

Welwyn Hatfield Borough Council - Budget Monitoring - General Fund Summary - 30 June 2023

Appendix A1

Description	YTD Budget	YTD Actual	YTD	Current	Forecast	Variance to
	2023/24	(inc Cmmt)	Variance	Budget	Outturn	Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Customer Service and Transformation	359	419	60	1,516	1,858	341
Finance	2,262	(61)	(2,324)	5,754	5,806	52
ICT and Digital	456	356	(101)	1,825	1,589	(236)
Legal and Governance	788	752	(36)	2,797	2,727	(69)
Executive Director (Finance and Transformation)	3,865	1,466	(2,399)	11,892	11,979	87
Leisure, Community and Cultural Services	710	317	(393)	2,948	3,325	377
Planning	197	370	173	789	1,350	562
Regeneration and Economic Development	(879)	(1,463)	(584)	(3,036)	(2,940)	96
Executive Director (Place)	28	(776)	(804)	701	1,736	1,035
Service Director (Property Maintenance and Climate Change)	(297)	(549)	(252)	(928)	(956)	(27)
Service Director (Resident and Neighbourhood)	1,301	896	(406)	8,842	8,748	(95)
Senior Leadership Team	126	106	(20)	505	505	0
Net Controllable Income and Expenditure	5,024	1,142	(3,882)	21,012	22,012	1,000
Net Recharge to the Housing Revenue Account	20	0	(20)	(6,243)	(6,298)	(55)
Net Cost of Services	5,044	1,142	(3,902)	14,769	15,714	945
Income from Council Tax				(12,152)	(12,152)	0
Plus/Less Council Tax collection fund deficit/(surplus)				342	342	0
Business Rates Income				(3,950)	(3,950)	0
Plus/Less Rates collection fund deficit/(surplus)				2,237	2,237	0
New Homes Grant				(288)	(288)	0
Services Grant				(870)	(870)	0
Less Interest & Investment Income				(200)	(240)	(40)
Capital Financing Costs				1,354	1,354	0
Borrowing Interest				780	780	0
Parish Precepts				2,031	2,031	0
Net Total before movements in reserves				4,052	4,958	905
Contribution (from) / to Earmarked Reserves				(857)	(857)	0
Contribution (from) / to Earmarked Reserves - Collection Fund				(2,579)	(2,579)	0
Contribution (from) / to GF balances				(616)	(1,522)	(906)

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

General Fund Reserves Summary - 30 June 2023

Appendix A2

Reserve	Balance at 1 April 2023	Budgeted Movement	Approved Changes	Forecast Changes	Forecast Balance 31 March 2024
	£'000	£'000	£'000	£'000	£'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,432	(50)			1,382
Business Rates Retention Reserve	4,757	(2,579)			2,178
Pensions Reserve	1,201	(400)			801
Transformation Reserve	750	(158)			592
Commitment Reserves	217				217
Grants and Contributions Reserve	2,087	(249)			1,838
Local Plan Reserve (Other reserves)	300				300
Climate Change Reserve (Other reserves)	116				116
Civic Buildings Reserve (Other reserves)	241				241
Disability Access Reserve	82				82
Other Reserves	97				97
Total Earmarked Reserves	11,279	(3,436)	0	0	7,844
General Fund Working Balance	6,783	(616)	0	(906)	5,261
Total Reserves	18,062	(4,052)	0	(906)	13,105

Summary of virements between services

Appendix A3

Service	Virement Detail	Virement Total
Leisure, Community and Cultural Services	Realignment of functions following the restructure in 22/23 and further team reviews	26
Regeneration and Economic Development	Realignment of functions following the restructure in 22/23 and further team reviews	(26)
Total Increase/(Decrease) to Net Cost of Service Budgets		0

Customer Service and Transformation

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	405	378	(27)	1,621	1,637	16
Premises Related	64	3	(61)	339	264	(75)
Transport Related	0	1	1	0	0	0
Supplies and Services	78	59	(19)	312	312	0
Third Party Payments	77	28	(49)	306	306	0
Transfer Payments	0	0	0	0	0	0
Income	(265)	(51)	214	(1,062)	(662)	400
Controllable Costs	359	419	60	1,516	1,858	341

