

Welwyn Hatfield Borough Council - Budget Monitoring - General Fund Summary Quarter 1 2021/22

Appendix A1

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

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

General Fund Reserves Summary Quarter 1 2021/22

Appendix A2

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

Summary of virements between services - Quarter 1 2021/22

Appendix A3

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

Corporate Director (Resources, Environment and Cultural Services)

31 March 2022 variances

Appendix B1

Head of Resources

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

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

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

Corporate Director (Resources, Environment and Cultural Services)

31 March 2022 variances

Appendix B2

Head of Environment

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

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

Corporate Director (Resources, Environment and Cultural Services)

31 March 2022 variances

Appendix B3

Head of Policy and Culture

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

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

Corporate Director (Public Protection, Planning and Governance)

31 March 2022 variances

Appendix B4

Head of Law and Administration

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

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

Corporate Director (Public Protection, Planning and Governance)

31 March 2022 variances

Appendix B5

Head of Planning

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

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

Corporate Director (Public Protection, Planning and Governance)

31 March 2022 variances

Appendix B6

Head of Public Health and Protection

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

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

Corporate Director (Housing and Communities)
31 March 2022 variances

Appendix B7

Head of Community & Housing Strategy (GF)

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

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

Budgets managed by the Corporate Management Team
31 March 2022 variances

Appendix B8

Corporate Management Team (GF)

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

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

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

HRA By Service Area

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

HRA Reserves

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

Corporate Director (Housing and Communities)

31 March 2022 variances

Appendix D1

Head of Community & Housing Strategy (HRA)

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

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

Corporate Director (Housing and Communities)

31 March 2022 variances

Appendix D3

Head of Housing Property Services

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

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

Corporate Director (Housing and Communities)

31 March 2022 variances

Appendix D2

Head of Housing Operations

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

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

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

Corporate Director (Housing and Communities)

31 March 2022 variances

Appendix D4

Corporate Management Team (HRA)

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

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

Arrears by service at 31 June 2021

Appendix E

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

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

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

Analysis and actions being taken re debt over 90 days
1. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property and are to be repaid when they leave and make up the majority of Community & Housing Strategy debts over 365 days. The more recent debts have instalment plans in place.
2. Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
3. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
4. Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance. This is the step before considering referring the debt for legal action or when legal action is inappropriate e.g. another local authority or partner organisation.
5. Garages - these debts are being pursued by the Garages Team using direct customer contact and legal action where appropriate. Annual income from garage rents is around £2.3m across over 4,000 garages.
6. Balances of less than £50 - many of these debts are ground rent and an exercise is underway to chase up the non payment of these charges.
7. Unallocated credits - these arise when customers pay a different amount than the invoice issued or where a customer pays in advance of an invoice being raised.
8. Hatfield Town Centre - the total annual rental income from commercial tenants is £544k.

Budget Efficiency Savings 2021 - 2022

Appendix F

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

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