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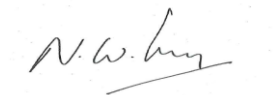
Please ask for:
Alison Marston

25 October 2021

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Wednesday 3 November 2021 at 5.00 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 5 October 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 10**

6. DECLARATIONS OF INTERESTS BY MEMBERS

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

7. ITEMS REQUIRING KEY DECISION

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

- (a) Council Tax Support Scheme (Forward Plan Reference FP1064)
(Pages 7 - 10)

Report of the Chief Executive on the Council Tax Support Scheme for 2022/23.

- (b) Appointment of Now Housing Directors (Forward Plan Reference FP1084) (Pages 11 - 14)

Report of the Corporate Director (Housing and Communities) on the function of director appointments to the council's Shareholders' Group (SG) for Now Housing Limited.

8. CAPITAL BUDGET MONITORING REPORT 2021-22 - QUARTER 2 (Pages 15 - 28)

Report of the Chief Executive on the capital expenditure and associated capital funding as at the end of Quarter 2.

9. REVENUE BUDGET MONITORING REPORT 2021-22 - QUARTER 2 (Pages 29 - 58)

Report of the Chief Executive on the forecast revenue outturn position as at 30 September 2021 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).

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

11. 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 12 and 13 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it is

considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II

12. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISION

To consider the following item of an exempt nature:-

- (a) Housing Maintenance Procurement Update (Forward Plan Reference FP1088) (Pages 59 - 64)

Exempt report of the Chief Executive on the Housing Maintenance Procurement Update.

13. ANY OTHER BUSINESS OF A CONFIDENTIAL OR EXEMPT NATURE AT THE DISCRETION OF THE CHAIRMAN

<u>Circulation:</u>	Councillors	T.Kingsbury (Chairman)	N.Pace
		D.Bell (Vice-Chairman)	B.Sarson
		S.Boulton	F.Thomson

Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

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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 – 3 NOVEMBER 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 5 October 2021:-

Minute	Action	Responsible	Status/ Date Completed
41.2	Business Rates Pooling 2022/23	Richard Baker	Delegated authority was approved at the Cabinet meeting on 5 October. Welwyn Hatfield has been selected to join the pool for 2022/23 and an application has been submitted. The outcome of the application will be known when the Provisional Settlement is published.
41.3	Consideration of the Welwyn Garden City Business Improvement District Renewal Proposal	Sian Chambers	Delegated authority was given to the Corporate Director for Public Protection, Planning and Governance to cast a YES vote in the BID ballot. Delegated authority was given to the Head of Community and Housing Strategy, in consultation with the Leader of the Council, to enter into the operating agreement with the BID Company and to finalise the Baseline agreements, in consultation with relevant Heads of Service.

During the period 27 September 2021 to 25 October 2021, the following decisions were taken by Cabinet Members exercising their individual delegated powers in accordance with paragraph 18 of the Cabinet Procedure Rules within the Constitution.

	Action	Responsible	Status / Date Completed
2021-27	Rent Arrears Policy (Decision taken 30 September 2021)	Simon Kiff	The amendments to the policy were approved. The next step is to publish the new document on the website.

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Part I

Main author: Farhad Cantel

Executive Member: Councillor Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL CABINET – 3 NOVEMBER 2021 REPORT OF THE CHIEF EXECUTIVE

LOCALISED COUNCIL TAX SUPPORT SCHEME – 2022/23

1 Executive Summary

- 1.1 The Council's Council Tax Support Scheme replaced council tax benefits from April 2013. Our scheme was based on a broad framework agreed as part of a consultation undertaken with Hertfordshire County Council, Hertfordshire Police and Crime Commissioner and other interested parties.
- 1.2 Much of the old council tax benefits scheme was retained within our local support scheme and we have continued to protect pensioners, disabled claimants, and claimants with children under five. This was achieved by calculating council tax support on 75% of the council tax liability and not 100%, and this was applied to working age claimants.
- 1.3 The purpose of this report is to inform Cabinet that it is our intention in 2022/23 to continue with the same council tax support scheme that Welwyn Hatfield Borough Council rolled out in 2021/22. Consultation has taken place with Hertfordshire County Council and Hertfordshire Police and Crime Commissioner on our intention to continue with the same scheme. Hertfordshire Police and Crime Commissioner are in agreement with our approach and Hertfordshire County Council had no comments to make on the scheme.

2 Recommendation(s)

- 2.1 Cabinet recommends to Full Council that our localised council tax support scheme continues in 2022/23 to help people on low/no income to receive a reduction on their council tax.

3 Explanation

- 3.1 The Council's localised council tax support scheme is based on a reduction of 25% in council tax liability whilst still protecting some vulnerable groups. This means a claimant's assessed entitlement is calculated on 75% of the council tax bill.
- 3.2 Our scheme fully protects pensioners and families with children under 5 and those in receipt of Personal Independence Payments (PIP) (formerly disability living allowance) so that they continue to receive the same level of protection, and do not have to pay anymore council tax than they paid under the old council tax benefit system. This protects claimants with a disability premium, severe disability premium, child disability and families with young children.

- 3.3 Other claimants have an additional 25% to pay compared to the former council tax benefits scheme.

Implications

4 Legal Implication(s)

- 4.1 The Local Government Finance Act 2012 came into force on 31 October 2012, amended the Local Government Finance Act 1992 and imposed a duty on local billing authorities to introduce a localised council tax reduction scheme by January 2013. The scheme aligns with Universal Credit and support work incentives and avoids disincentives to move into work. For pensioners there is no change in their level of awards and local authorities are required to consider ensuring support for other vulnerable groups.

5 Financial Implication(s)

- 5.1 Based on the latest data available, the expenditure on the 2021/22 council tax support scheme currently stands at £7.9m. Our expenditure increased following the COVID-19 pandemic but is slowly starting to reduce.
- 5.2 The impact of the increased cost will likely lead to a collection fund deficit. Usually this deficit would be repayable in the following financial year, but the government is allowing councils to spread the cost of the deficit over the next three financial years.
- 5.3 The forecast cost of the council tax support scheme for future years is met from within the collection fund through a reduction to the budgeted tax base, which is approved in January each year. The cost therefore has to be estimated prior to the setting of the tax base which will then inform the Council Tax Resolution.
- 5.4 The council will need to estimate the costs for 2022/23 as part of its setting of the tax base in January 2022, and the impact of these estimates will form part of the budget setting process. The accuracy of this estimate will depend on the wider economic conditions outside the Council's control.

6 Risk Management Implications

- 6.1 The key financial risk related to our council tax support scheme is the possible loss of council tax revenue if less well-off residents are unable to pay. This is mitigated by assuming an element of non-collection within the tax base but a greater level of non-collection, or increase in demand for support, would need to be met by the major preceptors and this Council would need to find its share.
- 6.2 If demand is higher than estimated the collection fund will go into deficit and if demand is lower than estimated this would result in a surplus.

7 Security & Terrorism Implication(s)

- 7.1 There are no security and terrorism implications with the recommendation in this report.

8 Procurement Implication(s)

- 8.1 There are none.

