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Please ask for:
Alison Marston

1 August 2022

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 9 August 2022 at 5.00 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully



Governance Services Manager

AGENDA
PART 1

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the Minutes of the meetings held on 14 July and 25 July (special) (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 Assistant Director (Legal and Governance) on the status of actions agreed at the last Cabinet meeting.

5. **NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 12**

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 item for decision in the current Forward Plan:-

- (a) Disregard of War Pensions Policy (Forward Plan Reference FP1132)
(Pages 7 - 10)

Report of the Executive Director (Finance and Transformation) on the disregard of the War Pensions Policy.

8. QUARTER 1 CAPITAL BUDGET MONITORING REPORT 2022-23 (Pages 11 - 22)

Report of the Chief Executive on the capital expenditure and associated capital funding as at the end of Quarter 1 (June 2022).

9. QUARTER 1 REVENUE BUDGET MONITORING REPORT 2022-23 (Pages 23 - 50)

Report of the Chief Executive on the forecast revenue outturn position as at 30 June 2022 for the financial year 2022-23 and outlines the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).

10. PERFORMANCE EXCEPTION REPORT – QUARTER 1 (2022-23) (Pages 51 - 58)

Report of the Executive Director (Finance and Transformation) summarising the strategic performance data on an exception basis and covers the period 1 April to 30 June 2022.

11. COUNCIL ACHIEVEMENTS LIST (APRIL TO JUNE 2022) (Pages 59 - 64)

Report of the Chief Executive summarising the council's key achievements and service improvements for the first quarter of 2022-23.

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

13. 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 Item 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).

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

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

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

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 – 9 AUGUST 2022

REPORT OF THE ASSISTANT DIRECTOR (LEGAL 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 14 July 2022 and Special Cabinet on 25 July 2022:-

Actions from the Cabinet meeting on 14 July 2022

Minute	Action	Responsible	Status/ Date Completed
15.1/18.1	Community Bus Service Review	Lucy Aston	It was agreed that a consultation with current service users and residents would commence.
16.1	Publication of the Northaw and Cuffley Neighbourhood Plan and Supporting Documentation for Public Consultation and Examination	Matthew Wilson	It was agreed that the draft Northaw and Cuffley Neighbourhood Plan will go out for consultation for a period of six weeks.

Actions from the Special Cabinet meeting on 25 July 2022

Minute	Action	Responsible	Status/ Date Completed
20.1	Local Plan - Inspector's Letter and Proposed Modifications to the Plan	Sue Tiley	The Local Plan went to CPPP on 21 July and was considered at Special Cabinet on the 25 July and Council on 26 July 2022.
21.1	UK Shared Prosperity Fund - Welwyn Hatfield allocation	Geoff Sampson	Cabinet agreed to give delegated authority to the Executive Director (Finance and Transformation) and the Chief Executive, in consultation with the Leader and Executive Member (Planning and Resources), to authorise, submit and amend any subsequent changes to the UKSPF Investment Plan.

24.1	Private Rented Sector Better Care Fund Grant for Exceptional Circumstances	Jo Smith	Cabinet approved a loan from the council's Better Care Fund and delegated authority to Officers, in consultation with the Executive Member (Housing) and Executive Member (Resources and Planning), to finalise the details.
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During the period 6 July 2022 to 1 August 2022, 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
2022-28	Award of Footways contract. (Decision taken 21 July 2022)	Andrew Harper	It was agreed to award a three-year contract, with the option to extend by one year, to Henderson & Taylor Public Works Limited for Footway repairs commencing on 1 October 2022.
2022-29	Procurement commencement approval for the supply of ICT End User Services. (Decision taken 19 July 2022)	Richard Baker	Authorisation was given to conduct a further competition for the provision of ICT End User Services via CCS framework RM6100 Technology Services 3 for a 3-year contract with options to extend for 2 further periods of 12 months.
2022-30	Establishment of Housing Maintenance Contract Mobilisation Project Board (Decision taken 21 July 2022)	Ka Ng	It was agreed to set up a cross party Housing Maintenance Contract Mobilisation Member Project Board

Part I

Main author: Farhad Cantel

Executive Member: Councillor Stephen Boulton

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 AUGUST 2022
REPORT OF THE DIRECTOR (FINANCE AND TRANSFORMATION)

DISREGARD OF WAR PENSIONS POLICY

1 Executive Summary

- 1.1 The purpose of this report is to document existing working practices to ensure that members of the armed forces who have been disabled during service or the widows, widowers or surviving civil partner of those who died in the service of their country should not be penalised by having their pensions or payments made in relation to their service, taken into account in the calculation of their housing benefit or council tax support entitlement.
- 1.2 The Council disregards in full war widows and war disablement pensions when calculating entitlement to housing benefit.
- 1.3 The Council Tax Support Scheme replaced council tax benefits from April 2013 and our scheme for working age recipients and pensioners, allows for the full disregard of war widow and war disablement pensions.

2 Recommendation(s)

- 2.1 The Council's disregard of war pensions procedure when calculating housing benefit and council tax support is agreed and recommended by Cabinet to Full Council.

3 Explanation

- 3.1 The Housing Benefit Regulations make provision for the first £10 of a war disablement or war widow's pension to be disregarded when calculating an applicant's income relating to an application for housing benefit or council tax support. The cost of this disregard is fully reimbursed to the Council by the government.
- 3.2 The legislation also allows the Council to disregard any other part of these pensions and this Council has wholly disregarded the payments for a number of years when calculating housing benefit or council tax support entitlement.
- 3.3 The Council's council tax support scheme is aligned to housing benefit regulations and disregards war disablement or war widow pension.
- 3.4 Appendix A lists the war disablement and war widows' pensions that are disregarded.

Implications

4 Legal Implication(s)

- 4.1 The Regulations providing for this are the Housing Benefit Regulations 2006 paragraph 40(2) and schedule 5, and Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 paragraph 33(9).
- 4.2 Sections 134 and 139 of the Social Security Administration Act 1992 provide the Council with the discretion to modify the Housing Benefit scheme by disregarding a further amount, or all, of specified war disablement pensions and payments.

5 Financial Implication(s)

- 5.1 The estimated cost to the Council is built into the cost of existing council tax support scheme and in 2021/22 this was £4,527.
- 5.2 We receive 75% subsidy for housing benefit war widow payments and in 2021/22 our expenditure was £9,966; we received £7,475 subsidy with a cost to the Council of £2,491.

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 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.

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 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.

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 has been completed and no negative impact was identified on any of the protected groups under Equalities legislation. Potential positive impacts have been identified for the protected characteristics of age and disability.

Name of author	Farhad Cantel
Title	Client Support Services Manager
Date	June 2022

The following war disablement and war widows' pensions will be disregarded.

1. A war disablement pension.
2. War widow's/widower's pension.
3. A pension payable a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provisions about pensions, for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown.
4. Guaranteed Income Payments (GIPs) under the Armed Forces and Reserve Forces Compensation Scheme (AFRFCS) payments.
5. A payment made to compensate for the non-payment of such a pension as is mentioned in any of the preceding sub-paragraphs.
6. A pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in preceding paragraphs.
7. Any comparable payment paid by the government of a country outside Great Britain, a pension paid under the law of the Federal Republic of Germany or Austria to victims of National Socialist persecution.

Part I
Item No: 0
Main Author: Helen O’Keeffe
Executive Member: Cllr Stephen
Boulton
All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 AUGUST 2022
REPORT OF THE CHIEF EXECUTIVE

QUARTER 1 CAPITAL BUDGET MONITORING REPORT 2022-23

1 Executive Summary

- 1.1** This report presents the capital expenditure and associated capital funding as at the end of Quarter 1 (June 2022). 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 £176.385m (which includes the approved re-phasing of budgets from 2021/22) and the forecast outturn is £171.392m. A summary of forecast variances and re-phasing are shown in **Table 1** and detailed explanations for key variances in **Section 3.4**.
- 1.3** A summary of progress against key projects for which no variances have been identified is detailed within **Section 3.5**.
- 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 shown in **Table 1**.
- 2.2** That Cabinet note the forecast position as at 30 June 2022 for funding of the capital programme and reserve balances as reflected in **Table 2**.

3 Capital Programme – Expenditure Forecasts

Capital Budgets

- 3.1** The following table tracks approved changes to the original budget during the year, which impact on reserves.

