

WELWYN HATFIELD BOROUGH COUNCIL

BUDGET MONITORING SUMMARY BY SERVICE AREA 2019/20 - December

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,172	2,138	(33)	3,144	1,005
Head of Environment	6,456	6,485	30	6,464	(21)
Head of Policy and Culture	1,808	1,876	68	1,894	18
Corporate Director - Resources, Environment & Cultural Services	10,435	10,499	64	11,502	1,003
Head of Law and Administration	2,054	2,193	139	2,155	(39)
Head of Planning	1,817	1,892	75	2,052	159
Head of Public Health and Protection	1,183	1,186	4	1,139	(47)
Corporate Director - Public Protection, Planning and Governance	5,054	5,272	218	5,345	74
Head of Community & Housing Strategy	2,089	2,168	79	2,143	(25)
Corporate Director - Housing and Communities	2,089	2,168	79	2,143	(25)
Budgets managed by the Corporate Management Team	1,737	1,522	(215)	1,522	0
Net Controllable Income and Expenditure	19,315	19,462	147	20,513	1,051
Net Recharge to the Housing Revenue Account	(5,316)	(5,316)	0	(5,316)	0
Net General Fund Expenditure	14,000	14,146	147	15,198	1,051
Taxation and non-specific grant income and expenditure					
Income from Council Tax	(10,498)	(10,498)	0	(10,498)	0
Business Rates Income	(4,628)	(4,628)	0	(4,628)	0
Plus/Less collection fund deficit/(surplus)	2,792	2,793	1	1,772	(1,021)
New Homes Grant	(1,319)	(1,319)	0	(1,319)	0
Other Operating Income and Expenditure					
Plus capital financing	1,138	1,168	30	1,362	194
Parish Precepts	1,627	1,627	0	1,627	0
Net Total before movements in reserves	3,112	3,289	178	3,514	224
Other Movements in reserves					
Contribution (from) / to Earmarked Reserves	(3,017)	(3,144)	(127)	(3,368)	(224)
Contribution (from) / to GF balances	(95)	(145)	50	(145)	(0)

GENERAL FUND RESERVES SUMMARY

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
General Fund balance at 1st April	8,696	8,696	0	8,696	0
Movement in year	(96)	(145)	(49)	(145)	(0)
Balance as at 31 December 19	8,600	8,551	(49)	8,551	(0)
Ringfenced and Strategic reserves balance at 1st April	8,584	8,584	0	8,584	0
Movement in year	(3,017)	(3,144)	127	(3,368)	224
Balance as at 31 December 19	5,568	5,440	127	5,216	224
Total reserve balance at 1st April	17,280	17,280	0	17,280	0
Movement in year	(3,113)	(3,289)	177	(3,514)	224
Balance as at 31 December 19	14,168	13,991	177	13,767	224

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at
31 December 2019 variances**

Head of Resources

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	3,638	3,554	(85)	4,764	1,211
Premises Related	1,830	1,845	15	1,917	72
Transport Related	42	43	1	33	(10)
Supplies and Services	1,149	1,189	40	1,222	33
Third Party Payments	4,388	4,438	50	4,353	(85)
Transfer Payments	36,270	28,362	(7,908)	28,362	0
Income	(45,145)	(37,292)	7,853	(37,508)	(215)
Controllable Costs	2,172	2,138	(33)	3,144	1,005
Support Cost Recharges	(4,523)	(4,523)	0	(4,523)	0
Capital Charges	2,150	2,150	0	2,150	0
Non-Controllable costs	(2,373)	(2,373)	0	(2,373)	0
Head of Resources	(201)	(235)	(33)	771	1,005

Virements (officer agreed budget transfers)

Realignment of Fraud and Governance Budgets	(61)
HR/Payroll systems review project (transfer from Corporate Projects)	20
NNDR Adjustment	8

Approved virements

Housing Benefits - Reduction to Transfer payments	(7,951)
Housing Benefits - Reduction to Income	7,951