9 Climate Change Implication(s)

9.1 The proposals in this report will not impact on greenhouse gas emissions.

10 Human Resources Implication(s)

10.1 There are none.

11 Health and Wellbeing Implication(s)

11.1 Those people who are on a means tested benefit required to meet their basic living needs could also be in receipt of council tax support which they require to meet their council tax liability. Any changes to the council tax support they receive could cause financial hardship.

12 Communication and Engagement Implication(s)

12.1 There has been liaison with Hertfordshire County Council and the Police & Crime Commissioner on our council tax support scheme proposal.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority: Our Council and promoting equality and fairness.

14 Equality and Diversity

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

Name of author	Farhad Cantel
Title	Client Support Services Manager
Date	October 2021

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Part I

Main author: Stuart Pearson

Executive Member: Cllr Fiona Thomson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 3 NOVEMBER 2021

REPORT OF THE CORPORATE DIRECTOR (HOUSING AND COMMUNITIES)

APPOINTMENT OF DIRECTORS TO NOW HOUSING LIMITED

1 Executive Summary

- 1.1 This report recommends that Cabinet delegates the function of director appointments to the council's Shareholders' Group (SG) for Now Housing Limited. The SG comprises members of the Corporate Management Team and includes the Head of Housing Operations as the housing adviser to the SG.
- 1.2 Now Housing Limited is the council-owned housing company set up following Cabinet approval in January 2019 with the aim of helping to meet local housing need.

2 Recommendation(s)

- 2.1 That Cabinet delegates authority to the Shareholders Group for Now Housing Limited, to appoint directors to the Now Housing Limited Board, in consultation with the Leader and Executive Member, Housing and Climate Change.

3 Explanation

- 3.1 The current governance arrangements provide that any directors to Now Housing Limited are to be appointed by Cabinet.
- 3.2 In addition to council officer appointments, Cabinet have made two external director appointments to the Now Housing Board.
- 3.3 It is considered good governance for a company board of directors to have the necessary range of skills amongst its directors in order to successfully deliver on the company's objectives.
- 3.4 There are two current vacancies on the board which need to be appointed to.
- 3.5 SG recognises the need to be able to appoint new directors swiftly to enable the housing company business to be progressed.
- 3.6 SG is requesting delegated authority to make these appointments and in addition to this, to make any future appointments as required. This will enable appointments to take place in a timely way. On every proposed appointment, it is proposed that SG will consult with the Leader and relevant Executive Member.

Implications

4 Legal Implication(s)

- 4.1 The company was set up in reliance on the Council's general power of competence (Localism Act 2011) and was incorporated and registered at Companies House on 12th September 2019 under company number 12204450.
- 4.2 Now Housing Limited is a 'Teckal company' which allows the Council to deal with the Company without having to carry out procurement processes in accordance with The Public Contracts Regulations 2015. To retain its 'Teckal' status the Company must perform more than 80% of its activities for the Council and there must be no direct private capital participation in the Company.

5 Financial Implication(s)

- 5.1 There are no direct financial implications to the council or housing company because the posts of directors to the company are not remunerated. It is customary for any necessary travel expenses to be met.

6 Security and Terrorism Implication(s)

- 6.1 There are no implications arising from this report.

7 Procurement Implication(s)

- 7.1 There are no procurement implications for the council arising directly from this report.

8 Risk management

- 8.1 The inability to appoint new directors to the Now Housing Limited Board in a timely way may affect the company's ability to conduct its business in a swift and timely manner. The recommendation in this report seeks to mitigate that risk.

9 Climate Change Implication(s)

- 9 There are no direct implications arising from this report. However, the objective of Now Housing is to provide good quality, affordable homes, which will include consideration of any energy efficiency measures that may be possible and consideration of appropriate methods of construction.

10 Human Resources Implication(s)

- 9.1 There are no direct implications arising from this report, however the skills and experience offered by any appointments must make a great contribution to company and help meet its objectives.

11 Communication and Engagement Implication(s)

- 11.1 The name of any new company director will be made available on the Now Housing Limited website and registered with Companies House.

12 Link to Corporate Priorities

- 12.1 The subject of this report is linked to the council's Strategic Aim 'Quality homes through managed growth' and specifically our commitment to 'deliver more affordable homes to meet local housing need'.

13 Equality and Diversity

- 13.1 Where new policies are developed for the local housing company, EqlAs will be completed in accordance with its Equality Policy. Now Housing's Equality Policy will reflect that of the council.

Name of author(s)	Stuart Pearson
Title	Head of Housing Operations
Date	07 th September 2021

Appendices: None

Background Papers: None

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Part I

Main Author: Helen O’Keeffe

Executive Member: Cllr Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 3 NOVEMBER 2021
REPORT OF THE CHIEF EXECUTIVE

QUARTER 2 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 2 (September 2021). 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 £98.825m (which includes the approved re-phasing of budgets from 2020/21) and the forecast outturn is £93.965m. A summary of forecast variances and re-phasing are shown in **Table 1** and detailed explanations for key variances in **section 3.5**
- 1.3 A summary of progress against key projects is detailed within **section 3.6**.
- 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 2 as shown in **Table 1**.
- 2.2 That the virements set out in **section 3.5.3** be approved.
- 2.3 The Cabinet to note the forecast position as at 30 September 2021 for funding of the capital programme and reserve balances as reflected in **Table 2**.

3 Capital Programme – Expenditure Forecasts

Capital Budgets

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

Original Budget – Capital	£53.007m
Rephasing from 2020/21	£39.876m
Supplementary Budget – 1 to 9 Town Centre	£3.383m
Supplementary Budget – Public Buildings Decarbonisation Scheme	£2.559m
Current Budget – Use of Reserves (General and Earmarked)	£98.825m

3.2 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 2020/21 by Fund and Head of Service

	Budget 2021/22	Outturn 2021/22	Variance to Budget	Re- phasing of Capital Schemes	(Under)/ Over Outturn
	£'000	£'000	£'000	£'000	£'000
General Fund					
Planning	1,031	31	(1,000)	1,000	0
Public Health and Protection	52	52	0	0	0
Public Protection, Planning and Governance	1,083	83	(1,000)	1,000	0
Resources	12,417	11,557	(860)	860	0
Environment	19,425	19,425	0	0	0
Policy and Culture	150	150	0	0	0
Resources, Environment & Cultural Services	31,992	31,132	(860)	860	0
Community & Housing Strategy	1,688	1,688	0	0	0
Housing and Communities	1,688	1,688	0	0	0
General Fund Total	34,763	32,903	(1,860)	1,860	0
NOW HOUSING	11,548	11,548	0	0	0
Housing Revenue Account					
Housing Property Services	16,283	15,483	(1,000)	1,000	0
Housing Operations	933	933	0	0	0
Community & Housing Strategy	35,298	33,098	(2,000)	2,000	0
Housing and Communities	52,514	49,514	(3,000)	3,000	0
Housing Revenue Account Total	52,514	49,514	(3,000)	3,000	0
Grand TOTAL	98,825	93,965	(4,860)	4,860	0

3.3 There is currently a requirement to re-phase £4.86m split between funds as follows:

GRF £1.860m – re-phase budget into 2022-23

HRA £3m – re-phase budget into 2022-23

Total net re-phasing – £4.860m

3.4 Key changes from the Quarter 1 outturn are as follows, explanations of key variances are detailed in section 3.5:

	£m
Quarter 1 forecast variance	0.000
Re phasing of Angerland budget	(1.000)
Re phasing of Highview budget	(0.860)
Re phasing of Affordable Housing Budget	(2.000)
Re phasing of Major Repairs (Other Contractors)	(1,000)
Quarter 2 forecast variance	(4.860)

3.5 **Key forecast variances are outlined below:**

General Fund:

3.5.1 Re-phasing of £1.000m – Planning

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

The Angerland £1.0m is from a S106 planning agreement, and is held by the Council, to be distributed to sports bodies in Hatfield. A Board was set up to receive nominations and award funding. In September 2019 the board agreed to review the criteria associated with the fund. The review has been concluded and in September 2020 it was confirmed that the funding remains available to deliver the two large projects for football and rugby through the capital programme and smaller community sport projects funded via a bid process from the remaining funding held in revenue. There are no large projects progressing through the planning system at present, so it is likely that the money will continue to be held by the Council for the foreseeable future until such time as a project is progressed.