	£
Original Budget	£118.794m
Re-phasing from 2021/22	£57.591m
Current Budget	£176.385m

- 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 2022/23 by Fund and Head of Service

	Budget 2022/23	Outturn 2022/23	Variance to Budget	Re- phasing of Capital Schemes	(Under)/ Over Outturn
	£'000	£'000	£'000	£'000	£'000
General Fund					
Planning	1,031	1,031	0	0	0
Public Health and Protection	51	51	0	0	0
Public Protection, Planning and Governance	1,082	1,082	0	0	0
Resources	11,361	11,361	0	0	0
Environment	15,700	16,424	724	0	724
Policy and Culture	200	200	0	0	0
Resources, Environment & Cultural Services	27,261	27,985	724	0	724
Community & Housing Strategy	2,013	2,013	0	0	0
Housing and Communities	2,013	2,013	0	0	0
General Fund Total	30,356	31,080	724	0	724
NOW HOUSING	72,118	72,118	0	0	0
Housing Revenue Account					
Housing Property Services	30,436	30,436	0	0	0
Housing Operations	597	597	0	0	0
Community & Housing Strategy	42,878	37,162	(5,716)	5,716	0
Housing and Communities	73,911	68,195	(5,716)	5,716	0
Housing Revenue Account Total	73,911	68,195	(5,716)	5,716	(0)
Grand TOTAL	176,385	171,392	(4,992)	5,716	724

3.3 There is currently a requirement to re-phase £5.716m of budget into 2023/24.

3.4 Key forecast variances are outlined below:

General Fund:

3.4.1 Bereavement Services £0.500m adverse forecast variance (App A ref. 44)

UK Power Networks originally planned to run an electricity supply into the site as part of this project, however despite a previous assessment done by them, they have now discovered the local network does not have enough capacity to do this. A substation therefore needs to be built at the Council's expense. This is very frustrating from the council's point of view but is the only option available and will incur a cost of approximately £0.500m. The business plan remains viable despite this increase in costs.

Unfortunately, some materials for the site were damaged in transit and as a result need to be manufactured again. There is no impact on the cost of the project, and the project team is working with the contractor to minimise the impact on the timeline of the project.

3.4.2 Tewin Road Depot Upgrade / Household Waste and Recycling Centre £0.400m adverse forecast variance (App A ref. 48 and 49)

The contractor has identified there was a problem with the ground associated with contaminated issues, which had to be consulted with the Environment Agency. Despite this and the challenge that the depot had to remain open throughout the construction, the Tewin Road Depot was completed in April this year. Coupled with rising inflation on the cost of materials and labour, it is estimated that there is an increase in cost of £400k, half of which will be reclaimable from HCC.

Housing Revenue Account:

3.4.3 Affordable Housing Programme £5.716m favourable forecast variance (App A ref. 89-107)

This variance relates to AHP – Burfield which is a temporary accommodation site. Works at Burfield are unlikely to start in 2022/23 due to this site being dependent on completion of Howlands House first. The Howlands House project hopes to start in the autumn.

3.5 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:

3.5.1 Welwyn Garden City Town Centre North £2.76m (App A ref. 14)

This scheme is progressing well, and no variances are forecasted at this time.

3.5.2 Peartree Lane (YMCA) Land Purchase £3.25m (App A ref. 41)

This scheme is progressing well, and no variances are forecasted at this time.

Housing Revenue Account:

3.5.3 Major Works (Mears) £13.60m (App A ref. 68)

This work falls under the Mears contract and includes replacements or upgrades to the housing stock bathrooms and kitchens. Works are progressing well, and a programme of works has been drawn up for the remainder of the contract. Once the Mears contract ends in September, these works will move to the new contractor.

3.5.4 Door Entry Systems £2.64m (App A ref. 74)

The door entry systems have been ordered and will be installed when delivered. No slippage is anticipated on this project.

3.5.5 Howard House £4.80m (App A ref. 84)

On site work is expected to start in the autumn. A project group has been set up which meets regularly to monitor the progress of this project; no concerns are currently identified.

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 2022/23 £'000	Forecast Outturn 2022/23 £'000	Forecast Variance £'000
GENERAL FUND			
General Expenditure	30,356	31,080	724
Capital Receipts and Reserves	(5,584)	(5,584)	0
Capital Grants and Contributions	(12,278)	(12,478)	(200)
Revenue Contribution to Capital	0	0	0
Borrowing Requirement for Before MRP	12,494	13,018	524
Minimum Revenue Provision	(835)	(835)	0
Net Change in Borrowing Requirement for Year excluding Loans	11,658	12,183	524
Now Housing Loans	72,118	72,118	0
Net Change in Borrowing Requirement for General Fund	83,776	84,301	524
Cumulative Borrowing Requirement at year end - General	53,215	53,739	524
Cumulative Borrowing Requirement at year end - Now Housing	74,555	74,555	0
Cumulative Borrowing Requirement at year end - Total	127,770	128,294	524
Capital Reserves Balance at year end	5,628	5,628	0
Capital Grants Balance at year end	3,582	3,582	0
HOUSING REVENUE ACCOUNT			
Total Expenditure	73,911	68,195	(5,716)
Loan Repayment	22,700	22,700	0
Capital Receipts and Reserves	(18,490)	(15,061)	3,430
Restricted 141 Capital Receipts	(9,952)	(7,665)	2,286
Capital Grants and Contributions	0	0	0
Revenue Contribution to Capital	(4,121)	(4,121)	0
Borrowing Requirement for Year	64,048	64,048	0
Cumulative Borrowing Requirement at year end	281,455	281,455	0
Capital Reserves and Grants Balance at year end	8,237	13,953	5,716

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

General Fund:

The expenditure forecast outturn has increased owing to additional works being identified as part of the Bereavement Services project, as well as delays on the Tewin Road Depot and Household Waste and Recycling Centre projects, and therefore, the borrowing requirement has increased. The overspend on the Household Waste project will be funded by contributions from Herts County Council.

Housing Revenue Account:

The expenditure forecast outturn has been reduced owing to a delay in the AHP – Burfield project. This is funded partly by 141 capital receipts and partly by general capital receipts, and therefore, the 141 capital receipt forecast and general capital receipt forecast have also reduced.

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 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	Assistant Director (Finance)
Date	14 July 2022

Appendix A - Capital Expenditure Monitoring by Scheme

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CAPITAL MONITORING Period 03 2022/23

Ref	Capital Project	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Variance to Date £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
GENERAL FUND										
1	C0516	Community Infrastructure Levy software	26	0	(26)	26	0	0	0	
2	C0599	Replacement of Fast Planning	5	0	(5)	5	0	0	0	
3	C0827	Angerland Football Improvement schemes	800	0	(800)	800	0	0	0	
4	C0828	Angerland Rugby Improvement schemes	200	0	(200)	200	0	0	0	
		Total Head of Planning	1,031	0	(1,031)	1,031	0	0	0	
5	C0867	Northgate case management system - replace and	51	(1)	(52)	51	0	0	0	
		Total Head of Public Health and Protection	51	(1)	(52)	51	0	0	0	
		Total Corporate Director - Public Protection, Planning and Governance	1,082	(1)	(1,083)	1,082	0	0	0	
6	C0270	Highview Shops	1,182	8	(1,175)	1,182	0	0	0	
7	C0499	Hatfield Town Centre Public Realm	74	1	(74)	74	0	0	0	
8	C0511	Salisbury Square redevelopment	0	0	0	0	0	0	0	
9	C0542	Splashlands Development	0	0	0	0	0	0	0	
10	C0737	Hatfield Town Centre fees for redevelopment	90	0	(90)	90	0	0	0	
11	C0743	Flat Refurbishments Hatfield Town Centre	18	0	(18)	18	0	0	0	
12	C0751	Redevelopment of 1 and 3-9 Town Centre Hatfield	172	15	(157)	172	0	0	0	
13	C0788	Garages re roofing	0	(3)	(3)	0	0	0	0	
14	C0791	Welwyn Garden City Town Centre North	2,759	(75)	(2,834)	2,759	0	0	0	3.5.1
15	C0792	Strategic Property Investment	0	0	0	0	0	0	0	
16	C0802	Campus East Fire compartmentalisation	22	0	(22)	22	0	0	0	
17	C0805	Littleridge Industrial Area resurfacing	19	2	(17)	19	0	0	0	
18	C0807	Stanborough Lakes public changing block	0	0	0	0	0	0	0	
19	C0829	Culpit House-Roof works	0	0	0	0	0	0	0	
20	C0835	Hatfield Town Centre Multi Storey Car Park	0	3	3	0	0	0	0	
21	C0839	Garage Renovations	254	0	(254)	254	0	0	0	
22	C0840	Garage Forecourt Resurfacing	111	0	(111)	111	0	0	0	
23	C0841	Link Drive Redevelopment	0	5	5	0	0	0	0	
24	C0845	Mill Green Museum Window Replacement	22	12	(9)	22	0	0	0	
25	C0850	Commercial property-Energy efficiency	80	0	(80)	80	0	0	0	
26	C0853	Rolling IT Projects	0	0	0	0	0	0	0	
27	C0871	Hatfield Town Centre Market Place	351	0	(351)	351	0	0	0	
28	C0872	Commercial Property (Minimum EPC	0	0	0	0	0	0	0	
29	C0874	Gosling	224	9	(215)	224	0	0	0	
30	C0875	Campus West drainage	0	(40)	(40)	0	0	0	0	
31	C0877	Hatfield Swim Centre Cathodic protection	0	8	8	0	0	0	0	

