	0	0	0
Income	(884)	(1,573)	(689)
Controllable Costs	1,098	1,511	413

Controllable Variance Analysis	Outturn Variance £'000
a) Increase in Agency costs, legal and consultancy fees for work on Local Plan. The overspend on Local Plan was to advance the local plan for inspection and has been party funded from a draw down of £300k from the Local Plan Earmarked reserve.	412
a) Payment of income to third parties in relation to section 106 agreements. (See below)	505
a) Income received and released from balances to fund payments due to third parties in relation to section 106 agreements. (see above)	(505)
a) Due to vacancies within the team, difficulties in recruiting and two large planning applications received, additional use of agency staff and external support has had to be utilised. This is offset by the additional planning income received (below)	150
a) Due to the impact of the pandemic, there was initially a reduction in the income received for development control planning application fees. However, there were two large planning applications (Wheat Quarter and Bio Park) this year which has generated extra income in year and helps to partially offset additional spend required on agency and external support (above)	(184)
c) Other small variances.	35
TOTAL	413

31 March 2021 variances

Head of Public Health and Protection

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,471	1,279	(191)
Premises Related	3	4	1
Transport Related	23	17	(7)
Supplies and Services	129	189	60
Third Party Payments	92	85	(7)
Transfer Payments	0	0	0
Income	(316)	(555)	(239)
Controllable Costs	1,403	1,020	(383)

Controllable Variance Analysis	Outturn Variance £'000
a) Due to a number of vacancies within the team, there are significant underspends within employee budgets through the team.	(191)
a) The service has received a number of pots of grant funding through the year, including covid enforcement, healthy hub and outbreak management. Any unutilised funds will be moved to earmarked reserves.	(281)
a) The council has been creating a digital healthy hub, in line with a county wide and funded project. This is fully funded by grant receipts received, outlined above.	64
a) Due to the pandemic, a number of income reductions have arisen, including course income for environmental health, licencing fees and other small income budgets.	52
c) Other small variances.	(27)
TOTAL	(383)

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,802	1,651	(152)
Premises Related	26	22	(5)
Transport Related	13	4	(9)
Supplies and Services	249	1,653	1,404
Third Party Payments	345	290	(55)
Transfer Payments	0	0	0
Income	(226)	(1,603)	(1,377)
Controllable Costs	2,210	2,017	(193)

Controllable Variance Analysis	Outturn Variance £'000
a) There are a number of vacancies throughout the service which have created a significant underspend on the service. These include for Private Sector Housing, Community Partnerships and Housing Development. In addition, a further £43k of salary costs were capitalised as part of the Housing Development Programme.	(195)
b) A number of grants were received during the year, linked to homelessness burdens and the pandemic. These included the flexible homelessness support grant, next steps funding , new burdens funding, rough sleeping funding, Syrian refugee funding and contributions from Hertfordshire County Council towards temporary accommodation costs. Where these grants have not been fully utilised, they will be set aside in earmarked reserves for use in 2021/22.	(1,305)
b) There has been an increase in expenditure associated with government grant funded initiatives set out above. These include over £610k expenditure on hotel accommodation to house homeless individuals. In total over £560k was spent on specific Homelessness projects including the rough sleeper initiative/outreach project, druglink, YMCA, other agencies, £72k night shelter support, £19k, next steps action programme.	1,317
c) Other small variances.	(10)
TOTAL	(193)

Budgets managed by the Corporate Management Team
31 March 2021 variances
Corporate Management Team (GF)

Appendix B8

Description	Current Budget 2020/21	Outturn	Variance
	£ '000	£ '000	£ '000
Employees	1,363	1,389	26
Premises Related	0	0	0
Transport Related	6	1	(5)
Supplies and Services	258	271	13
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(40)	(40)
Controllable Costs	1,628	1,621	(7)

Controllable Variance Analysis	Outturn Variance £'000
a) Following the incorporation and commencement of trading of Now Housing, set up costs incurred by the Council have been recovered.	(35)
c) Other small variances.	28
TOTAL	(7)

Description	Current Budget 2020/21	Outturn	Variance
	£'000	£'000	£'000
Dwelling rents	(49,175)	(48,784)	391
Non-dwelling rents	(551)	(497)	54
Tenants' charges for services and facilities	(1,807)	(1,540)	267
Leaseholders' charges for services and facilities	(855)	(889)	(34)
Contributions towards expenditure	(413)	(341)	72
De minimis receipts	-	(9)	(9)
Total Income	(52,801)	(52,060)	741
Repairs and maintenance	9,698	8,955	(743)
Supervision and management	9,047	9,311	264
Special services	3,102	2,802	(301)
Rents, rates, taxes and other charges	956	793	(163)
Impairment allowance for doubtful debts	490	130	(360)
Depreciation	15,440	14,324	(1,116)
Debt management costs	28	38	10
Sums directed by Secretary of State	50	49	(1)
Total Expenditure	38,811	36,401	(2,410)
HRA share of Corporate and Democratic Core	705	663	(42)
Net Cost of Services	(13,285)	(14,996)	(1,711)
Less Interest and Non-Statutory Items:			
Interest payable and similar charges	6,373	6,074	(299)
HRA financing and investment income	(163)	(106)	57
Revenue Contribution to Capital	7,224	9,096	1,871
Total Adjustments	13,434	15,063	1,629
(Surplus) / Deficit	149	68	(81)
Opening HRA Operating Balance	(2,620)	(2,620)	-
In-year (Surplus) / Deficit	149	68	(81)
Closing HRA Operating Balance	(2,471)	(2,553)	(81)

Variance Analysis

		Variance
Tenant rents increased by 2.59% compared to 2019/20 (close to the rent increase of 2.7%) when adjusting for 19/20 being a 53 week year. The variance being the budgeted increase in rents due to new properties not delivering rental income as soon as expected. However, the most significant variance is on voids with hostel voids being £363k higher than budget due to reduced capacity as a consequence of covid and essential works.	Dwelling and Non-Dwelling rents	445
Decreased Service charge income for Hostels (£108k) and Independent Living (£102k) combined with The Hive income decreasing (£56k net of government grant) due to covid and some site redevelopment work at Hostels.	Tenants' charges for services and facilities	267
Vacancies in the service generated in year variances (£67k), Supporting People Grant income received in excess of budgeted income (28k) and greater than anticipated capitalised salaries charged to AHP (£33k).	Contributions towards expenditure	(128)
From 2020/21 the council no longer recharges RTB costs to capital, as there is no benefit to doing so and this reduces administration. The offsetting value will be reflected in the Revenue Contribution to Capital calculation.	Contributions towards expenditure	200
Aids and adaptations works £242k below budget, Fire risk assessments and remedial works £181k below budget, Street lamp maintenance £174k below budget, Communal door entry maintenance £98k below budget, Misc Structural works £61k below budget and Major repairs insurance excess £50k below budget. Covid has led to works being delayed. A review of budgets was undertaken for 2021/22 and budgets adjusted accordingly.	Repairs and Maintenance	(743)
Estates management £165k below budget (due to covid and contract efficiencies) and Independent living £94k under budget (£40k under budget on Intercom systems maintenance, Salaries and Car allowance £26k under budget as reduced service due to covid, Utilities £18k under budget)	Special Services	(301)

Write offs of £468k offset by a reduction in the bad debt provision of £338k leads to a net charge to the service of £130k, against an original budget of £490k.	Impairment allowance for doubtful debts	(360)
Depreciation charge of £14.32m is based upon actual valuation of properties. The depreciation charge is credited to capital to fund the capital programme. The reduction to the charge will be offset by an increase in the revenue contribution to capital. this means both the revenue and capital funds will not be materially impacted by changes in valuation.	Depreciation	(1,116)
Interest payable on HRA loans in line with loans schedule, interest rates were lower than budgeted, along with later timing for the need to borrow.	Interest payable and similar charges	(299)
Reduction in investment income linked to accelerated spend on the affordable homes programme and low interest rates.	HRA financing and investment income	57
Other variances		25
Adjustment to contribution to capital to maintain working balances at agreed level and reflect other changes such as the reduction to depreciation.	Revenue Contribution to Capital	1,871
		(81)

Arrears by service at 31 March 2021

Appendix D

		1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Public Protection, Planning & Governance							
	Law & Administration	42,958.23	60.00	0.00	-6.00	2,602.79	45,615.02
	Planning	2,336.84	0.00	2,002.26	5,224.59	4,453.06	14,016.75
	Public Health & Protection	-113.00	4,090.00	0.00	1,440.00	2,090.93	7,507.93
		45,182.07	4,150.00	2,002.26	6,658.59	9,146.78	67,139.70
Housing and Communities							
	Housing Operations	34,060.36	25.73	568.56	3,022.59	5,186.97	42,864.21
	Housing Property Services	0.00	0.00	0.00	0.00	0.00	0.00
	Community & Housing Strategy ¹	5,432.70	318.00	3,222.00	31,840.99	68,204.58	109,018.27
		39,493.06	343.73	3,790.56	34,863.58	73,391.55	151,882.48
Resources, Environment & Cultural Services							
	Policy & Culture	0.00	0.00	0.00	7,356.00	1,645.30	9,001.30
	Environment - Cemeteries	8,465.00	-258.36	200.00	6,950.00	2,013.48	17,370.12
	Environment - Street Cleaning	0.00	0.00	0.00	0.00	1,886.00	1,886.00
	Environment - Other	104,989.42	92,592.00	1,134.12	13,966.09	21,020.32	233,701.95
	Resources - Shopping Centres	211,985.78	8,099.69	5,267.42	161,304.03	56,071.90	442,728.82
	Resources - Hatfield Town Centre ⁸	125,607.82	32,016.67	12,016.67	167,782.77	35,942.34	373,366.27
	Resources - Ground rent	12,857.84	22.00	74.50	11,010.57	25,518.18	49,483.09
	Resources - Garages	36,818.68	19,545.01	13,954.35	75,910.01	164,174.77	310,402.82
	Resources - Other Corporate Property	68,012.73	5,968.75	20,125.10	46,463.12	7,576.22	148,145.92
	Resources - Broxbourne contract	6,160.80	0.00	0.00	0.00	0.00	6,160.80
	Resources - Other	84,758.54	12,246.92	0.00	17,605.63	34,458.22	149,069.31
		659,656.61	170,232.68	52,772.16	508,348.22	350,306.73	1,741,316.40
	TOTAL	744,331.74	174,726.41	58,564.98	549,870.39	432,845.06	1,960,338.58

Analysis and actions being taken re debt over 90 days - Breakdown	91-365 Days Overdue	>365 Days Overdue
Rental Deposit scheme ¹	16,031.99	41,515.46
Referred to legal ²	112,588.18	56,843.10
Payment plan ³	17,919.06	39,672.25
Chasing Estates customers	279,568.69	64,378.99
Chasing - other LAs and partner orgs ⁴	11,568.78	29,964.47
Chasing - other orgs & individuals ⁴	47,242.68	44,416.43
Garages - current tenants ⁵	71,527.29	19,887.77
Garages - former tenants ⁵	4,382.72	144,287.00
Balances of less than £50 ⁶	1,583.74	3,510.50
Unallocated credits ⁷	(12,542.74)	(11,630.91)

Analysis and actions being taken re debt over 90 days

1. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property and are to be repaid when they leave and make up the majority of Community & Housing Strategy debts over 365 days. The more recent debts have instalment plans in place.
2. Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
3. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
4. Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance. This is the step before considering referring the debt for legal action or when legal action is inappropriate e.g. another local authority or partner organisation.
5. Garages - these debts are being pursued by the Garages Team using direct customer contact and legal action where appropriate. Annual income from garage rents is around £2.3m across over 4,000 garages.
6. Balances of less than £50 - many of these debts are ground rent and an exercise is underway to chase up the non payment of these charges.
7. Unallocated credits - these arise when customers pay a different amount than the invoice issued or where a customer pays in advance of an invoice being raised.
8. Hatfield Town Centre - the total annual rental income from commercial tenants is £544k.