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(144)
Reduction in bank charges following retender of contract	(40)
Reduction in internal audit contract costs	(13)
Triennial pension valuation payment	1,201
Other	1
	(33)
	1,005

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

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at
31 December 2019 variances**

Head of Environment

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,105	1,142	37	1,142	0
Premises Related	501	486	(14)	462	(24)
Transport Related	26	26	0	20	(5)
Supplies and Services	392	459	66	479	20
Third Party Payments	8,131	8,173	42	8,187	15
Income	(3,699)	(3,801)	(102)	(3,826)	(26)
Controllable Costs	6,456	6,485	30	6,464	(21)
Support Cost Recharges	(217)	(217)	0	(217)	0
Capital Charges	514	514	0	514	0
Non-Controllable costs	298	298	0	298	0
Head of Environment	6,753	6,783	30	6,762	(21)

Virements (officer agreed budget transfers)

Parks Improvement Funding (transfer to Development	(16)
Planned and responsive maintenance	(15)
Waste Mobilisation Officer (2yr fixed term) - (funded from earmarked reserve)	41
Parks Improvement Funding (funded from earmarked reserve)	19
NNDR Adjustment	1

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(36)
Legal costs associated with Judicial Review of crematorium	15
	30
	(21)

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

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at
31 December 2019 variances**

Head of Policy and Culture

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,663	1,687	24	1,687	0
Premises Related	930	949	19	931	(18)
Transport Related	2	2	0	2	(0)
Supplies and Services	1,414	1,449	35	1,512	63
Third Party Payments	311	311	0	311	(0)
Income	(2,512)	(2,522)	(10)	(2,548)	(26)
Controllable Costs	1,808	1,876	68	1,894	18
Support Cost Recharges	(62)	(62)	0	(62)	0
Capital Charges	1,073	1,073	0	1,073	0
Non-Controllable costs	1,011	1,011	0	1,011	0
Head of Policy and Culture	2,819	2,887	68	2,905	18

Virements (officer agreed budget transfers)

NNDR Adjustment	(8)
Improvements works to Campus West website (funded by earmarked reserve)	37
Apprentice - transfer from CMT	24
Planned and responsive maintenance	15

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(12)
Insurance excess - following fire in the basement of Campus West	30

68

18

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

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at
31 December 2019 variances**

Head of Law and Administration

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,482	1,592	110	1,595	3
Premises Related	5	5	0	3	(2)
Transport Related	32	32	0	24	(8)
Supplies and Services	708	703	(5)	674	(29)
Third Party Payments	60	68	8	69	1
Income	(233)	(206)	27	(210)	(4)
Controllable Costs	2,054	2,193	139	2,155	(39)
Support Cost Recharges	(550)	(550)	0	(550)	0
Capital Charges	2	2	0	2	0
Non-Controllable costs	(548)	(548)	0	(548)	0
Head of Law and Adminis	1,506	1,646	139	1,607	(39)

Virements (officer agreed budget transfers)

Realignment of Fraud and Governance Budgets	61
HR/Payroll systems review project (transfer from Corporate Projects)	25
Council Chamber webcasting support (transfer from Corporate Projects)	20
HR and Payroll Project (funded from earmarked reserve)	14
Standards Committee (transfer from Corporate Projects)	10
Corporate Training (transfer from Corporate Projects)	10

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(39)
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139	(39)

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

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at
31 December 2019 variances
Head of Planning**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,877	2,166	289	2,166	0
Premises Related	80	83	3	82	(1)
Transport Related	20	20	0	15	(5)
Supplies and Services	348	468	120	709	241
Third Party Payments	423	419	(4)	451	33
Income	(931)	(1,263)	(332)	(1,371)	(108)
Controllable Costs	1,817	1,892	75	2,052	159
Support Cost Recharges	670	670	0	670	0
Capital Charges	117	117	0	117	0
Non-Controllable costs	787	787	0	787	0
Head of Planning	2,604	2,679	75	2,838	159

Virements (officer agreed budget transfers)