Ref	Capital Project	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Variance to Date £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
32	C0891	Rollercity Lighting (Foyer)upgrade	0	0	0	0	0	0	0	
33	C0902	Capita Upgrade	22	0	(22)	22	0	0	0	
34	C0903	Multi Functional Devices-Replacement programme	18	(1)	(19)	18	0	0	0	
35	C0904	ICT Rolling Program/Refresh	235	(73)	(308)	235	0	0	0	
36	C0905	Lift Replacements/Refurbs	100	25	(75)	100	0	0	0	
37	C0910	Public Sector De-carbonisation Scheme Hatfield	20	(10)	(29)	20	0	0	0	
38	C0911	Public Sector De-carbonisation Scheme Campus	892	588	(305)	892	0	0	0	
39	C0912	Public Sector De-carbonisation Scheme Campus	188	142	(46)	188	0	0	0	
40	C0915	Campus East Redevelopment	188	0	(188)	188	0	0	0	
41	TBC	Peartree Lane (YMCA) Land Purchase	3,250	0	(3,250)	3,250	0	0	0	3.5.2
42	TBC	Decarbonisation	1,070	0	(1,070)	1,070	0	0	0	
		Total Head of Resources	11,361	615	(10,746)	11,361	0	0	0	
43	C0259	Parking Improvements (including Woodhall)	556	9	(547)	526	(30)	0	(30)	
44	C0761	Bereavement Services	7,450	1,105	(6,345)	7,950	500	0	500	3.4.1
45	C0820	Play Area Replacement Scheme	223	0	(223)	77	(146)	0	(146)	
46	C0858	Litter and dog bin replacement programme	0	(6)	(6)	0	0	0	0	
47	C0863	Construction of memorial plynths	14	0	(14)	14	0	0	0	
48	C0889	Tewin Road Depot Upgrade	2,825	(49)	(2,875)	3,025	200	0	200	3.4.2
49	C0894	Household Waste and Recycling Centre	3,672	(27)	(3,699)	3,872	200	0	200	3.4.2
50	C0906	Streetscene Bins, Furniture and Equipment	45	0	(45)	45	0	0	0	
51	C0907	Play Area Replacement Scheme	30	0	(30)	30	0	0	0	
52	C0908	Replacement of sports equipment	15	0	(15)	15	0	0	0	
53	C0913	EV Charging Points	650	0	(650)	650	0	0	0	
54	C0918	ANPR Vehicles	220	0	(220)	220	0	0	0	
		Total Head of Environment	15,700	1,032	(14,669)	16,424	724	0	724	
55	C0830	King George V Refurbishment	0	0	0	0	0	0	0	
56	C0864	Replacement of the Council's Intranet	37	0	(37)	37	0	0	0	
57	C0886	Mill Green Museum Brickwork and Masonery	40	0	(40)	40	0	0	0	
58	C0888	Museum Service - Refit of Pumping Station	48	0	(48)	48	0	0	0	
59	C0893	Museum Service-Refit and stabilisation of the	0	0	0	0	0	0	0	
60	C0919	Mill Green Museum Purchsae of Marquis	15	4	(11)	15	0	0	0	
61	C0920	Campus West-Replacement of projectors and	60	0	(60)	60	0	0	0	
		Total Head of Policy and Culture	200	4	(196)	200	0	0	0	
		Total Corporate Director - Resources, Environment & Cultural Services	27,261	1,650	(25,611)	27,985	724	0	724	
62	C0926	Now Housing Loan	72,118	0	(72,118)	72,118	0	0	0	
		Total Other	72,118	0	(72,118)	72,118	0	0	0	

Ref	Capital Project	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Variance to Date £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
		Total Other	72,118	0	(72,118)	72,118	0	0	0	
63	C0571	CCTV upgrades (Welwyn Garden City, Urban and	64	0	(64)	64	0	0	0	
64	C0620	Better Care Fund and Disabled Facilities Grant	1,909	(77)	(1,986)	1,909	0	0	0	
65	C0700	Decent Homes Private Sector GF	20	(2)	(22)	20	0	0	0	
66	C0785	PRG Community Inclusion	20	0	(20)	20	0	0	0	
67	C9307	Friendship House	0	0	0	0	0	0	0	
		Total Head of Community & Housing Strategy	2,013	(79)	(2,092)	2,013	0	0	0	
		Total Corporate Director - Housing and Communities (Gen Fund)	2,013	(79)	(2,092)	2,013	0	0	0	
		TOTAL General Fund	102,474	1,571	(100,903)	103,198	724	0	724	
HOUSING REVENUE ACCOUNT										
68	C0294	Major Repairs (Mears)	13,597	448	(13,150)	13,597	0	0	0	3.5.3
69	C0295	Aids and Adaptations	1,038	15	(1,023)	1,038	0	0	0	
70	C0299	Insulation Improvements	60	1	(59)	60	0	0	0	
71	C0300	Smoke & Carbon Monoxide Alarms	155	(15)	(170)	155	0	0	0	
72	C0301	Gas Central Heating Replacement Program	1,812	73	(1,739)	1,812	0	0	0	
73	C0408	Major Repairs (other contractors)	1,284	(6)	(1,290)	1,284	0	0	0	
74	C0704	Door entry systems	2,640	(21)	(2,662)	2,640	0	0	0	3.5.4
75	C0705	Electricity mains	283	(18)	(301)	283	0	0	0	
76	C0707	Lift replacement	351	0	(351)	351	0	0	0	
77	C0778	Sheltered Refurbishment	376	0	(376)	376	0	0	0	
78	C0838	Disabled Facilities Grant additional scheme	13	0	(13)	13	0	0	0	
79	C0884	Better Care Fund- Sheltered Housing Modernisation	633	0	(633)	633	0	0	0	
80	C0909	Communal aerials	645	0	(645)	645	0	0	0	
81	C0922	Conversions	500	4	(496)	500	0	0	0	
82	C0923	Asbestos	249	0	(249)	249	0	0	0	
83	C0924	Fire Doors	2,000	0	(2,000)	2,000	0	0	0	
84	C0925	Howard House	4,800	0	(4,800)	4,800	0	0	0	3.5.5
		Total Head of Housing Property Services	30,436	480	(29,956)	30,436	0	0	0	
85	C0898	Community Buses replacement programme	320	0	(320)	320	0	0	0	
86	C0899	Emergency Alarms replacement programme	171	0	(171)	171	0	0	0	
87	C0901	Digital Improvements	86	1	(85)	86	0	0	0	
88	C0921	Disabled Toilet Refurbishment (The Hive)	20	0	(20)	20	0	0	0	
		Total Head of Housing Operations	597	1	(596)	597	0	0	0	
89	C9001	AHP - General	4,858	6	(4,853)	4,858	0	0	0	3.4.3

Ref	Capital Project	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Variance to Date £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
90	C9005	AHP - Northdown Road	0	0	0	0	0	0	0	3.4.3
91	C9006	AHP - Open Market Purchases	0	1	1	0	0	0	0	3.4.3
92	C9008	AHP - Howlands House Redevelopment and Additional Units	10,504	4	(10,500)	10,504	0	0	0	3.4.3
93	C9009	AHP - Minster House Redevelopment and Additional Units	6,971	768	(6,203)	6,971	0	0	0	3.4.3
94	C9016	AHP - The Commons	552	72	(480)	552	0	0	0	3.4.3
95	C9017	AHP - Ludwick Way	1,031	141	(890)	1,031	0	0	0	3.4.3
96	C9018	AHP - Burfield	5,736	2	(5,734)	20	(5,716)	5,716	0	3.4.3
97	C9022	AHP - Chequersfield	0	(28)	(28)	0	0	0	0	3.4.3
98	C9023	AHP - Haymeads	0	0	0	0	0	0	0	3.4.3
99	C9025	AHP - Hazel Grove	812	0	(812)	812	0	0	0	3.4.3
100	C9026	AHP - Haseldine Meadows	1,391	0	(1,391)	1,391	0	0	0	3.4.3
101	C9027	AHP - Lockley Crescent	1,462	0	(1,462)	1,462	0	0	0	3.4.3
102	C9028	AHP - Ludwick Green	2,579	31	(2,548)	2,579	0	0	0	3.4.3
103	C9029	AHP - New Park Street	0	(1)	(1)	0	0	0	0	3.4.3
104	C9030	AHP - Queensway House	0	0	0	0	0	0	0	3.4.3
105	C9035	AHP - Swallowfields	612	(16)	(628)	612	(0)	0	(0)	3.4.3
106	C9036	AHP - Birchwood House	255	0	(255)	255	0	0	0	3.4.3
107	C9037	AHP 1-9 Town Centre Hatfield	6,114	0	(6,114)	6,114	0	0	0	3.4.3
		Total Head of Community & Housing Strategy	42,878	980	(41,898)	37,162	(5,716)	5,716	(0)	
		Total Corporate Director - Housing and	73,911	1,461	(72,450)	68,195	(5,716)	5,716	(0)	
		TOTAL Housing Revenue Account	73,911	1,461	(72,450)	68,195	(5,716)	5,716	(0)	
		TOTAL	176,385	3,032	(173,353)	171,392	(4,992)	5,716	724	

Part I

Item No:

Main author: Helen O'Keeffe

Executive Member: Cllr Steven Boulton

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 AUGUST 2022
REPORT OF THE CHIEF EXECUTIVE

QUARTER 1 REVENUE BUDGET MONITORING REPORT 2022-23

1 Executive Summary

- 1.1 This report presents the forecast revenue outturn position as at 30 June 2022 for the financial year 2022-23 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 £2.117m (see Section 3 for further detail). A summary showing the General Fund position is contained in **Appendix A1**.
- 1.3 After additional reserve drawdowns of £0.736m (see **Appendix A2**) this leaves a net additional drawdown from the General Fund Reserve of £1.381m.
- 1.4 The forecast closing balance on the Housing Revenue Account is £2.775m, which is a favourable movement of £0.069m from the Current Budget (see Section 4 for further detail).
- 1.5 Outstanding debts as at 30 June total £1.927m, with rolling debtor days at 37.49 (refer to Section 5).