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Agenda Item 9

Part I

Main author: Helen O’Keeffe

Richard Baker

Executive Member: Cllr Duncan Bell

All Ward

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

CAPITAL BUDGET OUTTURN REPORT 2020/21

1 Executive Summary

- 1.1 This report presents the capital expenditure and associated capital funding for both General Fund and Housing Revenue Account for 2020/21.
- 1.2 A summary of the capital outturn is provided in table 1 (at section 3.21), and the capital financing is summarised in table 2 (see section 3.26).

2 Recommendation(s)

- 2.1 That Cabinet note the overall capital outturn position and financing for 2020/21.
- 2.2 That Cabinet approve the re-phasing of budgets as detailed in Appendix A.

3 Explanation

- 3.1 The capital outturn position is summarised in Table 1 and a detailed breakdown by capital scheme per directorate can be found in Appendix A
- 3.2 There is a re-phasing of £30.73m into 2021/22, explanations of key variances are detailed below:

General Fund Total rephasing £26.522m

Head of Planning re-phasing £1.031m

- 3.3 **£1.000m – Angerland Football and Rugby Improvements in Hatfield (App A ref. no 3 & 4)**

The Angerland budget is funded from a S106 planning agreement, and is held by the Council, to be distributed to sports bodies in Hatfield. A Board was set up to receive nominations and award funding. In September 2019 the board agreed to review the criteria associated with the fund. The review concluded and in September 2020 it was confirmed that the funding remains available to deliver the two large projects for football and rugby through the capital programme and smaller community sport projects funded via a bid process from the remaining funding held in revenue. There are no large projects progressing through the planning system at present, so it is likely that the money will continue to be held by the Council for the foreseeable future until such time as a project is progressed.

Head of Resources re-phasing £8.323m

- 3.4 **£0.825m – Highview shops (App A ref. no 7)**

This is an on-going Three Phase £45m regeneration and development project. It aims to deliver 146 new homes as well as shops and public spaces. Phase one started in June 2020 and completes in March 2022. Tenants will start to be

relocated as of September 2021. This budget is mainly for compensation payable and professional fees over the life of the project.

3.5 £2.344m – One Town Centre Development, Hatfield (App A ref. no 11)

The remaining block was demolished in Q4 2020/21. The spend deadline for the grant from Homes England has been extended by 12 months and the remaining expenditure on this project will be re-phased into 2021/22.

3.6 £3.961m – Welwyn Garden City Town Centre North (App A ref. no 12)

A planning application for the phase one site (Campus West Car Park) will be submitted in early 2021/22. With regard to the phase two site (Campus East Car Park), the tender for a developer using an OJEU competitive dialogue process was launched during September 2020, which is due to compete in early 2021/22. The spend deadline for the grant from Homes England has been extended by 12 months and the remaining expenditure on this project will be re-phased into 2021/22.

Head of Environment re-phasing £15.870m

3.7 £7.176m – Bereavement Services (App A ref. no 36)

The crematorium scheme has now obtained planning approval and has been passed to the Council's Development Team to move the project into the delivery phase. Following procurement, works are expected to commence onsite in the Autumn of 2021. The budget was increased during Q4 following a reallocation of funds from strategic investment approved as part of the budget setting process.

3.8 £8.321m – Tewin Road Depot Upgrade (App A ref. no 43) & Household waste and Recycling Centre (App A ref. no 44)

Whilst some pre-development costs have been incurred, the majority of the construction costs will occur in 2021/22. The Council's capital programme includes £9m for the project, of which £4.5m relates to the Council's facilities, and £4.5m for HCC facilities. The budget was increased during Q4 following a reallocation of funds from strategic investment approved as part of the budget setting process.

Head of Communities and Housing Strategy re-phasing £1.096m

3.9 £1.000m Disabled Facilities Grant (App A ref. no 53):

The demand for Disabled Facilities Grants has historically been lower than the grant received via the Better Care Fund. Due to the pandemic, demand fell even further and the contractor was not able to progress works for the period of the first lock down. In the longer term, the team are actively looking at ways to utilise this ring-fenced fund in innovative ways, in partnership with officers from HCC. The Private Sector Renewal Policy is being reviewed as part of this work.

General Fund Total underspend (£22.580m)

3.10 (£22.981m) Now Housing (App A ref. no: 59)

The budget for Now Housing was based upon the initial business plan for the company. This firstly assumed an earlier commencement to trading, and also assumed a faster pace of delivery. The business plan was updated during the year, and was approved as part of the 2021/22 budget setting process. As the budget is not scheme specific, and budget has been set for 2021/22 onwards based upon the revised business plan, there is no requirement to roll forward the underspend. The budget would be fully financed by borrowing, which has not required to be taken other than for the completed scheme at Chequersfield.

Housing Revenue Account Total rephasing £4.204m

Head of Communities and Housing Strategy re-phasing (£2.282m)

3.11 (£9.148m) Open Market Purchases (App A ref. no: 61)

To avoid repayment of retained Right To Buy receipts the Council must meet its quarterly required spend which is determined by the receipts received in the same quarter three years prior.

The Council has a shortage of homes in comparison to demand and the acquisition of properties on the open market, alongside the Council's own developments, is considered a sound and necessary method of supplementing its declining stock due to Right to Buy.

Due to the impact of the pandemic there have been delays to some of the Council's developments and an increased focus has been placed on purchases on the open market. Bringing forward budget from future years enables the Council to 1) meet its required spend and 2) meet current demand for housing in the borough.

3.12 £1.355m Howlands House (App A ref. no: 62)

There have been some delays to this project as a result of consultations with local residents, however construction work will commence in 2021/22.

3.13 £1.276m Minster House (App A ref. no: 63)

On-site construction has been delayed due to the pandemic therefore budget will be required to be re-phased into 2021/22.

3.14 £0.947m The Commons and £1.456m Ludwick Way (App A ref. no: 64 & 65)

These schemes will commence in July 2021 and the construction period will run for around 12-18 months. An element of the budget will be re-phased into 2021/22.

3.15 £0.177m Burfield (App A ref. no: 66)

This project is in the planning phase and construction on-site is not expected until 2022/23. Between 2020/21 and 2022/23 the current site will be used to house vulnerable individuals who may otherwise be allocated alternative and more expensive temporary accommodation.

3.16 £0.422m Ludwick Green (App A ref. no: 71)

This project is for the design and build of fourteen new flats. This project is still in the planning phase and construction on-site is not expected until January 2022.

3.17 £0.750m High View (App A ref. no: 72)

Discussions are ongoing with the provider: the grant has been agreed in principal. Payment will be made in 2021/22 once the contract has been signed.

3.18 £0.961m Swallowfields (App A ref no: 73)

This budget is for the purchase of 20 apartments at Swallowfields, with the Council purchasing the site and contracting with the developer to complete the development to agreed specification. The project is expected to complete January 2022.

Head of Housing Property Services re-phasing (£6.064m)

3.19 £6.064m Housing investment programme (App A ref. no 78 - 91)

Delivered mainly through the Mears contract, along with other specialist and professional contractors, this programme is for the improvements required to the housing stock including replacement kitchens, bathrooms, electrical and asbestos

works. Due to the impact of the pandemic, a review has been undertaken of the forecast works programme, and £6.064m of works will be rephased to future years.

Head of Housing Operations re-phasing (£0.425m)

3.20 £0.320m Community Buses replacement programme (App A ref. no 92)

This programme has not yet commenced and therefore the expenditure will be re-phased to 2021/22.

3.21 Table 1: Capital Outturn Summary 2020/21 by Fund and Head of Service

	Budget 2020/21	Outturn 2020/21	Variance to Budget	Re- phasing	(Under)/ Over Outturn
	£'000	£'000	£'000	£'000	£'000
General Fund					
Planning	1,076	14	(1,063)	1,031	(32)
Public Health and Protection	73	6	(67)	52	(15)
Public Protection, Planning and Governance	1,149	19	(1,130)	1,083	(47)
Resources	18,494	10,588	(7,906)	8,323	417
Environment	17,172	1,307	(15,865)	15,870	5
Policy and Culture	330	204	(126)	150	24
Resources, Environment & Cultural Services	35,996	12,099	(23,897)	23,343	446
Community & Housing Strategy	1,446	353	(1,094)	1,096	2
Housing and Communities	1,446	1,446	(1,094)	1,096	2
Now Housing	25,418	2,437	0	0	(22,981)
General Fund Total	41,029	14,097	(26,121)	26,522	(22,580)
Housing Revenue Account					
Community & Housing Strategy	22,260	25,548	2,288	(2,282)	5
Housing Property Services	14,507	8,451	(6,056)	6,064	8
Housing Operations	500	65	(435)	425	(10)
Housing and Communities	37,267	33,063	(4,204)	4,207	3
Housing Revenue Account	37,267	33,063	(4,204)	4,207	3
Grant Total	101,277	47,971	(30,325)	30,729	(22,577)

Capital Financing

3.22 The financing of the capital programme, and cumulative borrowing position (internal and external loans) is shown below in table 2. This table excludes Now Housing which is fully financed through borrowing.

3.23 For the General Fund, the key changes in the financing are as follows:

- A reduction in the use of capital receipts and reserves, linked to the rephasing of schemes.
- A reduction in the use of grants and contributions due to the re-phasing of schemes, key changes being the development schemes funded by Homes England Funding. Grant balances not yet applied to expenditure has increased the year end balances position.
- A reduction in the anticipated borrowing due to rephasing of key schemes including Tewin Road Depot and the Crematorium. In addition, the in-year

appropriation of assets between the General Fund and the Housing Revenue Account has meant the financing requirement has been reduced on the General Fund.

- A reduction to the borrowing required for Now Housing of £22.981m, following a review of the business plan as set out in 3.10.

3.24 For the Housing Revenue Account, the key changes in the financing are as follows:

- A reduction in the use of capital receipts and reserves, linked to lower than anticipated balances. In the original budget, assumptions had been made regarding the possible sale of properties to Now Housing. These did not go ahead for 2020/21. This does not have a significant impact on the Housing 30-year business plan.
- Due to the above, and the appropriation of assets from the General Fund to the Housing Revenue Account, the year-end borrowing position has increased.

3.25 Since the reinvigoration of Right to Buy, the Council has seen an average of around 70 sales per year. This dropped to 31 in 2020/21 (50 2019/20), leading to lower levels of receipts and balances. This will continue to be closely monitored during 2021/22.

