

WELWYN HATFIELD BOROUGH COUNCIL

BUDGET MONITORING SUMMARY BY SERVICE AREA 2018/19 - MARCH 2019

Description	Original Budget 2018/19 £ '000	Current Budget 2018/19 £ '000	Variance to Original £ '000	Forecast Outturn 2018/19 £ '000	Variance to Current £ '000
Head of Resources	2,537	2,159	(378)	811	(1,348)
Head of Environment	5,423	5,419	(4)	5,111	(307)
Head of Policy and Culture	2,588	2,619	31	2,575	(44)
Corporate Director - Resources, Environment & Cultural Services	10,547	10,196	(351)	8,497	(1,699)
Head of Law and Administration	2,193	2,247	54	2,176	(70)
Head of Planning	1,758	1,995	237	2,058	62
Head of Public Health and Protection	1,077	1,065	(12)	999	(66)
Corporate Director - Public Protection, Planning and Governance	5,028	5,307	279	5,233	(74)
Head of Community & Housing Strategy	2,067	2,163	96	1,967	(196)
Corporate Director - Housing and Communities	2,067	2,163	96	1,967	(196)
Budgets managed by the Corporate Management Team	2,042	1,653	(389)	1,403	(250)
Net Controllable Income and Expenditure	19,684	19,320	(364)	17,101	(2,219)
Net Recharge to the Housing Revenue Account	(5,055)	(4,657)	398	(4,746)	(89)
Net General Fund Expenditure	14,629	14,663	34	12,355	(2,307)
Taxation and non-specific grant income and expenditure					
Income from Council Tax	(10,173)	(10,173)	0	(10,174)	(1)
Business Rates Income	(4,600)	(4,600)	0	(4,461)	138
Plus/Less collection fund deficit/(surplus)	(379)	(379)	0	(379)	0
Revenue support grant	(104)	(104)	0	(104)	(0)
New Homes Grant	(1,528)	(1,528)	0	(1,529)	(1)
Localised Council Tax Support Admin Subsidy Grant	(105)	0	105	0	0
New Burden grants	0	0	0	(164)	(164)
Other Operating Income and Expenditure					
Interest & Investment Income	(65)	(65)	0	(378)	(313)
Plus capital financing	603	633	30	633	0
Increase / (Decrease) in impairment allowance for doubtful debts	0	0	0	143	143
Parish Precepts	1,627	1,627	0	1,628	1
Payment to Parishes for Council Tax Support	5	5	0	5	0
Net Total before movements in reserves	(91)	78	169	(2,426)	(2,504)
Other Movements in reserves					
Contribution (from) / to Earmarked Reserves	191	22	(169)	2,526	2,504
Contribution (from) / to GF balances	(100)	(100)	0	(100)	(0)

**Corporate Director (Resources, Environment & Cultural Services) - 2018-19 as at
31 March 2019 variances**

Head of Resources

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	3,395	3,014	(380)	3,113	98
Premises Related	1,795	1,819	25	1,689	(131)
Transport Related	48	47	(0)	32	(15)
Supplies and Services	1,342	1,128	(214)	1,109	(19)
Third Party Payments	2,695	3,922	1,227	4,980	1,058
Transfer Payments	40,553	36,361	(4,193)	32,667	(3,694)
Income	(47,291)	(44,133)	3,158	(42,778)	1,355
Controllable Costs	2,537	2,159	(378)	811	(1,348)
IAS 19	0	0	0	297	297
Support Cost Recharges	(3,826)	(3,537)	289	(3,629)	(92)
Capital Charges	1,764	1,717	(47)	638	(1,079)
Non-Controllable costs	(2,061)	(1,820)	241	(2,694)	(874)
Head of Resources	475	339	(136)	(1,883)	(2,223)

Virements (officer agreed budget transfers) 113

Approved Changes - Cabinet 4th September (105)

Approved Changes - Cabinet 5th February 0

Variances underspends

Estates Rental Income - Strategic purchases and rent reviews	(718)
Weltech income - occupancy rates	(128)
Benefit Payments and recovery - Grants	(246)
Localised Council Tax support - Grants	(119)
Computer Contract and Telephone Network - efficiencies	(95)
Insurance - lower premiums than anticipated	(75)
Bank Charges - efficiencies on merchant card processing fees	(69)

Variances overspends / income shortfalls

Service review costs and interim staff to cover vacancies within the team	98
Other (Resources)	4

(378)