3.5.2 Re-phasing of £0.860m - Resources

£0.860m – High View Development (App A ref. no 6)

This budget is for retail development fees. It is a phased development with fees to be expended throughout the life of the project. The project is still in its initial phases with the majority of work being done in 2022/23, therefore it is advisable that £0.860m is slipped into next year when the majority of works are to take place.

Housing Revenue Account:

3.5.3 Virement request – Affordable Housing Programme and larger properties

Like most of the Affordable Housing Programme (AHP), Howlands House has been delayed by Covid and the budget for the year will be significantly underspent this year. With the AHP delayed, open market purchases are being undertaken in order to replace lost housing stock whilst utilising Right to Buy receipts in time as per the retention agreement.

The budget will be revised during the budget setting process for 2022/23 onwards to progress the Howlands House scheme.

There is also an increased requirement for larger sized family accommodation and £200k is requested to be vired to Aids and Adaptations to appropriately convert void properties.

It is recommended that the following virements are approved to ensure the current year budgets reflect the current schemes:

Credit/Debit	Budget Line	Value
Credit	AHP – Howlands House (App A ref 76)	(£5.0m)
Debit	Aids and Adaptations	£0.2m
Debit	AHP – Open Market Purchases (App A ref 75)	£4.8m

3.5.4 Re-phasing of £2.000m – Community and Housing Strategy

£2.000m – Affordable Housing Programme (App A ref. no 77)

Following delays to commencement and review of cash flows for Minster House and Howland's House, re phasing is anticipated.

3.5.5 Re-phasing of £1.000m – Major Repairs (other Contractors)

£1.000m – Major Repairs (Other Contractors) (App A ref. no 62)

There have been delays to the project and due to the nature of the project works are not able to take place during the winter months. Work will start on site in Spring 2022 and therefore re-phasing of £1.0m is anticipated.

3.6 Progress of key capital scheme expenditure:

This section provides members with additional information on the progress of high value projects (over £2.0m) and highlights any risks identified which may cause a variance or re phasing to the project to be reported.

General Fund:

3.6.1 **Redevelopment of 1 and 3-9 Town Centre Hatfield £2.344m (App A ref. no 10):**

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.

3.6.2 **Welwyn Garden City Town Centre North £3.961m (App A ref. no 11):**

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.

3.6.3 **Bereavement Services £7.176 (App A ref. no 35):**

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.

3.6.4 Tewin Road Depot & Household Waste £11.521m (App A ref. no 40&41):

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

Housing Revenue Account:

3.6.5 Affordable Housing Programme – £33.098m (App A ref. no 73-90):

Following delays from Covid, the schemes are now all progressing with revised completion dates in some cases. Much of the forecast underspend for the year is taken up by the open market purchases

Minster House £12.276m (App A ref. no 77) - This project started on site on 29th September 2020 and will deliver 91 units. There have been delays due to Covid, however demolition, site preparation and reduced level dig works are now complete and work on the structure is underway. The anticipated contract completion date is August 2022.

3.6.6 Housing Property Services £15.283m (App A ref. no 56- 69):

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:

Table 2 - Capital Financing Summary	Current Budget 2021/22 £'000	Forecast Outturn 2021/22 £'000	Forecast Variance £'000
GENERAL FUND			
Total Expenditure	34,763	32,903	(1,860)
Capital Receipts and Reserves	(4,318)	(4,323)	(5)
Capital Grants and Contributions	(16,132)	(15,127)	1,005
Revenue Contribution to Capital	(196)	(196)	0
Borrowing Requirement for Before MRP and Loans	14,117	13,257	(860)
Minimum Revenue Provision	(771)	(771)	(0)
Net Change in Borrowing Requirement for Year (inc Loans)	13,346	12,486	(860)
Cumulative Borrowing Requirement at year end	52,278	51,418	(860)
Capital Reserves and Grants Balance at year end	9,289	10,289	1,000
Borrowing for Now Housing	11,548	11,548	0
Cumulative Borrowing Requirement including Now Housing	63,826	62,966	(860)
HOUSING REVENUE ACCOUNT			
Total Expenditure	52,514	49,514	(3,000)
Loan Repayment	21,400	21,400	0
Capital Receipts and Reserves	(16,548)	(16,548)	0
Restricted 141 Capital Receipts	(14,185)	(13,305)	880
Revenue Contribution to Capital	(6,840)	(4,879)	1,961
Capital Grants and Contributions	0	0	0
Borrowing Requirement for Year	36,341	36,182	(159)
Cumulative Borrowing Requirement at year end	262,158	260,369	(1,789)
Capital Reserves and Grants Balance at year end	533	1,413	880

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

General Fund:

The expenditure forecast outturn has reduced owing to re phasing of capital schemes into 2022/23.

Capital grants financing has been reduced to reflect the re phasing of the Angerland Football and Rugby schemes into 2022/23. The borrowing requirement has reduced owing

to the partial re phasing of the High View redevelopment scheme into 2022/23. Forecast year end reserves have increased to reflect the re phasing.

Housing Revenue Account:

The expenditure forecast outturn has been reduced owing to re phasing of capital schemes into 2022/23.

The borrowing requirement in year has been reduced to reflect the forecast outturn and the yearend reserves forecast has increased to reflect the use of capital receipts and revenue contribution to capital. There is a reduction in the revenue contribution to Capital in the HRA of £1.961m 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 08 October 2021
Appendix A - Capital Expenditure Monitoring by Scheme

CAPITAL MONITORING Period 06 2021/22

Ref	Project description	Current Budget	Actual (inc. Goods Rec'd)	Forecast Outturn	Forecast Variance	Re-phasing	(Under) / Over Forecast	Report Ref
		£'000	£'000	£'000	£'000	£'000	£'000	
GENERAL FUND								

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	0	(800)	800	0	3.5.1
4	Angerland Rugby Improvement schemes	200	0	0	(200)	200	0	3.5.1
	Total Head of Planning	1,031	0	31	(1,000)	1,000	0	
5	Northgate case management system - replace and	52	(1)	52	0	0	0	
	Total Head of Public Health and Protection	52	(1)	52	0	0	0	
	Total Corporate Director - Public Protection,	1,083	(0)	83	(1,000)	1,000	0	