3.26 Table 2: Capital Financing Summary

Table 2 - Capital Financing Summary	Current Budget 2020/21 £'000	Forecast Outturn 2020/21 £'000	Forecast Variance £'000
GENERAL FUND			
Total Expenditure	38,592	12,470	(26,122)
Capital Receipts and Reserves	(4,015)	(2,560)	1,455
Capital Grants and Contributions	(13,085)	(7,006)	6,079
Revenue Contribution to Capital	0	(28)	(28)
Borrowing Requirement Before MRP	21,491	2,876	(18,615)
Minimum Revenue Provision	(976)	(875)	101
Appropriation	0	(3,155)	(3,155)
Net Change in Borrowing Requirement for Year	20,515	(1,154)	(21,669)
Cumulative Borrowing Requirement at year end	52,140	36,495	(15,645)
Capital Reserves and Grants Balance at year end	6,013	14,576	8,563
Borrowing for Now Housing	25,418	2,437	0
Cumulative Borrowing Requirement including Now Housing	77,558	38,932	(38,626)
HOUSING REVENUE ACCOUNT			
Total Expenditure	37,267	33,064	(4,203)
Loan Repayment	20,000	20,000	0
Capital Receipts and Reserves	(25,891)	(15,717)	10,174
Restricted 141 Capital Receipts	(7,701)	(6,947)	754
Revenue Contribution to Capital	(7,230)	(9,096)	(1,886)
Capital Grants and Contributions	(672)	0	672
Appropriation	0	3,155	3,155
Borrowing Requirement for Year	15,773	24,460	8,687
Cumulative Borrowing Requirement at year end	237,353	245,587	8,234
Capital Reserves and Grants Balance at year end	10,950	10,319	(631)

Implications

4 Legal Implication(s)

4.1 There are no direct legal implications arising from this report.

5 Financial Implication(s)

5.1 This is a report of the Section 151 Officer and financial implications are contained within the report where appropriate.

6 Risk Management Implications

6.1 The key risk associated with this report is that should the recommended capital budget re-phasing not be approved; this would have a material impact on the Council's ability to complete projects and finance its capital commitments in future years.

7 Security and Terrorism Implication(s)

7.1 There are no direct security and terrorism implications associated with this report.

8 Procurement Implication(s)

8.1 There are no direct procurement implications with this report. Implications are considered at the commencement of a capital project.

9 Climate Change Implication(s)

9.1 There are no direct climate change implications associated with this report.

10 Human Resources Implication(s)

10.1 There are no direct human resources implications associated with this report.

11 Health and Wellbeing Implication(s)

11.1 There are no direct health and wellbeing implications associated with this report.

12 Communication and Engagement Implication(s)

12.1 There are no direct communication and engagement implications associated with this report.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the delivery of all of the Council's Corporate Priorities

14 Equality and Diversity

14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author	Helen O'Keeffe and Richard Baker
Title	Service Manager (Financial Services) and Head of Resources
Date	29 May 2021

Appendices

Appendix A	Capital Expenditure Outturn – Detail by Scheme 2020/21
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CAPITAL MONITORING OUTTURN 2020/21

Appendix A

Ref	Project description	Current Budget £'000	Outturn £'000	Variance £'000	Re-phasing £'000	(Under)/ Over Spend £'000
GENERAL FUND						
1	Community Infrastructure Levy software	26	0	(26)	26	(0)
2	Replacement of Fast Planning	50	14	(36)	5	(31)
3	Angerland Football Improvement schemes	800	0	(800)	800	0
4	Angerland Rugby Improvement schemes	200	0	(200)	200	0
	Total Head of Planning	1,076	14	(1,063)	1,031	(32)
5	enhance	58	6	(52)	52	(0)
6	Purchase of Air Quality Monitoring Equipment	15	0	(15)	0	(15)
	Total Head of Public Health and Protection	73	6	(67)	52	(15)
	Total Corporate Director - Public Protection, Planning and Governance	1,149	19	(1,130)	1,083	(47)
7	Highview Shops	1,050	225	(825)	825	(0)
8	Hatfield Town Centre Public Realm	148	57	(91)	91	(0)
9	Splashlands Development	1,347	1,373	26	0	26
10	Flat Refurbishments Hatfield Town Centre	18	0	(18)	18	0
11	Redevelopment of 1 and 3-9 Town Centre Hatfield	3,249	905	(2,344)	2,344	0
12	Welwyn Garden City Town Centre North	4,809	848	(3,961)	3,961	(0)
13	Strategic Property Investment	525	892	367	0	367
14	Huntersbridge car park concrete waterproofing	10	0	(10)	10	0
15	Campus East Fire compartmentalisation	22	0	(22)	22	0
16	Littleridge Industrial Area resurfacing	85	63	(22)	22	(0)
17	Hatfield Town Centre Multi Storey Car Park	5,466	5,143	(323)	323	(0)
18	Garage Renovations	322	290	(32)	32	0
19	Garage Forecourt Resurfacing	85	67	(18)	18	0
20	Link Drive Redevelopment	295	252	(43)	43	0
21	Hatfield pop up market stalls	50	24	(26)	26	0
22	Mill Green Museum Window Replacement	49	0	(49)	49	0

CAPITAL MONITORING OUTTURN 2020/21
Appendix A

Ref	Project description	Current Budget	Outturn	Variance	Re-phasing	(Under)/ Over Spend £'000
		£'000	£'000	£'000	£'000	£'000
23	Coronation Fountain refurbishment	11	29	18	0	18
24	Commercial property-Energy efficiency	100	16	(84)	84	(0)
25	Multi Functional Devices - Replacement programme	17	14	(3)	0	(3)
26	Rolling IT Projects	223	230	7	0	7
27	SQL Server Upgrade	35	0	(35)	35	0
28	Hatfield Town Centre Market Place	298	31	(267)	267	0
29	Campus West drainage	66	10	(56)	56	0
30	Hatfield Swim Centre Cathodic protection	66	0	(66)	66	0
31	Rollercity Lighting (Foyer)upgrade	12	0	(12)	12	0
32	Cloud based email and active directory	94	75	(19)	19	(0)
33	Campus West-Partial refit of Soft Play City	25	24	(1)	0	(1)
34	(Hawthorne Theatre)	17	21	4	0	4
	Total Head of Resources	18,494	10,588	(7,906)	8,323	417
35	PLAN Off Street Parking	316	195	(121)	121	0
36	Bereavement Services	7,223	47	(7,176)	7,176	0
37	Play Area Replacement Scheme	168	0	(168)	168	0
38	Litter and dog bin replacement programme	20	14	(6)	6	0
39	Refuse and Recycling improvement programme	15	19	4	0	4
40	Replacement of sports equipment	0	0	0	0	0
41	Construction of memorial plynths	40	26	(14)	14	0
42	Car park management system	15	0	(15)	15	0
43	Tewin Road Depot Upgrade	5,299	418	(4,881)	4,881	(0)
44	Household Waste and Recycling Centre	3,800	360	(3,440)	3,440	(0)
45	Food Caddies-Weekly food waste collections	200	151	(49)	49	0
46	EV Charging Points	76	76	0	0	0
	Total Head of Environment	17,172	1,307	(15,865)	15,870	5
47	Replacement of the Council's Intranet	67	30	(37)	37	(0)
48	Leisure Capital Programme	150	174	24	0	24

CAPITAL MONITORING OUTTURN 2020/21

Appendix A

Ref	Project description	Current Budget	Outturn	Variance	Re-phasing	(Under)/ Over Spend £'000
		£'000	£'000	£'000	£'000	£'000
49	Mill Green Museum Brickwork and Masonery	40	0	(40)	40	0
50	Museum Service - Refit of Pumping Station	48	0	(48)	48	0
51	block at Mill Green	25	0	(25)	25	0
	Total Head of Policy and Culture	330	204	(126)	150	24
	Total Corporate Director - Resources, Environment & Cultural Services	35,996	12,099	(23,897)	24,343	446
52	CCTV upgrades (Welwyn Garden City, Urban and Hatfield)	100	77	(23)	24	1
53	Disabled Facilities Grant	1,188	188	(1,000)	1,000	(0)
54	Decent Homes Private Sector GF	62	14	(48)	48	0
55	WGC Football Development Scheme	53	54	1	0	1
56	PRG Health	6	0	(6)	6	(0)
57	PRG Sunflower	20	0	(20)	20	0
58	PRG Community Inclusion	17	19	2	(2)	0
	Total Head of Community & Housing Strategy (GF)	1,446	353	(1,094)	1,096	2
	Total Corporate Director - Housing and Communities (Gen Fund)	1,446	353	(1,094)	1,096	2
59	Now Housing	25,418	2,437	(22,981)	0	(22,981)
	TOTAL General Fund	64,010	14,907	(49,102)	26,522	(22,580)
HOUSING REVENUE ACCOUNT						
60	AHP - General	780	1,064	284	(332)	(48)
61	AHP - Open Market Purchases	9,100	18,248	9,148	(9,148)	(0)
62	Units	1,698	343	(1,355)	1,355	0
63	Units	4,036	2,760	(1,276)	1,276	0
64	AHP - The Commons	964	17	(947)	947	0
65	AHP - Ludwick Way	1,464	8	(1,456)	1,456	(0)

CAPITAL MONITORING OUTTURN 2020/21

Appendix A

Ref	Project description	Current Budget	Outturn	Variance	Re-phasing	(Under)/ Over Spend £'000
		£'000	£'000	£'000	£'000	£'000
66	AHP - Burfield	302	125	(177)	177	(0)
67	AHP - Chequersfield	674	727	53	0	53
68	AHP - Hazel Grove	0	39	39	(39)	0
69	AHP - Haseldine Meadows	0	60	60	(60)	0
70	AHP - Lockley Crescent	0	48	48	(48)	0
71	AHP - Ludwick Green	500	78	(422)	422	0
72	AHP - High View	750	0	(750)	750	0
73	AHP - Swallowfields	1,992	1,031	(961)	961	0
	Total Head of Community & Housing Strategy (HRA)	22,260	24,548	2,288	(2,282)	5
74	Major Repairs (Mears)	8,045	5,271	(2,774)	2,774	0
75	Aids and Adaptations	891	607	(284)	284	(0)
76	Insulation Improvements	32	8	(24)	24	(0)
77	Smoke & Carbon Monoxide Alarms	105	45	(60)	60	0
78	Gas Central Heating Replacement Program	1,794	1,800	6	0	6
79	Fire Related Works (including Queensway House)	237	16	(221)	221	0
80	Major Repairs (other contractors)	720	(6)	(726)	726	0
81	Door entry systems	531	95	(436)	436	0
82	Electricity mains	197	115	(82)	82	(0)
83	Energy improvement works	0	1	1	0	1
84	Lift replacement	116	22	(94)	94	(0)
85	Sheltered Refurbishment	1,193	476	(717)	717	0
86	Disabled Facilities Grant additional scheme	13	0	(13)	13	0
87	Better Care Fund- Sheltered Housing Modernisation	633	1	(632)	633	1
	Total Head of Housing Property Services	14,507	8,451	(6,056)	6,064	8
88	Community Buses replacement programme	320	0	(320)	320	0

CAPITAL MONITORING OUTTURN 2020/21

Appendix A

Ref	Project description	Current Budget	Outturn	Variance	Re-phasing	(Under)/ Over Spend £'000
		£'000	£'000	£'000	£'000	£'000
89	Emergency Alarms replacement programme	125	65	(60)	60	(0)
90	Shop mobility scooter replacement programme	10	0	(10)	10	0
91	Digital Improvements	45	0	(45)	45	0
	Total Head of Housing Operations	500	65	(435)	435	(0)
	Total Corporate Director - Housing and Communities (HRA)	37,267	33,063	(4,204)	4,217	13
	TOTAL Housing Revenue Account	37,267	33,063	(4,204)	4,217	13
	Grand Total	101,277	47,971	(53,306)	30,739	(22,567)

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Part I

Main author: Andrea Plucknett

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE HEAD OF RESOURCES

TREASURY MANAGEMENT AND INVESTMENT STRATEGY ANNUAL REPORT 2020/21

1 Executive Summary

1.1 The Council carries out its Treasury Management functions within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code). This requires the Council to approve a treasury management strategy before the start of each financial year, and also receive mid and end of year reports. This report therefore reviews the treasury management activity and prudential indicators for the 2020/21 financial year.