(1,348)

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

**Corporate Director (Resources, Environment & Cultural Services) - 2018-19 as at
31 March 2019 variances**

Head of Policy and Culture

Description	Original Budget 2017/18	Current Budget 2017/18	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,797	1,668	(130)	1,643	(24)
Premises Related	839	992	152	989	(3)
Transport Related	3	3	0	3	(0)
Supplies and Services	2,043	1,399	(644)	1,323	(76)
Third Party Payments	645	1,075	431	1,130	55
Income	(2,739)	(2,517)	222	(2,513)	5
Controllable Costs	2,588	2,619	31	2,575	(44)
Support Cost Recharges	(699)	(643)	56	(777)	(134)
Capital Charges	860	908	47	1,139	231
Non-Controllable costs	162	265	103	362	97
Head of Policy and Cultur	2,749	2,883	134	2,937	54

Virements (officer agreed budget transfers)

31

Approved Changes - Cabinet 4th September

0

Approved Changes - Cabinet 6th November

0

Variances underspends

Other (Policy and Culture)

(62)

Variances overspends / income shortfalls

Campus West (vacancy factor £24,350)

18

31

(44)

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 March 2019 variances**

Head of Law and Administration

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,510	1,559	49	1,584	25
Premises Related	5	5	0	1	(4)
Transport Related	34	26	(8)	18	(8)
Supplies and Services	745	746	1	768	22
Third Party Payments	136	171	35	160	(11)
Income	(237)	(260)	(23)	(354)	(94)
Controllable Costs	2,193	2,247	54	2,176	(70)
Support Cost Recharges	(777)	(758)	19	(780)	(22)
Capital Charges	2	2	0	2	(0)
Non-Controllable costs	(775)	(756)	19	(778)	(22)
Head of Law and Adminis	1,418	1,491	73	1,398	(93)

Virements (officer agreed budget transfers)

54

Variances underspends

Elections - grant

(40)

Other (Law and Administration)

(30)

Variances overspends / income shortfalls

None

54

(70)

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 March 2019 variances
Head of Planning**

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,815	1,901	86	1,996	95
Premises Related	80	74	(6)	95	21
Transport Related	21	21	0	13	(7)
Supplies and Services	367	611	244	731	119
Third Party Payments	498	664	166	786	122
Income	(1,023)	(1,275)	(252)	(1,563)	(287)
Controllable Costs	1,758	1,995	237	2,058	62
Support Cost Recharges	598	617	19	653	36
Capital Charges	33	33	0	62	29
Non-Controllable costs	631	650	19	715	64
Head of Planning	2,389	2,645	256	2,772	127

Virements (officer agreed budget transfers) 237

Approved Changes - Cabinet 5th February 0

Variances underspends

Development Management - increase in planning fees (80)

Variances overspends / income shortfalls

Employee expenditure (vacancy factor £53,540) - Agency support due to vacancies 95
Other (Planning) 48

237

62

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 March 2019 variances
Head of Public Health and Protection**

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,180	1,172	(9)	1,158	(14)
Premises Related	2	2	0	2	(0)
Transport Related	22	22	0	15	(6)
Supplies and Services	133	121	(12)	77	(43)
Third Party Payments	38	47	9	51	5
Income	(298)	(298)	(0)	(304)	(6)
Controllable Costs	1,077	1,065	(12)	999	(66)
Support Cost Recharges	317	329	12	366	38
Capital Charges	5	5	0	3	(2)
Non-Controllable costs	321	333	12	369	35
Head of Public Health and	1,399	1,399	0	1,368	(30)

Virements (officer agreed budget transfers) (12)

Variances underspends

Various Environmental Health savings (35)
Public Health grant funding (contributed to earmarked reserves) (28)
Other (Public Health and Protection) (45)

Variances overspends / income shortfalls

Hackney Carriages - Income (change in accounting - one year impact only) 42

(12) **(66)**

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

Corporate Director (Housing and Communities) - 2018-19 as at
31 March 2019 variances

Head of Community & Housing Strategy

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,540	1,677	137	1,508	(169)
Premises Related	32	34	1	28	(6)
Transport Related	28	28	0	14	(14)
Supplies and Services	395	698	303	918	220
Third Party Payments	382	328	(54)	354	26
Income	(311)	(603)	(291)	(856)	(253)
Controllable Costs	2,067	2,163	96	1,967	(196)
Support Cost Recharges	250	264	13	368	105
Capital Charges	(524)	(524)	0	278	802
Non-Controllable costs	(273)	(260)	13	646	906
Head of Community & Ho	1,793	1,903	110	2,613	710