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Due to issues with utility access the opening of the crematorium has been delayed until September. The income forecast has therefore been reduced to reflect that it will only be operational for half of the financial year; this has been offset with savings from reduction in utilities usage.	134	325
d) There are several vacancies within the service which are currently being recruited to. Agency cover has been found for some of these posts where needed and costs are being monitored.	(37)	16
e) Other small variances.	(37)	(0)
TOTAL	60	341

Finance

Description	YTD Budget 2023/24 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2023/24 £ '000	Forecast Outturn 2023/24 £ '000	Variance to Current £ '000
Employees	1,541	1,450	(91)	2,985	2,967	(18)
Premises Related	0	0	0	297	358	60
Transport Related	0	0	(0)	15	6	(9)
Supplies and Services	297	137	(161)	409	409	0
Third Party Payments	616	170	(446)	2,463	2,484	21
Transfer Payments	6,902	6,643	(258)	27,607	27,607	0
Income	(7,094)	(8,461)	(1,367)	(28,023)	(28,025)	(2)
Controllable Costs	2,262	(61)	(2,324)	5,754	5,806	52

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There is currently a year to date underspend due to accruals from the previous financial year for external audit not yet having been billed by the auditors, along with Q1 for 2023/24 not having been billed. However, a small overspend is forecasted at year end due to the increasing fees for testing and audit work that is being seen across the sector.	(146)	21
b) Grant given by central government to help with the cost of living for those that have alternative fuel methods. Ongoing payments are being made to residents that are entitled to this support, any surplus funds will be returned as per the grant conditions. The scheme closed on 31 May 2023 but we are still receiving applications from The Department of Business, Energy and Industrial Strategy (BEIS) which we are required to process until 11 August 2023.	(358)	0
b) Grant payments received in previous financial years, that are expected to be returned to central government following reconciliation processes. We recently completed a reconciliation exercise for the Energy Grant scheme which we administered in 2022/23 and this should be the final scheme from previous years where any residual funding may need to be returned.	(1,387)	0
c) There is currently a year to date underspend due to the timing of invoice payments relating to revenues and benefits, and accruals from 22/23 which are still to be paid. No year end variance is forecasted.	(361)	0
d) There are a number of vacant posts within the Financial Services team resulting in an underspend, partially offset by agency cover. All posts have now been recruited to and start dates are being finalised.	(14)	(34)
e) There is a year to date overspend for benefit payments made, due to differences in timing between the benefit being paid to residents and receiving the income from central government to fund these payments. A subsidy mid-year estimate will be undertaken in August which will provide more data, and enable any variances to be picked up on.	113	0

f) The Council's Insurance products are forecasted to cost more than budgeted for. The majority of the overspend (£56k) relates to Housing Insurance and will be recharged to the HRA.	0	67
e) This relates to court costs income received for council tax and NDR. Income received to date is £78k for council tax and £6k for NDR. An adverse variance shows year to date due to the profiling of the budget. Accounting adjustments are completed as part of the Collection Fund year end processes and therefore no year end variance is forecast. This is checked on a regular basis to ensure we are on track to achieve the budgeted levels of income.	92	0
e) Year to date underspends on central budgets that will be used during the financial year. This includes central provision included for ongoing income pressures, which are likely to be vired through the financial year. No significant forecast variance is expected at present.	(230)	(2)
e) Other small variances.	(34)	0
TOTAL	(2,324)	52

ICT and Digital

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	40	103	64	158	538	379
Premises Related	0	0	0	0	0	0
Transport Related	0	1	1	0	4	4
Supplies and Services	164	298	134	658	747	89
Third Party Payments	252	(47)	(299)	1,009	300	(709)
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	456	356	(101)	1,825	1,589	(236)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There is a year-to-date underspend in IT as the new staffing structure is still being recruited to and some positions will be vacant for several more months before new employees start. There are also efficiency savings achieved by bringing IT in-house. Details are being finalised on the structure and contracts following the insourcing of the service, and a virement will be presented to Cabinet in quarter 2.	(168)	(268)
d) Other small variances.	67	32
TOTAL	(101)	(236)