2 Recommendation

2.1 It is recommended that Cabinet note the report and actual treasury management prudential indicators for 2020/21.

3 Background

3.1 The 2020/21 Treasury Management Strategy was approved by Council at its meeting on 3 February 2020, as part of the "Medium Term Financial Strategy and Financial Governance Framework".

3.2 As the Council borrows and invests substantial sums of money it is exposed to financial risks, including the potential loss of invested funds and the revenue implications of changes in interest rates. The successful identification, monitoring and control of risk are therefore central to this strategy.

3.3 The Head of Resources is able to report that treasury management activity undertaken during the financial year complied with the approved strategy, the CIPFA Code of Practice 2017 Edition, and the relevant legislative provisions.

4 External context

4.1 For context, the Council's treasury consultants, Arlingclose Ltd have provided a review of the year, attached at Appendix A.

5 Borrowing and investment portfolio

5.1 A summary of investments and borrowing as at 31 March 2021 is attached at Appendix B.

Borrowing

5.2 On 31 March 2021 the Council had a net borrowing requirement of £281.8m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement

(CFR), while useable reserves and working capital are the underlying resources available for investment. These factors are summarised below.

	31.3.20 Actual £m	31.3.21 Actual £m
General Fund CFR	35,545	36,495
Now Housing (General Fund) CFR	0	2,437
HRA CFR	241,127	245,587
Total	276,672	284,519
Borrowing		
External borrowing	-242,899	-236,399
Internal / (over) borrowing	33,773	48,120
Less: Usable reserves	-46,742	-55,688
Less: Working capital	-7,166	-8,904
Net investments	-20,135	-16,472

- 5.3 The Council continued to keep borrowing and investments below their underlying levels, known as internal borrowing, in order to reduce risk and keep interest costs low.
- 5.4 In October 2019 the PWLB raised the cost of borrowing by 1% in response to concerns about the overall level of local authority debt. At the budget in March 2020, however, it was announced that the cost of HRA borrowing would be reduced back down to the original level and that a consultation on future lending terms between the PWLB and local authorities would commence.
- 5.5 The results of the consultation were published in November 2020 and included a reduction of 1% on all standard and certainty rate loans, with the condition that authorities confirm there is no intention to buy investment assets primarily for yield in the current and next two financial years. The Council is not planning to purchase any investment assets primarily for yield within the next three years and so is able to take advantage of the reduction in the PWLB borrowing rate.
- 5.5 The table overleaf summarises the borrowing activity throughout 2020/21. £16.5m out of the £20m of HRA borrowing which matured was replaced with further borrowing from the PWLB. This was taken at key times during the year, in consultation with Arlingclose, to manage cashflow and ensure the interest rate payable was as low as possible.
- 5.6 In March 2021 there was a cashflow requirement to fund primarily General Fund capital expenditure. On Arlingclose's advice, temporary borrowing from another local authority was taken to ensure continued liquidity.

*Loans with maturities within 1 year **Not time weighted

	Balance on 01/04/2020 £000	Matured in 2020/21 £000	Borrowed in 2020/21 £000	Balance on 31/03/2021 £000	Average rate** on 31/03/2021
HRA					
Short term loans*	20,000	20,000	0	21,400	2.36
Long term loans	217,899	0	16,500	212,999	2.58
General Fund					
Temporary borrowing	5,000	5,000	2,000	2,000	0.08
Total	242,899	25,000	18,500	236,399	2.54

Investments

- 5.7 The average investment balance during 2020/21 was £27.2 million. The tables below summarise the investment activity during this period.

Investment Counterparty	Balance on 31/03/2020 £000	Investments Made £000	Maturities/ Investments Sold £000	Balance on 31/03/2021 £000
UK Local Authorities - Long term	2,000	0	2,000	0
UK Government - Short term	0	47,262	47,262	0
Banks & Building Societies - ST deposits/accounts	6,675	11,870	13,433	5,112
AAA rated Money Market Funds	7,460	143,008	143,108	7,360
Pooled Property Fund	*4,000	0	0	*4,000
TOTAL INVESTMENTS	20,135	202,140	205,803	16,472

*Bid Value of shares at 31/03/20 = £3,776,632k

*Bid Value of shares at 31/03/21 = £3,749,781k

	Weighted average interest rate
Short term investments	0.146%
Long term investments	4.186%
All investments	0.744%
Total interest earned 2020/21	*£202,652

*Includes estimated Q4 Property Fund dividend

- 5.8 The maturity profile of all investments at 31 March 2021 is shown below:

	£000
Up to 3 months	12,472
6+ months	*4,000
Total	16,472

*Property Fund investment – to be held long term; approx. 6 months redemption period

- 5.9 As the capital programme forecast a significant reduction in investment balances, the emphasis in 2020/21 was on maintaining liquidity for cashflow purposes. Money Market Funds provided high credit quality with instant access and UK bank notice accounts were also utilised. While the return on a number of funds dropped to 0%, this proved preferable on occasion to the government deposit facility, the DMADF, which at times charged a negative rate.
- 5.10 Despite the challenges presented by the pandemic, the CCLA Property Fund continued to pay a healthy dividend, averaging 4.2% over the year. Although the value of the fund dropped over the beginning of the year, it did broadly recover, with the BID price at 31 March 2021 being £3,750k, compared to £3,777k at the end of 2019/20.

6 Treasury Management indicators

- 6.1 The actual treasury management indicators for the 2020/21 financial year were as follows:-

6.2 Maturity structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing were:

	Upper Limit	Lower Limit	Actual at 31.3.21	Limit observed in year
Under 12 months	20%	0%	9.1%	✓
12 months and within 24 months	30%	0%	9.7%	✓
24 months and within 5 years	50%	0%	33.1%	✓
5 years and within 10 years	80%	0%	41.1%	✓
10 years and within 20 years	100%	0%	7.0%	✓
20 years and above	100%	0%	0%	✓

Time periods for this indicator start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

6.3 Principal sums invested for periods longer than a year

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits were:

	2020/21 £000	2021/22 £000	2022/2023 £000
Limit on principal invested beyond year end as at 31/03/21	5,000	5,000	5,000
Actual principal invested beyond year end As at 31/03/21*	4,000	4,000	4,000
Limit observed in year	✓	✓	✓

*Includes £4m in CCLA Property Fund

6.4 Borrowing Limits

The Council is required to set limits on its borrowing activity. The authorised limit is what we determine to be our maximum affordable borrowing in any one year. It is not the amount the Council expects to borrow to meet its capital expenditure requirements, but provides headroom over and above our capital requirements to allow for unusual cash movements, or to take advantage of low interest rates and to borrow in advance of need.

The operational boundary is based on the Council's estimate of most likely scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and is a key tool for in-year monitoring. The operational boundary is set based upon our expected year end position and may be exceeded during the year based on cashflow requirements and the timing of borrowing repayments.

Other long-term liabilities comprise finance leases and other liabilities that are not borrowing but form part of the Council's debt.

The table below shows that the authorised limits for borrowing have been complied with in the year 2020/21.

	Maximum in period £'000	31.3.21 Actual £'000	2020/21 Operational Boundary £'000	Complied	2020/21 Authorised Limit £'000	Complied
External Borrowing	243,399	236,399	273,483	✓	303,483	✓
Other Long Term Liabilities	2,103	2,103	2,103	✓	2,103	✓
External Borrowing for Now Housing	2,437	2,437	26,000	✓	26,000	✓
TOTAL	247,939	245,002	262,983	✓	333,958	✓

7 Investment Strategy indicators

7.1 The actual Investment Strategy indicators for 2020/21 were as follows:

7.2 Service Based Investments – Loans

There are a number of loan arrangements with local charities, residents, the Council's joint venture, employees and the wholly owned housing company, Now Housing.

The main risk associated with service loans is that the borrower will be unable to repay the principal amount lent and/or interest due. In order to limit the risk and ensure exposure remains appropriate and proportionate, limits are set and monitored, as in the table below:

Category of borrower	2020/21 Forecast Balance £000	2020/21 Actual Balance £000
Joint Venture	107	107
Local Charities	114	114
Local residents	4,528	4,024
Employees	82	97
Now Housing	2,494	2,437
Total	7,325	6,779

7.3 Service Based Property Investments

The Council holds a large portfolio of assets for service reasons which also generate returns for the Council. Whilst the primary purpose of holding these assets is not financial return, they do face similar risks to those assets held purely for financial return.

The Council monitors performance and risks of service-based property investments:

	2019/20 Actual £'m	2020/21 Estimate £'m	2020/21 Actual £'m
Income Generating Assets held for service purposes			
Ratio: Loan to value (CFR to asset base)	£1 : £2.54	£1 : £2.44	£1 : £2.71
Ratio: Principal cover (MRP to income stream)	£1 : £11.81	£1 : £11.54	£1 : £9.71
Ratio: Interest cover (interest cost to income)	N/A	£1 : £18.54	£1 : £982.33
Non-Income Generating Assets held for service purposes			
Cost of borrowing in relation to council tax	£2.11	£9.87	£9.87

- 7.4 The Loan to Value ratio (CFR to Asset Base) reflects the Council's borrowing in relation to its asset base. This is favourably lower than originally forecast, due to an upward revaluation of assets, in particular commercial properties in town centre and neighbourhood centres.
- 7.5 The Principal cover ratio (MRP to income stream) reflects how much income is generated by the operational assets of the Council, against the annual charge to revenue for the principal repayment of debt. Due to lower income generation in 2020/21, wholly attributable to the pandemic, this is adversely impacted.
- 7.6 The Interest Cover ratio (interest cost to income) monitors the risks around interest cover and links to income. Whilst income was lower than expected due to the pandemic, the additional grant receipts and delays in capital expenditure had a positive impact on cash balances. These factors combined to provide a favourable position on the ratio.
- 7.7 The cost of borrowing in relation to council tax was as expected for the year.

8 CIPFA Consultations

- 8.1 In February 2021 CIPFA launched two consultations on changes to its Prudential and Treasury Management Codes of Practice. These follow the Public Accounts Committee's recommendation that the prudential framework should be further tightened following continued borrowing by some authorities for investment purposes. These are principles based consultations and will be followed by more specific proposals later in the year.
- 8.2 In the Prudential Code the key area being address is the statement that "local authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed". Other proposed changes include the sustainability of capital expenditure in accordance with an authority's corporate objectives, i.e. recognising climate, diversity and innovation, commercial investment being proportionate to budgets, expanding the capital strategy section on commercial activities, replacing the "gross debt and the CFR" with the liability benchmark as a graphical prudential indicator.
- 8.3 Proposed changes to the Treasury Management Code include requiring job specifications and "knowledge and skills" schedules for treasury management roles to be included in the Treasury Management Practices (TMP) document and formally reviewed, a specific treasury management committee for MiFID II professional clients and a new TMP 13 on Environmental, Social and Governance Risk Management.