Virements (officer agreed budget transfers) 96

Approved Changes - Cabinet 6th November 0

Variances underspends

Homelessness & Housing Advice - grant income	(259)
Employee expenditure - Housing Needs	(98)
Employee expenditure - Private Sector Housing	(78)
Other (Community & Housing Strategy)	(8)

Variances overspends / income shortfalls

Temporary Accommodation - Bed and Breakfast costs (increased statutory responsibilities) 247

96

(196)

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

**Corporate Management Team - 2018-19 as at
31 March 2019 variances**

Corporate Management Team

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,275	1,275	0	1,337	62
Transport Related	8	8	0	7	(1)
Supplies and Services	758	370	(389)	62	(307)
Income	0	0	0	(3)	(3)
Controllable Costs	2,042	1,653	(389)	1,403	(250)
Support Cost Recharges	(1,335)	(1,328)	7	(1,469)	(141)
Non-Controllable costs	(1,335)	(1,328)	7	(1,469)	(141)
Executive Board	707	325	(381)	(66)	(391)

Virements (officer agreed budget transfers) (389)

Variances underspends

Corporate Projects Fund (295)
Other (Chief Executive Service) (17)

Variances overspends / income shortfalls

Employee expenditure (vacancy factor £39,280) 62

(389)

(250)

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

Arrears by service at 31 March 2019

	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	23,096.35	0.00	0.00	3,814.79	835.21	27,746.35
Planning	5,085.00	5.44	1,971.26	1,850.67	3,520.78	12,433.15
Public Health & Protection	950.00	6,092.42	75.00	553.03	-87.92	7,582.53
	29,131.35	6,097.86	2,046.26	6,218.49	4,268.07	47,762.03
Housing and Communities						
Housing Operations	28,024.09	-5,880.72	-1,252.26	-7,258.72	2,852.80	16,485.19
Housing Property Services	0.00	0.00	0.00	0.00	500.00	500.00
Community & Housing Strategy ¹	4,620.00	11,265.60	0.00	5,408.13	34,400.90	55,694.63
	32,644.09	5,384.88	-1,252.26	-1,850.59	37,753.70	72,679.82
Resources, Environment & Cultural Services						
Policy & Culture	49,821.22	39.00	655.50	12,600.25	0.00	63,115.97
Environment - Cemeteries	1,050.00	630.00	2,750.00	4,149.00	5,662.00	14,241.00
Environment - Street Cleaning	1,584.00	0.00	75.00	0.00	1,886.00	3,545.00
Environment - Other	14,048.91	150.00	17,800.00	-1,045.26	437.49	31,391.14
Resources - Shopping Centres	245,637.20	-2,683.31	1,163.92	60,959.52	13,663.85	318,741.18
Resources - Hatfield Town Centre ⁸	33,547.94	1,621.27	1,117.04	19,084.71	12,546.72	67,917.68
Resources - Ground rent	51,537.24	-294.44	-1,095.96	7,078.94	5,821.12	63,046.90
Resources - Garages	-736.74	-5,024.82	-2,599.83	37,802.14	60,171.17	89,611.92
Resources - Other Corporate Property	107,403.83	-986.28	-3,258.33	25,376.75	7,186.45	135,722.42
Resources - Broxbourne contract	114,888.64	8,244.00	0.00	0.00	0.00	123,132.64
Resources - Other	30,809.17	-622.00	-1,250.00	14,659.79	25,994.36	69,591.32
	649,591.41	1,073.42	15,357.34	180,665.84	133,369.16	980,057.17
TOTAL	711,366.85	12,556.16	16,151.34	185,033.74	175,390.93	1,100,499.02

	Breakdown below:	Breakdown below:
Rental Deposit scheme ¹	0.00	27,091.53
Referred to legal ²	30,721.09	68,377.35
Payment plan ³	46,713.98	12,882.56
Chasing - other LAs and partner orgs ⁴	16,616.52	1,290.00
Chasing - other orgs & individuals ⁴	77,555.97	17,240.02
Garages ⁵	37,802.14	60,171.17
Balances of less than £50 ⁶	3,435.01	6,797.17
Unallocated credits ⁷	-27,810.97	-18,458.87
	185,033.74	175,390.93

Analysis and actions being taken re debt over 90 days

- 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
- 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.
- Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
- 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.
- 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.
- 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.
- 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.
- Hatfield Town Centre - the total annual rental income from commercial tenants is £720k.