Legal and Governance

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	571	430	(142)	2,049	1,916	(133)
Premises Related	2	13	11	2	16	13
Transport Related	4	4	(0)	9	7	(2)
Supplies and Services	213	312	98	747	797	50
Third Party Payments	30	12	(18)	119	96	(23)
Transfer Payments	0	0	0	0	0	0
Income	(33)	(18)	15	(130)	(105)	25
Controllable Costs	788	752	(36)	2,797	2,727	(69)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There is a year to date overspend on local elections. Costs have been incurred in the early part of the year, so this is a timing difference compared to the profiling of the budget. Profiling will be updated for quarter 2. No material variance is anticipated by the end of the year.	48	(3)
d) There is a year to date underspend on salary budgets due to vacancies, partially offset by agency costs of covering those vacancies.	(103)	(137)
d) Income from search fees is expected to be less than budgeted based on historic trends.	17	67
e) There is a year to date underspend on training. The training programme has started and a new Learning Management System has been rolled out, so a full review of the programme is underway and no variance is anticipated. .	(38)	0
d) Other small variances.	41	4
TOTAL	(36)	(69)

Regeneration and Economic Development

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	295	249	(46)	1,134	908	(226)
Premises Related	206	167	(39)	1,352	1,366	14
Transport Related	0	1	1	2	2	0
Supplies and Services	106	128	23	422	453	31
Third Party Payments	152	116	(36)	608	617	9
Transfer Payments	0	0	0	0	0	0
Income	(1,638)	(2,125)	(486)	(6,554)	(6,286)	268
Controllable Costs	(879)	(1,463)	(584)	(3,036)	(2,940)	96

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
c) Rent charge at Weltech. This relates to rent paid for a finance lease throughout the year, which is then credited back to this cost centre as part of the leases year-end process, resulting in a net nil variance at year end.	39	0
c) There is a timing difference between the timing of payments to parking contractors and the profiling of the budget.	(46)	0
e) There is currently a favourable variance on utility payments due to a 2-3 month lag in receiving utility invoices. At present no year end variance is expected but this is being monitored on a monthly basis.	(76)	0
d) There are a number of vacancies within the team, resulting in an year to date saving. Although the aim is to recruit to a number of these positions, an underspend is still expected at year end.	(49)	(236)
e) Net income from Parking fees and charges is lower than the year to date profiled budget due to timing differences in receiving income. Work is ongoing to improve the reporting on this area.	38	0
e) Net income from parking season tickets and parking permit schemes is lower than the year to date profiled budget due to timing differences in receiving income. Work is ongoing to improve the reporting in this area.	12	0

d) Rent - Rent is received in advance either quarterly, monthly or annually and budgets are profiled accordingly. The year to date variance is the result of timing differences based on rents being received at different times to the budget profile. An adverse variance is forecasted at year end based on a number of different factors including increased interest rates, backlog of rent reviews from covid, as well as some units being surrendered earlier than anticipated resulting in a short period of loss of rental income while the redevelopment takes place.	(573)	275
c) Timing differences between payments of Council Tax and profiling of budgets.	49	0
d) A slight overspend is forecasted on hardware maintenance across both business centres, which primarily relates to broadband and phone lines.	24	13
f) A slight overspend is forecasted on the cleaning contract.	0	14
d) Other small variances.	(1)	30
TOTAL	(584)	96

Planning

Description	YTD Budget 2023/24 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000
Employees	420	389	(31)
Premises Related	0	0	(0)
Transport Related	0	1	0
Supplies and Services	59	125	66
Third Party Payments	13	1	(13)
Transfer Payments	0	0	0
Income	(295)	(145)	150
Controllable Costs	197	370	173

Current Budget 2023/24 £ '000	Variance to Original £ '000	Forecast Outturn 2023/24 £ '000	Variance to Current £ '000
1,679	0	1,634	(45)
2	0	2	0
2	0	1	(1)
235	0	476	241
53	0	53	0
0	0	0	0
(1,181)	0	(814)	367
789	0	1,350	562

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Net underspends across employee costs due to vacancies.	(30)	(45)
d) There is a shortfall in income from planning fees and charges. There are ongoing risks in this area around fewer planning application fees being received, reflective of increasing costs of living and current economic conditions discouraging homeowners from planning home improvements. This is comparable with other Local Authorities.	153	367
d) There are a number of workstreams which will require the use of external legal and consultancy advice due to the likelihood of further planning appeals, legal challenges related to specific sites, the Local Plan, and ongoing enforcement matters.	47	250
d) Other small variances.	3	(9)
TOTAL	173	562

Leisure, Community and Cultural Services

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	674	602	(72)	2,697	2,524	(173)
Premises Related	404	69	(335)	1,723	1,723	0
Transport Related	1	1	0	2	2	0
Supplies and Services	320	650	330	1,279	1,127	(152)
Third Party Payments	86	55	(31)	345	345	0
Transfer Payments	0	0	0	0	0	0
Income	(775)	(1,059)	(285)	(3,098)	(2,396)	703
Controllable Costs	710	317	(393)	2,948	3,325	377

