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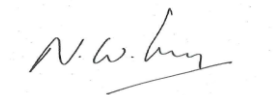
Please ask for:  
Alison Marston

2 August 2021

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 10 August 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. **APOLOGY**

2. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 13 July 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 11**

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. ITEM REQUIRING KEY DECISION

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

(a) Community and Stakeholder Engagement Strategy (Forward Plan Reference FP1068) (Pages 7 - 22)

Report of the Chief Executive setting out a proposed new community and stakeholder engagement strategy.

8. QUARTER 1 REVENUE BUDGET MONITORING REPORT 2021-22 (Pages 23 - 50)

Report of the Chief Executive on the revenue outturn position as at 30 June 2021 (Quarter 1) for the financial year 2021/22 and outlined the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).

9. QUARTER 1 CAPITAL BUDGET MONITORING REPORT 2021-22 (Pages 51 - 62)

Report of the Chief Executive on the capital expenditure and associated capital funding as at the end of Quarter 1 for 2021/22.

10. AFGHAN LOCALLY EMPLOYED STAFF RELOCATION SCHEME ACCELERATION (Pages 63 - 68)

Report of the Corporate Director (Housing and Communities) providing information about the accelerated relocation of locally employed staff from Afghanistan.

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

12. 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 13 and 14 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).



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# Agenda Item 4

Part I

Main author: Alison Marston

Executive Member: Cllr Nick Pace

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 10 AUGUST 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 13 July 2021:-

Minute	Action	Responsible	Status/ Date Completed
19.1	Gosling Masterplan	Rachael Walsh	Delegation of approval was agreed of the memorandum of understanding, once drafted, to the Head of Resources in consultation with the Chief Executive, Monitoring Officer, Executive Member, (Environment, Planning, Estates and Development) and Executive Member, (Leisure and Community Safety).  The establishment of The Cross Party Member Procurement Board is currently being looked at with Group Leaders asked for their nominations.
19.2	Friendship House	Sian Chambers/ Richard Baker	Viability assessments were currently underway.  Delegated authority had been granted to the Head of Resources in consultation with the Executive Member for Environment, Planning, Estates and Development to agree the final details when required.
19.3	Public Space Protection Order Review	Kerry Clifford	Further consultation regarding expanding the geographical area covered will take place within the next 6 months.
19.4	Proposal to purchase 38 flats via the Affordable Housing Programme	Harvinder Sarohi-Parhar	Council at its meeting on the 14 July agreed that a Housing Revenue Account (HRA) capital budget be approved for £3.383M for 2021/22 funded from increase in the borrowing requirement.

19.5/ 21.4	Revenue and Benefits –Risk Based Verification Policy (Part 1 and Part 2)	Richard Baker	Delegated authority was agreed for future reviews and updates to the policy to the Section 151 Officer in consultation with the Executive Member for Resources when required.
19.6	Handside Traffic Regulation Order	Eliska Robova	The Traffic Regulation Order will come into effect on 1 September 2021.
19.7	Article 4 Direction – Employment Sites	Matt Pyecroft	It will come into effect on 1 February 2022.
21.1	Housing Maintenance Contract	Andrew Harper	All bidders have been advised of the intention to award, subject to the mandatory standstill period and necessary consultations.
21.2	Campus East Car Park	Andrew Harper	All bidders have been advised of the intention to award, subject to the mandatory standstill period and necessary consultations.
21.3	The Commons & Ludwick Way	Harvinder Sarohi-Parhar	Contract was awarded on 16 July 2021.

During the period 15 June 2021 to 2 August 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.

	<b>Action</b>	<b>Responsible</b>	<b>Status / Date Completed</b>
2021-15	Former Tenant Arrears Policy (Decision published 7 July 2021)	Simon Kiff	The amendments to the Former Tenant Arrears Policy were approved. The new policy was published on 21 July 2021.
2021-16	Procurement of a Replacement Property Asset Management System (Decision published 7 July 2021)	Andrew Harper	The selection and procurement of a new housing property asset management system had started.
2021-18	Minor landscapes contract (Decision published 8 July 2021)	Andrew Harper	The paperwork is currently being done, with a proposed extension period of 1 October 2021 to 30 September 2022.
2021-20	Fire Risk Assessment Procurement (Decision published 2 August 2021)	Andrew Harper/ Elliot Manzie	As part of the ongoing planned programme, decision taken to procure contractors to undertake enhanced Fire Risk Assessments on housing blocks.

## Part I

Main author: Thom Burn

Executive Member: Cllr Tony Kingsbury

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 10 AUGUST 2021  
REPORT OF THE CHIEF EXECUTIVE

## COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

### **1 Executive Summary**

- 1.1 This report and its appendices set out a proposed new community and stakeholder engagement strategy for the council. It summarises how the strategy was developed, what engagement took place in doing so, and five principles of engagement which we recommend the council adopts. Within each of these five themes a number of aims have been set out, each supported by an action plan.

### **2 Recommendations**

- 2.1 That Cabinet approves the council's community and stakeholder engagement strategy (CASES) for 2021-24 as set out in Appendix A and notes the supporting action plan (see Appendix B).
- 2.2 That Cabinet gives delegated authority to the Corporate Management Team to oversee the development and implementation of strategies linked to the CASES as set out in paragraph 13.2 below, except where there are existing governance arrangements in place for Member approval and/or scrutiny of those strategies.

### **3 Background**

- 3.1 One of the actions arising from the 2019 LGA Peer Review was to develop a new community engagement strategy that would help us provide coordination, clarity, consistency and quality in how we engage with our communities.
- 3.2 In the discovery phase of the project, we held a stakeholder mapping workshop and follow-up session with members of the council's Corporate Leadership Network across all services, and with political representation from the Leader of the Council. These sessions were guided by the LGA guide to community engagement, *New Conversations 2.0* (2019).
- 3.3 We discussed who our stakeholders are; how we currently engage with them; what we could do more of, less of, or do differently; and what impact those actions might have.
- 3.4 We also ran sessions at the 2020 Welwyn Hatfield Alliance Conference with a wide range of some of our key stakeholders and local partners, facilitated by New Local (formerly New Local Government Network). The insight and qualitative data we acquired in doing that is also reflected in the strategy document.
- 3.5 The outcome was a set of strategic aims, themed as per the principles set out in 4.1 below. We went back to look at these five principles again following the *Your Welwyn Hatfield* survey, which had a number of questions about

community engagement, and received over 1,600 responses from residents. This feedback has also been incorporated in the document.

3.6 We are now seeking Cabinet approval of those aims, as set out in the strategy.

3.7 We also ask Cabinet to note and agree to the action plan that supports the strategy, and the make-up of a new officer community and stakeholder engagement strategy group to oversee, coordinate, and provide challenge to its implementation.

## **4 Proposals**

4.1 The proposed community and engagement strategy sets out five principles of community and stakeholder engagement as follows, with a set of aims under each principle:

4.1.1 UNDERSTAND: Be clear about who our stakeholders are and help them to understand us. Under this heading we aim to:

- Get a better understanding of our communities – their wants/needs as well as demography
- Coordinate and share the information internally we have about our communities
- Bring partners to corporate leadership network and other meetings for discussion, challenge and updates
- Ensure our communities understand our services and how they are delivered

4.1.2 ENCOURAGE: Encourage people from all our communities to get involved. Under this heading we aim to:

- Broaden Borough Panel and Tenants Panel representation, and consider expiry of membership to encourage vitality
- Share insight with our partners and actively involve them in engagement activities
- Be clear about how and why we want to engage
- Work with the Youth Council to encourage young people to take part
- Incentivise engagement by telling the story of how we work with our communities, and what we can achieve

4.1.3 ENABLE: Make it easy for people to have a say, keeping up with technology to enable access. Under this heading we aim to:

- Ensure we understand how and when our communities want to engage with us
- Have a consistent approach to how we engage with our communities, whatever channel we use
- Invest in technology that makes it easier for people to engage with us digitally
- Provide and promote the use of a digital platform for our communities to exchange ideas

4.1.4 CONNECT: Connect with our communities in a meaningful way so they can help shape our services. Under this heading we aim to:



- Work towards a single system for collecting, storing and sharing the feedback we have about our services
- Ensure we have a consistent approach to using our insight to shape services, connecting it more explicitly to our business planning process
- Publish a consultation and engagement calendar so our staff and our communities are clear about when they can get involved
- Work with partners to help increase people's digital skills and confidence, enabling them to engage in new ways

4.1.5 EQUIP: Ensure we are equipped with the tools we need to engage effectively. Under this heading we aim to:

- Continue to improve communication between teams and services taking into account an increase of flexible and remote working
- Develop a new intranet that includes collaborative working tools
- Ensure staff are identifying stakeholders and engagement when planning projects, and develop a community engagement toolkit, helping them to do so
- Form a community engagement group to share best practice
- Support councillors and staff in promoting opportunities to get involved in local activities and decision-making

4.2 To oversee the implementation of the strategy and its supporting action plan, a corporate Community and Stakeholder Engagement Group has been set up. The group comprises engagement leads from across all services of the council. The terms of reference are attached as appendix B to this report.

## **Implications**

### **5 Legal Implication(s)**

5.1 Where there is a legal duty to consult or otherwise engage with our communities, the strategy proposes the development of a toolkit to support officers and Members in doing so in an effective and meaningful way.

### **6 Financial Implication(s)**

6.1 There are no direct financial implications arising from the report. Any budgetary requirements arising from the supporting action plan will be raised through the necessary channels.

### **7 Risk Management Implications**

7.1 The strategy mitigates against the risk that we fail to engage effectively with our communities, and the potential therefore of reputational damage, legal challenge, and failing to provide services in the most effective way to meet the needs of our communities.

### **8 Security & Terrorism Implication(s)**

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

## **9 Procurement Implication(s)**

9.1 There are no direct procurement implications associated with this report.

## **10 Climate Change Implication(s)**

10.1 The drive to increasingly digitalise how we engage with our communities will reduce the amount of printed material produced and/or sent by mail. This will have a positive impact on our carbon reduction targets.

## **11 Human Resources Implication(s)**

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

## **12 Health and Wellbeing Implication(s)**

12.1 Effective engagement will help ensure that the services and support we provide are fit for purpose and meet the needs of our communities.

## **13 Communication and Engagement Implication(s)**

13.1 The strategy sets out how the council will engage with its communities and other stakeholders. Everything in it has a communication and/or engagement implication.

13.2 Underneath this strategy will sit a number of other strategies, including but not limited to: Communications Strategy, Tenant/Neighbourhood Involvement Strategy, Campus West Marketing Strategy etc. This report seeks delegated authority to develop and implement those strategies, based on the underlying principles of the CASES, except where further Member approval and/or scrutiny is already required (e.g. in the case of the Tenant and Neighbourhood Involvement Strategy).

## **14 Link to Corporate Priorities**

14.1 The proposals link directly to the council's priority of 'a well run council which puts its people first', and to our commitment to continue engaging with our communities.

## **15 Equality and Diversity**

15.1 The strategy and supporting action plan seek to ensure that we engage with all members of our community, and highlights the need to work harder to engage with some of our communities in order to meet our commitments with respect to equality and diversity.