Apprentices - transfer from CMT	51
Parks Improvement Funding (transfer to Development	16
Better business for all (transfer from Corporate Projects)	5
NNDR Adjustment	3
Game Fair support (transfer from Corporate Projects)	1

Approved virements

Development Management - Increase to Employees	150
Development Management - Increase to Supplies and Services	150
Development Management - Increase to Income	(300)

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(81)
Local Plan project (funded from earmarked reserve)	240

75

159

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

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at
31 December 2019 variances
Head of Public Health and Protection**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,234	1,237	4	1,235	(2)
Premises Related	2	2	0	2	(0)
Transport Related	22	22	0	18	(4)
Supplies and Services	144	144	0	119	(25)
Third Party Payments	79	79	0	77	(3)
Income	(298)	(298)	0	(311)	(13)
Controllable Costs	1,183	1,186	4	1,139	(47)
Support Cost Recharges	364	364	0	364	0
Capital Charges	9	9	0	9	0
Non-Controllable costs	372	372	0	372	0
Head of Public Health and	1,555	1,558	4	1,511	(47)

Virements (officer agreed budget transfers)

Regulatory Information And Management System
subscription (funded from earmarked reserve) 4

Forecast Outturn changes

Budget reset exercise following the Peer Challenge (47)

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

**Corporate Director (Housing and Communities) - 2019-20 as at
31 December 2019 variances**

Head of Community & Housing Strategy

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,654	1,687	33	1,686	(0)
Premises Related	33	30	(4)	28	(2)
Transport Related	11	11	0	9	(2)
Supplies and Services	289	549	260	723	173
Third Party Payments	325	345	20	343	(2)
Income	(224)	(454)	(230)	(646)	(193)
Controllable Costs	2,089	2,168	79	2,143	(25)
Support Cost Recharges	382	382	0	382	0
Capital Charges	808	808	0	808	0
Non-Controllable costs	1,190	1,190	0	1,190	0
Head of Community & Housing Strategy	3,279	3,358	79	3,333	(25)

Virements (officer agreed budget transfers)

NNDR Adjustment	(4)
Housing Option Officer (2yr fixed term) - (funded from earmarked reserve)	33
Sport Development and Sport facilities strategy (transfer from Corporate Projects)	13
CCTV in Hatfield (transfer from Corporate Projects)	10
70th anniversary Comet celebrations (transfer from Corporate Projects)	10
Positive Pathways (transfer from Corporate Projects)	10
Countywide SOS Project (transfer from Corporate Projects)	8

Approved virements

Homelessness - Increase to Supplies and Services	230
Homelessness - Increase to Income	(230)

Forecast Outturn changes

Budget reset exercise following the Peer Challenge	(47)
Increase in Temporary Accommodation costs - to be funded from grant reserves	64
Increase in grant income in Housing Options	(42)

Virements to be approved

Homelessness - Increase to Supplies and Services	120
Homelessness - Increase to Income	(120)

79

(25)

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

Corporate Management Team

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,404	1,330	(74)	1,330	0
Transport Related	6	6	0	6	0
Supplies and Services	328	263	(65)	263	0
Income	0	(76)	(76)	(76)	0
Controllable Costs	1,737	1,522	(215)	1,522	0
Support Cost Recharges	(1,380)	(1,380)	0	(1,380)	0
Non-Controllable costs	(1,380)	(1,380)	0	(1,380)	0
Corporate Management Team	357	142	(215)	142	0

Virements (officer agreed budget transfers)

Apprentices - transfer to Planning	(51)
Apprentice - transfer to Policy and Culture	(24)
Corporate Projects (transfer to Resources and Law and Admin) for HR/Payroll systems review project	(45)
Corporate Projects - transfer to Law and Admin for Council	(20)
Chamber webcasting support	
Corporate Projects - transfer to Community & Housing	(13)
Strategy for Sport Development and Sport facilities strategy	
Corporate Projects - transfer to Community & Housing	(10)
Strategy for CCTV in Hatfield	
Corporate Projects - transfer to Community & Housing	
Strategy for 70th anniversary Comet celebrations	(10)
Corporate Projects - transfer to Community & Housing	
Strategy for Positive Pathways	(10)
Corporate Projects - transfer to Law and Admin for Standards Committee	(10)
Corporate Projects - transfer to Law and Admin for Corporate Training	(10)
Corporate Projects - transfer to Community & Housing	
Strategy for Countywide SOS Project	(8)
Corporate Projects - transfer to Planning for Better business for all	(5)
Corporate Projects - transfer to Planning Game Fair support	(1)