6	Highview Shops	1,360	64	500	(860)	860	0	3.5.2
7	Hatfield Town Centre Public Realm	91	10	91	0	0	0	
8	Splashlands Development	0	7	0	0	0	0	
9	Flat Refurbishments Hatfield Town Centre	18	0	18	0	0	0	
10	Redevelopment of 1 and 3-9 Town Centre Hatfield	2,344	1,043	2,344	0	0	0	3.6.1
11	Welwyn Garden City Town Centre North	3,961	343	3,961	0	0	0	3.6.2
12	Huntersbridge car park concrete waterproofing	10	0	10	0	0	0	
13	Campus East Fire compartmentalisation	22	0	22	0	0	0	
14	Littleridge Industrial Area resurfacing	22	3	22	0	0	0	
15	Hatfield Town Centre Multi Storey Car Park	323	335	323	0	0	0	
16	Garage Renovations	232	1	232	0	0	0	
17	Garage Forecourt Resurfacing	103	34	103	0	0	0	
18	Link Drive Redevelopment	43	68	43	0	0	0	
19	Hatfield pop up market stalls	26	0	26	0	0	0	
20	Mill Green Museum Window Replacement	49	0	49	0	0	0	

Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
21	Commercial property-Energy efficiency	84	4	84	0	0	0	
22	SQL Server Upgrade	35	0	35	0	0	0	
23	Hatfield Town Centre Market Place	367	16	367	0	0	0	
24	Campus West drainage	56	122	56	0	0	0	
25	Hatfield Swim Centre Cathodic protection	66	0	66	0	0	0	
26	Rollercity Lighting (Foyer)upgrade	12	5	12	0	0	0	
27	Cloud based email and active directory	19	39	19	0	0	0	
28	Multi Functional Devices-Replacement programme	17	0	17	0	0	0	
29	ICT Rolling Program/Refresh	498	361	498	0	0	0	
30	Lift Replacements/Refurbs	100	0	100	0	0	0	
31	Public Sector De-carbonisation Scheme Hatfield	930	53	930	0	0	0	
32	Public Sector De-carbonisation Scheme Campus	999	67	999	0	0	0	
33	Public Sector De-carbonisation Scheme Campus	630	43	630	0	0	0	
	Total Head of Resources	12,417	2,618	11,557	(860)	860	0	
34	PLAN Off Street Parking	371	23	371	0	0	0	
35	Bereavement Services	7,176	169	7,176	0	0	0	3.6.3
36	Play Area Replacement Scheme	168	0	168	0	0	0	
37	Litter and dog bin replacement programme	6	0	6	0	0	0	
38	Construction of memorial plynths	14	(0)	14	0	0	0	
39	Car park management system	15	0	15	0	0	0	
40	Tewin Road Depot Upgrade	5,581	869	5,581	0	0	0	3.6.4
41	Household Waste and Recycling Centre	5,940	859	5,940	0	0	0	3.6.4
42	Food Caddies-Weekly food waste collections	49	0	49	0	0	0	
43	Refuse Recycling and Litter_Dog bin replacements	40	16	40	0	0	0	
44	Play Area Replacement Scheme	50	0	50	0	0	0	
45	Replacement of sports equipment	15	0	15	0	0	0	
	Total Head of Environment	19,425	1,936	19,425	0	0	0	
46	Replacement of the Council's Intranet	37	(7)	37	0	0	0	

Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
47	Leisure Capital Programme	0	20	0	0	0	0	
48	Mill Green Museum Brickwork and Masonery	40	0	40	0	0	0	
49	Museum Service - Refit of Pumping Station	48	0	48	0	0	0	
50	Museum Service-Refit and stabilisation of the stable	25	20	25	0	0	0	
	Total Head of Policy and Culture	150	32	150	0	0	0	
	Total Corporate Director - Resources,	31,992	4,586	31,132	(860)	860	0	

51	CCTV upgrades (Welwyn Garden City, Urban and	24	0	24	0	0	0	
52	Disabled Facilities Grant	1,592	66	1,592	0	0	0	
53	Decent Homes Private Sector GF	48	1	48	0	0	0	
54	PRG Community Inclusion	24	4	24	0	0	0	
	Total Head of Community & Housing Strategy	1,688	72	1,688	0	0	0	
	Total Corporate Director - Housing and	1,688	72	1,688	0	0	0	
	TOTAL General Fund	34,763	4,657	32,903	(1,860)	1,860	0	

NOW HOUSING

55	Capital Loans to Now Housing	11,548	0	11,548	0	0	0	
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Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
HOUSING REVENUE ACCOUNT								
56	Major Repairs (Mears)	8,545	3,679	8,545	0	0	0	
57	Aids and Adaptations	1,164	544	1,364	200	0	200	
58	Insulation Improvements	56	12	56	0	0	0	
59	Smoke & Carbon Monoxide Alarms	120	17	120	0	0	0	
60	Gas Central Heating Replacement Program	1,803	793	1,803	0	0	0	
61	Fire Related Works (including Queensway House)	221	31	221	0	0	0	
62	Major Repairs (other contractors)	1,017	7	17	(1,000)	1,000	0	3.5.5
63	Door entry systems	945	113	945	0	0	0	
64	Electricity mains	219	7	219	0	0	0	
65	Lift replacement	174	2	174	0	0	0	
66	Sheltered Refurbishment	717	334	717	0	0	0	
67	Disabled Facilities Grant additional scheme	13	0	13	0	0	0	
68	Better Care Fund- Sheltered Housing Modernisation	633	0	633	0	0	0	
69	Communal aerials	656	0	656	0	0	0	
	Total Head of Housing Property Services	16,283	5,539	15,483	(800)	1,000	200	3.6.6
70	Community Buses replacement programme	640	0	640	0	0	0	
71	Emergency Alarms replacement programme	185	73	185	0	0	0	
72	Digital Improvements	108	0	108	0	0	0	
	Total Head of Housing Operations	933	73	933	0	0	0	
73	AHP - General	1,668	108	1,296	(372)	0	(372)	
74	AHP - Northdown Road	0	(38)	0	0	0	0	
75	AHP - Open Market Purchases	0	4,491	4,800	4,800	0	4,800	
76	AHP - Howlands House Redevelopment and Additional Units	6,855	304	1,855	(5,000)	0	(5,000)	

Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
77	AHP - Minster House Redevelopment and Additional Units	14,276	3,470	12,276	(2,000)	2,000	0	3.5.4
78	AHP - The Commons	947	15	947	0	0	0	
79	AHP - Ludwick Way	1,456	9	1,456	0	0	0	
80	AHP - Burfield	262	190	262	0	0	0	
81	AHP - Chequersfield	0	(30)	0	0	0	0	
82	AHP - Hazel Grove	711	1	711	0	0	0	
83	AHP - Haseldine Meadows	1,440	5	1,440	0	0	0	
84	AHP - Lockley Crescent	1,202	6	1,202	0	0	0	
85	AHP - Ludwick Green	1,387	38	1,387	0	0	0	
86	AHP - New Park Street	0	2	0	0	0	0	
87	AHP - Queensway House	0	173	372	372	0	372	
88	AHP - High View	750	750	750	0	0	0	
89	AHP - Swallowfields	961	347	961	0	0	0	
90	AHP 1-9 Town Centre Hatfield	3,383	0	3,383	0	0	0	
	Total Head of Community & Housing Strategy	35,298	9,841	33,098	(2,200)	2,000	(200)	3.6.5
	Total Corporate Director - Housing and	52,514	15,453	49,514	(3,000)	3,000	0	
	TOTAL Housing Revenue Account	52,514	15,453	49,514	(3,000)	3,000	0	
	TOTAL	98,825	20,111	93,965	(4,860)	4,860	0	