Name of author	Thom Burn
Title	Corporate Strategy and Engagement Manager
Date	16 July 2021

**Appendix A – Community Engagement Strategy**  
**Appendix B – Community Engagement Action Plan**

# Community and stakeholder engagement

A strategy: 2021-2024

**#OurFuture**



# What is engagement?

Throughout the evolution of this document, we have agreed the following definition: **Involving local people and other stakeholders in the decisions that affect them.** That could be in a number of ways.

<https://i2s.anu.edu.au/resources/stakeholder-participation-iap2-public-participation-spectrum/>

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

# How we got here

The creation of a new community engagement strategy for Welwyn Hatfield was a recommendation of the Local Government Association (LGA) Peer Challenge.

At the start of the development of a new strategy, we held a stakeholder mapping workshop and follow-up session with members of the Corporate Leadership Network across all services, and with political representation from the Leader of the Council. These sessions were guided by the LGA guide to community engagement, *New Conversations 2.0* (2019). We discussed:

- Who our stakeholders are
- How we currently engage with them
- What we could do more of, less of, or do differently
- What impact those actions might have

The outcome was a set of strategic aims, themed as per the following principles. We went back to look at these five principles again in light of over 1,600 responses to our *Your Welwyn Hatfield* survey, as well as stakeholder engagement sessions at the Alliance Conference, making sure those contributions were reflected in the document.

our **five**  
principles of  
engagement

**UNDERSTAND**

Be clear about who our stakeholders are, and help them to understand us

**ENABLE**

Make it easy for people to have a say, keeping up with technology to enable access

**ENCOURAGE**

Encourage people from all our communities to get involved

**EQUIP**

Ensure we are equipped with the tools we need to engage effectively

**SHAPE**

Connect with our communities so they can help shape our services

# UNDERSTAND

**Be clear about who our stakeholders are, and help them to understand us**

- Get a better understanding of our communities – their wants/needs as well as demography
- Coordinate and share the information internally we have about our communities
- Bring partners to corporate leadership network and other meetings for discussion, challenge and updates
- Ensure our communities understand our services and how they are delivered

# ENCOURAGE

Encourage people from *all* our communities to get involved

- Broaden Borough Panel and Tenants Panel representation, and consider expiry of membership to encourage vitality
- Share insight with our partners and actively involve them in engagement activities
- Be clear about how and why we want to engage
- Work with the Youth Council to encourage young people to take part
- Incentivise engagement by telling the story of how we work with our communities, and what we can achieve



# ENABLE

**Make it easy for people to have a say, keeping up with digital technology to allow access across all platforms**

- Ensure we understand how and when our communities want to engage with us
- Have a consistent approach to how we engage with our communities, whatever channel we use
- Invest in technology that makes it easier for people to engage with us digitally
- Provide and promote the use of a digital platform for our communities to exchange ideas

# CONNECT

**Connect with our communities so they can help shape our services**

- Work towards a single system for collecting, storing and sharing the feedback we have about our services
- Ensure we have a consistent approach to using our insight to shape services, connecting it more explicitly to our business planning process
- Publish a consultation and engagement calendar so our staff and our communities are clear about when they can get involved
- Work with partners to help increase people's digital skills and confidence, enabling them to engage in new ways

# EQUIP

**Ensure we are equipped with the tools we need to engage effectively**

- Continue to improve communication between teams and services taking into account increase of flexible and remote working
- Develop a new intranet that includes collaborative working tools
- Ensure staff are identifying stakeholders and engagement when planning projects, and develop a community engagement toolkit, helping them to do so
- Form a community engagement group to share best practice
- Support councillors and staff in promoting opportunities to get involved in local activities and decision-making

# Community engagement group

- Chair – Corporate Strategy and Engagement Manager
- Deputy Chair – Head of Community and Housing Strategy
- Communications and Marketing Manager
- Community Partnerships Manager
- Neighbourhood and Enforcement Manager
- Governance Services Manager
- Planner/Senior Planner
- Team Leader (Public Health & Protection
- Senior Performance and Strategy Officer
- Housing repairs and maintenance – tbc
- Human Resources Manager
- Environment, Parking & Bereavement Manager
- Economic Development Officer
- Digital Services Manager
- Policy and Culture Support Officer

# Community and stakeholder engagement - Appendix B

ACTION	LEAD	TARGET DATE
<b>INVOLVE</b>	<b>Encourage people from all our communities to get involved</b>	
<b>Broaden Borough Panel and Tenants Panel representation</b>		
Conduct analysis of existing demography compared to available data	Senior Performance and Strategy Officer	Aug-21
Create targeted comms plan to improve representation	Comms and Marketing Manager	Aug-21
Refresh membership each year (seek recommitment and review)	Senior Performance and Strategy Officer	Mar-22
<b>Share insight with our partners and actively involve them in engagement</b>		
Publish and share the results of our engagement activities	Senior Performance and Strategy Officer	Mar-22
<b>Be clear about how and why we want to engage</b>		
Publish community engagement strategy	Corporate Strategy and Engagement Manager	Aug-21
Agree consistent messages to use in all community engagement activity	Corporate Strategy and Engagement Manager	Aug-21
<b>Incentivise engagement</b>		
Where appropriate, offer prize draw entry to participants	Corporate Strategy and Engagement Manager	Oct-21
Create area on ONE telling stories of successful engagement to link back to when promoting engagement	Comms and Marketing Manager	Aug-21
<b>Identify under-represented groups and take action to improve participation in engagement</b>		
Work with Youth Council to encourage young people to take part in engagement activity	Community Partnerships Manager	Mar-22
Undertake ongoing training in targeting younger people	Comms and Marketing Manager	Mar-22
Using data to identify under-represented groups, ensure community engagement activity has actions to include these groups where appropriate.	Corporate Strategy and Engagement Manager	Mar-22
<b>CONNECT</b>	<b>Connect with our communities so they can help shape our services</b>	
<b>Improve the efficiency of our consultation and engagement activity</b>		
Upgrade Objective and roll out across council for all consultations	Corporate Strategy and Engagement Manager	Dec-21
Promote digital responses to parking consultation and engagement	Parking Services Manager	Jun-21
Publish a consultation and engagement calendar to avoid duplication	Senior Performance and Strategy Officer	Aug-21
<b>Work more collaboratively with our communities</b>		
Conduct a review of our approach to tenant and leaseholder engagement including scrutiny of our planned maintenance	Neighbourhood and Enforcement Manager	Sep-21
Develop a process to ensure we analyse and act on what people tell us	Corporate Strategy and Engagement Manager	Aug-21
Bring our service users into the heart of our service discovery and design through Task and Finish group representation	Governance Services Manager	Mar-22
<b>Ensure we have a consistent approach to using insight to shape services</b>		
Develop a consultation protocol and toolkit to support teams in their engagement	Corporate Strategy and Engagement Manager	Aug-21
<b>Work with partners to help increase people's digital skills and confidence</b>		
Contact Digital Unite and establish community development potential	Community Partnerships Manager	Dec-21
Research and explore other opportunities and/or grants	Community Partnerships Manager	Dec-21
<b>UNDERSTAND</b>	<b>Be clear about who our stakeholders are, and help them to understand us</b>	
<b>Get a better understanding of our communities and other stakeholders (wants/needs as well as demographics)</b>		
Conduct a borough-wide survey every 3 years	Corporate Strategy and Engagement Manager	Nov-23

Promote use of Borough Panel internally	Senior Performance and Strategy Officer	Dec-21
<b>Coordinate and share the information internally we have about our communities</b>		
Publish anonymised responses and/or summaries to engagement on Winnie	Senior Performance and Strategy Officer	Aug-21
<b>Ensure our communities understand our services and how they are delivered</b>		
Ensure information on our website is accessible, clear, and concise	Web and Intranet Development Manager	Dec-21
Develop key messages for each of the council's priorities	Comms and Marketing Manager	Aug-21
<b>SHARE</b>	<b>Make it easy for people to have a say, keeping up with digital technology to allow access across all platforms</b>	
<b>Create digital spaces where our communities can share ideas</b>		
Investigate potential of an online space where our communities can exchange ideas	Corporate Strategy and Engagement Manager	Aug-21
Continue to encourage community debate on social media in a controlled space	Comms and Marketing Manager	Mar-22
<b>Be clear about how our communities want to engage with us</b>		
Conduct targeted review with young people	Corporate Strategy and Engagement Manager	Sep-21
Conduct review of digital engagement and exclusion	Community Partnerships Manager	Mar-22
Embed self-selection about engagement options as part of Jadu development	Corporate Strategy and Engagement Manager	Mar-22
<b>Use a single system for collecting, storing and sharing the data we collect</b>		
Implementation of Objective	Corporate Strategy and Engagement Manager	Dec-21
Publish and publicise protocol covering use of SurveyMonkey	Senior Performance and Strategy Officer	Jun-21
<b>Invest in technology that makes it easier for people to engage with us</b>		
Make use of digital platform (e.g. email sign-ups?)	Corporate Strategy and Engagement Manager	Mar-22
Explore potential of an online engagement tool e.g. Citizen Lab	Senior Performance and Strategy Officer	Aug-21

Part I

Item No:

Main author: Helen O’Keeffe

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 10 AUGUST 2021  
REPORT OF THE CHIEF EXECUTIVE

## **QUARTER 1 REVENUE BUDGET MONITORING REPORT 2021-22**

### **1 Executive Summary**

- 1.1 This report presents the forecast revenue outturn position as at 30 June 2021 (quarter 1) for the financial year 2021-22 and outlines the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).
- 1.2 There is a forecast adverse variance on the General Fund net cost of services of £2.325m (see section 3 for further detail). A summary showing the General Fund position is contained in **Appendix A1**. Of the cost of service variances forecast:
  - £1.999m relates to variances directly attributable to the impact of the COVID-19 pandemic.
  - £0.326m relates to other variances.
- 1.3 After additional reserve drawdowns of £1.367m (see **Appendix A2**) and other variances of £0.300m, this leaves a net additional drawdown from the General Fund Reserve of £658k.
- 1.4 The £658k drawdown includes the net pandemic impact position, which is £664k (£1.999m of pandemic related service variances, partially offset by Sales, Fees and Charges (SFC) losses compensation scheme estimated income of £0.300m and additional drawdowns from earmarked reserves of £1.035m).
- 1.5 These variances exclude any potential council tax or business rates losses, as these will lead to a collection fund deficit which would impact on future year’s budget setting. An update to the funding of the current years budgeted deficit is set out in this report (see 3.3.2).
- 1.6 The forecast closing balance on the Housing Revenue Account is £2.641m, which is an adverse movement of £0.081m from the Current Budget (see Section 4 for further detail).
- 1.7 Outstanding debts as at 30 June total £2.024m, with rolling debtor days at 50.65 (refer to section 5).

### **2 Recommendation(s)**

- 2.1 That Cabinet note the revenue forecast outturn position as at Quarter 1.
- 2.2 That Cabinet approve the virements, detailed in section 3.2.
- 2.3 That 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 there are no additional approved drawdowns from balances. A summary of General Fund reserves are shown in **Appendix A2**.

#### 3.2 Virements

##### 3.2.1 Virements recommended to Cabinet

The following virement is recommended to Cabinet for the re-alignment of budgets within Environmental Services relating to the waste management contract and Tewin Road Depot. The overall budget for 2021/22 was based on the cost of the new contract, but an updated apportionment of costs is required to be reflected in the budget, which this virement addresses.