Forecast Outturn changes

None

0

(215)

0

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

RISK and OPPORTUNITIES SUMMARY - as at 31 December 2019

Item	Type of Variance	Directorate	Risks	Opportunities
Planning Fees Income	One Off	PPPG		(79,680)
Salaries & agency (General Fund) (excludes wages and other employee costs)	One Off	Corporate		(61,260)
	Total One Off		0	(140,940)
Localised Council Tax support	Ongoing	RECS		(31,576)
Local Land Charges Income	Ongoing	PPPG	13,232	
	Current Total Ongoing		13,232	(31,576)
	Grossed Up Ongoing		17,643	(42,101)
Net potential favourable movement to current forecast position	Grand Total			(165,400)
Planned & Responsive Maintenance Programme	Profiling	RECS		(199,033)
Parking Fee Income	Profiling	RECS		(88,396)
Utilities - Electricity & Gas	Profiling	Corporate		(70,894)
Homelessness and Housing Allocations (TA Costs and grant - net)	Profiling	H&C		(30,586)
Planning Policy - Project expenditure	Profiling	PPPG		(51,043)
Corporate Projects	Profiling	Corporate		(46,677)
Planning Policy Local Development Framework	Profiling	PPPG		(29,798)
Bank charges	Profiling	RECS		(25,119)
Outside Printing	Profiling	Corporate		(14,290)
Elections	Profiling	RECS	82,579	
Houses of multiple occupation licence income	Profiling	H&C	71,073	
General Fund Garages - Income	Profiling	RECS	11,471	
	Total Profiling		165,124	(555,837)
	Projected Year End Impact		0	0

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for CORPORATE BUDGETS

Full Year				Year to date			
Item	Current Budget 2019/20 £	Forecasted Outturn 2019/20 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast £	Action / comments
Salaries & agency (General Fund) (excludes wages and other employee costs)	12,464,520	12,464,520	0	9,442,635	9,381,375	(61,260)	Agency costs are currently higher than the savings generated by vacant posts. Largely due to increased costs in the Legal department.
Utilities - Electricity & Gas	614,920	649,160	34,240	486,870	415,976	(70,894)	Undersepnads on both electricity and gas
Outside Printing	137,090	113,900	(23,190)	85,425	71,135	(14,290)	Savings on costs relating to Campus West/Communications. Strategy in place on how the budget will be spent during the financial year
Car Allowances	89,880	70,140	(19,740)	52,605	47,698	(4,907)	
Corporate Projects	68,790	68,790	0	46,718	40	(46,677)	To be spent on longer term projects as required throughout the year in order to release ongoing savings

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Resources, Environment & Cultural Services

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Estates - Rental Income	(3,392,090)	(3,357,850)	34,240	(3,367,908)	(3,368,627)	(719)	
Weltech - Income	(435,810)	(488,680)	(52,870)	(386,510)	(386,745)	(235)	Occupancy in December 100% - target is 90%
Localised Council Tax support	(71,680)	(53,200)	18,480	(69,180)	(100,756)	(31,576)	Budget to be monitored as potential future saving
IT - Hardware & Software purchases & maintenance	345,780	344,000	(1,780)	274,790	284,453	9,663	
Telephone Network Charges	175,500	159,790	(15,710)	112,718	72,697	(8,991)	

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Resources, Environment & Cultural Services