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) Quarter 1 utility bills have not yet been processed, resulting in a timing difference of spend against budget.	(271)	0
b) Expenditure on homelessness which will be funded from the Homelessness Prevention Grant awarded by central government. The service manager is working on finalising expenditure plans for the year with a view to providing an accurate full year forecast once the programme of work is agreed. A virement will be processed during Quarter 2 to make use of the grant in accordance with financial regulations.	350	0
b) Government grant income (Homelessness Prevention Grant) to be used to fund various homelessness projects. The service manager is currently producing a list of all expected 23/24 grant income with a view to updating the full year forecast once confirmed.	(525)	0
d) Net underspends across Campus West Employee Costs, which will be monitored closely throughout the year.	(81)	(221)
d) Net underspends across Campus West Supplies and Services Costs, particularly due to lower film and panto fees paid so far in the year.	(93)	(155)
d) Net income shortfall across most activity streams at Campus West. The biggest drivers of this are cinema ticket sales and food and beverage income. A reduced number of blockbuster movies has resulted in a decrease in income. This combined with the recent good weather and the cost of living crisis has seen a continuation of lower than anticipated footfall. This has been partially offset by early Panto ticket sales and Parties generating more YTD income than expected.	319	742
d) Other small variances.	(92)	12
TOTAL	(393)	377

Resident and Neighbourhood

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	657	518	(140)	2,629	2,592	(37)
Premises Related	45	14	(31)	296	339	43
Transport Related	4	6	2	15	19	5
Supplies and Services	67	99	33	266	289	23
Third Party Payments	2,134	1,196	(938)	8,537	8,096	(441)
Transfer Payments	0	0	0	0	0	0
Income	(1,605)	(937)	668	(2,901)	(2,588)	313
Controllable Costs	1,301	896	(406)	8,842	8,748	(95)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Part of the year to date variance is linked to the timing of invoice payments. Inflation on the Urbaser contract is also lower than was budgeted for, following a reduction to inflation rates at the time the contractual increases were due. A provisional estimate has been included for the year end variance, which will be refunded for the next reporting period.	(593)	(450)
d) There are often fluctuations in the income associated with recycling. Nationally the price of recyclables has reduced impacting on the level of income the Council is expecting to achieve. In particular, paper and plastic prices are less than 50% against prices for the same period last year.	208	273
d) Garden Waste subscriptions are not expected to meet their income targets due to the cost of living crisis reducing the number of subscribers.	35	14
d) Less income is expected for Permit Fees and Health and Safety Courses than has been budgeted for. Health and Safety courses have been reduced and therefore will not generate as much income as in previous years.	7	22
d) Salary costs are forecasting a small overspend, this will be closely monitored throughout the year.	1	14
d) There is a shortfall in income expected for Hackney Carriges, partially offset by savings from vacancies.	19	21
d) Favourable forecast variance expected for Private Sector Housing due to an additional annual contribution secured from the University of Hertfordshire for £30k. £5k in additional income from fines has also been forecasted based on a five year average.	6	(35)
d) A saving was included for allotments, which has not yet been identified or realised. A year end variance has been included, but will be removed if these savings can be identified.	(10)	27
d) Tree Maintenance Works are showing a year to date underspend. These works relate to management and maintenance of existing trees and are largely weather dependent. Currently no variance is expected at year end.	(71)	0

d) Other small variances.	(9)	19
TOTAL	(406)	(95)

Property Maintenance and Climate Change

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	129	141	12	516	489	(27)
Premises Related	289	132	(157)	1,414	1,414	0
Transport Related	0	0	(0)	1	1	0
Supplies and Services	16	23	6	65	65	0
Third Party Payments	0	(24)	(24)	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	(731)	(821)	(89)	(2,925)	(2,925)	0
Controllable Costs	(297)	(549)	(252)	(928)	(956)	(27)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) There have been vacancies within the service resulting in a year to date underspend, net of agency costs incurred. These are currently being recruited to.	(28)	(27)
e) This variance relates to utility payments; there is currently a 2-3 month lag with utility invoices being sent. At present no year end variance is expected but this is being monitored on a monthly basis.	(55)	0
e) Repairs budgets are currently showing as underspent, due to the budget being profiled equally throughout the year. Maintenance will be spent as needed throughout the year. At present no year end forecast has been provided but this will be regularly checked.	(38)	0
c) There is currently a year to date underspend on contract cleaning, invoices are due to be paid and no year end forecast is currently needed.	(70)	0
e) Other small variances.	(61)	0
TOTAL	(252)	(27)