Debit/Credit	Budget line	Value £
Credit	Grounds Maintenance	(450,150)
Debit	Domestic Refuse	79,440
Debit	Recycling	193,430
Debit	Trade waste	7,300
Debit	Street Cleaning	102,890
Debit	Tewin Road Depot	67,090

##### 3.2.2 Summary of virements

A table showing a summary of approved virements and realignment of services between Heads of Service since the budget is included in **appendix A3**.

#### 3.3 General Fund Cost of Service Variances:

3.3.1 The table below summarises the year to date variances and forecast variances by Head of Service. The year to date variances shown in the "Other" column represents the risks and opportunities within the monitoring report, where a year to date variance has been identified for which no year-end forecast has been made. (Each variance listed in Appendices B1 to B8 are marked a, b or c for cross referencing to the table below).

Service	Year to Date				Forecast
	(a) Forecast provided £'000	(b) Profiling / Grants £'000	(c) Other £'000	Total £'000	Total £'000
Resources	307	(1,262)	(122)	(1,078)	651
Environment	171	(987)	(120)	(936)	538
Policy and Culture	216	0	(70)	146	1,217
Law and Administration	14	0	59	73	14
Planning	(37)	0	(26)	(63)	(22)
Public Health and Protection	0	0	(16)	(16)	(3)
Community and Housing Strategy	0	(407)	(89)	(496)	5
Corporate Management Team	0	0	(45)	(45)	0
<b>Total</b>	<b>671</b>	<b>(2,657)</b>	<b>(429)</b>	<b>(2,415)</b>	<b>2,399</b>



3.3.2 Explanation for all key year to date variances and forecast variances are included in the Head of Service breakdowns **Appendices B1 to B8**.

3.3.3 **Appendix F** contains a savings tracker to measure agreed budgeted savings against forecasts. Most of the savings are currently anticipated to be delivered, but there are key three items to note:

- Long stay car parking (Red) – this additional income is unlikely to be achieved during 2021/22 due to the impact of the pandemic but will remain in the base budget position for future years.
- Reduction in GLL management fee (Amber) – it is anticipated there may be a need to provide additional support for leisure provision. It is not known at this stage whether the grant received from the government will be sufficient to cover the additional costs, which may impact on the ability to deliver the saving this year, but the saving will remain in the baseline budget.
- Campus west fees and charges (Red) – this additional income is unlikely to be achieved during 2021/22 due to the impact of the pandemic but will remain in the base budget position for future years.

### 3.4 Other General Fund Variances

3.4.1 In response to COVID-19, the Government has provided four tranches of funding to local authorities during 2020/21. The council agreed to add an additional £610k to an earmarked reserve during 2021/22 to be used to support ongoing COVID-19 related costs and lost income. The council will submit a final claim under the SFC Losses compensation scheme for the period April – June 2021 for an estimated £300k towards income losses for the first quarter of the financial year.

3.4.2 The forecast includes a drawdown of £1.035m 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 and beyond. A drawdown of £332k from the Modernisation reserve is included for approved modernisation projects such as revenues and benefits transformation and software solutions.

3.4.3 There are likely to be variances on interest income and borrowing interest, relating to changes in the Councils cashflow, arising from the COVID-19 pandemic. The cashflows are being closely monitored, and we anticipate a need to borrow before the end of the calendar year.

3.4.4 The COVID-19 pandemic is expected to continue to impact on collection rates, council tax support and business rates reliefs provided during 2021/22. 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.

3.4.5 The 2021/22 budget included a drawdown from general balances to support the collection fund deficit forecast of £670k. Due to the impact being slightly less than anticipated, and additional government grant being received to support these specific losses, as part of the closedown for 2020/21, enough funds were set aside in the Business Rates Retention Reserve to fund this deficit. The Q1 monitoring includes the adjustment to drawdown from the earmarked reserve rather than general balances.

## 4 Housing Revenue Account

### 4.1 Housing Revenue Account Balances

4.1.1 Since the original budget was set there are no additional approved drawdowns from balances.

### 4.2 Virements

4.2.1 There have been no officer approved virements between Head of Service areas since the approved budget, and no recommended virements for Cabinet to consider for the Housing Revenue Account.

### 4.3 Housing Revenue Account Variances:

4.3.1 The forecast closing balance on the Housing Revenue Account is £2.641m, which is an adverse movement of £81k from the Current Budget. **Appendix C1** provides the HRA Income and Expenditure Statement with forecast variances. **Appendix C2** provides the same information, but in Head of Service format, along with forecast balances for the Housing Revenue Account.

4.3.2 Explanation for all key year to date variances and forecast variances are included in the Head of Service breakdowns **Appendices D1 to D4**.

4.3.3 The table below summarises the year to date variances and forecast variances by Head of Service/Corporate Director.

4.3.4 The year to date variances shown in the "Other" column represents the risks and opportunities within the monitoring report, where a year to date variance has been identified for which no year-end forecast has been made. (Each variance listed in Appendices B1 to B8 are marked a, b or c for cross referencing to the table below).

Service	Year to Date Variance				Forecast Variance
	(a) Forecast provided £'000	(b) Profiling / Grants £'000	(c) Other £'000	Total £'000	Total £'000
Community and Housing Strategy	84	0	9	93	120
Housing Operations	11	(242)	(444)	(675)	(79)
Property Services (Housing)	(2)	0	431	429	159
Corporate Director	15	(1,500)	(16)	(1,516)	0
<b>Total</b>	<b>92</b>	<b>(1,742)</b>	<b>(19)</b>	<b>(1,669)</b>	<b>200</b>

### 4.4 Other Housing Revenue Account Variances

4.4.1 There is a forecast decrease of £119k to Revenue Contribution to Capital. This has been adjusted due to the service variances identified to ensure the HRA maintains a minimum balance of 5% of total income, as set out in in the Medium-Term Financial Strategy.

## **5 Outstanding Debts on Debtors System**

- 5.1 At the end of June 2021, debts outstanding totalled £2.024m. This is an increase of £64k on the March 2021 position of £1.960m.
- 5.2 Performance is measured using a rolling debtor day ratio. The current target is 50 days and at the end of June 2021 the rolling debtor days totalled 50.65 days. This is a decrease on the 52.82 days reported at the end of March 2021.
- 5.3 The outstanding debts that range between 91-365 days old have remained the same at £550k as at the end of quarter 4 2020/21. The debt in this category includes £61k which is in dispute and two debts totalling £10k for which an instalment plan has been agreed.
- 5.4 One of largest areas of debtors relates to commercial property. For the majority of tenants which have not been able to pay, deferments and payments plans have been agreed and are being closely monitored. Additional legislation was brought in by the Government during 2020/21 which prevented some usual recovery action being taken, and this has been extended for 2021/22.
- 5.5 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.
- 5.6 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 Human Resources Implications**

- 15.1 There are no direct human resources implications arising from this report.

## **16 Communication and Engagement**

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

Name of author                      *Helen O'Keeffe*  
Title                                      *Service Manager (Financial Services)*  
Date                                        8 July 2021

Appendices:

<b>A1</b>	<b>General Fund Revenue Budget Summary</b>
<b>A2</b>	<b>General Fund Reserves Summary</b>
<b>A3</b>	<b>General Fund – Virement summary by Head of Service</b>
<b>B1-8</b>	<b>Variance analysis by Head of Service / CMT</b>
<i>B1</i>	<i>Head of Resources</i>
<i>B2</i>	<i>Head of Environment</i>
<i>B3</i>	<i>Head of Policy &amp; Culture</i>
<i>B4</i>	<i>Head of Law and Administration</i>
<i>B5</i>	<i>Head of Planning</i>
<i>B6</i>	<i>Head of Public Health &amp; Protection</i>
<i>B7</i>	<i>Head of Housing &amp; Community</i>
<i>B8</i>	<i>Corporate Management Team</i>
<b>C1</b>	<b>HRA Budget Summary</b>
<b>C2</b>	<b>HRA Budget Summary by Head of Service and Reserves</b>
<b>D1-4</b>	<b>Variance analysis by Head of Service / Corporate Director</b>
<i>D1</i>	<i>Head of Community and Housing Strategy</i>
<i>D2</i>	<i>Head of Housing Operations</i>
<i>D3</i>	<i>Head of Property Services (Housing)</i>
<i>D4</i>	<i>Corporate Director (Housing and Communities)</i>
<b>E</b>	<b>Aged Debt for debts outstanding at the end of June 2021</b>
<b>F</b>	<b>Savings Tracker</b>

Description	YTD Budget 2021/22	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	(2,098)	(3,176)	(1,078)	1,309	1,960	651
Head of Environment	1,189	253	(936)	7,055	7,594	539
Head of Policy and Culture	332	478	146	1,327	2,544	1,217
<b>Resources, Environment and Cultural Services</b>	<b>(577)</b>	<b>(2,445)</b>	<b>(1,868)</b>	<b>9,691</b>	<b>12,098</b>	<b>2,407</b>
Head of Law and Administration	621	694	73	2,264	2,278	14
Head of Planning	274	210	(64)	1,095	1,073	(22)
Head of Public Health and Protection	301	285	(16)	1,292	1,289	(3)
<b>Public Protection, Planning and Governance</b>	<b>1,196</b>	<b>1,189</b>	<b>(7)</b>	<b>4,651</b>	<b>4,640</b>	<b>(11)</b>
Head of Community and Housing Strategy	554	58	(496)	2,216	2,220	4
<b>Housing and Communities</b>	<b>554</b>	<b>58</b>	<b>(496)</b>	<b>2,216</b>	<b>2,220</b>	<b>4</b>
<b>Corporate Management Team Budgets</b>	<b>399</b>	<b>354</b>	<b>(45)</b>	<b>1,598</b>	<b>1,598</b>	<b>0</b>
<b>Net Controllable Income and Expenditure</b>	<b>1,572</b>	<b>(844)</b>	<b>(2,416)</b>	<b>18,156</b>	<b>20,556</b>	<b>2,400</b>
Net Recharge to the Housing Revenue Account	(1,269)	0	1,269	(5,075)	(5,150)	(75)
<b>Net Cost of Services</b>	<b>303</b>	<b>(844)</b>	<b>(1,147)</b>	<b>13,081</b>	<b>15,406</b>	<b>2,325</b>
Income from Council Tax				(11,312)	(11,312)	0
Business Rates Income				(3,812)	(3,812)	0
Plus/Less collection fund deficit/(surplus)				670	670	0
Lower Tier Services/Other Government Grants				(124)	(424)	(300)
New Homes Grant				(609)	(609)	0
Covid Support Grant				(610)	(610)	0
Less Interest & Investment Income (incl. interest from NH)				(70)	(70)	0
Interest Costs				949	949	0
c) Year to date variance on payments to contractors to address fly tipping, grounds maintenance and ad				420	420	0
Revenue Contribution to Capital				0	0	0
Parish Precepts				1,787	1,787	0
<b>Net Total before movements in reserves</b>				<b>370</b>	<b>2,395</b>	<b>2,025</b>
Use of General Fund Balances for Collection Fund				(670)	0	670
Contribution (from) / to Earmarked Reserves				520	(1,517)	(2,037)
<b>Contribution (from) / to GF balances</b>				<b>(220)</b>	<b>(878)</b>	<b>(658)</b>