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Part I

Item No:

Main author: Helen O’Keeffe

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 3 NOVEMBER 2021
REPORT OF THE CHIEF EXECUTIVE

QUARTER 2 REVENUE BUDGET MONITORING REPORT 2021-22

1 Executive Summary

- 1.1 This report presents the forecast revenue outturn position as at 30 September 2021 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 £2.611m (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:
 - £2.405m relates to variances directly attributable to the impact of the COVID-19 pandemic.
 - £0.206m relates to other variances.
- 1.3 After additional earmarked reserve drawdowns of £2.110m (see **Appendix A2**) and other variances of £0.300m, this leaves a net additional drawdown from the General Fund Reserve of £0.201m.
- 1.4 The £1.091m drawdown from general reserves includes the net pandemic impact position, which is £1.070m (£2.405m 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 £2.629m, which is an adverse movement of £0.093m from the Current Budget (see Section 4 for further detail).
- 1.7 Outstanding debts as at 30 September total £2.279m, with rolling debtor days at 45.03 (refer to section 5).

2 Recommendation(s)

- 2.1 That Cabinet note the revenue forecast outturn position as at Quarter 2 (30 September 2021).

2.2 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 general balances. A summary of General Fund reserves are shown in **Appendix A2**.

3.2 General Fund Cost of Service Variances:

3.2.1 The table below summarises the year to date variances and forecast variances by Head of Service. 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	441	(2,834)	182	(2,210)	933
Environment	346	(258)	(78)	10	719
Policy and Culture	413	0	165	578	1,232
Law and Administration	162	(179)	(8)	(25)	(17)
Planning	(67)	96	(71)	(42)	23
Public Health and Protection	(49)	0	(61)	(109)	(64)
Community and Housing Strategy	0	(399)	(93)	(492)	(56)
Corporate Management Team	(85)	0	(31)	(116)	(85)
Total	1,161	(3,573)	6	(2,406)	2,686

3.2.2 Explanation for all key year to date variances and forecast variances are included in the Head of Service breakdowns **Appendices B1 to B8**. Key variances to highlight since the Quarter 1 monitoring are summarised below:

	£'000
Quarter 1 net cost of services forecast variance	2,325
Pandemic related – Update to Business Centre forecasts to reflect property costs still incurred whilst occupancy and income is lower.	89
Pandemic related – Garage occupancy has been difficult to increase to budgeted levels during the pandemic	48
Pandemic related – There is likely to be an impact on the AFM income from Herts County Council, linked to increasing household waste	207
Pandemic related – Covid safe polling station and elections, to be funded from external grants	30
Reserve funded – Voluntary First Registration Project	48
Reserve funded – Conditions Surveys	88

Covid related grants received, forecast to be transferred to reserves at year end	(194)
Staffing related variances	(31)
Other smaller changes from Q1	1
Quarter 2 net cost of services forecast variance	2,611

3.2.3 **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.

3.3 Other General Fund Variances

3.3.1 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.

3.3.2 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 £348k from the Modernisation reserve is included for approved modernisation projects such as revenues and benefits transformation and software solutions.

3.3.3 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 the council borrowed £20m against the General Fund capital financing requirement in July. The loan was taken at a very low interest rate of 1.57%.

3.3.4 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.

3.3.5 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 Quarter 2 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 £2.629m, which is an adverse movement of £93k 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				Forecast
	(a) Forecast provided £'000	(b) Profiling / Grants £'000	(c) Other £'000	Total £'000	Total £'000
Community and Housing Strategy	144	0	24	168	177
Housing Operations	25	(279)	(245)	(499)	46
Property Services (Housing)	(7)	0	1,404	1,397	1,775
Corporate Director	0	(1,362)	(20)	(1,382)	55
Total	163	(1,640)	1,162	(316)	2,053

4.4 Other Housing Revenue Account Variances

- 4.4.1 There is a forecast decrease of £1.96m 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 September 2021, debts outstanding totalled £2.279m. This is an increase of £255k on the June 2021 position of £2.024m.
- 5.2 Performance is measured using a rolling debtor day ratio. The current target is 50 days and at the end of September 2021 the rolling debtor days totalled 45.03 days. This is a decrease on the 50.65 days reported at the end of June 2021.
- 5.3 The outstanding debts that range between 91-365 days old have decreased from £550k as at the end of June to £507k at the end of September. The debt in this category includes £9k which is in dispute and two debts totalling £15k 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 There has been a marked improvement in the payment of commercial rental income since restrictions have lifted, as demonstrated by the continual reduction in debtor days each month.
- 5.6 The debtors system does not include debts for housing rents, council tax and business rates. **Appendix E** analyses the outstanding debt by age and across services.
- 5.7 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 *7 October 2021*

Appendices:

A1	General Fund Revenue Budget Summary
A2	General Fund Reserves Summary
A3	General Fund – Virement summary by Head of Service
B1-8	Variance analysis by Head of Service / CMT
<i>B1</i>	<i>Head of Resources</i>
<i>B2</i>	<i>Head of Environment</i>
<i>B3</i>	<i>Head of Policy & 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 & Protection</i>
<i>B7</i>	<i>Head of Housing & Community</i>
<i>B8</i>	<i>Corporate Management Team</i>
C1	HRA Budget Summary

C2	HRA Budget Summary by Head of Service and Reserves
D1-4	Variance analysis by Head of Service / Corporate Director
<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>
E	Aged Debt for debts outstanding at the end of September 2021
F	Savings Tracker

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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	(1,180)	(3,390)	(2,210)	1,347	2,280	933
Head of Environment	3,158	3,168	10	7,049	7,768	719
Head of Policy and Culture	674	1,252	578	1,349	2,581	1,232
Resources, Environment and Cultural Services	2,652	1,030	(1,622)	9,745	12,629	2,884
Head of Law and Administration	1,204	1,179	(25)	2,263	2,246	(17)
Head of Planning	610	568	(42)	1,093	1,116	23
Head of Public Health and Protection	655	546	(109)	1,276	1,212	(64)
Public Protection, Planning and Governance	2,469	2,293	(176)	4,632	4,574	(58)
Head of Community and Housing Strategy	1,104	612	(492)	2,208	2,152	(56)
Housing and Communities	1,104	612	(492)	2,208	2,152	(56)
Corporate Management Team Budgets	799	683	(116)	1,597	1,513	(85)
Net Controllable Income and Expenditure	7,024	4,618	(2,406)	18,182	20,868	2,686
Net Recharge to the Housing Revenue Account	(2,549)	(813)	1,736	(5,101)	(5,176)	(75)
Net Cost of Services	4,475	3,805	(670)	13,081	16,092	2,611
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
Capital Financing Costs				949	949	0
Borrowing Interest				420	420	0
Revenue Contribution to Capital				0	0	0
Parish Precepts				1,787	1,787	0
Net Total before movements in reserves				370	2,681	2,311
Use of General Fund Balances for Collection Fund				(670)	0	670
Contribution (from) / to Earmarked Reserves				520	(1,590)	(2,110)
Contribution (from) / to GF balances				(220)	(1,091)	(871)