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Photocopier costs	68,600	62,570	(6,030)	61,390	52,298	(9,092)	
Insurance Premiums	421,290	382,230	(39,060)	382,230	378,707	(3,523)	
Bank charges	203,990	163,990	(40,000)	136,015	110,896	(25,119)	Contract was retendered in 2018/19 generating savings. Will be released in the 2020/21 budget setting process.
General Fund Garages - Income	(2,330,080)	(2,330,080)	0	(2,257,080)	(2,245,609)	11,471	Charge increased by 2.5% in 2019/20 and target increased by £50k. This variance is being closely monitored.
Planned & Responsive Maintenance Programme	965,950	1,035,030	69,080	776,272	577,239	(199,033)	Over £250k of works committed but not yet paid

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Resources, Environment & Cultural Services

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Recycling Credits & Sales Income (excluding garden waste)	(556,240)	(556,240)	0	(354,125)	(360,544)	(6,419)	Some of these income streams can be 2-3 months behind. The income generated by newspaper recycling is currently behind target.
Parking Fee Income	(1,333,320)	(1,302,730)	30,590	(970,955)	(1,059,351)	(88,396)	One off saving due to backdated Penalty Charge Notice income.

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Campus West

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£		£	
Campus West - Employee Costs (including salaries and wages)	1,006,760	1,006,760	0	755,070	698,717	(56,353)	Mainly due to the reduction in use of casual staff
Campus West - Catering Income	(566,240)	(566,240)	0	(408,096)	(389,777)	18,319	Adverse variance of £12,267 when compared to the actual of £402,044 reported at the same period last financial year
Campus West - Food & Beverage Supplies	302,620	302,620	0	226,965	221,394	(5,571)	Expenditure levels are linked to Catering income
Campus West - Cinema Income	(925,960)	(925,960)	0	(677,895)	(716,572)	(38,676)	Favourable variance of £41,652 when compared to the actual of £674,920 reported at the same period last financial year
Campus West - Film Hire	396,600	396,600	0	297,450	327,334	29,884	Expenditure levels are linked to Cinema income

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Campus West

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£		£	
Campus West - Rollercity Income	(275,220)	(275,220)	0	(195,087)	(173,331)	21,757	Adverse variance of £10,581 when compared to the actual of £183,912 reported at the same period last financial year
Campus West - Soft Play Income	(159,360)	(159,360)	0	(112,288)	(121,232)	(8,944)	Favourable variance of £16,695 when compared to the actual of £104,537 reported at the same period last financial year
Campus West - Other Income	(137,000)	(137,000)	0	(102,750)	(187,249)	(84,499)	

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Public Protection, Planning and Governance

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Local Land Charges Income	(81,730)	(94,730)	(13,000)	(71,048)	(57,816)	13,232	
Central Postal Charges	125,040	120,770	(4,270)	94,202	92,675	(1,527)	
Elections	239,320	245,250	5,930	196,492	279,072	82,579	Some costs due to be claimed back from the Electoral Commission; figures should be finalised in the new year.

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Public Protection, Planning and Governance

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Planning Fees Income	(984,910)	(1,054,910)	(70,000)	(791,182)	(940,862)	(149,680)	Accrual of £262,086 carried over from 2018/19. The additional income has meant an increased workload and the need for additional resources within the Planning team
Planning Policy - Project expenditure	40,000	280,430	240,430	270,430	219,387	(51,043)	Additional work funded from earmarked reserve. An additional £132k of works have been committed but not yet paid.
Planning Policy Local Development Framework	44,800	44,800	0	33,600	3,802	(29,798)	Over £23k of works committed but not yet paid.

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2019 for Housing and Communities

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Houses of multiple occupation licence income	(152,000)	(152,000)	0	(114,000)	(42,927)	71,073	Licences are for a 5 year period. Income levels are not being met are being monitored closely.
Temporary Accommodation costs	6,000	50,000	44,000	37,500	68,771	31,271	Families have started to be moved out from B & B and into Inspira House but this area is likely to be overspent with a further £25k of committments still to be paid.
Homelessness and Housing Allocations	578,070	524,350	(53,720)	447,152	385,296	(61,857)	Additional government grant income to be added to earmarked reserves at year end if not spent during this financial year.