Chief Executive and PAs

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	79	82	4	315	315	0
Premises Related	0	0	0	0	0	0
Transport Related	0	0	(0)	1	1	0
Supplies and Services	47	24	(24)	190	190	0
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	126	106	(20)	505	505	0

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
e) Other small variances.	(20)	0
TOTAL	(20)	0

Welwyn Hatfield Borough Council Housing Revenue Account - June 2023

Appendix C1

Description	YTD Budget 2023/24 £'000	YTD Actual (inc Cmmt) £ '000	FYE Variance £'000	Current Budget 2023/24 £ '000	Forecast Outturn 2023/24 £ '000	Variance to Current £ '000
Dwelling rents	(13,980)	(13,793)	187	(55,920)	(55,720)	200
Non-dwelling rents	(109)	(152)	(43)	(435)	(435)	-
Tenants' charges for services and facilities	(484)	(484)		(1,938)	(1,773)	165
Leaseholders' charges for services and facilities	(393)	(710)	(317)	(1,474)	(1,474)	-
Contributions towards expenditure	(43)	(9)	34	(269)	(239)	30
Total Income	(15,009)	(15,148)	(139)	(60,036)	(59,641)	395
Repairs and maintenance	2,961	724	(2,237)	11,844	11,844	-
Supervision and management	1,600	1,798	198	11,542	11,854	312
Special services	1,159	873	(286)	4,637	4,397	(240)
Rents, rates, taxes and other charges	124	353	228	872	1,152	280
Impairment allowance for doubtful debts	-	41	41	490	490	-
Depreciation	-	-	-	16,602	16,602	-
Debt management costs	-	-	-	18	18	-
Sums directed by Secretary of State	-	-	-	50	50	-
Total Expenditure	5,845	3,788	(2,057)	46,055	46,407	352
HRA share of Corporate and Democratic Core	-	-	-	928	928	-
Net Cost of Services	(9,164)	(11,360)	(2,196)	(13,053)	(12,306)	747

Less Interest and Non-Statutory Items:						
Interest payable and similar charges	2,030	264	(1,766)	8,120	8,120	-
HRA financing and investment income	(20)	-	20	(78)	(158)	(80)
Revenue Contribution to Capital	1,192	-	(1,192)	4,769	4,125	(643)
Total Adjustments	3,203	264	(2,939)	12,811	12,087	(723)
(Surplus) / Deficit on the HRA	(5,961)	(11,096)	(5,135)	(242)	(218)	24

HRA By Service Area

Description	YTD Budget 2023/24 £'000	YTD Actual (inc Cmmt) £'000	YTD Variance £'000	Current Budget 2023/24 £'000	Forecast Outturn 2023/24 £'000	Forecast Variance £'000
Finance & Transformation	(11,560)	(13,093)	(1,533)	(45,608)	(45,297)	311
Place	(57)	50	108	(111)	(44)	67
Resident and Neighbourhoods	1,030	942	(88)	4,046	4,288	242
Property Maintenance and Climate Change	3,434	1,006	(2,428)	13,736	13,784	48
Corporate items	1,192	(2)	(1,193)	27,694	27,051	(643)
(Surplus) / Deficit on the HRA	(5,961)	(11,096)	(5,135)	(242)	(218)	24

HRA Reserves

	Current Budget 2023/24 £'000	Forecast Outturn 2023/24 £'000	Forecast Variance £'000
Opening HRA Balance	(2,764)	(2,764)	-
In-year (Surplus) / Deficit	(242)	(218)	24
Closing HRA Balance	(3,006)	(2,982)	24

Executive Director (Finance and Transformation)

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000			
Employees	411	904	493	1,643	1,834	191
Premises Related	0	0	0	0	0	0
Transport Related	3	2	(0)	10	9	(1)
Supplies and Services	2,380	511	(1,869)	10,010	10,010	0
Third Party Payments	0	(15)	(15)	0	0	0
Transfer Payments	0	0	0	50	50	0
Income	(14,353)	(14,495)	(142)	(57,321)	(57,201)	120
Controllable Costs	(11,560)	(13,093)	(1,533)	(45,608)	(45,297)	311