2 Recommendation(s)

- 2.1 That Cabinet note the revenue forecast outturn position as at Quarter 1 (30 June 2022).
- 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 is 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 columns show whether the variances are expected to be offset by contributions from reserves, funded from grants, due to a timing difference, or remain as a forecast outturn variance. Each variance listed in Appendices B1 to B8 are marked a, b, c, d or e for cross referencing to the table below.

Service	Year to Date Variance						Forecast Outturn Variance
	(a) To be offset by contributions from reserves £'000	(b) To be offset by grants received £'000	(c) Timing Differences £'000	(d) Variance with year end forecast £'000	e) Variance but no year end forecast £'000	Total £'000	Total £'000
Resources	(12)	0	(3,695)	21	(26)	(3,713)	341
Environment	0	0	(385)	(553)	0	(938)	350
Policy and Culture	0	0	0	179	0	179	641
Law and Administration	0	0	0	192	0	192	94
Planning	0	0	(759)	85	0	(674)	84
Public Health and Protection	0	73	16	16	8	113	587
Community and Housing Strategy	0	(453)	(85)	0	(36)	(574)	21
Corporate Management Team	0	0	0	0	(23)	(23)	0
Total	(12)	(381)	(4,908)	(60)	(77)	(5,438)	2,117

3.2.2 Explanations 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 in Quarter 1 are summarised below:

	£'000
Price rises in utilities	704
Income shortfall predicted for Campus West	200
Parking income lower than budgeted	190
Delays in crematorium project causing shortfall of income	157
COVID related expenditure, to be funded from vaccine champions grant	485
Other smaller changes	381
Net controllable income and expenditure forecast variance as at end of Quarter 1	2,117
Expenditure to be funded by grant	(485)
Net forecast variance after grant income	1,632

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 key items to note are listed below:

- Decarbonisation projects (Red) – these savings are unlikely to be achieved during 2022/23 due to the increasing costs of utilities putting pressure on service budgets (see Section 3.3.2 below).
- Crematorium (Red) – the budgeted saving of £60k will not be achieved in year. The project has been delayed so savings will not be achieved until 2023/24 when the crematorium becomes operational. The delays are due

to a lorry transporting materials needed for the project overturning, resulting in those materials needing to be manufactured again offsite.

3.3 Other General Fund Variances

- 3.3.1 Increases in costs of living are expected to continue to impact on collection rates, council tax support and business rates reliefs provided during 2022/23. 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.

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 £2.775m, which is a favourable movement of £0.069m 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 Explanations for all key year to date variances and forecast variances are included in the Head of Service breakdowns **Appendices D1 to D4**. Key variances to highlight in Quarter 1 are summarised below:

	£'000
Price rises in utilities	297
Mears contract – price rises in materials and inflation higher than predicted	1,478
Firewatch at Queensway House	300
Other smaller changes	(8)
Net controllable income and expenditure forecast variance as at end of Quarter 1	2,067

- 4.3.3 The table below summarises the year to date variances and forecast variances by Head of Service/Corporate Director. The columns show whether the variances are expected to be offset by contributions from reserves, funded from grants, due to a timing difference, or remain as a forecast outturn variance. Each variance listed in Appendices D1 to D4 are marked a, b, c, d or e for cross referencing to the table below.

Service	Year to Date Variance					Forecast Outturn Variance	
	(a) To be offset by contributions from reserves £'000	(b) To be offset by grants received £'000	(c) Timing Differences £'000	(d) Variance with year end forecast £'000	e) Variance but no year end forecast	Total £'000	Total £'000
Community and Housing Strategy	0	0	0	(18)	(2)	(20)	64
Housing Operations	0	0	(187)	33	(171)	(325)	74
Property Services (Housing)	0	0	(47)	(163)	(340)	(550)	1,929
Corporate Director	0	0	(531)	0	13	(518)	0
Total	0	0	(766)	(147)	(500)	(1,413)	2,067

4.4 Other Housing Revenue Account Variances

4.4.1 There is a forecasted decrease of £2.246m in the 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 2022, debts outstanding totalled £1.927m. This is a decrease of £0.164m on the May position of £2.091m.
- 5.2 Performance is measured using a rolling debtor day ratio. The current target is 40 days and at the end of June 2022 the rolling debtor days totalled 37.49 days. This is a decrease on the 38.46 days reported at the end of May 2022.
- 5.3 The outstanding debts that range between 91-365 days old have increased from £547k as at the end of May 2022 to £623k at the end of June. The debt in this category includes £10k which is in dispute.
- 5.4 One of the largest areas of debtors relates to commercial property. For the majority of tenants which have not been able to pay, deferments and payment plans have been agreed and are being closely monitored.
- 5.5 There has been a marked improvement in the payment of commercial rental income since COVID restrictions have lifted, as demonstrated by the general 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 direct 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 and Terrorism Implication(s)

- 9.1 There are no security and 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 Equality Impact Assessment (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 *Assistant Director (Finance)*
 Date 14 July 2022

Appendices:

A1	General Fund Revenue Budget Summary
A2	General Fund Reserves Summary
B1-8	Variance analysis by Head of Service
<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 June 2022

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	(1,481)	(5,193)	(3,713)	1,772	2,113	341
Head of Environment	1,094	155	(938)	7,361	7,711	350
Head of Policy and Culture	276	455	179	1,262	1,903	641
Resources, Environment and Cultural Services	(111)	(4,584)	(4,473)	10,395	11,727	1,332
Head of Law and Administration	606	798	192	2,364	2,457	94
Head of Planning	247	(426)	(674)	990	1,073	84
Head of Public Health and Protection	313	425	113	1,251	1,838	587
Public Protection, Planning and Governance	1,166	797	(369)	4,604	5,369	764
Head of Community and Housing Strategy	595	21	(574)	2,155	2,176	21
Housing and Communities	595	21	(574)	2,155	2,176	21
Corporate Management Team Budgets	411	388	(23)	1,642	1,642	0
Net Controllable Income and Expenditure	2,061	(3,378)	(5,439)	18,797	20,914	2,117
Net Recharge to the Housing Revenue Account	21	0	(21)	(5,447)	(5,447)	0
Net Cost of Services	2,082	(3,378)	(5,460)	13,350	15,467	2,117
Income from Council Tax				(11,641)	(11,641)	0
Plus/Less Council Tax collection fund deficit/(surplus)				213	213	0
Business Rates Income				(3,930)	(3,930)	0
Plus/Less Rates collection fund deficit/(surplus)				(1,153)	(1,153)	0
New Homes Grant				(712)	(712)	0
Lower Tier Services/Other Government Grants				(131)	(131)	0
Services Grant				(201)	(201)	0
Less Interest & Investment Income				(100)	(100)	0
Net Interest Income from Now Housing				(30)	(30)	0
Capital Financing Costs				1,094	1,094	0
Borrowing Interest				490	490	0
Parish Precepts				1,894	1,894	0
Net Total before movements in reserves				(858)	1,260	2,117
Contribution (from) / to Covid Earmarked Reserves				250	24	(226)
Contribution (from) / to Earmarked Reserves				(259)	(769)	(736)
Contribution (from) / to Earmarked Reserves - Collection Fund				940	940	0
Contribution (from) / to GF balances				(73)	(1,455)	(1,381)

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

General Fund Reserves Summary - June 2022

Appendix A2

Reserve	Balance at 1 April 2022	Budgeted Movement	Approved Changes	Forecast Changes	Forecast Balance 31 March 2023
	£'000	£'000	£'000	£'000	£'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,399	(87)	0	0	1,312
Business Rates Retention Reserve	2,482	940	0	0	3,422
Pensions Reserve	1,201	0	0	0	1,201
Modernisation Reserve	1,167	0	0	(25)	1,142
Commitment Reserves	169	0	0	0	169
Grants and Contributions Reserve	2,809	(172)	0	(485)	2,152
Local Plan Reserve (Other reserves)	300	0	0	0	300
COVID-19 Pandemic Reserve (Other reserves)	0	250	0	(226)	24
Climate Change Reserve (Other reserves)	117	0	0	0	117
Youth Provision Reserve (Other reserves)	21	0	0	0	21
CE Accommodation reserve (Other reserves)	324	0	0	0	324
Disability Access Reserve	88	0	0	0	88
Other Reserves	51	0	0	0	51
Total Earmarked Reserves	10,128	931	0	(736)	10,323
General Fund Working Balance	6,679	(73)	0	(1,381)	5,224
Total Reserves	16,807	858	0	(2,117)	15,547