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

General Fund Reserves Summary Quarter 2 2021/22

Appendix A2

Reserve	Balance at 1 April 2021 £'000	Budgeted Movement £'000	Approved Changes £'000	Forecast Changes £'000	Forecast Balance 31 March 2022 £'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,564	(75)	0	(125)	1,364
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	(348)	1,032
Commitment Reserves	12	0	0	0	12
Grants and Contributions Reserve	4,372	0	0	68	4,400
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
Total Earmarked Reserves	19,760	520	0	(2,110)	18,170
General Fund Working Balance	6,902	(890)	0	(201)	5,811
Total Reserves	26,662	(370)	0	(2,311)	23,981

Summary of virements between services - Quarter 2 2021/22

Appendix A3

Service	Virement Detail	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) £38k Centralisation of printing budgets	24
Head of Environment	£721k Realignment of service responsibility (Landscape and Ecology) (£222k) Realignment of service responsibility (Street Wardens and Dog Control) (£22k) Centralisation of printing budgets (£3k) Centralisation of budgets for lone working devices £43 Centralisation of customer services contract costs £55k Redistribution of planned maintenance budgets	593
Head of Policy and Culture	(£25k) Redistribution of planned maintenance budgets £22k Centralisation of printing budgets	(4)
Head of Law and Administration	(£17k) Realignment of service responsibility (Facilities Management) (£1k) Centralisation of printing budgets	(18)
Head of Public Health and Protection	£222k Realignment of service responsibility (Street Wardens and Dog Control) £8k Centralisation of budgets for lone working devices (£2k) Centralisation of printing budgets (£50k) Realignment of service responsibility (Energy Efficiency)	163
Head of Planning	(£722k) Realignment of service responsibility (Landscape and Ecology) (£1k) Centralisation of budgets for lone working devices £50k Realignment of service responsibility (Energy Efficiency)	(723)
Head of Community and Housing Strategy	(£1k) Centralisation of budgets for lone working devices (£8k) Centralisation of printing budgets	(9)
Net Recharge to HRA	(£26k) Centralisation of printing budgets	(26)
Total Increase/(Decrease) to Net Cost of Service Budgets		0

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	2,067	1,942	(125)	3,284	3,267	(18)
Premises Related	1,012	1,442	429	1,780	1,822	42
Transport Related	34	13	(22)	38	19	(19)
Supplies and Services	599	1,161	562	1,185	1,868	683
Third Party Payments	2,473	11,193	8,720	4,947	5,128	182
Transfer Payments	14,114	12,428	(1,686)	28,323	28,323	0
Income	(21,481)	(31,569)	(10,089)	(38,210)	(38,147)	64
Controllable Costs	(1,180)	(3,390)	(2,210)	1,347	2,280	933

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.	166	233
a) Additional cleaning costs that are been incurred as a result of the pandemic following the reopening of the Hive Centre. These costs will be recharged as part of the operating overheads.	5	16
c) The 2020/21 budget included a one off item for conditions surveys. These surveys were commissioned at the end of 2020/21, and costs will be incurred during 2021/22. The funds for this work is held in the Strategic Initiatives Reserve, and a drawdown has been included in Appendix A2.	22	88
c) The budget included an increase in garage income associated with driving occupancy levels up. However, the ongoing impact of the pandemic has meant that this is unlikely to be achieved to the levels expected in the current year.	28	48
a) Spend on Digital Modernisation incurred as part of the modernisation review. This will be funded by contributions of £91k from the HRA (shown in Appendix A1 on net recharge to the HRA) and £348 from the Modernisation Earmarked Reserves (shown in Appendix A2).	392	407
c) Due to the pandemic, the Council had 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 currently expected to recover by the end of the year.	185	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 costs and losses, so a net nil position has been forecast.	(385)	0
b) The insurance premiums are paid in the first part of the financial year. This is then recharged back to services as part of year end processes.	181	0
b) 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.	66	100
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.	(2,847)	0
a) While there is a current underspend against Estates and Development staff costs this will be used to fund additional agency staff and external professional support to cover vacancies while recruitment is ongoing.	(122)	0
b) Business Rates bills for the year have been paid, but the budget is evenly profiled over the year. This is a timing matter and the budgets will be reprofiled for the quarter 3 reporting.	164	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.	(13)	0
c) Other small variances.	(52)	41
TOTAL	(2,210)	933

Head of Environment

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	634	503	(131)	1,268	1,231	(38)
Premises Related	324	336	12	648	643	(5)
Transport Related	9	5	(4)	17	17	0
Supplies and Services	194	198	4	388	438	50
Third Party Payments	4,358	4,155	(203)	8,809	8,864	55
Transfer Payments	0	0	0	0	0	0
Income	(2,361)	(2,029)	331	(4,082)	(3,425)	656
Controllable Costs	3,158	3,168	10	7,049	7,768	719

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 only.	346	585
b) Increased income from Permit Schemes relating to on street parking.	(73)	(46)
b) Contract payments, project expenditure and maintenance works are paid in arrears causing a timing difference in year. This is rectified by the year end.	(352)	0
b) Business Rates bills for the year have been paid, but the budget is evenly profiled over the year. This is a timing matter and the budgets will be reprofiled for the quarter 3 reporting.	63	8
b) Potential loss of AFM income from Herts CC. This is associated with increases in household waste. There may be some income still generated from the agreement in 2021/22 however this will not be known until Q3.	103	207
c) Other small variances.	(78)	(34)
TOTAL	10	719

Head of Policy and Culture

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	838	801	(37)	1,676	1,691	15
Premises Related	479	425	(54)	958	954	(5)
Transport Related	1	0	(1)	2	2	(0)
Supplies and Services	640	250	(390)	1,280	749	(531)
Third Party Payments	64	226	163	127	275	148
Transfer Payments	0	0	0	0	0	0
Income	(1,347)	(451)	897	(2,694)	(1,089)	1,605
Controllable Costs	674	1,252	578	1,349	2,581	1,232

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, the footfall has been nowhere near pre-pandemic levels, which is having a knock on impact on 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.	422	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.	(9)	72
c) Due to the closure of sports facilities, in line with Government Guidance, the Council provided financial support to GLL in 2020/21 as they have seen a significant reduction to income. This is being managed on an open book basis and is being monitored closely. No further support has been awarded for 2021/22 but the position is being closely monitored.	80	0
c) Other small variances.	86	15
TOTAL	578	1,232

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	860	1,022	162	1,807	1,954	147
Premises Related	1	15	13	3	13	10
Transport Related	11	4	(7)	21	21	0
Supplies and Services	400	395	(5)	716	725	9
Third Party Payments	47	38	(8)	(34)	(42)	(7)
Transfer Payments	0	0	0	0	0	0
Income	(115)	(295)	(180)	(251)	(426)	(175)
Controllable Costs	1,204	1,179	(25)	2,263	2,246	(17)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There is an overspend on salaries due to cost of elections. This will be funded by additional income generated from contributions from Herts County Council and Herts Police. There have also been some one off staff related costs.	138	99
a) Staff and project costs for Voluntary Registration scheme. This project was agreed in a previous year to undertake voluntary registration of the councils unregistered land. Funds were set aside in the strategic earmarked reserve. This project continues, and costs associated for 2021/22 will be drawn down from the reserve, included in Appendix A2.	24	48
b) Election income received for May 2021 County Council & Police Crime Commissioner Elections.	(115)	(111)
b) Local Land charges grant income for Land charges transfer of functions received. This is towards costs incurred by other teams such as planning.	(64)	(64)
c) Other small variances.	(8)	11
TOTAL	(25)	(17)