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

General Fund Reserves Summary Quarter 1 2021/22

Appendix A2

Reserve	Balance at 1 April 2021	Budgeted Movement	Approved Changes	Forecast Changes	Forecast Balance 31 March 2022
	£'000	£'000	£'000	£'000	£'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,564	(75)	0	0	1,489
Business Rates Retention Reserve	9,784	0	0	(670)	9,114
Pensions Reserve	1,201	0	0	0	1,201
Modernisation Reserve	1,380	0	0	(332)	1,048
Commitment Reserves	12	0	0	0	12
Grants and Contributions Reserve	4,372	0	0	0	4,372
Local Plan Reserve (Other reserves)	300	0	0	0	300
COVID-19 Pandemic Reserve (Other reserves)	425	610	0	(1,035)	0
Climate Change Reserve (Other reserves)	150	0	0	0	150
Youth Provision Reserve (Other reserves)	21	0	0	0	21
CE Accommodation reserve (Other reserves)	500	0	0	0	500
Other Reserves	51	(15)	0	0	36
<b>Total Earmarked Reserves</b>	<b>19,760</b>	<b>520</b>	<b>0</b>	<b>(2,037)</b>	<b>18,243</b>
<b>General Fund Working Balance</b>	<b>6,902</b>	<b>(890)</b>	<b>0</b>	<b>(658)</b>	<b>5,354</b>
<b>Total Reserves</b>	<b>26,662</b>	<b>(370)</b>	<b>0</b>	<b>(2,695)</b>	<b>23,597</b>

**Summary of virements between services - Quarter 1 2021/22**

**Appendix A3**

Service	Virement Detail	Virement Total
Head of Resources	(£1k) Centralisation of budgets for lone working devices (£30k) Redistribution of planned maintenance budgets £17k - Realignment of service responsibility (Facilities Management)	(14)
Head of Environment	£771k - Realignment of service responsibility (Landscape and Ecology) (£222k) Realignment of service responsibility (Street Wardens and Dog Control) (£3k) Centralisation of budgets for lone working devices £55k Redistribution of planned maintenance budgets	600
Head of Policy and Culture	(£25k) Redistribution of planned maintenance budgets	(25)
Head of Law and Administration	(£17k) - Realignment of service responsibility (Facilities Management)	(17)
Head of Public Health and Protection	£222k Realignment of service responsibility (Street Wardens and Dog Control) £6k Centralisation of budgets for lone working devices (£50k) - Realignment of service responsibility (Energy Efficiency)	178
Head of Planning	(£771k) - Realignment of service responsibility (Landscape and Ecology) (£1k) Centralisation of budgets for lone working devices £50k - Realignment of service responsibility (Energy Efficiency)	(721)
Head of Community and Housing Strategy	(£1k) Centralisation of budgets for lone working devices	(1)
<b>Total Increase/(Decrease) to Net Cost of Service Budgets</b>		<b>0</b>

## Head of Resources

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	609	565	(44)	3,284	3,284	0
Premises Related	384	341	(43)	1,780	1,780	0
Transport Related	2	0	(1)	38	38	0
Supplies and Services	287	690	403	1,147	1,778	631
Third Party Payments	1,237	8,617	7,380	4,947	4,947	0
Transfer Payments	7,081	6,166	(915)	28,323	28,323	0
Income	(11,696)	(19,556)	(7,859)	(38,210)	(38,190)	20
<b>Controllable Costs</b>	<b>(2,098)</b>	<b>(3,176)</b>	<b>(1,078)</b>	<b>1,309</b>	<b>1,960</b>	<b>651</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Although COVID-19 has not resulted in a drop in occupancy at WelTech the refurbishment and opening of HatTech has been delayed by six months, COVID has also 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.	(14)	144
c) Whilst there is a minimal year to date variance, we anticipate that due to the pandemic there may be a drop in income achieved from commercial property for the year. The year to date reflects the billed not the cash position. This is being monitored closely and any outstanding debt at year end will be considered as part of the bad debt provision charge to the service.	(235)	0
c) Due to the pandemic, the Council has not been issuing Council Tax and Business Rates courts summons. Due to the closure of the courts, this income loss is expected to continue in the short term but it is expected to recover by the end of the year.	87	0
b) Additional grant income has been received in relation to council tax support and the impacts on the collection fund. This was highlighted at budget setting and at this stage we would expect this to be utilised against losses, so a net nil position has been forecast.	(387)	0
b) There is always a difference between the benefits paid and subsidy recovered during the year. This is due to the Government paying subsidy during the year based on an estimate which is reconciled at the end of the year when an additional subsidy payment is made in line with any increases in benefits.	1,819	0



a) Due to COVID-19 there is also a deficit here due to the subsidy grant for housing the homeless not covering the cost for benefits provided. It is anticipated that these will reduce once Inspira House is available for use.	50	100
a) While there is a current underspend against Estates staff costs this will be used to fund additional agency staff to cover vacancies while recruitment is ongoing.	(61)	0
b) NNDR costs have not yet all been transferred internally. This variance will be rectified by the end of the year, once the payment has been processed.	(82)	0
b) Contract payments, project expenditure and maintenance works are paid in arrears causing a timing difference in year. Including costs relating to interauthority working (Broxbourne Agreement) This is rectified by the year end.	(125)	0
a) Spend on Digital Modernisation incurred as part of the modernisation review. This will be funded by contributions of £75k from the HRA (shown in Appendix A1 on net recharge to the HRA) and £332 from the Modernisation Earmarked Reserves (shown in Appendix A2).	331	407
b) There is always a timing delay in Business Support Grants and track and Trace Isolation grant payments between the time the income is received and the payments go out.	(2,488)	0
c) Other small variances.	25	0
<b>TOTAL</b>	<b>(1,078)</b>	<b>651</b>

## Head of Environment

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	313	211	(102)	1,253	1,253	0
Premises Related	162	49	(113)	648	648	0
Transport Related	4	2	(2)	17	17	0
Supplies and Services	215	95	(120)	860	909	49
Third Party Payments	2,090	1,354	(735)	8,359	8,359	0
Transfer Payments	0	0	0	0	0	0
Income	(1,596)	(1,458)	137	(4,082)	(3,593)	489
<b>Controllable Costs</b>	<b>1,189</b>	<b>253</b>	<b>(936)</b>	<b>7,055</b>	<b>7,594</b>	<b>538</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Loss of parking income due to COVID-19. There is still uncertainty on the level of expected use of car parks as lockdown is eased, and a further updated forecast will be provided in the future reports. The council will be able to receive some government support against reduced income for the first quarter of the year.	171	538
b) Contract payments, project expenditure and maintenance works are paid in arrears causing a timing difference. This is rectified by the year end so no forecast is included for year end.	(903)	0
b) NNDR costs have not yet all been transferred internally. This variance will be rectified by the end of the year, once the payment has been processed.	(84)	0
c) Salary costs differ to the profiled budget due to delays in recruiting. Vacancies are being filled using agency staff, so no forecast has been made at this stage for a year end variance.	(102)	0
c) Other small variances.	(17)	(0)
<b>TOTAL</b>	<b>(936)</b>	<b>538</b>

## Head of Policy and Culture

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	419	398	(21)	1,676	1,676	0
Premises Related	240	109	(131)	958	953	(5)
Transport Related	1	0	(0)	2	2	(0)
Supplies and Services	315	119	(195)	1,258	728	(531)
Third Party Payments	32	(22)	(54)	127	275	148
Transfer Payments	0	0	0	0	0	0
Income	(674)	(126)	547	(2,694)	(1,089)	1,605
<b>Controllable Costs</b>	<b>332</b>	<b>478</b>	<b>146</b>	<b>1,327</b>	<b>2,544</b>	<b>1,217</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) This is the net effect, due to the closure of Campus West during the pandemic. There is a significant reduction of income expected, while property and other costs have continued to be incurred. Whilst cinemas have now been allowed to open, as long as social distancing remains in place, there will be financial impact through loss of revenue. Revenue has currently been estimated at 30% of pre-pandemic levels of income. The council will be able to receive some government support against reduced income for the first quarter of the year.	223	1,145
a) This is the net effect due to the pandemic. Income from other sites including Mill Green Museum and the Roman Bath House are also expected to be below budget for the year. The forecasts include costs for bringing these attractions back into use.	(7)	72
c) 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 closely. Details of how much is due for 2021/22 has not been made available as yet, but is likely to cause a pressure - which would be partially mitigated by grant funding.	(87)	0
c) Other small variances.	17	0
<b>TOTAL</b>	<b>146</b>	<b>1,217</b>

## Head of Law and Administration

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	452	579	127	1,807	1,901	94
Premises Related	1	12	11	3	3	0
Transport Related	5	3	(3)	21	21	0
Supplies and Services	209	256	46	717	740	23
Third Party Payments	16	13	(3)	(34)	(34)	0
Transfer Payments	0	0	0	0	0	0
Income	(63)	(168)	(106)	(251)	(354)	(103)
<b>Controllable Costs</b>	<b>621</b>	<b>694</b>	<b>73</b>	<b>2,264</b>	<b>2,278</b>	<b>14</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Elections staffing costs for the May 2021 elections. This is partly funded from income for HCC	97	94
a) Election income received for May 2021 elections.	(106)	(103)
a) These extra expenses relate to expenses occurred from elections May 2021 and will be covered by additional income	23	23
c) Other small variances.	59	(0)
<b>TOTAL</b>	<b>73</b>	<b>14</b>

## Head of Planning

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	414	377	(37)	1,655	1,633	(22)
Premises Related	0	0	(0)	1	1	0
Transport Related	2	1	(1)	8	8	0
Supplies and Services	69	22	(47)	275	275	0
Third Party Payments	3	7	4	14	14	0
Transfer Payments	0	0	0	0	0	0
Income	(214)	(196)	18	(858)	(858)	0
<b>Controllable Costs</b>	<b>274</b>	<b>210</b>	<b>(63)</b>	<b>1,095</b>	<b>1,073</b>	<b>(22)</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Current underspends are being utilised to fund agreed agency staff. The full year variance is less than the year to date variance due to the time lag in receiving agency invoices.	(37)	(22)
c) There is a year to date underspend showing in relation to the local plan team inspector and related fees. This is due to a timing difference between the work being completed (in 2020/21 and accrued for) but not yet having been billed.	(47)	0
c) Other small variances.	21	(0)
<b>TOTAL</b>	<b>(63)</b>	<b>(22)</b>

Head of Public Health and Protection

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	342	319	(23)	1,368	1,357	(11)
Premises Related	1	0	(1)	3	3	0
Transport Related	6	3	(2)	23	23	0
Supplies and Services	32	28	(5)	121	129	8
Third Party Payments	23	24	1	93	93	0
Transfer Payments	0	0	0	0	0	0
Income	(103)	(88)	15	(316)	(316)	0
<b>Controllable Costs</b>	<b>301</b>	<b>285</b>	<b>(16)</b>	<b>1,292</b>	<b>1,289</b>	<b>(3)</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Other small variances.	(16)	(3)
<b>TOTAL</b>	<b>(16)</b>	<b>(3)</b>

Head of Community & Housing Strategy (GF)