Summary of virements between services - June 2022

Appendix A3

Service	Virement Detail	Virement Total
Head of Resources	(£38k) - Transfer of Town Centre Management to the estates team. £76k Movement of Employee costs following modernisation review.	38
Head of Environment	(£50k) - Centralisation of procurement saving from grounds maintenance contract.	(50)
Head of Law and Administration	£50k - Centralisation of procurement saving from grounds maintenance contract.	50
Head of Community and Housing Strategy	(£76k) - Movement of Employee costs following modernisation review	(76)
Net Recharge to HRA		38
Total Increase/(Decrease) to Net Cost of Service Budgets		0

Corporate Director (Resources, Environment and Cultural Services)

30 June 2022 variances

Appendix B1

Head of Resources

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	1,418	1,293	(125)
Premises Related	330	331	1
Transport Related	2	1	(1)
Supplies and Services	302	477	175
Third Party Payments	1,281	3,246	1,966
Transfer Payments	5,982	6,265	283
Income	(10,795)	(16,806)	(6,011)
Controllable Costs	(1,481)	(5,193)	(3,713)

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
3,403	3,427	25
2,001	2,227	226
32	32	0
1,208	1,208	0
5,122	5,122	0
23,929	23,929	0
(33,923)	(33,833)	90
1,772	2,113	341

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Garages are showing a shortfall in income raised. Additional resource has been provided to the garages team for a project focussed on maximising income.	89	90
c) Broxbourne contract. Welwyn Hatfield runs the contract but as a result there is a timing difference before Broxbourne is invoiced.	126	0
c) ICT contract payments and software licencing agreements, paid annually throughout the year are currently showing an underspend. This is a payment timing issue and no variance is forecast at year end.	(145)	0
c) Council Tax, Housing Benefits Subsidy and Business Support Grants timing mismatch (payments vs grant received).	(3,599)	0
a) Recruitment of an additional staff member in Financial Processes to be funded from reserves.	(12)	25
d) Increasing cost of utilities. A large adverse variance is forecast due to the price rises in utilities being much larger than expected and budgeted for.	(28)	224
d) Cleaning contract inflation	(41)	2
e) Other small variances.	(26)	0
TOTAL	(3,713)	341

Head of Environment

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	274	317	43
Premises Related	120	37	(83)
Transport Related	4	2	(2)
Supplies and Services	131	51	(80)
Third Party Payments	2,252	1,191	(1,061)
Transfer Payments	0	0	0
Income	(1,687)	(1,442)	245
Controllable Costs	1,094	155	(938)

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
1,050	1,030	(20)
851	993	143
17	17	0
523	523	0
8,957	9,017	59
0	0	0
(4,037)	(3,869)	168
7,361	7,711	350

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Additional costs of the Grounds Maintenance contract, to be funded by HCC as shown below.	(104)	124
d) Grounds Maintenance funding from HCC to cover their element of the grounds maintenance contract.	(138)	(124)
c) Timing of contract payments in Parking. This is a timing issue and no variance is forecast at year end.	(90)	0
c) Timing of contract payments in Environment. This is a timing issue and no variance is forecast at year end.	(149)	0
d) Following the pandemic there is still low consumer confidence and parking income is still lower than budgeted. This has been estimated at a 25% loss against budget which is primarily for the first quarter.	108	190
d) Permit schemes and civil parking enforcement is doing better than anticipated however is still not up to budgeted values.	26	64
d) Vacancies within the parking team.	(13)	(20)
d) Unbudgeted income from HCC relating to AFM recycling subsidies. Further information on forecast will be provided post September.	0	(50)
d) Reduced expenditure on payments to contractors for recycling due to increased tonnages and the value of gate fees.	(181)	(50)
d) Income from HCC for Recycling Transport Subsidy. This contribution has increased due to the increase in tonnage of recycling processed.	0	(42)
c) Timing of income relating to recycling. No variance is forecast at year end.	210	0
c) The year to date variance is due to delays in contract payments for grounds maintenance resulting from the reprocurement of the contract.	(51)	(7)

d) There has been a delay to the opening of the crematorium. This is partly due to a lorry carrying materials needed for the project overturning, resulting in those materials needing to be manufactured again offsite. This is now expected to open in April 2023 however there will be preparation costs that will need to be incurred before then. This forecast reflects the shortfall of income against budget, implementation costs are unknown at this stage but will be funded from Strategic Initiatives Reserves.	(228)	157
d) Tewin Road NDR charges are higher than budgeted.	0	26
c) Timing issues relating to contract payments. No variance is forecast at year end.	(197)	0
d) Increasing cost of utilities.	(16)	61
d) Other small variances.	(7)	21
TOTAL	(938)	350

Head of Policy and Culture

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	418	358	(60)	1,672	1,672	0
Premises Related	195	176	(19)	939	1,354	415
Transport Related	1	(0)	(1)	2	2	0
Supplies and Services	321	248	(72)	1,283	1,283	0
Third Party Payments	33	30	(3)	133	133	0
Transfer Payments	0	0	0	0	0	0
Income	(692)	(358)	333	(2,767)	(2,541)	226
Controllable Costs	276	455	179	1,262	1,903	641

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Increasing utility costs for community centres and sports facilities.	26	413
d) Net shortfall of income at Campus West (film sales and bar income). This is split £150k on ticket sales and £50k on food. There is a new system in place which has led to a review of the consumables pricing strategy; some of the loss is expected to be mitigated when the new pricing structure is introduced. There are no major releases until later in the year which means that there is a loss of ticket sale income till then.	176	200
d) Loss of income at Community Centres as a result of COVID.	14	26
d) Cleaning contract inflation.	(49)	2
TOTAL	179	641

Head of Law and Administration

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
Employees	484	468	(16)	1,935	1,910	(26)
Premises Related	1	12	12	3	14	11
Transport Related	5	4	(2)	21	21	0
Supplies and Services	176	310	134	703	775	72
Third Party Payments	(30)	37	67	(72)	(35)	37
Transfer Payments	0	0	0	0	0	0
Income	(29)	(33)	(4)	(227)	(227)	0
Controllable Costs	606	798	192	2,364	2,457	94

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Net underspend on salaries includes the cost of local elections of £46k. This will be funded by additional income generated from contributions from Herts County Council. Contributions are usually paid a year in arrears. There is currently a £24k underspend on Democratic Services and a £14k underspend within Legal Services.	(17)	(26)
d) There is an overspend on borough elections, this mainly relates to extra staffing costs required, which will be partly funded from election contributions. Expenditure for the Mayor's charity of £13k will be offset by income received. There is also expenditure of £40k on HR Consultancy, of which £27k will be funded from reserves.	136	72
d) Contract payments for Members Admin Fade to Black AV and Webcasting are showing an increased cost owing to an increase in use (£26k). £47K of Procurement savings are still to be achieved.	67	37
d) Other small variances.	6	11
TOTAL	192	94

Head of Planning

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	451	437	(14)	1,803	1,815	11
Premises Related	0	0	(0)	1	1	0
Transport Related	2	1	(1)	8	4	(4)
Supplies and Services	62	154	92	250	334	84
Third Party Payments	3	0	(3)	13	13	0
Transfer Payments	0	0	0	0	0	0
Income	(271)	(1,018)	(747)	(1,085)	(1,093)	(7)
Controllable Costs	247	(426)	(674)	990	1,073	84

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There are a number of vacancies within the service covered by agency staff. The variance is due to a timelag in receiving agency invoices.	(14)	0
d) Consultancy fees paid of £50k are included here for consultancy on appeals and enquiries. There is also expenditure of £36k on software maintenance, of which £23k will be funded from reserves and the HRA. There is a £9k overspend on Legal fees related to complex matters requiring external legal advice.	94	58
d) S106 income has been received but not yet spent. There are also risks in this area around less planning application fees being received than have been budgeted for, reflective of increasing costs of living discouraging homeowners from planning home improvements.	(745)	0
TOTAL	(674)	84

Head of Public Health and Protection

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	335	345	10
Premises Related	1	0	(1)
Transport Related	5	3	(2)
Supplies and Services	31	106	75
Third Party Payments	19	34	14
Transfer Payments	0	0	0
Income	(79)	(63)	16
Controllable Costs	313	425	113

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
1,339	1,339	0
3	3	0
22	22	0
125	606	482
78	78	0
0	0	0
(316)	(211)	105
1,251	1,838	587

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) There are a number of vacancies within the service covered by agency staff which are incurring higher costs.	12	0
d) This mainly relates to Covid related expenditure of £57k which will be funded from grant reserves (COVID Vaccine Champions).	73	485
d) Expenditure includes an annual payment of £26k paid in advance. This is a payment timing issue and there is no variance expected at year end. There is a £3k underspend on Dog control which relates to savings from new contract arrangements related to kennels.	16	0
d) Forecast variance relates to 25k reduction in licensing income due to covid impacts and 57k reduction related to Hackney Carriage income due to falling fleet numbers.	16	82
e) Other small variances.	(4)	20
TOTAL	113	587

Head of Community & Housing Strategy (GF)

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	484	434	(50)	1,936	1,936	0
Premises Related	4	9	4	18	18	0
Transport Related	3	1	(2)	13	13	0
Supplies and Services	66	332	267	262	1,254	992
Third Party Payments	85	55	(29)	339	339	0
Transfer Payments	0	0	0	0	0	0
Income	(46)	(810)	(763)	(413)	(1,384)	(971)
Controllable Costs	595	21	(574)	2,155	2,176	21