Implications

9 Legal Implications

- 9.1 This report contains no legal implications.

10 Financial Implications

- 10.1 This report is for information only so has no direct financial implications. The impact of investment income and loan interest payments is regularly reviewed as part of budget monitoring processes.

11 Risk Management Implications

- 11.1 Management of risk associated with investment and borrowing is the main objective of the Council's treasury management strategy. This is achieved through

robust counterparty monitoring and selection criteria, prudent cash flow forecasting, a range of exposure limits and indicators, and procedures designed to prevent fraud and error.

12 Security & Terrorism Implications

12.1 This report contains no security or terrorism implications.

13 Procurement Implications

13.1 This report contains no procurement implications.

14 Human Resources Implication(s)

14.1 There are no direct human resources implications associated with this report.

15 Health and Wellbeing Implication(s)

15.1 There are no direct health and wellbeing implications associated with this report.

16 Communication and Engagement Implication(s)

16.1 There are no direct communication and engagement implications associated with this report.

17 Climate Change Implications

17.1 This report contains no climate change implications.

18 Link to Corporate Priorities

18.1 The subject of this report is linked to the Council's Corporate Priority 'Engage with our communities and provide value for money' and specifically to the achievement of 'Deliver value for money'.

19 Equality and Diversity

19.1 An Equality Impact Assessment (EIA) was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author	Andrea Plucknett 01707 357453
Title	Treasury, Insurance & Controls Lead Officer
Date	7 April 2021

Appendix A – Arlingclose Ltd – Economic Context
Appendix B – Investments and Loans at 31 March 2021

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External Context – provided by Arlingclose, the Council’s Treasury Management advisors

Economic background: The coronavirus pandemic dominated 2020/21, leading to almost the entire planet being in some form of lockdown during the year. The start of the financial year saw many central banks cutting interest rates as lockdowns caused economic activity to grind to a halt. The Bank of England cut Bank Rate to 0.1% and the UK government provided a range of fiscal stimulus measures, the size of which has not been seen in peacetime.

Some good news came in December 2020 as two COVID-19 vaccines were given approval by the UK Medicines and Healthcare products Regulatory Agency (MHRA). The UK vaccine rollout started in earnest; over 31 million people had received their first dose by 31st March.

A Brexit trade deal was agreed with only days to spare before the 11pm 31st December 2020 deadline having been agreed with the European Union on Christmas Eve.

The Bank of England (BoE) held Bank Rate at 0.1% throughout the year but extended its Quantitative Easing programme by £150 billion to £895 billion at its November 2020 meeting. In its March 2021 interest rate announcement, the BoE noted that while GDP would remain low in the near-term due to COVID-19 lockdown restrictions, the easing of these measures means growth is expected to recover strongly later in the year. Inflation is forecast to increase in the near-term and while the economic outlook has improved there are downside risks to the forecast, including from unemployment which is still predicted to rise when the furlough scheme is eventually withdrawn.

Government initiatives supported the economy and the Chancellor announced in the 2021 Budget a further extension to the furlough (Coronavirus Job Retention) scheme until September 2021. Access to support grants was also widened, enabling more self-employed people to be eligible for government help. Since March 2020, the government schemes have help protect more than 11 million jobs.

Despite the furlough scheme, unemployment still rose. Labour market data showed that in the three months to January 2021 the unemployment rate was 5.0%, in contrast to 3.9% recorded for the same period 12 months ago. Wages rose 4.8% for total pay in nominal terms (4.2% for regular pay) and was up 3.9% in real terms (3.4% for regular pay). Unemployment is still expected to increase once the various government job support schemes come to an end.

Inflation has remained low over the 12 month period. Latest figures showed the annual headline rate of UK Consumer Price Inflation (CPI) fell to 0.4% year/year in February, below expectations (0.8%) and still well below the Bank of England’s 2% target. The ONS’ preferred measure of CPIH which includes owner-occupied housing was 0.7% year/year (1.0% expected).

After contracting sharply in Q2 (Apr-Jun) 2020 by 19.8% q/q, growth in Q3 and Q4 bounced back by 15.5% and 1.3% respectively. The easing of some lockdown measures in the last quarter of the calendar year enabled construction output to continue, albeit at a much slower pace than the 41.7% rise in the prior quarter. When released, figures for Q1 (Jan-Mar) 2021 are expected to show a decline given the national lockdown.

After collapsing at an annualised rate of 31.4% in Q2, the US economy rebounded by 33.4% in Q3 and then a further 4.1% in Q4. The US recovery has been fuelled by three major pandemic relief stimulus packages totalling over \$5 trillion. The Federal Reserve cut its main interest rate to between 0% and 0.25% in March 2020 in response to the pandemic and it has remained at the same level since. Joe Biden became the 46th US president after defeating Donald Trump.

The European Central Bank maintained its base rate at 0% and deposit rate at -0.5% but in December 2020 increased the size of its asset purchase scheme to €1.85 trillion and extended it until March 2022.

Financial markets: Monetary and fiscal stimulus helped provide support for equity markets which rose over the period, with the Dow Jones beating its pre-crisis peak on the back of outperformance by a small number of technology stocks. The FTSE indices performed reasonably well during the period April to November, before being buoyed in December by both the vaccine approval and Brexit deal, which helped give a boost to both the more internationally focused FTSE 100 and the more UK-focused FTSE 250, however they remain lower than their pre-pandemic levels.

Ultra-low interest rates prevailed throughout most of the period, with yields generally falling between April and December 2020. From early in 2021 the improved economic outlook due to the new various stimulus packages (particularly in the US), together with the approval and successful rollout of vaccines, caused government bonds to sell off sharply on the back of expected higher inflation and increased uncertainty, pushing yields higher more quickly than had been anticipated.

The 5-year UK benchmark gilt yield began the financial year at 0.18% before declining to -0.03% at the end of 2020 and then rising strongly to 0.39% by the end of the financial year. Over the same period the 10-year gilt yield fell from 0.31% to 0.19% before rising to 0.84%. The 20-year declined slightly from 0.70% to 0.68% before increasing to 1.36%.

1-month, 3-month and 12-month SONIA bid rates averaged 0.01%, 0.10% and 0.23% respectively over the financial year.

The yield on 2-year US treasuries was 0.16% at the end of the period, up from 0.12% at the beginning of January but down from 0.21% at the start of the financial year. For 10-year treasuries the end of period yield was 1.75%, up from both the beginning of 2021 (0.91%) and the start of the financial year (0.58%).

German bund yields continue to remain negative across most maturities.

Credit review: After spiking in March 2020, credit default swap spreads declined over the remaining period of the year to broadly pre-pandemic levels. The gap in spreads between UK ringfenced and non-ringfenced entities remained, albeit Santander UK is still an outlier compared to the other ringfenced/retail banks. At the end of the period Santander UK was trading the highest at 57bps and Standard Chartered the lowest at 32bps. The other ringfenced banks were trading around 33 and 34bps while Nationwide Building Society was 43bps.

Credit rating actions to the period ending September 2020 have been covered in previous outturn reports. Subsequent credit developments include Moody's downgrading the UK sovereign rating to Aa3 with a stable outlook which then impacted a number of other UK institutions, banks and local government. In the last quarter of the financial year S&P upgraded Clydesdale Bank to A- and revised Barclay's outlook to stable (from negative) while Moody's downgraded HSBC's Baseline Credit Assessment to baa3 whilst affirming the long-term rating at A1.

The vaccine approval and subsequent rollout programme are both credit positive for the financial services sector in general, but there remains much uncertainty around the extent of the losses banks and building societies will suffer due to the economic slowdown which has resulted due to pandemic-related lockdowns and restrictions. The institutions and durations on the Authority's counterparty list recommended by treasury management advisors Arlingclose remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.

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INVESTMENTS

Deal ref	Counterparty	Start date	Maturity date ^{*1}	Rate %	Amount £'m
7824	ABERDEEN STERLING LIQUIDITY FUND	04/12/2007		1.000	3.360
7943	HSBC CALL ACCOUNT	31/12/2013		0.430	2.112
8165	LLOYDS BANK ^{*2}	13/07/2017		0.450	3.000
8204	FEDERATED STERLING PRIME FUND	05/12/2019		0.425	4.000
	CCLA PROPERTY FUND ^{*3}	01/12/2015		4.340	4.000
Total					16.472

^{*1} Investments with no end date are instant access accounts / pooled funds with no fixed maturity date

^{*2} 32 day notice account

^{*3} Estimated Q4 dividend. Bid price at 31.3.21 - £3,749,781

BORROWING

Deal ref	Counterparty	Start date	Maturity date	Rate %	Amount £'m
4131	HERTFORDSHIRE COUNTY COUNCIL	25/03/2021	23/04/2021	0.08	2.000
500912	PUBLIC WORKS LOAN BOARD	28/03/2012	15/06/2021	2.31	5.300
500946	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2021	2.31	5.300
500956	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2021	2.40	5.400
500923	PUBLIC WORKS LOAN BOARD	28/03/2012	15/03/2022	2.40	5.400
500953	PUBLIC WORKS LOAN BOARD	28/03/2012	15/06/2022	2.48	5.600
500945	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2022	2.48	5.700
500942	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2022	2.56	5.700
500943	PUBLIC WORKS LOAN BOARD	28/03/2012	15/03/2023	2.56	5.700
500949	PUBLIC WORKS LOAN BOARD	28/03/2012	15/06/2023	2.63	6.000
500960	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2023	2.63	6.050
500910	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2023	2.70	6.050
500908	PUBLIC WORKS LOAN BOARD	28/03/2012	15/03/2024	2.70	6.100
500940	PUBLIC WORKS LOAN BOARD	28/03/2012	17/06/2024	2.76	6.400
500961	PUBLIC WORKS LOAN BOARD	28/03/2012	16/09/2024	2.76	6.450
500939	PUBLIC WORKS LOAN BOARD	28/03/2012	16/12/2024	2.82	6.450
500933	PUBLIC WORKS LOAN BOARD	28/03/2012	17/03/2025	2.82	6.500
500938	PUBLIC WORKS LOAN BOARD	28/03/2012	16/06/2025	2.87	6.800
500918	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2025	2.87	6.800
500932	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2025	2.92	6.900
500958	PUBLIC WORKS LOAN BOARD	28/03/2012	16/03/2026	2.92	7.000
500906	PUBLIC WORKS LOAN BOARD	28/03/2012	15/06/2026	2.97	7.250
500947	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2026	2.97	7.300
500941	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2026	3.01	7.350
500930	PUBLIC WORKS LOAN BOARD	28/03/2012	15/03/2027	3.01	7.400
500955	PUBLIC WORKS LOAN BOARD	28/03/2012	15/06/2027	3.05	7.700
500935	PUBLIC WORKS LOAN BOARD	28/03/2012	15/09/2027	3.05	7.750
500922	PUBLIC WORKS LOAN BOARD	28/03/2012	15/12/2027	3.08	7.900
500951	PUBLIC WORKS LOAN BOARD	28/03/2012	15/03/2028	3.08	6.449
508351	PUBLIC WORKS LOAN BOARD	11/01/2019	11/07/2028	2.06	7.000
508352	PUBLIC WORKS LOAN BOARD	11/01/2019	11/01/2029	2.10	6.100
508405	PUBLIC WORKS LOAN BOARD	28/01/2019	28/07/2029	2.13	7.100
508919	PUBLIC WORKS LOAN BOARD	25/03/2019	25/09/2029	1.93	7.000
108105	PUBLIC WORKS LOAN BOARD	30/08/2019	01/08/2030	1.31	5.000
169772	PUBLIC WORKS LOAN BOARD	11/03/2020	01/03/2031	2.11	5.000
199267	PUBLIC WORKS LOAN BOARD	15/05/2020	01/09/2031	1.12	5.500
316535	PUBLIC WORKS LOAN BOARD	11/03/2021	01/03/2032	1.66	5.500
316543	PUBLIC WORKS LOAN BOARD	11/03/2021	01/09/2032	1.69	5.500
Total					236.399