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

Arrears by service at 31st December 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	500.00	0.00	0.00	0.00	4,110.00	4,610.00
Planning	17,099.32	1,334.70	-1,501.08	4,272.42	3,582.13	24,787.49
Public Health & Protection	-1,341.00	3,838.00	2,180.00	3,639.22	505.74	8,821.96
	16,258.32	5,172.70	678.92	7,911.64	8,197.87	38,219.45
Housing and Communities						
Housing Operations	41,366.49	648.40	-97.50	322.25	2,813.79	45,053.43
Housing Property Services	0.00	0.00	0.00	0.00	500.00	500.00
Community & Housing Strategy1	5,220.00	3,027.00	4,597.46	27,013.81	33,746.03	73,604.30
	46,586.49	3,675.40	4,499.96	27,336.06	37,059.82	119,157.73
Resources, Environment & Cultural Services						
Policy & Culture	9,019.23	2,464.20	1,269.50	462.00	176.00	13,390.93
Environment - Cemeteries	3,400.00	423.48	0.00	1,285.00	3,895.00	9,003.48
Environment - Street Cleaning	1,584.00	1,584.00	130.00	0.00	1,886.00	5,184.00
Environment - Other	332,943.70	7,155.29	-400.00	-885.22	439.96	339,253.73
Resources - Shopping Centres	148,513.41	6,049.65	274.68	6,193.97	72,304.73	233,336.44
Resources - Hatfield Town Centre8	51,285.21	122.29	0.00	32,700.95	293.84	84,402.29
Resources - Ground rent	26,674.56	-310.50	-296.86	13,911.37	14,405.76	54,384.33
Resources - Garages	18,594.17	9,562.93	41,552.97	17,787.82	78,939.54	166,437.43
Resources - Other Corporate Property	66,577.88	16,125.74	-167.92	12,989.08	5,112.36	100,637.14
Resources - Local authority contract	143,589.86	448,209.25	0.00	0.00	0.00	591,799.11
Resources - Other	2,898.24	0.00	59.24	-120.00	21,738.52	24,576.00
	805,080.26	491,386.33	42,421.61	84,324.97	199,191.71	1,622,404.88
TOTAL	867,925.07	500,234.43	47,600.49	119,572.67	244,449.40	1,779,782.06

	Breakdown below:	Breakdown below:
Rental Deposit scheme 1	24,239.36	23,081.53
Referred to legal 2	22,955.12	33,574.23
Payment plan 3	150.00	60,213.06
Chasing - other LAs and partner orgs 4	0.00	9,945.09
Chasing - other orgs & individuals 4	56,031.91	41,234.40
Garages 5	17,787.82	78,939.54
Balances of less than £50 6	4,054.08	10,069.10
Unallocated credits 7	-5,645.62	-12,607.55

Analysis and actions being taken re debt over 90 days

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

Previous quarters information

	1-30 Days Overdue	31-60 Days Overdue	31-60 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Q3 2018/19	947,620.10	150,069.90	120,091.38	73,980.76	181,543.21	1,473,305.35
Q4 2018/19	711,366.85	12,556.16	16,151.34	185,033.74	175,390.93	1,100,499.02
Q1 2019/20	809,460.51	101,055.28	29,115.12	311,330.31	198,204.20	1,449,165.42
Q2 2019/20	653,121.51	153,837.12	43,655.72	170,519.33	199,652.64	1,220,786.32