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) There is currently an underspend due to staff vacancies however a net nil position is expected by the end of the year.	(52)	0
b) Expenditure on Homelessness which will be offset by grant income (see line below).	224	992
b) Income received from HCC for Community Outreach and Homelessness grants received which will be used to offset Homelessness expenditure (see line above).	(677)	(971)
c) This is the income for the HMO licences which cover a five year period, the year to date variance is as a result of accounting treatment. No variance is expected at year end.	(55)	0
e) Other small variances.	17	0
TOTAL	(574)	21

Budgets managed by the Corporate Management Team
30 June 2022 variances

Appendix B8

Corporate Management Team (GF)

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	357	333	(24)	1,428	1,428	0
Premises Related	0	0	0	0	0	0
Transport Related	1	0	(1)	6	6	0
Supplies and Services	52	51	(1)	209	209	0
Third Party Payments	0	3	3	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	411	388	(23)	1,642	1,642	0

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) Other small variances.	(23)	0
TOTAL	(23)	0

Description	YTD Budget 2022/23 £'000	YTD Actual (inc Cmmt) £ '000	FYE Variance £'000	Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
Dwelling rents	(13,038)	(12,946)	92	(52,150)	(52,150)	-
Non-dwelling rents	(98)	(110)	(12)	(391)	(391)	-
Tenants' charges for services and facilities	(392)	(474)	(82)	(1,812)	(1,762)	50
Leaseholders' charges for services and facilities	(568)	(708)	(140)	(732)	(962)	(230)
Contributions towards expenditure	(43)	(33)	10	(245)	(245)	-
Total Income	(14,138)	(14,271)	(133)	(55,330)	(55,510)	(180)
Repairs and maintenance	2,297	1,930	(367)	9,188	10,667	1,478
Supervision and management	1,819	1,585	(234)	10,138	10,588	450
Special services	858	750	(107)	3,430	3,730	300
Rents, rates, taxes and other charges	13	22	9	881	899	18
Impairment allowance for doubtful debts	122	()	(123)	490	490	-
Depreciation	-	-	-	16,352	16,352	-
Debt management costs	-	-	-	29	29	-
IAS19 adjustment	-	-	-	-	-	-
(Gain) or loss on disposals	-	-	-	-	-	-
Total Expenditure	5,109	4,287	(822)	40,559	42,805	2,247
HRA share of Corporate and Democratic Core	-	-	-	853	853	-
Net Cost of Services	(9,028)	(9,983)	(955)	(13,918)	(11,852)	2,067
Less Interest and Non-Statutory Items:						
Interest payable and similar charges	1,890	1,418	(472)	7,559	7,559	-
HRA financing and investment income	(13)	-	13	(52)	(52)	-
Revenue Contribution to Capital	-	-	-	6,257	4,122	(2,135)
Total Adjustments	1,877	1,418	(459)	13,764	11,629	(2,135)
(Surplus) / Deficit on the HRA	(7,151)	(8,566)	(1,414)	(154)	(223)	(69)

HRA By Service Area

Description	YTD Budget 2021/22 £'000	YTD Actual (inc Cmmt) £'000	YTD Variance £'000	Current Budget 2022/23 £'000	Forecast Outturn 2022/23 £'000	Forecast Variance £'000
Community and Housing	(111)	(131)	(20)	(430)	(366)	64
Housing Operations	(12,083)	(12,408)	(325)	(46,874)	(46,799)	74
Property Services	2,721	2,171	(550)	10,885	12,814	1,929
Corporate Director	2,321	1,803	(518)	8,129	8,129	-
Corporate items	-	-	-	28,136	26,000	(2,135)
(Surplus) / Deficit on the HRA	(7,151)	(8,564)	(1,412)	(154)	(223)	(69)

HRA Reserves

	Current Budget 2022/23 £'000	Forecast Outturn 2022/23 £'000	Forecast Variance £'000
Opening HRA Balance	(2,552)	(2,552)	-
In-year (Surplus) / Deficit	(154)	(223)	(69)
Closing HRA Balance	(2,706)	(2,775)	(69)

Head of Community & Housing Strategy (HRA)

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	40	24	(16)
Premises Related	52	50	(2)
Transport Related	0	0	0
Supplies and Services	2	1	(0)
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	(204)	(206)	(2)
Controllable Costs	(111)	(131)	(20)

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
159	131	(27)
221	312	91
1	1	0
6	6	0
0	0	0
0	0	0
0	0	0
(816)	(816)	0
(430)	(366)	64

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There is currently an underspend on staffing costs. These staffing savings are to be used to increase the contract cleaning budget and contribute to other salary costs.	(16)	(27)
d) A forecast variance is expected due to the increases in utility costs. There is currently an underspend due to invoices yet to be received.	(2)	91
e) Other minor variances.	(2)	0
TOTAL	(20)	64

Head of Housing Operations

Description	YTD Budget 2022/23	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2022/23	Forecast Outturn 2022/23	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,070	908	(162)	4,280	4,280	0
Premises Related	155	192	37	909	1,163	254
Transport Related	37	21	(16)	149	149	0
Supplies and Services	523	485	(37)	1,990	1,990	0
Third Party Payments	66	51	(14)	262	262	0
Transfer Payments	0	0	0	50	50	0
Income	(13,933)	(14,065)	(132)	(54,513)	(54,693)	(180)
Controllable Costs	(12,083)	(12,408)	(325)	(46,874)	(46,799)	74

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) There is currently an underspend due to staff vacancies however a net nil position is expected by the end of the year.	(147)	0
d) Gas and Electricity bills still to be processed. A large adverse variance is forecast due to the price rises in utilities being much larger than expected and budgeted for.	42	254
d) Up front payments for software licencing have been made. No variance is expected at year end.	138	0
d) Income from Leaseholder Service Charges for Fire Doors and Major Works.	(147)	(180)
c) There is a current underspend on payments to contractors relating to estates management, this is due to timing and spend is expected to pick up in the coming months.	(33)	0
c) This variance is for the alarm maintenance which is due to a timing issue and spend will start to pick up.	(21)	0
e) Other minor variances.	(24)	0
TOTAL	(325)	74

Head of Housing Property Services

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmnt) £ '000	YTD Variance £ '000
Employees	415	248	(167)
Premises Related	0	6	6
Transport Related	6	1	(5)
Supplies and Services	29	(21)	(50)
Third Party Payments	2,272	1,937	(335)
Transfer Payments	0	0	0
Income	0	1	1
Controllable Costs	2,721	2,171	(550)

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
1,660	2,110	450
0	0	0
23	23	0
117	117	0
9,086	10,565	1,478
0	0	0
0	0	0
10,885	12,814	1,929

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) There is currently an underspend due to staff vacancies which will cover some of the spend on agency staffing. A new structure is due to come in to place for property services this year and an updated forecast can then be completed.	(192)	0
d) Some vacancies are being covered by agency staff as well as a walking Firewatch at Queensway House. The Firewatch is forecasted to cost £300k by the end of the financial year.	16	450
e) The variance is due to an issue with contractors where payments were temporarily paused. No variance is expected at year end.	(153)	0
d) The variance is due to not yet receiving the June cost report from Mears. The rate of inflation that is being used on the current contract is higher than budgeted for and there are still high volumes of jobs and rising material prices. The partnership Auditor has been commissioned to undertake monthly reviews of the contract cost reports and ensure all costs are fair and value for money is received. The forecasted position is regularly checked to ensure it is relevant and it is now hoped with responsive repairs starting to decrease the forecast can be decreased.	(179)	1,478
c) The variance is due to a time lag in receiving invoices for professional fees incurred such as legal and audit fees.	(47)	0
e) Other minor variances	5	0
TOTAL	(550)	1,929

Corporate Management Team (HRA)

Description	YTD Budget 2022/23 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	385	385	0
Premises Related	0	0	0
Transport Related	0	0	0
Supplies and Services	1,949	1,418	(531)
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	(13)	0	13
Controllable Costs	2,321	1,803	(518)

Current Budget 2022/23 £ '000	Forecast Outturn 2022/23 £ '000	Variance to Current £ '000
385	385	0
0	0	0
0	0	0
7,797	7,797	0
0	0	0
0	0	0
(53)	(53)	0
8,129	8,129	0

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) This variance is due to the timing of when loans are taken out and relates to interest payments on the loans, more borrowing is expected later in the year which will reduce the variance. At present there is no indication of a over or underspend but this is being regularly monitored.	(531)	0
e) Other minor variances.	13	0
TOTAL	(518)	0