Agenda Item 11

Part I

Main author: Sian Chambers

Executive Member: Cllr Fiona Thomson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET 15 JUNE 2021

REPORT OF THE CORPORATE DIRECTOR (HOUSING AND COMMUNITIES)

GRANT AWARD FROM CONTAIN OUTBREAK MANAGEMENT FUND

- 1.1 An opportunity arose to be part of a joint bid to Hertfordshire's Health Protection Board, for money from the Contain Outbreak Management Fund (COMF) to enhance the council's Community Grants programme and help support capacity within local charitable and voluntary organisations in connection with covid19 infection control and recovery.
- 1.2 The joint bid was considered at the Health Protection Board on the 25 May 2021 and as a result the council has been awarded £100,000 to distribute as grant support to local charitable and voluntary organisations, who meet the criteria of the COMF scheme.
- 1.3 The money will be made available to the council from 1 June 2021 and needs to be issued by 31 December 2021.
- 1.4 It is proposed that the money will be made available through the community grant programme, overseen by the Grants Board.
- 1.5 Any monies that are not spent will be returned to Hertfordshire County Council.

2 Recommendation(s)

- 2.1 That Cabinet note the content of this report and agree that that the grants should be made available through the community grant programme and overseen by the Grants Board.

3 Explanation

- 3.1 Hertfordshire Health Protection Board is a multi-agency group which was required to be set up in response to the Covid19 pandemic. One of its functions is to oversee the distribution of funds from the COMF. Funding has been allocated to Hertfordshire County Council and to each district council. The Health Protection Board determines allocation of spend from the appropriate source – Hertfordshire wide, or district specific; this is based on need and risk.
- 3.2 This report updates members on a recent successful bid that was made to the Health Protection Board for additional money to support local charitable and voluntary sector organisations, who may be facing challenges due to the impact of covid and whose work meets the criteria of the COMF.
- 3.3 The bid was led by Dacorum Borough Council but made on behalf of the other Hertfordshire district councils, including Welwyn Hatfield Borough Council (Welwyn Hatfield). The money allocated via the successful bid is coming from the funds held specifically by Hertfordshire County Council for Hertfordshire wide use, rather than the funds that are separately ring fenced for Welwyn Hatfield.
- 3.4 Welwyn Hatfield has been allocated £100,000 as part of the joint bid, to boost the existing community grants programme, with an emphasis that applications for grants from this money will need to demonstrate that they meet the relevant criteria.

- 3.5 It is proposed that the money will be distributed as community grants via the council's Grants Board. The application process and assessment will be the same as for any other community grant. However, successful applications for this funding will have demonstrated how they meet the criteria for the COMF. The criteria will be included in the information provided to organisations who wish to bid and published as part of our communications.
- 3.6 To ensure that the fund is available widely, the maximum amount that will be supported through this fund will be £10,000 per organisation.
- 3.7 The full criteria are set out at Appendix A, however the key elements that are relevant to this successful application are:
- Delivery of essentials for those in self isolation
 - Targeted interventions for specific sections of the local community and workplaces
 - Harnessing capacity within local sectors (e.g., voluntary, academic, commercial)
 - Community based support for those disproportionately impacted such as the Black, Asian and Minority Ethnic (BAME) population.
 - Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following guidance.
 - Support for rough sleepers
- 3.8 The funds must be spent by the end of December 2021.

Implications

4 Legal Implication(s)

- 4.1 There are no direct legal implications arising from this report other than to comply with any relevant terms from Government to accept the funding.

5 Financial Implication(s)

- 5.1 The council has been awarded £100,000 to support a community grants programme. This is in addition to the current budget for community grants.
- 5.2 The budget will be amended to create the relevant grant income and expenditure budgets in line with section 4.3.4 of the financial regulations.

6 Risk Management Implications

- 6.1 The risks related to this proposal are:
- 6.2 Reputational Risk – not having sufficient demand for the fund, thereby having funds unspent and a potential reputational risk of not making best use of the opportunity. Controls broadly advertising the funds, particularly with stakeholder groups such as the Community Inclusion Partnership; being flexible about the amount that organisations can bid for; having a simple and transparent application process. **Likelihood Low; Impact Medium. Overall Risk Low.**

7 Security and Terrorism Implication(s)

- 7.1 The council ensures that information is provided by any organisation that applies for funds, to ensure that they are a reputable organisation and that there is a clear purpose for the funds awarded.

8 Procurement Implication(s)

8.1 There are no procurement implications. The funds will be issued as grant payments.

9 Climate Change Implication(s)

9.1 There are no climate change implications arising from this report

10 Human Resources Implication(s)

10.1 The fund will be administered as part of the council's community grants process. The community partnership support officer will administer the process alongside her other work responsibilities.

11 Health and Wellbeing Implication(s)

11.1 The fund is likely to have a positive impact on health and wellbeing, as it will support voluntary and charitable organisations to prevent covid outbreaks and to support vulnerable residents.

12 Communication and Engagement Implication(s)

12.1 The availability of the fund will be widely advertised together with the relevant criteria and outcome of grants agreed by the Grants Board. This will include providing information about the available funding on the Healthy Hub website.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority Sense of Community and Safety.

14 Equality and Diversity

14.1 An EqIA has been completed in relation to the community grants programme and application process and there are no adverse implications for any group with protected characteristics.

Name of author Sian Chambers 01707 357640
Title *Head of Community and Housing Strategy*
Date 27 May 2021

Background papers to be listed (if applicable)

Appendix 1: Contain Management Fund Criteria

1. Main testing and tracing programme in the mitigation against and management of local outbreaks of COVID-19
2. Targeted testing for hard-to-reach groups out of scope of other testing programmes.
3. Additional contact tracing
4. Enhanced communication and marketing
5. Delivery of essentials for those in self-isolation
6. Targeted interventions for specific sections of the local community and workplaces
7. Harnessing capacity within local sectors (e.g., voluntary, academic, commercial)
8. Extension/introduction of specialist support (e.g., behavioural science & comms)
9. Additional resource for compliance, enforcement, restrictions, and guidance
10. Targeted support for school/university outbreaks
11. Community-based support for those disproportionately impacted such as the BAME population
12. Engagement and analysis of regional areas to assess and learn from local initiatives
13. Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following guidance
14. Support for rough sleepers
15. Other related “Contain” activities (specified in the Contain Framework)

Part I

Main author: Paul Underwood

Executive Member: Tony Kingsbury

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

PERFORMANCE EXCEPTION REPORT – QUARTER 4 (2020-21)

1 Executive Summary

- 1.1 This report summarises our strategic performance data on an exception basis following the monitoring and review of performance reports by Corporate Directors and Heads of Service. This report covers the period 1 January to 31 March 2021.
- 1.2 Any business projects and key performance indicators reported as ‘target not met’ are exception reported in the appendices to this report.

2 Recommendation

- 2.1 That Cabinet note the contents of this report and approves any proposed actions highlighted in the appendices.

3. Explanation

- 3.1 A performance exception report is presented to the Cabinet on a quarterly basis as part of our current performance management framework.
- 3.2 By working with Corporate Directors and Heads of Service in the production of this report we embed accountability for performance within our Officer structure. This allows for a flow of detailed information to and from the council’s leadership.
- 3.3 For this report it is important to note that the impacts of COVID-19 continue to be felt by the council’s services. This is a contributory factor in some business projects which have not been completed or have not started within the year and with some performance indicators which have not met their forecast outturns.

4. Legal Implications

- 4.1 There are no direct legal implications arising from the contents of this report.

5. Financial Implications

- 5.1 Failure to deliver business projects and key performance indicators may have a financial impact for the council. Where this is the case it will be referenced in the report and associated appendices.
- 5.2 An example of ones with direct impacts are collection rates for debts, which have been adversely impacted by the pandemic. Examples of indirect impact on finances would be void turnaround time which will impact on income. Any financial impact will also be considered, and reported where necessary, within the council’s quarterly budget monitoring reports.

6. Risk Management Implications

- 6.1 A risk assessment of our performance management framework can be reviewed quarterly on the council's strategic Risk Register.

7. Security and Terrorism Implications

- 7.1 There are no security and terrorism implications directly arising from the contents of this report.

8. Procurement Implications

- 8.1 There are no procurement implications directly arising from the contents of this report.

9. Climate Change Implications

- 9.1 There are no direct climate change implications directly arising from the contents of this report.

10. Health and Wellbeing Implications

- 10.1 There are no health and wellbeing implications directly arising from the contents of this report.

11. Communication and Engagement Implications

- 11.1 There are no communication and engagement implications directly arising from the contents of this report.

12. Human Resources Implications

- 12.1 There are no human resources implications directly arising from the contents of this report.

13. Link to Corporate Priorities

- 13.1 This report is linked to all the council's current corporate priorities as it shows the status of those business projects and performance targets associated within each priority.

14. Equality and Diversity

- 14.1 An Equality Impact Assessment has not been completed because this report does not propose changes to existing service related policies or the development of new service related policies.

Name of Author: Paul Underwood - 01707 357220
Title: Head of Policy and Culture
Date: May 2021

Appendices:

Appendix One Business Plan Projects
Appendix Two Key Performance Indicators

Business Plan Projects – Quarter 4 (2020-21)

Progress for all business projects under each of our five Corporate Priorities is summarised here.

61% of our Business Plan projects which commenced have been completed this year with a further 38 per cent rolling forward into 2021-22. Those which rolled forward have been impacted by COVID-19 which has led either to a delay in projects starting or, in some instances, not starting at all.

Corporate Priority	Purple (completed)	Green (on schedule and rolling forward into 2021-22)	Red (not on schedule)	Totals
1 – Our Community	11 (79%)	3 (21%)	0 (0%)	14 (100%)
2 – Our Environment	10 (83%)	2 (17%)	0 (0%)	12 (100%)
3 – Our Housing	6 (33%)	12 (67%)	0 (0%)	18 (100%)
4 – Our Economy	8 (57%)	6 (43%)	0 (0%)	14 (100%)
5 – Our Council	8 (62%)	5 (38%)	0 (0%)	13 (100%)
Totals	43 (61%)	28 (39%)	0 (0%)	71 (100%)

Four business projects did not commence at all in 2020-21. These were:

1) **Deliver an air quality project to educate and raise local awareness of the issues associated with poor air quality in the borough.**
This project did not start due to the pandemic. The service team leading on this expects to undertake this project in 2021-22.