Previous quarters information

	1-30 Days Overdue	31-60 Days Overdue	31-60 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Q4 2017/18	825,788.75	49,405.01	-846.97	141,023.07	166,274.44	1,181,644.30
Q1 2018/19	534,338.02	178,648.20	21,940.83	136,985.38	163,782.42	1,035,694.85
Q2 2018/19	881,936.03	27,416.28	24,235.81	125,516.96	182,387.45	1,241,492.53
Q3 2018/19	947,620.10	150,069.90	120,091.38	73,980.76	181,543.21	1,473,305.35

Welwyn Hatfield Borough Council
Budget Monitoring Statement - Housing Revenue Account - 31st March 2019

Original Budget 2018/19 £'000	Description	Current Budget 2018/19 £'000	Variance to Original £'000	Actuals to date 2018/19 £'000	Variance to Current £'000
(48,286)	Dwelling rents	(48,246)	40	(48,232)	14
(513)	Non-dwelling rents	(496)	17	(497)	(1)
(1,621)	Tenants charges for services and facilities	(1,690)	(69)	(1,566)	124
(939)	Leaseholders charges for services and facilities	(939)	-	(988)	(49)
(251)	Contributions towards Expenditure	(251)	-	(236)	15
(8)	De minimis receipts	(8)	-	(7)	1
	- Non-fixed asset capital receipts	-	-	(16)	(16)
(51,618)	Total Income	(51,630)	(12)	(51,543)	87
	9,117 Repairs and maintenance	9,004	(113)	8,590	(414)
	7,838 Supervision and management	7,877	39	7,460	(416)
	3,610 Special services	3,599	(12)	3,437	(161)
	852 Rents, rates, taxes and other charges	901	49	823	(78)
	725 Increase / (Decrease) in impairment allowance for doubtful debts	725	-	1,162	437
	14,273 Depreciation	14,273	-	14,006	(266)
	- Revaluation loss	-	-	7,252	7,252
	39 Debt management costs	39	-	37	(1)
	50 Sums directed by Secretary of State	50	-	46	(4)
	- IAS19 adjustment	-	-	393	393
(4,189)	(Gain) or loss on disposals	(4,189)	-	784	4,973
32,315	Total Expenditure	32,278	(37)	43,991	11,713
	705 HRA share of Corporate and Democratic Core	705	-	643	(61)
(18,598)	Net Cost of Services	(18,647)	(49)	(6,909)	11,738
Less Interest and Non-Statutory Items:					
	4,189 Reversal of gain or loss on disposal	4,189	-	(784)	(4,973)
	6,443 Interest payable and similar charges	6,443	-	6,065	(378)
	- Pensions interest cost and return on pension assets	-	-	366	366
(138)	HRA investment income	(138)	-	(192)	(54)
	- Non-fixed asset capital receipts reversal	-	-	16	16
	11,454 Revenue Contribution to Capital Outlay (RCCO)	11,454	-	13,433	1,979
	- Reversal of revaluation loss	-	-	(7,252)	(7,252)
	- Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-	-	(759)	(759)
21,948	Total Adjustments	21,948	-	10,892	(11,055)
3,350	(Surplus) / Deficit	3,301	(49)	3,984	683
(6,015)	Opening HRA Operating Balance	(6,580)	(565)	(6,580)	-
3,350	In-year (Surplus) / Deficit	3,301	(49)	3,984	683
(2,665)	Closing HRA Operating Balance	(3,280)	(615)	(2,597)	683

Earmarked Reserves Statement 2018/19

	Opening Balance	Budgeted Movements	Outturn Movements	Closing Balance
	£'000	£'000	£'000	£'000
Hackney Carridges Reserve	- 24	11	13	-
Strategic Initiatives Reserve	1,240	322		1,562
Building Repairs Reserve	77		206	283
Business Rates Retention Reserve	2,720	- 186	614	3,148
Pensions Reserve	1,000	47		1,047
Budget Priority and Transformation Reserve	400	- 169	1,102	1,333
Local Plan Reserve	264		- 24	240
Campus West Reserve	-		58	58
Other Minor Reserves	28	- 3		25
Revenue Commitments Reserve			170	170
Ringfenced Grants and Contributions Reserve	353		365	718
Total	6,058	22	2,504	8,584