Arrears by service at 30 June 2022

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	60.00	0.00	38,106.64	60.00	1,408.00	39,634.64
Planning	11,123.94	-25.00	0.00	425.48	12,274.12	23,798.54
Public Health & Protection	3,590.84	1,356.48	246.24	3,844.81	2,129.56	11,167.93
	14,774.78	1,331.48	38,352.88	4,330.29	15,811.68	74,601.11
Housing and Communities						
Housing Operations	31,643.50	129.17	0.00	2,279.42	5,675.15	39,727.24
Housing Property Services	0.00	0.00	0.00	0.00	9,655.00	9,655.00
Community & Housing Strategy ¹	39,208.70	1,460.00	4,077.00	72,007.37	103,259.99	220,013.06
	70,852.20	1,589.17	4,077.00	74,286.79	118,590.14	269,395.30
Resources, Environment & Cultural Services						
Policy & Culture	5,201.80	-7,980.00	41,379.60	280.00	112.00	38,993.40
Environment - Cemeteries	5,594.00	5,059.00	128,814.41	7,915.00	5,962.48	26,497.48
Environment - Street Cleaning	1,263.36	0.00	0.00	0.00	1,886.00	3,149.36
Environment - Other	1,375.66	0.00	128,814.41	3,729.67	19,963.19	25,068.52
Resources - Shopping Centres	208,601.31	1,836.27	5,683.35	71,839.52	141,910.53	429,870.98
Resources - Hatfield Town Centre ⁸	104,324.44	0.00	307.83	165,582.45	54,257.42	324,472.14
Resources - Ground rent	8,399.48	-498.76	-211.65	-49,658.49	4,185.94	-37,783.48
Resources - Garages	32,464.74	33,624.55	24,659.75	133,953.56	251,696.24	476,398.84
Resources - Other Corporate Property	41,080.64	1,233.38	-173.33	25,973.95	4,523.61	72,638.25
Resources - Broxbourne contract	0.00	0.00	0.00	0.00	0.00	0.00
Resources - Other	0.00	0.00	12,771.98	184,806.53	26,008.62	223,587.13
	408,305.43	33,274.44	86,384.53	544,422.19	510,506.03	1,582,892.62
TOTAL	493,932.41	36,195.09	128,814.41	623,039.27	644,907.85	1,926,889.03

	Breakdown below:	Breakdown below:
Rental Deposit scheme ¹	46,527.02	62,485.60
Referred to legal ²	9,908.00	106,081.93
Payment plan ³	0.00	40,429.26
Chasing Estates customers	299,694.27	144,041.55
Chasing - other LAs and partner orgs ⁴	205,524.74	11,214.60
Chasing - other orgs & individuals ⁴	43,626.44	35,982.73
Garages - current tenants ⁵	131,656.94	109,656.20
Garages - former tenants ⁵	2,296.62	142,040.04
Balances of less than £50 ⁶	1,735.39	2,475.69
Unallocated credits ⁷	-117,930.15	-9,499.75

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.

Head of Service	Title of the Proposal	2022/23	2022/23	On Track
		Saving to be made £'000	Forecast £'000	
Resources	Resources Processes Review	(10)	0	
Resources	Business Centres Restructure	(8)	0	
Resources	Cleaning	(3)	1	
Resources	Decarbonisation Projects	(14)	14	
Resources	Estates	(39)	0	
Resources	Estates	(14)	0	
Resources	Insurance Savings	(15)	0	
Resources	Bank and Giro Charges	(10)	0	
Resources	Further Printing Reductions	(5)	0	
Environment	Allotment Income	(10)	0	
Environment	General review of L&E budgets	(10)	0	
Environment	L&E review - woodlands (gate closure)	(10)	0	
Environment	Parking Services - contract review	(180)	0	
Environment	On street parking - increased demand	(140)	25	
Environment	Increase in permit charge by £5	(60)	0	
Environment	ANPR Income	(70)	37	
Environment	Garden Waste - demand	(40)	0	
Environment	Garden Waste - increase in fees	(110)	0	
Environment	General Waste Budget Review	(15)	0	
Environment	Remove waste calendar - delivery	(20)	0	
Environment	Remove waste calendar - print	(5)	0	
Environment	Crematorium	(60)	60	
Environment	Cleaning	(1)	0	
Policy and Culture	Printing costs (GRF only)	(41)	0	
Policy and Culture	Cleaning	(17)	2	
Policy and Culture	Decarbonisation Projects	(66)	66	
Law and Administration	Additional Procurement Savings 22/23	(100)	(31)	
Law and Administration	Postage	(25)	0	
Planning	Estate Management Fees	(57)	0	
Planning	Planning	(6)	(46)	
Planning	Planning fees	(100)	0	
Planning	Increase establishment - stop using terraquest	(77)	51	
Planning	Planning Application Fees (PPA)	(10)	0	
Planning	Planning monitoring Fees (CIL)	(30)	0	
Public Health and Protection	Misc Savings (PHP)	(7)	0	
Public Health and Protection	Statutory Pest control review	(20)	0	
Public Health and Protection	Public Health Salaries	(21)	0	
Community & Housing Strategy (GF)	Housing Options Review - technical officer	(40)	0	
Community & Housing Strategy (GF)	Community Partnerships	(38)	0	
TOTAL		(1,531)	102	

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Part I
Item No: 0
Main author: Thom Burn
Executive Member: Cllr Terry
Mitchinson
All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET 9 AUGUST 2022
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE & TRANSFORMATION)

PERFORMANCE EXCEPTION REPORT – QUARTER 1 (2022-23)

1 Executive Summary

- 1.1 This report summarises our strategic performance data on an exception basis following the monitoring and review of performance reports by Cabinet and Senior Management Team. This report covers the period 1 April to 30 June 2022.
- 1.2 Any corporate projects and key performance indicators reported as ‘target not met’ are exception reported in the appendices to this report.

2 Recommendation

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

3. Explanation

- 3.1 A performance exception report is presented to the Cabinet on a quarterly basis as part of our current performance management framework.
- 3.2 By working with Senior Management Team in the production of this report we embed accountability for performance within our Officer structure. This allows for a flow of detailed information to and from the council’s leadership.

4. Legal Implications

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

5. Financial Implications

- 5.1 Failure to deliver corporate projects and key performance indicators may have a financial impact for the council. Where this is the case, it will be referenced in the report and associated appendices.

6. Risk Management Implications

- 6.1 A risk assessment of our performance management framework is reviewed quarterly on the council’s strategic risk register.

7. Security and Terrorism Implications

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

8. Procurement Implications

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

9. Climate Change Implications

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

10. Health and Wellbeing Implications

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

11. Communication and Engagement Implications

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

12. Human Resources Implications

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

13. Link to Corporate Priorities

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

14. Equality and Diversity

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

Author: Thom Burn - 01707 357245
Title: Corporate Strategy and Engagement Manager
Date: July 2022

Appendices:

- Appendix One - Corporate Plan Projects
- Appendix Two - Key Performance Indicators

Business Plan Projects – Q1 (2022-23)

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

Corporate Priority	Purple (completed)	Green (on schedule with no risks)	Amber (on schedule – with risks)	Red (not on schedule)	Grey (not started)	Totals
1. Attractive and accessible green spaces supporting the borough’s wellbeing	3 30%	3 30%	3 30%	0 0%	1 10%	10
2. Evolving, vibrant town centres and a growing economy	2 12%	10 59%	3 18%	0 0%	2 12%	17
3. Quality homes through managed growth	0 0%	13 57%	9 39%	1 4%	0 0%	23
4. A sense of community where people feel safe	1 5%	9 43%	5 24%	0 0%	6 29%	21
5. A well-run council which puts our customers first	1 5%	14 74%	4 21%	0 0%	0 0%	19
Totals	7 8%	49 54%	24 27%	1 1%	9 10%	90

Corporate projects reporting as red (i.e. not on schedule) are summarised below, including notes prepared ahead of the Performance Clinic held on 27 July 2022.

Corporate Plan Ref	Project	By When	Head of Service	Performance Note
<p>3.1.1 Adopt a Local Plan for the borough</p>	<p>Adopt a Local Plan for the borough, or identify and consult on additional sites and other modifications to the plan as required with a view to adoption in 2023</p>	<p>March 2023</p>	<p>Head of Planning</p>	<p>Following a meeting of Special Full Council on 27th January, a letter was sent to the Planning Inspector rejecting his proposed housing requirement figure but agreeing to a reduced figure of 13,279 dwellings and commenting that members had raised the prospect of bringing forward a plan with specific sites allocated over a 10-year period. The Inspector responded on 15 February indicating that such an approach may be possible but commitment was required to a firm timetable for the publicity of MMS, consultation and assessment of any representations against them on 21 March 2022. The Council has responded to the Inspector's letter stating that any decision about the required number of new homes should be based on a survey of the housing "starts and completions" for 2021- 22. There are scheduled meetings of the council's Cabinet Planning and Parking Panel on 21 July and Full Council on 26 July.</p>

Key Performance Indicators – Q1 (2022-23)

A summary of our Key Performance Indicators collected over Q1 is shown here.

Total Number of Key Performance Indicators	KPIs met / exceeded	KPIs not met	KPIs within tolerance	KPIs with no data reported due to the COVID pandemic
72	47 65%	13 18%	6 8%	6 8%

18% of KPIs were below target in Quarter 1. These are reported in the next table, along with notes to explain performance and a comparison with last year.