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	448	426	(22)	1,790	1,807	17
Premises Related	4	4	(1)	18	18	0
Transport Related	3	1	(2)	12	12	0
Supplies and Services	76	328	251	306	1,310	1,004
Third Party Payments	83	67	(16)	334	334	0
Transfer Payments	0	0	0	0	0	0
Income	(61)	(767)	(706)	(243)	(1,259)	(1,016)
<b>Controllable Costs</b>	<b>554</b>	<b>58</b>	<b>(496)</b>	<b>2,216</b>	<b>2,220</b>	<b>5</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
b) There is an increase in temporary Accommodation costs forecast outturn by £154k, which is offset by additional benefit income and private sector rent. There is also an increase in expenditure forecast of £780k associated with homelessness projects and costs which will be offset by grant income. A further £40k spend to save projects which are over will be	287	974
b) Additional Income to date : Forecast outturn Grant income -£780k, Private Sector Rent -£50k, Housing Benenefit -£84k. Other grant income (spend to save) £40K	(694)	(954)
c) Year to date variance on HMO licence income, this is due to the accounting treatment where the income is spread over a 5 year period.	(69)	0
c) Other small variances.	(20)	(15)
<b>TOTAL</b>	<b>(496)</b>	<b>5</b>

Budgets managed by the Corporate Management Team  
31 March 2022 variances

Appendix B8

Corporate Management Team (GF)

Description	YTD Budget 2021/22	Actual (inc Cmmt)	YTD Variance	Current Budget 2021/22	Forecast Outturn 2021/22	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	346	338	(8)	1,382	1,382	0
Premises Related	0	0	0	0	0	0
Transport Related	1	0	(1)	6	6	0
Supplies and Services	52	40	(13)	210	210	0
Third Party Payments	0	3	3	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	(27)	(27)	0	0	0
<b>Controllable Costs</b>	<b>399</b>	<b>354</b>	<b>(45)</b>	<b>1,598</b>	<b>1,598</b>	<b>0</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) A central budget is held for project related expenditure. This budget is released through the year as in year projects are identified and approved. At this stage no variance is anticipated.	(20)	0
c) Other small variances.	(25)	0
<b>TOTAL</b>	<b>(45)</b>	<b>0</b>



Description	YTD Budget 2021/22 £'000	YTD Actual (inc Cmmt) £ '000	FYE Variance £'000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Dwelling rents	(11,483)	(11,470)	13	(49,775)	(49,720)	55
Non-dwelling rents	(90)	(83)	6	(381)	(381)	-
Tenants' charges for services and facilities	(494)	(397)	98	(1,779)	(1,710)	69
Leaseholders' charges for services and facilities	(440)	(575)	(136)	(711)	(711)	-
Contributions towards expenditure	(75)	(22)	53	(298)	(298)	-
De minimis receipts	-	(8)	(8)	-	-	-
<b>Total Income</b>	<b>(12,581)</b>	<b>(12,555)</b>	<b>26</b>	<b>(52,944)</b>	<b>(52,820)</b>	<b>125</b>
Repairs and maintenance	1,487	1,930	442	8,873	8,873	-
Supervision and management	2,369	992	(1,377)	9,476	9,535	59
Special services	793	600	(193)	3,171	3,148	(24)
Rents, rates, taxes and other charges	235	52	(183)	878	918	40
Impairment allowance for doubtful debts	122	21	(102)	490	490	-
Depreciation	3,891	-	(3,891)	15,565	15,565	-
Debt management costs	7	2	(5)	29	29	-
Sums directed by Secretary of State	13	-	(13)	50	50	-
<b>Total Expenditure</b>	<b>8,918</b>	<b>3,597</b>	<b>(5,321)</b>	<b>38,532</b>	<b>38,607</b>	<b>75</b>
HRA share of Corporate and Democratic Core	175	-	(175)	702	702	-
<b>Net Cost of Services</b>	<b>(3,488)</b>	<b>(8,958)</b>	<b>(5,470)</b>	<b>(13,710)</b>	<b>(13,510)</b>	<b>200</b>
<b>Less Interest and Non-Statutory Items:</b>						
Interest payable and similar charges	1,690	287	(1,403)	6,761	6,761	-
HRA financing and investment income	(15)	-	15	(60)	(60)	-
Revenue Contribution to Capital	1,710	5,300	3,590	6,839	6,720	(119)
<b>Total Adjustments</b>	<b>3,385</b>	<b>5,587</b>	<b>2,202</b>	<b>13,540</b>	<b>13,421</b>	<b>(119)</b>
<b>(Surplus) / Deficit on the HRA</b>	<b>(103)</b>	<b>(3,372)</b>	<b>(3,269)</b>	<b>(170)</b>	<b>(89)</b>	<b>81</b>

## HRA By Service Area

Description	YTD Budget 2020/21	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2020/21	Forecast Outturn 2020/21	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Community and Housing	(98)	(5)	93	(448)	(328)	120
Housing Operations	(10,553)	(11,229)	(675)	(44,840)	(44,920)	(79)
Property Services	1,831	2,260	429	10,247	10,406	159
Corporate Director	1,828	312	(1,516)	7,313	7,313	-
Corporate items	6,890	5,289	(1,601)	27,559	27,440	(119)
<b>(Surplus) / Deficit on the HRA</b>	<b>(103)</b>	<b>(3,372)</b>	<b>(3,269)</b>	<b>(170)</b>	<b>(89)</b>	<b>81</b>

## HRA Reserves

	Current Budget 2020/21	Forecast Outturn 2020/21	Forecast Variance
	£'000	£'000	£'000
<b>Opening HRA Balance</b>	<b>(2,552)</b>	<b>(2,552)</b>	<b>-</b>
<b>In-year (Surplus) / Deficit</b>	<b>(170)</b>	<b>(89)</b>	<b>81</b>
<b>Closing HRA Balance</b>	<b>(2,722)</b>	<b>(2,641)</b>	<b>81</b>

Corporate Director (Housing and Communities)

31 March 2022 variances

Appendix D1

Head of Community & Housing Strategy (HRA)

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	27	17	(10)	108	81	(27)
Premises Related	50	89	39	200	266	67
Transport Related	0	1	1	1	1	0
Supplies and Services	2	2	0	6	6	0
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	(177)	(113)	63	(762)	(682)	80
<b>Controllable Costs</b>	<b>(98)</b>	<b>(5)</b>	<b>93</b>	<b>(448)</b>	<b>(328)</b>	<b>120</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Additional Council Tax at Howlands House due to Covid restrictions on occupancy and voids at Inspira House due to essential repairs.	25	40
a) Increase in rent void at hostels due to Inspira House being unoccupied and Minster House pending redevelopment work.	41	55
a) Decreased service charge income at hostels due to Inspira House being unoccupied and Minster Housing pending redevelopment work.	18	25
c) Other minor variances.	9	0
<b>TOTAL</b>	<b>93</b>	<b>120</b>

## Head of Housing Property Services

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	333	328	(5)	1,334	1,493	159
Premises Related	0	6	6	0	0	0
Transport Related	6	1	(5)	23	23	0
Supplies and Services	30	49	19	120	120	0
Third Party Payments	1,462	1,877	415	8,771	8,771	0
Transfer Payments	0	0	0	0	0	0
Income	0	(0)	(0)	0	0	0
<b>Controllable Costs</b>	<b>1,831</b>	<b>2,260</b>	<b>429</b>	<b>10,247</b>	<b>10,406</b>	<b>159</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There is a increase in agency costs due to covering the vacant posts within the team. There is also further costs as a result of the fire watch at queensway house.	132	260
a) There is a number of vacant posts within the property services team, which are in the processes in being recruited to. The Majority of these savings will be offset by agency staffing costs whilst the recruitment processes takes place.	(134)	(101)
c) This is for the Mears responsive repairs contract, so far this year there has been a higher number of repairs than in previous years, which has been slightly impacted from the pandemic. At this stage this is expected to be a spike, so no forecast has been made, but will continue to be monitored and a forecast provided at quarter two as appropriate. Mears have made more progress than usual with the electrical testing and repairs that are needed.	415	0
c) Other minor variances	16	0
<b>TOTAL</b>	<b>429</b>	<b>159</b>

## Head of Housing Operations

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	1,047	951	(96)	4,189	4,089	(100)
Premises Related	208	92	(115)	770	770	0
Transport Related	37	22	(15)	149	143	(6)
Supplies and Services	481	121	(360)	1,924	1,906	(18)
Third Party Payments	65	18	(47)	260	260	0
Transfer Payments	13	0	(13)	50	50	0
Income	(12,404)	(12,433)	(29)	(52,181)	(52,137)	45
<b>Controllable Costs</b>	<b>(10,553)</b>	<b>(11,229)</b>	<b>(675)</b>	<b>(44,840)</b>	<b>(44,920)</b>	<b>(79)</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Service Charge for Major Works for Leaseholders - Whilst the year to date shows a favourable variance, this is partly to do with the timing of billing. Due to delays in work programmes and therefore the recharging of works, it is possible that there may be an adverse variance. This will be monitored closely and a forecast provided at quarter two.	(124)	0
a) Decrease in rental, lunch club, children's activities and Freddie's Den income at The Hive due to pandemic. As well as a decrease in income from the community buses.	11	24
c) These are the legal and consultancy budgets within Housing operations, these are reactive budgets and will be spent when required.	(52)	0
c) There are a number of vacancies within the service including in the Business Excellence, Income and Homeownership team, Control Centre and Neighbourhoods Team. A forecast has been made based upon when existing vacant roles may be filled.	(75)	(100)
c) Year to date variance on dwelling rent, no significant variance yet forecast for the year.	(27)	0
b) Year to date variance provision for bad debts is due to the bad debt provision being processed at year end. This budget will be reprofiled for quarter 2 reports.	(110)	0
b) Year to date variance on payments to contractors to address fly tipping, grounds maintenance and ad hoc cleaning. This variance relates to timing differences between works being completed and invoices being paid, therefore no year end variance is forecast. still expecting to spend budget.	(132)	0
c) Year to date variance on legal fees and insurance costs in Rent Recovery and Collection, still expecting to spend budget.	(39)	0

c) As a result of the pandemic there has not been as much Tenancy involvement activities, the team are looking to see if this can be used in a different manner so no variance is currently forecast.	(86)	0
c) There is a year to date variance on software licensing and equipment purchasing within the business excellence service. This is expected to be spent in the coming months.	(40)	0
c) Other minor variances.	(1)	(3)
<b>TOTAL</b>	<b>(675)</b>	<b>(79)</b>

## Corporate Management Team (HRA)

Description	YTD Budget 2021/22 £ '000	Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2021/22 £ '000	Forecast Outturn 2021/22 £ '000	Variance to Current £ '000
Employees	96	0	(96)	385	385	0
Premises Related	0	0	0	0	0	0
Transport Related	0	0	0	0	0	0
Supplies and Services	1,747	322	(1,425)	6,989	6,989	0
Third Party Payments	0	(1)	(1)	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	(15)	(8)	7	(61)	(61)	0
<b>Controllable Costs</b>	<b>1,828</b>	<b>312</b>	<b>(1,516)</b>	<b>7,313</b>	<b>7,313</b>	<b>0</b>

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
b) The HRA share of pension lump sum has been paid during quarter 2, so there is no forecast variance for the year.	(96)	0
c) Investment interest rates are lower than forecast, which has decreased the amount of income expected. This will be closely monitored.	15	0
b) There is a year to date variance on the interest paid, however this is mainly due to the timing of the payments. There may be a variance in this area due to prevailing interest rates at the time borrowing is required. A more detailed forecast will be provided at quarter 2 when an updated cashflow position for the first half of the year is available.	(1,403)	0
c) Other minor variances.	(31)	0
<b>TOTAL</b>	<b>(1,516)</b>	<b>0</b>