2) **Participate in the county council's whole systems approach to obesity to identify any changes required in our own local approach.**
As we continue our recovery from the pandemic the county's obesity strategy has not been a current Public Health priority. However we are continuing to encourage healthy eating and physical exercise through our new local healthy hub. Work is due to start on this project in 2021-22.

3) **Prepare a Supplementary Planning Document Design Guide to improve the quality of new development in the borough.**
No progress has been made on this due to the pandemic. The new Planning White Paper is proposing radical changes to the planning system, including the preparation of design guidance and design codes for individual sites. Therefore it seems sensible to await further guidance before progressing this detailed and expensive work.

4) **Create a new asset management strategy and action plan including a condition survey of the council's operational assets.**
External analysis has now been completed on the council's commercial asset portfolio. This will be used, along with local knowledge, with the information obtained from the garages project and condition surveys to help shape the strategy over the coming months. This means the new strategy and action plan will now be delivered in 2021-22.

Key Performance Indicators - Quarter 4 (2020-21)

A summary of our Key Performance Indicators collected over Quarter 4 is shown here.

Total Number of Key Performance Indicators	KPI targets met / exceeded	KPI targets not met	KPI targets met within tolerance	KPI targets with no data reported due to the COVID pandemic
56 (100%)	35 (63%)	11 (20%)	3 (5%)	7 (12%)

Eleven Key Performance Indicators did not meet their targets in Quarter 4. These are exception reported here with service comments to explain their performance along with a comparison to last year.

These KPIs are collected and reported by following services – Resources (5), Community and Housing Strategy (2), Planning (2), Housing Operations (1) and Housing Property (1).

Brief description of indicator	Quarter 4 2019-20 Performance		Quarter 4 2020-21 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>KPI 01 The percentage of all invoices paid within 30 days or within stated terms</p> <p><i>Head of Resources</i></p>	97.50%	95.80%	97.50%	95.49%	<p>Performance slipped below the target during Quarter 4. This has included a number of older invoices which have been processed as issues get resolved in time for year end.</p> <p>The overall performance for the year is relatively good at an average of 97%. We expected lower performance than in earlier years as we introduced a 'no purchase order no pay' policy. This can take time to bed in with services and suppliers.</p>
<p>KPI 02 The percentage of council tax collected as a percentage of the total due</p> <p><i>Head of Resources</i></p>	97.70%	97.50%	97.70%	95.07%	<p>Performance is behind target due to the difficulties residents have faced in the pandemic. There has been an increase in council tax support claimants and residents contacting the council tax office experiencing financial difficulty in making payments.</p> <p>Recovery action in 2020-21 recommenced in late October but ceased shortly afterwards due to successive national lockdowns, the last of which persisted through to year end.</p>
<p>KPI 03 The percentage of non-domestic rates collected as a percentage of the total due</p> <p><i>Head of Resources</i></p>	99.10%	99.30%	99.10%	96.04%	<p>Performance is still relatively good but collection is down due to the financial difficulties facing businesses during the pandemic.</p> <p>A lot of businesses have not traded at all or have seen a considerable drop in income in the past year. The second and third national lockdowns from November onwards have made the situation worse in this reporting quarter.</p>

Brief description of indicator	Quarter 4 2019-20 Performance		Quarter 4 2020-21 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>KPI 30 The number of Decent Home assessments undertaken in properties in the Private Sector</p> <p><i>Head of Community and Housing Strategy</i></p>	200	149	200	89	<p>Decent homes inspections result from our own pro-active work, in responding to complaints about premises, and from the HMO license applications received.</p> <p>Inspections have been undertaken in accordance with Government guidance on how to safely work in people's homes. Enforcement activity has been done using a bespoke Covid risk assessment to ensure the safety of both the property occupiers and inspecting officers. This does mean the time taken to arrange and undertake inspections is considerably longer.</p> <p>Wherever possible complaints have been resolved without visits to the property. This would not lead to a 'Decent Homes' assessment for this indicator, so more assessments have been done than is reported here.</p> <p>As restrictions ease routine inspections have restarted on a risk-based priority basis. We anticipate returning to pre-pandemic assessment levels over 2021-22.</p>
<p>KPI 33 The percentage of council tenants 'satisfied' overall with the responsive repairs service provided (based on the last repair completed)</p> <p><i>Head of Property Services</i></p>	92.00%	87.50%	92.00%	71.96%	<p>The backlog of housing repairs has reduced significantly, and outstanding complaints are being addressed. The team is now working back in the office.</p> <p>A full review has commenced of the responsive repairs service and a number of temporary surveying staff have been recruited. Plans are in place to fully modernise the council's approach to managing the 'customer journey', including the better use of technology to design out issues leading to low satisfaction levels.</p> <p>This will also include changing the way customer surveys are carried out to increase response rates which are currently low.</p>

Brief description of indicator	Quarter 4 2019-20 Performance		Quarter 4 2020-21 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>KPI 37 The average void property re-let time in days for normal general needs housing (YTD)</p> <p><i>Head of Housing Operations</i></p>	18.00 days	22.19 days	18.00 days	25.88 days	The 'key to key' void process is being reviewed to drive up empty home performance with the help of our contractor. Additional dedicated resources have been brought into the council's surveying team to help manage voids as well.
<p>KPI 62 The level of sundry debt as an average number of days to collect (Debtor Days)</p> <p><i>Head of Resources</i></p>	37 days	40.4 days	50 days	52.4 days	The debtor days have continued to increase during this quarter as the full impact of the pandemic on debtors' ability to pay is being reflected in performance. Liaison with debtors is ongoing and many have agreed to extended payment plans. This means increasing the number of days for repayment of their debts.
<p>KPI 64 The percentage occupancy rate for the Weltech Business Centre</p> <p><i>Head of Resources</i></p>	95.00%	100.00%	98.00%	89.37%	The impact of the pandemic on businesses at the Centre continued to affect occupancy rates in this quarter. However, as the national situation eases more businesses are returning to the workplace. There are currently 7 units vacant with one of these let in mid-April, just outside of this reporting period.

Brief description of indicator	Quarter 4 2019-20 Performance		Quarter 4 2020-21 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>KPI 65 The percentage of Housing Needs Register applications assessed within 28 days</p> <p><i>Head of Community and Housing Strategy</i></p>	95.00%	100%	95.00%	75.88%	<p>As in Quarter 3 the service team has received an increased number of applications in this quarter than in previous years. This is impacting on the ability to meet the 28-day target.</p> <p>In Quarter 4 a total of 655 applications were made which is around 200 more than expected and more than 40% higher than the usual number.</p> <p>Of the 205 applications made in January 15 took longer than 28 days to process. Of the 238 made in February, 48 took longer than 28 days. In March, a total of 212 were made with 117 processed within 28 days.</p> <p>This situation will be monitored closely to ensure that the right level of resources are in place, should the increased number of applications continue.</p>
<p>KPI 77 The percentage of planning applications validated within 10 working days for major applications</p> <p><i>Head of Planning</i></p>	--	--	70.00%	50.00%	<p>Six major applications were received in this quarter and three were validated within 10 working days. This resulted in 50% of all majors being validated in time.</p>
<p>KPI 81 Maintenance of a rolling five year supply of specific deliverable sites for housing against the housing target in Local Plan or standard methodology plus any necessary buffer</p> <p><i>Head of Planning</i></p>	--	--	5.0 years	2.6 years	<p>The housing land supply figure was updated in the Annual Monitoring Report and now comprises 2.58 years supply.</p>

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Part I

Main author: Paul Underwood

Executive Member: Tony Kingsbury

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 15 JUNE 2021
REPORT OF THE CHIEF EXECUTIVE

COUNCIL ACHIEVEMENTS LIST (JANUARY – MARCH 2021)

1 Executive Summary

- 1.1 This report collates and summarises the council's key achievements and service improvements for Quarter 4 of 2020-21.

2 Recommendation(s)

- 2.1 That Cabinet notes the report and contents of this Achievements List.

3 Explanation

- 3.1 Appendix A highlights the council's achievements taken from our press releases, decisions taken at committees, and business plan projects achieved in this quarter.
- 3.2 This significant impact of Covid-19 on the council's services has led to some rapid adaptations in how our work programmes and projects have been planned and delivered and some of this is reflected in our achievements.
- 3.3 The Achievements List is checked with Corporate Directors and Heads of Service as part of its preparation.

Implications

4 Legal Implication(s)

- 4.1 There are no direct legal implications arising from the contents of this report.

5 Financial Implication(s)

- 5.1 There are no direct financial implications arising from the contents of this report.

6 Risk Management Implications

- 6.1 There are no direct risk implications arising from the contents of this report as it collates and reports on actions already completed and/or information already in the public domain.

7 Security & Terrorism Implication(s)

- 7.1 There are no direct security and terrorism implications arising from the contents of this report.

8 Procurement Implication(s)

- 8.1 There are no direct procurement implications arising from the contents of this report.

9 Climate Change Implication(s)

9.1 There are no direct climate change implications arising from the contents of this report

10. Health and Wellbeing Implications

10.1 There are no direct health and wellbeing implications arising from the contents of this report.

11 Communication and Engagement Implication(s)

11.1 The Achievements List contains information about press releases and whether they were used by local media. A summary of achievements over the relevant period is also covered in issues of *One Welwyn Hatfield*, the council's community newsletter which is delivered to every home in the borough.