Red (not met)					
Brief description of indicator	Q1 2021-22 Performance		Q1 2022-23 Performance		Service Comments
	Target	Outturn	Target	Outturn	
Percentage of customer complaints upheld	New	New	25	50.41	In Q1, 369 complaints were received, of which 186 (50.41%) were upheld.
Percentage of complaints to proceed to Stage 2	New	New	5	7.32	In Q1, 369 complaints were received, of which 27 (7.32%) were escalated to Stage 2.
The percentage of domestic properties with a current EICR	New	New	100	98.68	118 properties outstanding. These are going through the process deployed when access is not given
The percentage of planning investigations completed within the stated timescale	87	73.81	87	70	<p>10 enforcement cases within categories A and B were received this quarter. Of these, 7 investigations were initiated within the target period.</p> <p>By way of context, only enforcement complaints falling within priorities A and B inform this performance indicator. These priorities are set out in the Council's adopted Planning Enforcement Plan (PEP).</p>
The total number of families living in temporary accommodation in the borough (where the council has a duty)	100	94	100	146	<p>There are currently 146 households in TA, which is a large increase on previous numbers. The ability to move households on into other accommodation and the difficulty in securing private sector accommodation has contributed to this number. We are also experiencing an increase in the number of reviews requested, increasing the length of time in accommodation. A reduction in the number of housing options officers has also greatly contributed to the reduced ability to move cases on into longer term accommodation. Measures are being implemented which should improve all of these issues and reduce TA numbers in future months.</p>

Number of private sector homes significantly improved following an intervention	200	154	200	118	118 out of 200 homes made decent for Q1. Shortfall due to number of cases reported to the authority being less than expected.
The percentage of housing repairs where the work is completed right first time	90	88.95	90	79.64	The number of 'first time fixed' is highlighting a drop in performance level of our contractor at present. We have requested increased reporting to bi-weekly to identify any sharp reduction in the contractor's ability to complete repairs first time
The percentage of council properties with a valid gas safety certificate	100	99.99	100	99.99	This area is 99.99% compliant. Figures include all properties Communal and domestic. There is currently 1 domestic property overdue which has gone through the legal process and an appointment to address this was arranged for the first week of July.
The average void property re-let time in days for normal general needs housing (YTD)	18	24.62	18	22	There are some challenges to normal void turnaround times linked to demobilisation of the contract and resourcing. Sustainable improvement is anticipated in Q3/Q4 once the new contract is embedded.
The percentage occupancy levels of garage units in the borough	81	78.63	81	78.7	There has been a slight drop in occupancy levels due to the rental increase in April. This happens each year where an increase is implemented. The team are continuing to send new tenancy offers out to boost the occupancy.
The percentage of all responsive repairs completed in target	95	98.86	95	82.28	Repairs reported as completed within target is showing a concerning downward trend. Fortnightly reports have been requested from the contractor so this can be addressed in order to improve the service to residents.
The percentage occupancy rate for the Weltech Business Centre	96	86.96	96	86.67	The centre saw a drop in overall tenancy during the pandemic. Since then there have been a number of internal tenant moves and the units are being actively marketed.
Percentage of complaints responded within 10-day SLA	New	New	95	79.13	In Q1, 369 complaints were received, of which 292 (79.13%) were responded to within the 10- day SLA. A new complaints monitoring system was implemented during 2021/22 and performance improved 25% over the year, with continual improvements being made in this are each quarter. The Customer Service team will continue monitor this closely and support teams with training to continue to improve this.

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Part I

Item No: 0

Main author: Thom Burn

Executive Member: Cllr Terry Mitchinson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 AUGUST 2022
REPORT OF THE CHIEF EXECUTIVE

COUNCIL ACHIEVEMENTS LIST (APRIL TO JUNE 2022)

1 Executive Summary

1.1 This report collates and summarises the council's key achievements and service improvements for the first quarter of 2022-23.

2 Recommendation(s)

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

3 Explanation

3.1 Appendix A highlights the council's achievements taken from our press releases, decisions taken at committees, community-based activities and events and business plan projects achieved in the quarter.

Implications

4 Legal Implication(s)

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

5 Financial Implication(s)

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

6 Risk Management Implications

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

7 Security & Terrorism Implication(s)

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

8 Procurement Implication(s)

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

9 Climate Change Implication(s)

- 9.1 There are no direct climate change implications arising from the contents of this report
- 10. **Health and Wellbeing Implications**
 - 10.1 There are no direct health and wellbeing implications arising from the contents of this report.
- 11 **Communication and Engagement Implication(s)**
 - 11.1 The Achievements List contains information about press releases and whether they were used by local media. A summary of achievements over the relevant period is also covered in issues of ONE Welwyn Hatfield, the council's community newsletter which is delivered to every home in the borough.
- 12 **Link to Corporate Priorities**
 - 12.1 This report is linked to the all of the council's corporate priorities, specifically to *Our Council*, to effectively communicate what we do and how we perform.
- 13 **Equality and Diversity**
 - 13.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author **Thom Burn (01707) 357245**
Title **Corporate Strategy and Engagement Manager**

Date **July 2022**

Appendix A Council Achievements List (Apr-Jun 2022)

Achievements List 2022-23 (Quarter 1, Apr – Jun 2022)

Corporate Priorities

- One – Attractive and accessible green spaces supporting the borough’s wellbeing
- Two – Evolving, vibrant town centres and a growing economy
- Three – Quality homes through managed growth
- Four – A sense of community where people feel safe
- Five – A well run council which puts our customers first

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

Achievement	Source	Corporate Priority
April 2022		
The award-winning Splashlands switched on the water feature in time for the Easter holidays. The paddling river, water sprays and jets are surrounded by a nautical-themed adventure playground providing fun for children of all ages. The splash pad is open every day from 10am to 6pm through to the last Sunday in September, weather dependent. Entrance remains free.	Press release (U)	One and Four
The museum service opened Mill Green Museum and The Watermill, and the Roman Baths for the Spring/Summer season.	Press release (U)	Four
The car park at Campus West temporarily closed for improvement works – a first step in wider regeneration plans for Welwyn Garden City town centre. The addition of 156 spaces to the car park through the construction of a single deck will help reduce the impact on town centre parking when Campus East closes for redevelopment. Visitors to Campus West can still use the drop off and pick up point at the entrance to the building.	Press release (U)	Two, Three and Five

Achievement	Source	Corporate Priority
May 2022		
Artists of all ages and abilities were invited to join local artist Dagmar Louw at Mill Green for an all-day workshop at which participants were invited to paint their own interpretation of The Watermill.	Press release (N)	Four and Five
Covid vaccinations began being offered to children aged 5-11 at Queensway Health Centre in Hatfield, continuing the council's partnership with the local NHS to offer vaccinations to younger children as well as adults at the pop-up clinic. The sessions take place in a welcoming and stress-free environment to ensure that children, along with parents and carers, feel comfortable, and ensure a positive experience.	Press release (U)	Four
Local elections took place in 16 wards across the borough with the results declared the following day in record time. The overall turnout was 35.2 per cent.	Press release (U)	Five
Operation Balsam, an out-of-hours service designed to tackle neighbourhood noise nuisance, returned for the Easter holidays. Funded by the University of Hertfordshire and run jointly by the council and police, additional noise patrols run between 10pm and 3am. The aim is to improve understanding within the community, including students, of the impact that antisocial noise can have on their neighbours.	Press release (N)	Four
The remodelled Anniversary Gardens in the heart of WGC town centre were officially reopened, coinciding with the Queen's Platinum Jubilee. Work includes a new path, benches, and planting inspired by founder of the Garden City movement Ebenezer Howard and time he spent working in Chicago, USA.	Press release (U)	Two
June 2022		
The inspirational achievements of local people were celebrated with the 16 th annual Civic Awards. New Mayor of Welwyn Hatfield, Councillor Barbara Fitzsimon, invited her predecessor Cllr Peter Hebden to announce the awards, which celebrated achievements in mentoring, supporting, and helping others.	Press release (N)	Four and Five

Achievement	Source	Corporate Priority
<p>Nearly 50 official street parties took place in Welwyn Hatfield over the Platinum Jubilee Weekend, with hundreds more taking place in pubs, parks and private gardens across the borough. To help people celebrate, the council put together a special jubilee toolkit and organised a number of special events:</p> <ul style="list-style-type: none"> • A celebratory lunch at The Hive (in partnership with Jimmy Mac's) • The lighting of the Jubilee Beacon at Campus West • Mill Green hosted Platinum Jubilee-inspired Family and Vintage Days. • The Coronation Fountain and Clock in WGC and the canopy of lights in the Hatfield Town Centre Arcade were lit red, white and blue for the weekend. 	Press release (U)	Four and Five
<p>This Girl Can returned to Welwyn Hatfield with the council encouraging local sports clubs, organisations and schools to sign up and be part of the popular week-long event. The successful Sport England campaign aims to inspire women and girls to get more active. Now in its seventh year, This Girl Can has had an impact on changing female attitudes towards sport and exercise.</p>	Press release (N)	One
<p>Two new defibrillators were installed at White Lion Square in Hatfield Town Centre and at Guessens Grove sheltered scheme in Welwyn Garden City.</p>	Press release (N)	Four
<p>The council was successful in prosecuting a local landlord for safety breaches which put his tenants at potential risk of harm. St Albans Magistrates Court imposed fines for six breaches of the HMO regulations. This included obstructions to the fire escape route at the property, a loose stair carpet causing a trip hazard, and failure to maintain the credit to both the gas and electric meters, leading to a lack of lighting, heating and hot water. The fine, which encompassed a victim surcharge and court costs, totalled over £15,000.</p>	Press release (U)	Four

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