Welwyn Hatfield Borough Council
Housing Revenue Account - December 2019

Description	Original Budget £'000	Current Budget £'000	Variance to Original £'000	Forecast Outturn £'000	Variance to Current £'000
Dwelling rents	(48,644)	(48,644)	-	(48,644)	-
Non-dwelling rents	(541)	(541)	-	(541)	-
Tenants' charges for services and facilities	(1,905)	(1,884)	21	(1,856)	28
Leaseholders' charges for services and facilities	(651)	(672)	(21)	(823)	(151)
Contributions towards expenditure	(452)	(452)	-	(452)	-
De minimis receipts	(8)	(8)	-	(17)	(9)
Total Income	(52,200)	(52,200)	-	(52,332)	(132)
Repairs and maintenance	9,474	9,474	-	9,172	(302)
Supervision and management	8,323	8,316	(8)	9,007	691
Special services	3,703	3,711	8	3,835	124
Rents, rates, taxes and other charges	945	945	-	997	52
Increase / (Decrease) in impairment allowance for doubtful debts	500	500	-	500	-
Depreciation	14,777	14,777	-	14,777	-
Debt management costs	39	39	-	39	-
Sums directed by Secretary of State	50	50	-	50	-
Total Expenditure	37,811	37,811	()	38,377	566
HRA share of Corporate and Democratic Core	730	730	-	730	-
Net Cost of Services	(13,659)	(13,659)	()	(13,225)	433
Less Interest and Non-Statutory Items:					
Interest payable and similar charges	6,492	6,492	-	6,492	-
HRA financing and investment income	(94)	(94)	-	(200)	(106)
Revenue Contribution to Capital	7,068	7,068	-	6,891	(177)
Total Adjustments	13,466	13,466	-	13,183	(283)
(Surplus) / Deficit	(193)	(193)	()	(42)	150
Opening HRA Operating Balance	(2,471)	(2,597)	(126)	(2,597)	-
In-year (Surplus) / Deficit	(193)	(193)	()	(42)	150
Closing HRA Operating Balance	(2,663)	(2,789)	(126)	(2,639)	150

Welwyn Hatfield Borough Council
Housing Revenue Account Forecast Variances- December 2019

Forecast Outturn changes	
Revenue Contribution to Capital - Adjusted to maintain a HRA closing balance of 5% of total income	(177)
Tenants charges for services and facilities - Reduction in court costs recovered and alarm monitoring	27
Leaseholders charges for services and facilities - Increased income from service charges (directly linked to cost incurred on leaseholder services)	(151)
Supervision and management - Triennial lump sum pension contribution	647
Supervision and management - Decrease in consultancy fees, subscriptions and Assisted Transer	(156)
Repairs and maintenance - Decrease in forecast spend in External Responsive Repairs	(300)
Repairs and maintenance - Increased forecast spend on firewatchmen at Queensway House (Health and Safety)	200
Other minor vaiances	(5)
Special Services - Increase in forecast spend on Building Maintenance and Council Tax on hostels	171
HRA financing and investment income - Increase forecast on HRA investment income	(106)
	150

Budget Efficiency Savings 2019/20 - 2021/22

Appendix F

Head of Service	Title of the proposal	2019/20 (Budgeted) £'000	2019/20 (Forecast) £'000	On Track
Head of Resources	Rental Income (Garage Rents)	(50)	(50)	●
Head of Resources	Rental Income (Strategic Property Investment)	(600)	(600)	●
Head of Resources	Rental Income (General Commercial Estate)	(160)	(160)	●
Head of Resources	Rental Income (Weltech Business Centre)	(50)	(50)	●
Head of Resources	Business Rates	(8)	(8)	●
Head of Resources	Localised Council Tax Support Grant	(21)	(21)	●
Head of Environment	Garden Waste Charging	(190)	(190)	●
Head of Environment	Additional payments from HCC for the diversion of waste from landfill	(25)	(25)	●
Head of Environment	Grounds Maintenance Highway Agency Agreement (renewal)	(60)	(60)	●
Head of Environment	Increase in parking fines issued	(30)	(30)	●
Head of Environment	Residential Permit Schemes	(6)	(6)	●
Head of Environment	Cemetery Fee Income	(30)	(30)	●
Head of Environment	On-street and off-Street combined service contract	(90)	(90)	●
Head of Environment	Car park enforcement	(30)	(30)	●
Head of Policy and Culture	Reduction in GLL Management Fee	(217)	(217)	●
TOTAL		(1,567)	(1,567)	

●	On track for delivery of saving
●	Risk identified to delivery of saving
●	Saving will not be delivered