Head of Planning

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	827	760	(67)	1,655	1,663	8
Premises Related	0	0	(0)	1	1	0
Transport Related	4	2	(2)	8	8	0
Supplies and Services	150	246	96	274	389	116
Third Party Payments	7	7	0	14	0	(13)
Transfer Payments	0	0	0	0	0	0
Income	(379)	(447)	(68)	(858)	(945)	(88)
Controllable Costs	610	568	(42)	1,093	1,116	23

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There are a number of vacancies within the service, which has led to a year to date underspend. However, the service is utilising agency staff, which are billed in arrears. No material year end variance is anticipated.	(67)	8
b) Development Management costs for professional fees dealing with estates management and planning applications plus postage and legal fees. Additional costs to be funded from additional income from planning fees and charges.	96	116
c) Additional income expected to be raised from Development Management fees and charges by end of the year.	(68)	(88)
c) Other small variances.	(3)	(13)
TOTAL	(42)	23

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	676	628	(49)	1,353	1,448	95
Premises Related	2	1	(0)	3	3	0
Transport Related	11	7	(4)	23	20	(3)
Supplies and Services	72	73	0	119	158	38
Third Party Payments	47	43	(4)	93	93	0
Transfer Payments	0	0	0	0	0	0
Income	(154)	(205)	(52)	(316)	(509)	(194)
Controllable Costs	655	546	(109)	1,276	1,212	(64)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There are a number of vacancies within the service, which has led to a year to date underspend. However, the service is utilising agency staff, which are billed in arrears. The forecast also reflects agency staff costs for covid EHO work and vaccine uptake work all of which is funded from external grants received.	(49)	95
b) Covid related expenditure (covid safe polling stations and elections) funded from external grants received	0	30
c) Income includes covid grants received in service and forecast to be transferred from reserves at year end.	(52)	(194)
c) Other small variances.	(9)	4
TOTAL	(109)	(64)

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	895	819	(76)	1,790	1,756	(34)
Premises Related	9	4	(4)	18	18	0
Transport Related	6	1	(4)	12	12	0
Supplies and Services	149	700	551	298	1,447	1,149
Third Party Payments	167	164	(3)	334	334	0
Transfer Payments	0	0	0	0	0	0
Income	(122)	(1,078)	(956)	(243)	(1,414)	(1,171)
Controllable Costs	1,104	612	(492)	2,208	2,152	(56)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
b) There is an increase in temporary Accommodation costs forecast outturn by £174k, which is offset by additional benefit income and private sector rent. There is also an increase in expenditure forecast of £905k associated with homelessness projects and costs which will be offset by grant income. These are partly due to additional demands, and partly due to the temporary closure of Inspira House while essential works are carried out. A further £40k spend to save projects which are overspent will be offset by grant income.	524	1,119
b) Additional grants and contributions received to date, associated with housing and homelessness. These offset costs outlined above, and include grant income of £945k, Private Sector Rent of £50k, Housing Benefit of 114k.	(864)	(1,109)
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.	(79)	0
b) There has been additional expenditure within the town centre management. This will be funded from the welcome back funding that the council will receive once claims have been submitted.	68	(12)
b) There is currently variance to grants to the Citizens advice service. These payments are expected to be made later in the year.	(41)	0
b) There have been several vacancies in the Housing development team so far this year, these posts have now been recruited to.	(35)	(29)
b) There have been several vacancies within the Private Sector Housing team this year. These posts are in the recruitment process	(51)	(42)
c) Other small variances.	(14)	17
TOTAL	(492)	(56)

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	691	601	(90)	1,382	1,298	(85)
Premises Related	0	0	0	0	0	0
Transport Related	3	0	(3)	6	6	0
Supplies and Services	105	77	(28)	209	209	0
Third Party Payments	0	5	5	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	(0)	(0)	0	0	0
Controllable Costs	799	683	(116)	1,597	1,513	(85)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Savings relating to vacancies in the senior leadership team in year to date. Only year to date variance has been forecast at this time.	(85)	(85)
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.	(28)	0
c) Other small variances.	(3)	0
TOTAL	(116)	(85)

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	(23,927)	(23,925)	2	(49,775)	(49,680)	95
Non-dwelling rents	(185)	(172)	13	(381)	(378)	3
Tenants' charges for services and facilities	(939)	(787)	151	(1,779)	(1,634)	145
Leaseholders' charges for services and facilities	(706)	(605)	101	(711)	(595)	116
Contributions towards expenditure	(86)	(104)	(18)	(298)	(298)	-
Total Income	(25,842)	(25,593)	249	(52,944)	(52,585)	359
Repairs and maintenance	3,696	5,103	1,408	8,853	10,344	1,491
Supervision and management	2,967	3,398	431	9,499	9,668	169
Special services	1,567	1,308	(259)	3,168	3,108	(61)
Rents, rates, taxes and other charges	328	431	103	878	918	40
Impairment allowance for doubtful debts	245	110	(135)	490	490	-
Depreciation	7,783	-	(7,783)	15,565	15,565	-
Debt management costs	-	2	2	29	29	-
Sums directed by Secretary of State	25	-	(25)	50	50	-
Total Expenditure	16,610	10,353	(6,258)	38,532	40,171	1,639
HRA share of Corporate and Democratic Core	-	45	45	702	702	-
Net Cost of Services	(9,232)	(15,195)	(5,963)	(13,710)	(11,712)	1,998
Less Interest and Non-Statutory Items:						
Interest payable and similar charges	3,381	2,019	(1,362)	6,761	6,761	-
HRA financing and investment income	(30)	-	30	(60)	(5)	55
Revenue Contribution to Capital	3,419	10,600	7,181	6,839	4,879	(1,960)
Total Adjustments	6,770	12,619	5,849	13,540	11,635	(1,905)
(Surplus) / Deficit on the HRA	(2,462)	(2,576)	(115)	(170)	(77)	93

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	(210)	(42)	168	(448)	(271)	177
Housing Operations	(21,669)	(22,168)	(499)	(44,780)	(44,734)	46
Property Services	4,381	5,779	1,397	10,224	11,999	1,775
Corporate Director	3,830	2,449	(1,382)	7,276	7,331	55
Corporate items	11,206	11,406	200	27,559	25,599	(1,960)
(Surplus) / Deficit on the HRA	(2,462)	(2,577)	(115)	(170)	(77)	93

HRA Reserves

	Current Budget 2020/21	Forecast Outturn 2020/21	Forecast Variance
	£'000	£'000	£'000
Opening HRA Balance	(2,552)	(2,552)	-
In-year (Surplus) / Deficit	(170)	(77)	93
Closing HRA Balance	(2,722)	(2,629)	93

Head of Community & Housing Strategy (HRA)