## Arrears by service at 31 June 2021

## Appendix E

		1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
<b>Public Protection, Planning &amp; Governance</b>							
	Law & Administration	0.00	0.00	0.00	11,063.00	2,008.00	13,071.00
	Planning	3,034.76	648.44	-55.50	5,229.96	8,589.93	17,447.59
	Public Health & Protection	0.00	-350.00	0.00	887.00	2,252.93	2,789.93
		<b>3,034.76</b>	<b>298.44</b>	<b>-55.50</b>	<b>17,179.96</b>	<b>12,850.86</b>	<b>33,308.52</b>
<b>Housing and Communities</b>							
	Housing Operations	5,189.39	-38.57	0.00	439.94	5,485.85	11,076.61
	Housing Property Services	0.00	0.00	12,115.00	0.00	0.00	12,115.00
	Community & Housing Strategy1	9,222.31	8,793.80	19,833.55	31,578.69	70,595.47	140,023.82
		<b>14,411.70</b>	<b>8,755.23</b>	<b>31,948.55</b>	<b>32,018.63</b>	<b>76,081.32</b>	<b>163,215.43</b>
<b>Resources, Environment &amp; Cultural Services</b>							
	Policy & Culture	12,964.50	0.00	0.00	0.00	1,501.30	14,465.80
	Environment - Cemeteries	10,655.00	1,495.00	2,149.00	9,595.00	1,913.32	25,807.32
	Environment - Street Cleaning	0.00	0.00	0.00	0.00	0.00	0.00
	Environment - Other	7,245.35	140,753.55	417.46	9,828.39	24,294.19	182,538.94
	Resources - Shopping Centres	202,121.76	4,091.51	4,091.51	135,825.69	78,429.47	424,559.94
	Resources - Hatfield Town Centre8	111,710.44	13,136.27	12,216.57	163,619.60	52,620.75	353,303.63
	Resources - Ground rent	9,413.20	-40.99	-168.06	3,177.50	17,507.69	29,889.34
	Resources - Garages	29,760.63	25,691.43	17,030.84	95,557.69	180,389.78	348,430.37
	Resources - Other Corporate Property	97,539.97	18,769.64	0.00	53,665.40	5,791.54	175,766.55
	Resources - Broxbourne contract	55,861.43	150,612.92	0.00	0.00	0.00	206,474.35
	Resources - Other	2,596.44	210.00	1,294.28	29,144.83	33,283.82	66,529.37
		<b>539,868.72</b>	<b>354,719.33</b>	<b>37,031.60</b>	<b>500,414.10</b>	<b>395,731.86</b>	<b>1,827,765.61</b>
	<b>TOTAL</b>	<b>557,315.18</b>	<b>363,773.00</b>	<b>68,924.65</b>	<b>549,612.69</b>	<b>484,664.04</b>	<b>2,024,289.56</b>



c) Year to date variance on payments to contractors to address fly tipping, grounds maintenance and ad hoc cleaning, Appendix E

Analysis and actions being taken re debt over 90 days - Breakdown	91-365 Days Overdue	>365 Days Overdue
Rental Deposit scheme <sup>1</sup>	21,996.89	39,549.95
Referred to legal <sup>2</sup>	61,302.48	84,139.99
Payment plan <sup>3</sup>	9,668.81	38,486.97
Chasing Estates customers	289,718.22	68,924.20
Chasing - other LAs and partner orgs <sup>4</sup>	31,251.77	30,245.83
Chasing - other orgs & individuals <sup>4</sup>	52,457.09	50,115.67
Garages - current tenants <sup>5</sup>	88,335.11	34,866.59
Garages - former tenants <sup>5</sup>	7,222.58	145,523.19
Balances of less than £50 <sup>6</sup>	1,459.76	3,154.64
Unallocated credits <sup>7</sup>	(13,800.02)	(10,342.99)

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.

Budget Efficiency Savings 2021 - 2022

Appendix F

Head of Service	Title of the Proposal	2021/22 (Budget) £'000	2021/22 (Forecast) £'000	On Track
Resources	Process Review	(15)	(15)	Green
Resources	Garage Income	(50)	(50)	Green
Resources	Insurance Premiums	(40)	(40)	Green
Resources	Property Maintenance	(35)	(35)	Green
Resources	Reduced Printing Costs	(30)	(30)	Green
Resources	Rental Income - General	(200)	(200)	Green
Resources	Repayment of Borrowing	(230)	(230)	Green
Environment	Garden Waste	(100)	(100)	Green
Environment	Long Stay Parking	(25)	0	Red
Environment	Service Review	(26)	(26)	Green
Policy and Culture	GLL Management Fee	(72)	0	Yellow
Policy and Culture	Campus West Efficiencies	(90)	(90)	Green
Policy and Culture	Campus West Fees and Charges	(50)	0	Red
Law and Administration	Procurement	(45)	(45)	Green
Law and Administration	Refreshments	(15)	(15)	Green
Law and Administration	Training and Development	(61)	(61)	Green
Planning	Service Review	(35)	(35)	Green
Planning	Pre Planning Fees	(20)	(20)	Green
Public Health and Protection	Refocus Operation Reprise	(20)	(20)	Green
Community and Housing Strategy	General Efficiencies	(10)	(10)	Green
Community and Housing Strategy	Shop Mobility	(22)	(22)	Green
<b>TOTAL</b>		<b>(1,190)</b>	<b>(1,044)</b>	

On track for delivery of saving	Green
Risk identified to delivery of saving	Yellow
Saving will not be delivered	Red

Part I

Item No: 0

Main Author: Helen O’Keeffe

Executive Member: Cllr Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 10 AUGUST 2021  
REPORT OF THE CHIEF EXECUTIVE

## **QUARTER 1 CAPITAL BUDGET MONITORING REPORT 2021-22**

### **1 Executive Summary**

- 1.1 This report presents the capital expenditure and associated capital funding as at the end of quarter 1. The report and appendices detail the changes to the original capital programme and funding plans, as a result of programme commitments and project delivery.
- 1.2 The current approved capital budget is £95.442m (which includes the approved re-phasing of budgets from 2020/21) and the forecast outturn is £95.442m. There are currently no forecast variances and no forecast re phasing as shown in **Table 1**.
- 1.3 A summary of progress against key projects for which no variances have been reported is detailed within **section 3.3**.
- 1.4 A forecast of the resources available to fund the capital programme and variances of the current forecast against the available resources budgeted are set out in **section 4** of this report.

### **2 Recommendations**

- 2.1 That Cabinet note the capital forecast outturn position as at Quarter 1 as shown in **Table 1**.
- 2.2 The Cabinet to note the forecast position as at 30 June 2021 for funding of the capital programme and reserve balances as reflected in **Table 2**.

### **3 Capital Programme – Expenditure Forecasts**

- 3.1 The capital expenditure position is summarised in **Table 1** below and a detailed breakdown by capital scheme can be found in **Appendix A**.

**Table 1: Capital Outturn 2021/22 by Fund and Head of Service**

	Budget 2021/22	Forecast Outturn 2021/22	Variance to Budget	Re- phasing of Capital Schemes	(Under)/ Over Outturn
	£'000	£'000	£'000	£'000	£'000
<b>General Fund</b>					
Planning	1,031	1,031	0	0	0
Public Health and Protection	52	52	0	0	0
<b>Public Protection, Planning and Governance</b>	<b>1,083</b>	<b>1,083</b>	<b>0</b>	<b>0</b>	<b>0</b>
Resources	12,417	12,417	0	0	0
Environment	19,425	19,425	0	0	0
Policy and Culture	150	150	0	0	0
<b>Resources, Environment &amp; Cultural Services</b>	<b>31,992</b>	<b>31,992</b>	<b>0</b>	<b>0</b>	<b>0</b>
Community & Housing Strategy	1,688	1,688	0	0	0
<b>Housing and Communities</b>	<b>1,688</b>	<b>1,688</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Total</b>	<b>34,763</b>	<b>34,763</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Now Housing</b>	<b>11,548</b>	<b>11,548</b>			
<b>Housing Revenue Account</b>					
Total Head of Community & Housing Strategy	31,915	31,915	0	0	0
Housing Property Services	16,346	16,346	0	0	0
Housing Operations	870	870	0	0	0
<b>Housing and Communities</b>	<b>49,131</b>	<b>49,131</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Housing Revenue Account Total</b>	<b>49,131</b>	<b>49,131</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand TOTAL</b>	<b>95,442</b>	<b>95,442</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.2 There is currently no requirement to re-phase any budget into 2022/23 and there are no forecast variances at Quarter 1.

### 3.3 Progress of key capital scheme expenditure:

This section provides members with additional information on the progress of high value projects (over £2.0m) for which no variance or re-phasing has been reported, and highlights any risks identified which may cause a variance or re phasing to the project to be reported at a later date.

#### **General Fund:**

#### **3.3.1 Redevelopment of 1 and 3-9 Town Centre Hatfield £2.344m (App A ref. no 11):**

This scheme progresses well. Following the demolition of the remaining block, enabling works including hoarding, and utilities diversions have commenced with active works being undertaken on site. The deadline for spending the Homes England grant has been extended from March 2021 to March 2022.

#### **3.3.2 Welwyn Garden City Town Centre North £3.961m (App A ref. no 13):**

At the end of the quarter, it was anticipated the application would imminently be submitted for the upper deck to Campus West Car Park, and is estimated to be presented to committee in Autumn 2021. The tender for the residential developer at Campus East car park has concluded, with a recommendation being made to Cabinet.

#### **3.3.3 Bereavement Services £7.176 (App A ref. no 39):**

Bids have been received for a contractor to undertake the construction of the new facility at Southway cemetery in Hatfield. These are currently being evaluated and a recommendation to the procurement board overseeing the development. It is anticipated that works will commence on site in Autumn 2021, with completion estimated to be Winter 2022.

#### **3.3.4 Tewin Road Depot & Household Waste £11.521m (App A ref. no 44&45):**

This project progresses well. The contract has been awarded to RG Carter. Works has commenced and to date the implications of sourcing materials after Brexit has not had a major impact on key deadlines.

#### **Housing Revenue Account:**

#### **3.3.5 Affordable Housing Programme – £31.915m (App A ref. no 61-78):**

These projects are back on track from the previous financial year, the number of OMPs this year will be less due to being more focused on the development of new schemes.

Minster House £3.850m (App A ref. no 75) - The Project started on site on 29<sup>th</sup> September 2020 and is going to deliver 91 units. Demolition, site preparation and reduced level dig works are complete and work has now started on the structure. The anticipated contract completion date is 26<sup>th</sup> July 2022.

#### **3.3.6 Housing Property Services £16.346m (App A ref. no 79 - 92):**

Delivered through the Mears contract, this scheme is for improvements required to the housing stock including replacement kitchens, bathrooms, electrical and asbestos works. The expenditure is forecast to come in on budget.