12 Link to Corporate Priorities

12.1 This report is linked to the all of the council's corporate priorities as set out in its published Business Plan.

13 Equality and Diversity

13.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author Paul Underwood (01707) 357220
Title Head of Policy and Culture

Date May 2021

Appendix A Council Achievements List (January – March 2021)

Council Achievements List 2020-21 (Quarter 4, January – March 2021)

Corporate Priorities

- One – Our Community
- Two – Our Environment
- Three – Our Housing
- Four – Our Economy
- Five – Our Council

(Press releases: U: Used by local media – print or online, N: Not used by local media)

Achievement	Source	Corporate Priority
January 2021		
A new website for Welwyn Hatfield residents offering support and information on improving personal health and wellbeing, launched on 11 January. The Welwyn Hatfield Healthy Hub (https://healthyhub.welhat.gov.uk) is an online one-stop shop providing access to local services, support groups, events and advice on issues affecting both mental and physical health. The Hub is part of a county-wide programme and network funded by Hertfordshire County Council.	Press Release (U)	One
A commemoration of this year's Holocaust Memorial Day on 27 January was held online with two videos on this year's theme of 'be the light in the darkness.' The videos featuring members of Welwyn Hatfield Youth Council, faith leaders, and the Mayor of Welwyn Hatfield, encouraged everyone to reflect on the depths humanity can sink to but also to consider the many ways in which we can resist the darkness.	Press Release (N)	One

Achievement	Source	Corporate Priority
<p>A £6.7million development of thirty new affordable homes has been provided as the Council and its new housing company completed the purchase of two blocks of one and two bedroom apartments. Now Housing, owned by the Council, acquired new homes in Chequersfield. It is the first acquisition for this new company which provides homes for local households who are struggling to afford market rent prices. Now Housing has plans to provide around 400 new affordable homes over the next five years.</p>	Press Release (U)	Three
<p>A project to improve a key street in the heart of Welwyn Garden City town centre is set to start in July. The transformation of Stonehills is the first phase in wider plans by the County and Borough Council to enhance the town centre by reducing vehicle conflicts and improving the environment for people travelling on foot and by bike. Phase one works are expected to take around six months to complete with phase two to follow in 2022.</p>	Press Release (U)	Four
<p>The Council outlined proposals to deliver a budget for 2021-22 with no cuts to frontline services despite the impact of COVID-19. It included plans to bridge a budget funding gap and realising efficiency savings from service reviews as part of an ongoing modernisation programme. A five-year capital spending programme and significant investment in providing more affordable homes and maintaining council housing stock formed part of this.</p>	Press Release (U)	Five
February 2021		
<p>The Council issued a number of COVID-19 related press releases including the opening of a new large scale vaccination centre at the former Roche Pharmaceuticals building on Shire Park in Welwyn Garden City, and the introduction of new rapid testing for anyone without coronavirus symptoms to prevent infection spreading. This was coordinated among all local authorities in Hertfordshire to get core messages out in a timely and consistent way.</p>	Press Release (U)	One
<p>The Welwyn Hatfield Community Safety Partnership invited residents to share their views on how safe they feel in their local communities. Organisations including the police, fire service, the Council, education providers and justice services unite around a common goal to keep communities safe places to live, work and study. The survey provides vital information to help develop strategies and allocate resources to keep our neighbourhoods safe</p>	Press Release (N)	One

Achievement	Source	Corporate Priority
<p>The Council received feedback on a new Climate Change Strategy via a public survey. It has set itself five ambitious strategic objectives including the reduction of carbon emissions across the borough by promoting energy efficiency measures, sustainable construction, renewable energy, sustainable transport and behavioural change with the aim of net zero emissions by 2030. A new Strategy was published in March.</p>	Press Release (U)	Two
<p>The Council was awarded three large grants from the Public Sector Decarbonisation Scheme to reduce carbon-based fuel use and emissions at its Campus East, Campus West and Hatfield Swim Centre locations. These grants will enable the replacement of the gas-fired boilers with a combined ASHP (Air Source Heat Pump) and WSHP (Water Source Heat Pump) primary plant system. Work is due to be completed by this autumn.</p>	Press Release (U)	Two
<p>The Council revised its plans for Campus West car park in response to feedback from local residents. It will now reduce the new structure from two decks to one. A single deck will deliver 156 new parking spaces at Campus West and not having two new decks will be mitigated by retaining more spaces elsewhere in the town centre. This project is the first phase in wider regeneration proposals to deliver new homes, leisure, retail and community spaces in the heart of Welwyn Garden City.</p>	Press Release (U)	Four
March 2021		
<p>It was confirmed that many of the borough's sport and leisure services were able to open from 29 March onwards following the publication of the UK government's recovery roadmap. This has seen the return of golf, playing pitches, racquet sports and sailing activities, and more recently the reopening of gyms, swimming pools and lawn bowls in the borough. Other leisure facilities, such as Campus West and the Mill Green Museum and Mill, will reopen over the summer as COVID-19 restrictions continue to ease and hopefully end completely.</p>	Press Release (U)	One

Achievement	Source	Corporate Priority
<p>The borough has been awarded the rare and prestigious 'Tree City of the World' award for a second year. Just 120 cities in 63 countries have achieved this recognition this year and Welwyn Hatfield is just one of 11 local authorities in the UK to secure accreditation. The award recognises high standards in tree care and tree stock management. The Council manages around 100,000 woodland trees and 17,000 street trees at this time. Annually our trees are estimated to capture and store 2,400 tonnes of carbon and remove 31 tonnes of pollution from the ground.</p>	<p>Press Release (U)</p>	<p>Two</p>
<p>565 tonnes of food waste has been collected and recycled from local residents since the weekly kerbside service was introduced in November 2020. This would produce enough electricity to power 62 homes for a year, boil 2,640,810 kettles, watch 5,281,620 hours of television, or run 880 fridge freezers for a year. The Council hopes to extend the food waste collection service to flats in the future to further improve recycling rates in the borough.</p>	<p>Press Release (U)</p>	<p>Two</p>
<p>A landlord who let a house in multiple occupation (HMO) without a license or adequate fire protection has been ordered to pay a fine totalling £23,500. The property lacked adequate fire protection required for HMOs including no linked fire alarm to give an early warning in case of emergency or self-closing fire doors which protects escape routes. The investigation was conducted by the council's private sector housing and planning teams followed complaints about its safety from concerned neighbours and tenants.</p>	<p>Press Release (U)</p>	<p>Three</p>
<p>The further regeneration of Hatfield town centre is now underway with the completion of the town's new multi-storey car park. With over a third of land in Hatfield town centre currently being used for surface-level parking The Common car park will help to consolidate parking and release other sites across the town centre for regeneration. The car park was funded by a £4.8m Local Growth Fund investment from the Hertfordshire LEP with an additional £1.2m from the Council's capital projects budget.</p>	<p>Press Release (U)</p>	<p>Four</p>

Achievement	Source	Corporate Priority
<p>Following the biggest borough-wide conversation in a generation the Council has used the views of over 1,600 people in Welwyn Hatfield to set its priorities for the next three years. A new Corporate Plan for 2021-24 will aim to deliver: attractive and accessible green spaces supporting the borough's wellbeing; evolving, vibrant town centres and a growing economy; quality homes through managed growth; a sense of community where people feel safe; and a well-run council which puts customers first.</p>	<p>Press Release (U)</p>	<p>Five</p>

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APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS

Cabinet Housing Panel

11 Members, Ratio 6:3:2

Conservative		Liberal Democrat	Labour
Julie Cragg	C	Helen Quenet	Lynn Chesterman
Fiona Thomson	VC	Tamsin Jackson-Mynott	Margaret Birleson
Rebecca Lass		Anthony Dennis	
Paul Smith			
Roger Trigg			
Alistair Hellyer			

Cabinet Planning and Parking Panel

13 Members, Ratio 8:3:2

Conservative		Liberal Democrat	Labour
Samuel Kasumu	C	Jane Quinton	Glyn Hayes
Stephen Boulton	VC	Russell Platt	Pankit Shah
George Michaelides		Ayesha Rohale	
Drew Richardson			
Sunny Thusu			
Alistair Hellyer			
Steve McNamara			
Craig Stanbury			

Campus West Cabinet Panel

9 Members, Ratio 5:2:2

Conservative		Liberal Democrat	Labour
Bernard Sarson	C	Russell Platt	Margaret Birleson
Tony Kingsbury		Tamsin Jackson-Mynott	Jill Weston
Gail Ganney			
Stan Tunstall			
Flavia Wachuku			

Cabinet Grants Appeals Committee

3 Members of the Cabinet

Conservative		Liberal Democrat	Labour
Tony Kingsbury	C		
Duncan Bell			
Fiona Thomson			

Welwyn Garden City Estate Management Appeal Panel

9 Members from Welwyn Garden City Wards, Ratio 5:2:2

Conservative		Liberal Democrat	Labour
Barbara Fitzsimon	C	Jean-Paul Skoczylas	Lucy Musk
Fiona Thomson		Jayne Ranshaw	Max Holloway
Alistair Hellyer			
Steve McNamara			
Flavia Wachuku			

APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2021-22

Estate Management Scheme Member Group

7 Members, preference for WGC Ward Councillors, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Stephen Boulton	C	Jane Quinton	Lucy Musk
Fiona Thomson		Jayne Ranshaw	
Steve McNamara			
Flavia Wachuku			

Whitley Committee

3 Members, Ratio 1:1:1 and 3 employees of the Council appointed by the Welwyn Hatfield Branches of the Joint recognised Unions. The Chairman of the Committee shall be a Member nominated by the Cabinet and the Vice-Chairman shall be a member of the Staff Side and nominated by the Staff Side. Members to provide their own substitutes).

Conservative		Liberal Democrat	Labour
Tony Kingsbury		Russell Platt	Kieran Thorpe

General Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Duncan Bell	C	Frank Marsh	Margaret Birleson
George Michaelides		Russell Platt	
Gail Ganney			
Craig Stanbury			

Town Centre, Hatfield Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Duncan Bell	C	Paul Zukowskyj	Kieran Thorpe
Stephen Boulton		Ayesha Rohale	
Tony Kingsbury			
James Lake			

Affordable Housing Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Duncan Bell	C	Jean-Paul Skoczylas	Max Holloway
Julie Cragg		Ayesha Rohale	
Roger Trigg			
Fiona Thomson			

Crematorium Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Stephen Boulton	C	Frank Marsh	Lenny Brandon
Duncan Bell		Jayne Ranshaw	
Drew Richardson			
Stan Tunstall			

APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2021-22

Housing Maintenance Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Nick Pace	C	Helen Quenet	Pankit Shah
Tony Kingsbury		Anthony Dennis	
Paul Smith			
Fiona Thomson			

ICT, Contact Centre, Reception, Revenues and Benefits Procurement Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Duncan Bell	C	Paul Zukowskyj	Max Holloway
Caron Juggins		Anthony Dennis	
Tony Kingsbury			
Gail Ganney			

Cross Party Welwyn Garden City Regeneration Board

7 Members, Ratio 4:2:1

Conservative		Liberal Democrat	Labour
Duncan Bell	C	Jane Quinton	Lynn Chesterman
Stephen Boulton		Siobhan Elam	
Tony Kingsbury			
Fiona Thomson			

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NOMINATIONS FOR APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES
2021/22

	Organisation	Number of Reps	Period of Office	Nominations 2021/22
1.	Arts Council England Local Government Forum	1 + 1 officer	1 year	Nick Pace
	Hertfordshire Arts Partnership	1	1 year	Nick Pace
2.	Local Cultural Consortium	3	1 year	Sunny Thusu Gail Ganney Bernard Sarson
3.	Joint Waste Management Group	Executive Members of Hertfordshire Authorities	1 year	Stephen Boulton
4.	Hertfordshire Infrastructure Planning Panel	1 Member with Planning Portfolio	1 year	Duncan Dell
5.	Hertfordshire Police and Crime Panel	1 Member and a Reserve	4 years	Bernard Sarson Roger Trigg (R)
6.	Hertfordshire Armed Forces Community Covenant Board	1	1 year	Glyn Hayes
7.	Hertfordshire Lifestyle and Legacy Partnership	1	1 year	Bernard Sarson
8.	Hatfield 2030+	1 Executive Member	1 year	Tony Kingsbury
9.	Hatfield Community Sports Fund Board	1 Executive Member	1 year	Bernard Sarson
10.	Hertfordshire Sustainability Forum	1	1 year	Paul Smith
11.	Hertfordshire Climate Change and Sustainability Partnership	1 + substitute (preferably a member with executive responsibility for climate change)		Fiona Thomson Duncan Bell
12.	WGC Business Improvement District Company Board	1 Executive Member	1 year	Tony Kingsbury
13.	District Councils' Network	1 Leader of the Council	1 year	Tony Kingsbury
14.	Panshanger Park Liaison Group	1	1 year	Stan Tunstall

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