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	54	33	(21)	108	81	(27)
Premises Related	100	166	67	200	266	67
Transport Related	0	1	1	1	1	0
Supplies and Services	3	8	5	6	6	0
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	(367)	(251)	116	(762)	(625)	137
Controllable Costs	(210)	(42)	168	(448)	(271)	177

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.	30	40
a) Decrease in income generated, due to a higher level of hostel voids. This is due to Inspira House being available later than planned. Also, due to COVID there were restrictions to the number of tenancies allowed at Howlands House.	82	95
a) Decreased service charge income at hostels due to Inspira House being unoccupied.	36	42
a) There have been vacancies within the service, which has led to a year to date underspend. It is likely that there will be a year end variance based on estimated recruitment timeframes.	(21)	(27)
a) Increased costs in cleaning due to Covid-19.	17	27
c) Other minor variances.	24	0
TOTAL	168	177

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	2,094	1,909	(185)	4,189	4,081	(108)
Premises Related	455	356	(99)	770	776	6
Transport Related	74	46	(28)	149	129	(20)
Supplies and Services	1,027	777	(251)	1,984	1,926	(58)
Third Party Payments	130	78	(52)	260	264	5
Transfer Payments	25	0	(25)	50	50	0
Income	(25,474)	(25,333)	141	(52,181)	(51,959)	222
Controllable Costs	(21,669)	(22,168)	(499)	(44,780)	(44,734)	46

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Service Charge for Major Works for Leaseholders -. Due to delays in work programmes and therefore the recharging of works. This will be monitored closely and an updated forecast provided at quarter two.	103	116
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.	25	51
c) These are the legal and consultancy budgets within Housing operations, these are reactive budgets and will be spent when required.	(53)	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. These posts are being recruited to.	(184)	(108)
c) Year to date variance on dwelling rent, no significant variance yet forecast for the year.	(80)	0
b) Year to date variance provision for bad debts is due to the bad debt provision being processed at year end.	(152)	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.	(126)	6
c) Year to date variance on legal fees and insurance costs in Rent Recovery and Collection, still expecting to spend budget by year end.	(67)	(40)

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.	38	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.	2	0
c) Other minor variances.	(4)	21
TOTAL	(499)	46

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	667	680	13	1,334	1,617	284
Premises Related	0	36	36	0	50	50
Transport Related	12	2	(9)	23	23	0
Supplies and Services	48	111	63	97	167	70
Third Party Payments	3,655	4,961	1,306	8,771	10,142	1,371
Transfer Payments	0	0	0	0	0	0
Income	0	(11)	(11)	0	0	0
Controllable Costs	4,381	5,779	1,397	10,224	11,999	1,775

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There is an increase in agency costs due to covering the vacant posts within the team this has year to date cost £122k. There is also further costs as a result of the fire watch at queensway house, which so far has cost £141k. The firewatch is being closely monitored and we are just awaiting for the Fire service to confirm that it is no longer needed, following on the from the programme of works at Queensway House that has taken place.	263	584
a) There is a number of vacant posts within the property services team, which are in the processes in being recruited to pending the outcome of the modernisation review. These savings will be offset by agency staffing costs whilst the recruitment processes takes place.	(270)	(300)
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. Additionally, higher material prices are currently affecting the market. So far this year 12,289 jobs have been completed against a target of 9,129. This is a trend that it is being seen across other local authorities. A review of the works completed to date is being carried out by the partnership auditor which may decrease the forecast outturn in the coming months.	1,306	1,371
c) This for legal disrepair cases, there have been a higher number of these cases this year, which as a result means there is a higher legal fees expenditure	101	120
c) Other minor variances	(4)	0
TOTAL	1,397	1,775

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	385	385	0	385	385	0
Premises Related	0	0	0	0	0	0
Transport Related	0	0	0	0	0	0
Supplies and Services	3,476	2,073	(1,403)	6,952	6,952	0
Third Party Payments	0	(1)	(1)	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	(30)	(8)	22	(61)	(6)	55
Controllable Costs	3,830	2,449	(1,382)	7,276	7,331	55

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Investment interest rates are lower than forecast, which has decreased the amount of income expected.	30	55
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 Q3.	(1,362)	0
c) Other minor variances.	(50)	0
TOTAL	(1,382)	55

Arrears by service at 30th September 2021

Appendix E

	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Public Protection, Planning & Governance						
Law & Administration	0.00	0.00	60.00	120.00	1,828.00	2,008.00
Planning	-16.47	0.00	0.00	7,900.25	8,597.44	16,481.22
Public Health & Protection	795.00	170.00	0.00	-903.00	2,332.82	2,394.82
	778.53	170.00	60.00	7,117.25	12,758.26	20,884.04
Housing and Communities						
Housing Operations	13,755.23	0.00	4,843.80	-6,818.64	5,544.32	17,324.71
Housing Property Services	0.00	0.00	0.00	11,500.00	0.00	11,500.00
Community & Housing Strategy ¹	780.00	14,439.65	15,597.97	74,862.52	73,574.20	179,254.34
	14,535.23	14,439.65	20,441.77	79,543.88	79,118.52	208,079.05
Resources, Environment & Cultural Services						
Policy & Culture	742.48	29,435.00	0.00	12,750.00	472.00	43,399.48
Environment - Cemeteries	9,611.50	0.00	6,019.00	9,342.00	6,498.48	31,470.98
Environment - Street Cleaning	0.00	0.00	0.00	0.00	1,886.00	1,886.00
Environment - Other	130,303.49	-1,385.29	3,975.00	1,417.46	23,412.61	157,723.27
Resources - Shopping Centres	299,474.25	-39,783.61	6,265.92	124,187.04	96,214.55	486,358.15
Resources - Hatfield Town Centre ⁸	115,174.79	6,600.00	0.00	97,614.85	34,781.75	254,171.39
Resources - Ground rent	48,649.44	-51.12	-260.82	8,926.26	17,066.06	74,329.82
Resources - Garages	26,620.50	26,749.15	18,095.41	105,903.71	183,187.76	360,556.53
Resources - Other Corporate Property	80,200.24	2,097.40	3,107.91	35,426.03	3,350.90	124,182.48
Resources - Broxbourne contract	310,317.76	131,014.48	0.00	23,066.21	0.00	464,398.45
Resources - Other	210.00	210.00	210.00	1,714.28	49,007.85	51,352.13
	1,021,304.45	154,886.01	37,412.42	420,347.84	415,877.96	2,049,828.68
TOTAL	1,036,618.21	169,495.66	57,914.19	507,008.97	507,754.74	2,278,791.77

	Breakdown below:	Breakdown below:
Rental Deposit scheme ¹	61,217.64	37,719.28
Referred to legal ²	9,010.99	111,105.80
Payment plan ³	15,250.00	34,863.05
Chasing Estates customers	253,825.03	66,852.23
Chasing - other LAs and partner orgs ⁴	23,066.21	27,405.54
Chasing - other orgs & individuals ⁴	55,557.33	51,208.95
Garages - current tenants ⁵	106,654.33	52,690.74
Garages - former tenants ⁵	-750.62	130,497.02
Balances of less than £50 ⁶	337.07	3,407.86
Unallocated credits ⁷	-17,159.01	-7,995.73

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)	(2)	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
TOTAL		(1,190)	(996)	

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

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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