#### 4 Capital Programme – Financing Forecasts

4.1 The financing of the capital programme and cumulative borrowing position (internal and external loans) is shown in Table 2 below:

<b>Table 2 - Capital Financing Summary</b>	<b>Current Budget 2021/22 £'000</b>	<b>Forecast Outturn 2021/22 £'000</b>	<b>Forecast Variance £'000</b>
<b>GENERAL FUND</b>			
Total Expenditure	34,763	34,763	0
Capital Receipts and Reserves	(4,951)	(4,951)	0
Capital Grants and Contributions	(15,499)	(15,499)	0
Revenue Contribution to Capital	(196)	(196)	0
<b>Borrowing Requirement for Before MRP and Loans</b>	<b>14,117</b>	<b>14,117</b>	<b>0</b>
Minimum Revenue Provision	(771)	(771)	0
<b>Net Change in Borrowing Requirement for Year (inc Loans)</b>	<b>13,346</b>	<b>13,346</b>	<b>0</b>
Cumulative Borrowing Requirement at year end	52,278	52,278	0
Borrowing for Now Housing	11,548	11,548	0
Cumulative Borrowing Requirement including Now Housing	63,826	63,826	0
Capital Reserves and Grants Balance at year end	9,291	9,291	0
<b>HOUSING REVENUE ACCOUNT</b>			
Total Expenditure	49,131	49,131	0
Loan Repayment	21,400	21,400	0
Capital Receipts and Reserves	(16,548)	(16,548)	0
Restricted 141 Capital Receipts	(9,172)	(9,172)	0
Revenue Contribution to Capital	(6,840)	(6,715)	125
Capital Grants and Contributions	0	0	0
<b>Borrowing Requirement for Year</b>	<b>37,971</b>	<b>38,096</b>	<b>125</b>
Cumulative Borrowing Requirement at year end	262,158	262,283	125
Capital Reserves and Grants Balance at year end	5,545	5,545	0

4.2 Key Variances to the General Fund & HRA Financing are as follows:

##### **General Fund:**

The expenditure forecast – no change at Quarter 1. The current budget for financing has been updated to reflect the approved changes in relation to the de-carbonisation projects, as approved at Cabinet on 15 June 2021.

The borrowing requirement in year and the yearend reserves forecast have no changes at Quarter 1.

##### **Housing Revenue Account:**

The expenditure forecast has no change at Quarter 1.

The borrowing requirement in year and the yearend reserves forecast have no changes at Quarter 1. There is a reduction in the revenue contribution to Capital in the HRA of £0.125m owing to forecast reductions in income.

## **Implications**

### **5 Legal Implication(s)**

5.1 There are no direct legal implications arising from this report. However, the individual projects will require legal input into procurement and contractual documentation.

### **6 Financial Implication(s)**

6.1 Financial implications are set out in the body of the report where relevant.

### **7 Risk Management Implication(s)**

7.1 There are none arising directly from this report.

### **8 Security & Terrorism Implication(s)**

8.1 There are none arising directly from this report.

### **9 Procurement Implication(s)**

9.1 There are none arising directly from this report.

### **10 Climate Change Implication(s)**

10.1 There are none arising directly from this report.

### **11 Health and Wellbeing Implications(s)**

11.1 There are none arising directly from this report.

### **12 Link to Corporate Priorities**

12.1 The subject of this report is linked to the delivery of all of the Councils the Corporate Priorities.

### **13 Communications Plan**

13.1 There are none arising directly from this report.

### **14 Equality and Diversity**

14.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report as there is no impact on services directly as a result of the recommendations.

### **15 Human Resources Implications**

15.1 There are none arising directly from this report.

Name of author                   Helen O’Keeffe  
Title                                Service Manager (Financial Services)  
Date                                 10 July 2021  
Appendix A - Capital Expenditure Monitoring by Scheme

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## CAPITAL MONITORING Quarter 1 2021/22

Ref	Project description	Current Budget	Actual (inc. Goods Rec'd)	Forecast Outturn	Forecast Variance	Re-phasing	(Under) / Over Forecast
		£'000	£'000	£'000	£'000	£'000	£'000
<b>GENERAL FUND</b>							
1	Community Infrastructure Levy software	26	0	26	0	0	0
2	Replacement of Fast Planning	5	0	5	0	0	0
3	Angerland Football Improvement schemes	800	0	800	0	0	0
4	Angerland Rugby Improvement schemes	200	0	200	0	0	0
	<b>Total Head of Planning</b>	<b>1,031</b>	<b>0</b>	<b>1,031</b>	<b>0</b>	<b>0</b>	<b>0</b>
5	Northgate case management system - replace and enhance	52	(1)	52	0	0	0
	<b>Total Head of Public Health and Protection</b>	<b>52</b>	<b>(1)</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Corporate Director - Public Protection, Planning and Governance</b>	<b>1,083</b>	<b>(0)</b>	<b>1,083</b>	<b>0</b>	<b>0</b>	<b>0</b>
6	Highview Shops	1,360	46	1,360	0	0	0
7	Hatfield Town Centre Public Realm	91	0	91	0	0	0
8	Splashlands Development	0	(8)	0	0	0	0
10	Flat Refurbishments Hatfield Town Centre	18	0	18	0	0	0
11	Redevelopment of 1 and 3-9 Town Centre Hatfield	2,344	440	2,344	0	0	0
13	Welwyn Garden City Town Centre North	3,961	156	3,961	0	0	0
14	Huntersbridge car park concrete waterproofing	10	0	10	0	0	0
15	Campus East Fire compartmentalisation	22	0	22	0	0	0
16	Littleridge Industrial Area resurfacing	22	1	22	0	0	0
18	Hatfield Town Centre Multi Storey Car Park	323	321	323	0	0	0
19	Garage Renovations	232	(2)	232	0	0	0
20	Garage Forecourt Resurfacing	103	0	103	0	0	0
21	Link Drive Redevelopment	43	31	43	0	0	0
22	Hatfield pop up market stalls	26	0	26	0	0	0
23	Mill Green Museum Window Replacement	49	0	49	0	0	0
24	Commercial property-Energy efficiency	84	4	84	0	0	0

Ref	Project description	Current Budget	Actual (inc. Goods Rec'd)	Forecast Outturn	Forecast Variance	Re-phasing	(Under) / Over Forecast
		£'000	£'000	£'000	£'000	£'000	£'000
25	SQL Server Upgrade	35	0	35	0	0	0
26	Hatfield Town Centre Market Place	367	16	367	0	0	0
27	Campus West drainage	56	9	56	0	0	0
28	Hatfield Swim Centre Cathodic protection	66	0	66	0	0	0
29	Rollercity Lighting (Foyer)upgrade	12	5	12	0	0	0
30	Cloud based email and active directory	19	39	19	0	0	0
31	Multi Functional Devices-Replacement programme	17	0	17	0	0	0
32	ICT Rolling Program/Refresh	498	232	498	0	0	0
33	Lift Replacements/Refurbs	100	0	100	0	0	0
34	Public Sector De-carbonisation Schemes	2,559	130	2,559	0	0	0
	<b>Total Head of Resources</b>	<b>12,417</b>	<b>1,420</b>	<b>12,417</b>	<b>0</b>	<b>0</b>	<b>0</b>
37	PLAN Off Street Parking	371	(8)	371	0	0	0
39	Bereavement Services	7,176	90	7,176	0	0	0
40	Play Area Replacement Scheme	168	0	168	0	0	0
41	Litter and dog bin replacement programme	6	0	6	0	0	0
42	Construction of memorial plynths	14	(1)	14	0	0	0
43	Car park management system	15	0	15	0	0	0
44	Tewin Road Depot Upgrade	5,581	239	5,581	0	0	0
45	Household Waste and Recycling Centre	5,940	251	5,940	0	0	0
46	Food Caddies-Weekly food waste collections	49	0	49	0	0	0
47	Refuse Recycling and Litter_Dog bin replacements	40	0	40	0	0	0
48	Play Area Replacement Scheme	50	0	50	0	0	0
49	Replacement of sports equipment	15	0	15	0	0	0
	<b>Total Head of Environment</b>	<b>19,425</b>	<b>572</b>	<b>19,425</b>	<b>0</b>	<b>0</b>	<b>0</b>
50	Replacement of the Council's Intranet	37	(7)	37	0	0	0
52	Mill Green Museum Brickwork and Masonery	40	0	40	0	0	0
53	Museum Service - Refit of Pumping Station	48	0	48	0	0	0
54	Museum Service-Refit and stabilisation of the stable block at Mill Green	25	4	25	0	0	0

Ref	Project description	Current Budget	Actual (inc. Goods Rec'd)	Forecast Outturn	Forecast Variance	Re-phasing	(Under) / Over Forecast
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Total Head of Policy and Culture</b>	<b>150</b>	<b>(3)</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Corporate Director - Resources, Environment &amp; Cultural Services</b>	<b>31,992</b>	<b>1,989</b>	<b>31,992</b>	<b>0</b>	<b>0</b>	<b>0</b>
55	CCTV upgrades (Welwyn Garden City, Urban and Hatfield)	24	0	24	0	0	0
56	Disabled Facilities Grant	1,592	(20)	1,592	0	0	0
57	Decent Homes Private Sector GF	48	(3)	48	0	0	0
58	PRG Health	6	0	6	0	0	0
59	PRG Sunflower	18	4	18	0	0	0
	<b>Total Head of Community &amp; Housing Strategy</b>	<b>1,688</b>	<b>(18)</b>	<b>1,688</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Corporate Director - Housing and Communities</b>	<b>1,688</b>	<b>(18)</b>	<b>1,688</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL General Fund</b>	<b>34,763</b>	<b>1,970</b>	<b>34,763</b>	<b>0</b>	<b>0</b>	<b>0</b>
60	<b>Now Housing</b>	<b>11,548</b>	<b>0</b>	<b>11,548</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HOUSING REVENUE ACCOUNT</b>							
61	AHP - General	1,668	4,264	1,668	0	0	0
65	Additional Units	6,855	146	6,855	0	0	0
66	Units	14,276	1,101	14,276	0	0	0
67	AHP - The Commons	947	9	947	0	0	0
68	AHP - Ludwick Way	1,456	1	1,456	0	0	0
69	AHP - Burfield	262	86	262	0	0	0
71	AHP - Hazel Grove	711	1	711	0	0	0
72	AHP - Haseldine Meadows	1,440	5	1,440	0	0	0
73	AHP - Lockley Crescent	1,202	6	1,202	0	0	0
74	AHP - Ludwick Green	1,387	17	1,387	0	0	0
77	AHP - High View	750	0	750	0	0	0

Ref	Project description	Current Budget	Actual (inc. Goods Rec'd)	Forecast Outturn	Forecast Variance	Re-phasing	(Under) / Over Forecast
		£'000	£'000	£'000	£'000	£'000	£'000
78	AHP - Swallowfields	961	125	961	0	0	0
	<b>Total Head of Community &amp; Housing Strategy</b>	<b>31,915</b>	<b>5,731</b>	<b>31,915</b>	<b>0</b>	<b>0</b>	<b>0</b>
79	Major Repairs (Mears)	8,608	1,399	8,608	0	0	0
80	Aids and Adaptations	1,164	184	1,164	0	0	0
81	Insulation Improvements	56	10	56	0	0	0
82	Smoke & Carbon Monoxide Alarms	120	3	120	0	0	0
83	Gas Central Heating Replacement Program	1,803	51	1,803	0	0	0
84	Fire Related Works (including Queensway House)	221	19	221	0	0	0
85	Major Repairs (other contractors)	1,017	5	1,017	0	0	0
86	Door entry systems	945	44	945	0	0	0
87	Electricity mains	219	7	219	0	0	0
88	Lift replacement	174	0	174	0	0	0
89	Sheltered Refurbishment	717	118	717	0	0	0
90	Disabled Facilities Grant additional scheme	13	0	13	0	0	0
91	Better Care Fund- Sheltered Housing Modernisation	633	0	633	0	0	0
92	Communal aerials	656	0	656	0	0	0
	<b>Total Head of Housing Property Services</b>	<b>16,346</b>	<b>1,838</b>	<b>16,346</b>	<b>0</b>	<b>0</b>	<b>0</b>
93	Community Buses replacement programme	640	0	640	0	0	0
94	Emergency Alarms replacement programme	185	32	185	0	0	0
95	Digital Improvements	45	0	45	0	0	0
	<b>Total Head of Housing Operations</b>	<b>870</b>	<b>32</b>	<b>870</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Corporate Director - Housing and Communities</b>	<b>49,131</b>	<b>7,601</b>	<b>49,131</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL Housing Revenue Account</b>	<b>49,131</b>	<b>7,601</b>	<b>49,131</b>	<b>0</b>	<b>0</b>	<b>0</b>

Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	<b>(Under) / Over Forecast</b> £'000
	<b>TOTAL</b>	<b>95,442</b>	<b>9,571</b>	<b>95,442</b>	<b>0</b>	<b>0</b>	<b>0</b>

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# Agenda Item 10

## Part I

Main author: Sian Chambers

Executive Member: Cllr Fiona Thomson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 10 AUGUST 2021

REPORT OF THE CORPORATE DIRECTOR (HOUSING AND COMMUNITIES)

## AFGHAN LOCALLY EMPLOYED STAFF RELOCATION SCHEME ACCELERATION

### 1 Executive Summary

- 1.1 This report provides information about the accelerated relocation of locally employed staff from Afghanistan.
- 1.2 It explains the request from central government to local councils, in terms of providing a home and resettlement support for up to twelve months via an accelerated programme, namely, the Accelerated Afghan Locally Employed Staff Relocation Scheme (the Scheme).
- 1.3 There is funding provided to support the council if it agrees to participate in the Scheme.
- 1.4 Whilst there is a great deal of pressure on housing locally and a high level of demand, taking account of the pressures currently, officers feel that it would be feasible to offer assistance to a small number of families, with a two-bedroom need.
- 1.5 This is because the demand for two-bedroom accommodation is currently slightly lower than for the other properties that have been requested by government.
- 1.6 The support required to help prepare the properties and to provide resettlement support could be commissioned through a specialist organisation, such as the Refugee Council. This would be funded through the government funding which supports this scheme.

### 2 Recommendation(s)

- 2.1 Cabinet agrees to participate in the Scheme and offer help to a maximum of three families, with a two-bedroom need. Cabinet authorises the Head of Community and Housing Strategy to formally notify the Home Office of the Council's intended participation in the Scheme.
- 2.2 Cabinet delegates authority to the Head of Community and Housing Strategy, in consultation with the Executive Member for Housing and Climate Change, to agree suitable arrangements for the provision of housing, support and any other services necessary for successful implementation of the resettlement scheme – in line with the government's requirements.
- 2.3 Cabinet agrees to waive the Contract Procedure rules in accordance with paragraph 14 (k) (Council's Contract Procedure Rules) for the reasons set out in this report.

### 3 Explanation

- 3.1 The Secretary of State (s) Home Office and Ministry of Housing, Communities and Local Government, wrote to local authorities in June 2021 to seek support in the

accelerated relocation of locally employed staff (LES) who have been supporting the UK in Afghanistan.

- 3.2 The Government has been running a scheme to relocate Afghan former Locally Employed Staff (LES) to the UK since 2013, in recognition of the fact that they are at increased risk of intimidation, having worked side by side with the armed forces and officials.
- 3.3 Under a new relocation policy launched at the beginning of April, the government assesses that around 1000 Afghan LES and their families may be eligible to apply for 5 years 'Leave to Enter the UK' with a pathway to resettlement thereafter (which means indefinite leave to remain).
- 3.4 Following the announcement that NATO military forces will withdraw from Afghanistan, the government has accelerated the pace of relocations under the scheme, estimating that preparations should be made to relocate up to 600 families over the summer, with the first of the relocations beginning in the middle of June. They consider these individuals and families to be in significant risk of harm.
- 3.5 At the present time, the scheme has no cut-off date, and the government is committed to continue to fulfil their obligations to all those who are eligible under it, whenever they decide to apply.
- 3.6 People coming to the UK under this scheme may arrive either as a whole family unit or with the lead person arriving first and their dependents joining them at a later point, depending on their individual circumstances.
- 3.7 The scheme is being overseen by the 11 Strategic Migration Partnerships across the UK. A funding package (provided by the Home Office) is available to participating local authorities. Funding includes a package of advice and assistance covering employment, welfare benefits, access to health and education. The ask is for housing and integration support.
- 3.8 The East of England Strategic Migration Partnership (SMP) is coordinating the response to this request. Specifically, they are looking for offers of properties for:
  - **Families made up of 5 or more people.**
  - **Couples with a small child**
  - **Single (men)**
- 3.9 Ideally the properties should be available for at least one year, to give the families a secure and stable base from which they can get set up in the UK and be supported with integration activities which will lead to paid work. However due to the scale and speed at which the migration may take place, the partnership is happy to consider other options.
- 3.10 The Local Picture
- 3.11 To reflect the East of England's proportionate share of the total number of people expected to come to the UK through the scheme, as an aspiration they are looking at accommodating 250 individuals, mostly in family groups, in our region.
- 3.12 If Hertfordshire districts offer family accommodation for school aged children, the Strategic Migration Partnership will liaise with HCC to ensure that there are schools in the area with spaces for the interpreters' children from September 2021.



- 3.13 Whilst very few qualifying personnel will present with health and social care needs, this information would be shared, if we are asked to house anyone who may have long-term care needs.
- 3.14 The requirement is for any local authority participating in the scheme to provide support for a twelve-month period. Details of what would be expected is set out at Appendix A.
- 3.15 The council does have significant pressure on housing locally but in consideration of the particular pressures, officers are of the view that a small number of two-bedroom properties could be offered to assist with this scheme.
- 3.16 The help and support required to resettle the families could be met through commissioning external support, such as the Refugee Council, which has previously been commissioned to help with the Syrian Resettlement programme. There is a service level agreement that has previously been agreed, which could be reviewed for this purpose.
- 3.17 Subject to agreement of the recommendations in this report, the Refugee Council could provide all the support including meeting and greeting at the airport, clothing, welcome pack of groceries, ongoing advice and assistance with orienteering and acclimatising.
- 3.18 The council would arrange access to a suitable property either in the private rented sector or from the council's housing stock (on a temporary basis) and the Refugee Council could assist with furnishing the property with basic household goods and initial briefing on health and safety matters.
- 3.19 As set out within Section 14 (k) (Council's Contract Procedure Rules) it is recommended that the Contract Procedure Rules are waived due to the specialist nature of this work and the urgency of responding to this need. The Corporate Management Team confirms officers' views that this would be such a case where it would be to the advantage of the Council for its contract procedure rules to be waived.

## **Implications**

### **4 Legal Implication(s)**

- 4.1. Once the council has agreed to provide assistance and has notified the Home Office, it will be required to meet the conditions of the scheme set out by government.
- 4.2. Paragraph 14 (k) of the council's Contract Procedure Rules states "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 local authority is provided with funding to support families through a Grant funding arrangement. These grant payments are anticipated to cover the costs of the arrangements for the first 12 months.
- 5.2 The local authority claims an initial payment on arrival and a further payment after the 12-month period has ended. The current rates of support are outlined below:

### 5.3 Twelve Month Funding for beneficiaries arriving.

<b>Accommodation</b>				
Set up and void cost (lump sum		Per Person (families)	Per Person (couples)	Per Person (singles)
		£1250	£1425	£2850
Rent (up to 12 months)		£15 per person per day		
One night hotel accommodation (arrival)		£50 per person		
Baby Pack (cot, highchair)		£225 per child under two years old		
<b>Integration</b>				
Integration Support Lump Sum		Per Person (families)	Per Person (couples)	Per Person (singles)
		£4500	£6000	£7500
<b>Cash Support</b>				
Weekly cash support rate	Single Under 25	Single Over 25	Couple	Child Under 18 years
	£58.90	£74.35	£117.10	£37.75
<b>Transport</b>				
Transfer from airport		£40 Per Person		

### 5.4 Eight Week funding for dependants joining a family member already settled.

<b>Accommodation</b>			
Set up and void cost (lump sum		Spouse	Per Child
		£1500	£1500
Rent		Only for large families	
Baby Pack (cot, highchair)		£225 per child under two years old	
<b>Integration</b>			
Integration Support Lump Sum		Spouse	Per child
		£4500	£4500
<b>Cash Support</b>			
Weekly cash support rate (8 weeks)		Spouse	Per child
		£43	£37.75
<b>Transport</b>			
Transfer from airport		£40 Per Person	

## 6 Risk Management Implications

6.1 Reputational: the council could be criticised for providing support with housing for this programme, due to the demand on housing locally. This will be mitigated by the fact that this is a twelve-month package of support, so the housing will not be provided in the longer term. The council has also taken account of the local demand on housing and housing types in reaching the recommendations in this report. Likelihood Low Impact Low

6.2 Financial: the scheme is fully funded by government grant, and this has been sufficient to meet all the costs of resettling the families. Likelihood Low: Impact Low

## 7 Security and Terrorism Implication(s)

7.1 All referrals to the scheme are screened by the Home Office.

## 8 Procurement Implication(s)

8.1 Any support service procured to support with this programme is likely to fall within Schedule 3 of the Public Contracts Regulations 2015 and so, be covered under the 'light touch' regime. This means that contracts below £663, 540 are not subject to the full requirements of the Public Contract Regulations 2015. The Council is still required to comply with its Contract Procedure Rules and the general procurement principles of fairness, equal treatment, and non-discrimination.

9 **Climate Change Implication(s)**

9.1 There are no climate change implications

10 **Human Resources Implication(s)**

10.1 There are no human resources implications

11 **Health and Wellbeing Implication(s)**

11.1 The scheme is to assist the relocation and resettlement of Afghan people who may be at risk in their current situation.

12 **Communication and Engagement Implication(s)**

12.1 A communication plan would be drawn up, subject to the agreement of recommendations in this report.

13 **Link to Corporate Priorities**

13.1 This is linked to the Corporate Priority 'A sense of community where people feel safe'.

14 **Equality and Diversity**

14.1 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. The report seeks authority to engage in a government programme and the government will have carried out an Equality Impact Assessment.

Name of author	Sian Chambers 01707 357640
Title	<i>Head of Community and Housing Strategy</i>
Date	15 July 2021

Background papers to be listed (if applicable)

Appendices to be listed.

## Appendix A

### Support Details

The requirement is for any local authority participating in the scheme to provide support for a twelve-month period. The requirement is to:

- meet the family/individual at the arrival airport and take responsibility for them from arrival.
- provide a twelve-month integration package which includes:
  - ✓ Reception arrangements upon arrival at the airport including handover from flight escorts and welcome briefing.
  - ✓ Accommodation
  - ✓ A package of advice and assistance covering employment, welfare benefits, housing, health, education, and utility supply.
  - ✓ Registration with GPs and local Job Centre Plus including receipt of a National Insurance Number
  - ✓ Assistance in securing school places for school aged children.

Cash support. It should be noted that LES are not eligible for benefits until they can satisfy the Habitual Residency Test set by the Department of Work and Pensions (DWP) which can take up to 3 months, so the local authority provides financial support to those who arrive under the relocation schemes for up to 4 months.

By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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