Controllable Variance Analysis	Date	Variance
d) There are a number of vacant posts across the service which are in the process of being recruited to. One post has been removed from the budget.	(69)	(110)
d) The annual lump sum pension payment was higher than budgeted for. The overspend will reduce by year end due to the profiling of the budget. Reprofiling of the budget has been completed in quarter 2.	558	299
d) There are some delays expected for the delivery of Minster House and 1-9 Town Centre Hatfield. As such there is reduced rental income expected from these sites.	156	200
e) Interest payments on loans; there are a number of interest payments still to be made resulting in the year to date underspend. The interest charged is looked at on a regular basis, this is heavily linked to the expected need for borrowing for the capital programme. A more detailed valuation is undertaken during quarter 2, once more certainly over capital project spend and timing of borrowing is more certain.	(1,766)	0
e) Year to date underspends on project budgets for support with items such as the White Paper on social housing. No forecast variance is expected at present.	(107)	0
c) This is a timing difference regarding the payment for leaseholder insurance. A tender exercise has been undertaken and payment is expected to be made soon.	(74)	0
e) Service charge income is currently showing a favourable variance as the annual estimates have been raised for the year. Further work is ongoing to raise the actual service charge bills for leaseholders which will include any repair expenditure that needs to be recharged. It is estimated that the service charge audit will take place between July and August ready for the bills to be raised in September when a forecast update will be provided.	(317)	0

e) This relates to the software budget for the HRA, an overspend is showing at present due to accounting treatment where the invoices relate to more than one financial year. This is adjusted as part of the year end processes. No year end forecast has been provided at present, this will be updated following a service review of all software.	85	0
d) As a result of increasing interest rates additional interest income is forecasted to be earned on cash balances held.	20	(80)
d) Other minor variances.	(17)	2
TOTAL	(1,533)	311

Housing Revenue Account
30 June 2023 variances

Appendix D2

Executive Director (Place)

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	123	166	43	490	512	22
Premises Related	89	142	53	476	536	60
Transport Related	0	1	1	2	2	0
Supplies and Services	16	16	0	65	67	2
Third Party Payments	15	60	45	60	60	0
Transfer Payments	0	0	0	0	0	0
Income	(301)	(335)	(34)	(1,204)	(1,221)	(17)
Controllable Costs	(57)	50	108	(111)	(44)	67

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Net overspend against employee costs, mainly due to capital recharge actuals against Housing Development (HRA) being less than the profiled budget. Not all capital recharges have been processed yet as we are awaiting information from the project teams; once processed, the year-to-date variance will reduce.	45	22
d) Additional costs for Water and Council Tax bills for Hostels.	59	60
c) Annual grant paid by the Hive to Jimmy Macs Activity Centre as one lump sum. This was budgeted to be paid quarterly resulting in a year to date overspend due to the profile of the budget.	45	0
d) Over-achievement of income at the Hive across various income streams due to increased use of services, including room hire, catering income and children's activities. In addition, full year rent income has been received from Jimmy Macs Activity Centre (see above).	(33)	(18)
d) Other minor variances.	(7)	3
TOTAL	108	67

Housing Revenue Account
30 June 2023 variances

Appendix D3

Service Director (Resident and Neighbourhood)

Description	YTD Budget 2023/24 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2023/24 £ '000	Forecast Outturn 2023/24 £ '000	Variance to Current £ '000
Employees	811	579	(232)	3,244	2,638	(606)
Premises Related	412	432	20	1,666	1,915	249
Transport Related	19	13	(6)	76	64	(12)
Supplies and Services	100	68	(32)	398	471	72
Third Party Payments	63	168	105	251	577	327
Transfer Payments	0	0	0	0	0	0
Income	(374)	(318)	57	(1,589)	(1,377)	212
Controllable Costs	1,030	942	(88)	4,046	4,288	242

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) Efficiency Savings from closing the Independent Living Control Centre. These savings are net of redundancy payments made.	(58)	(60)
d) Delays to capital projects such as Queensway and Howlands House are causing an overspend on council tax as the Council is responsible for council tax costs while these properties are empty. The variance is expected to reduce by year end due to the way the budget is profiled across the year.	274	250
d) Additional savings achieved from moving the Community Buses service to a third party provider.	(12)	(12)
d) Temporary Accommodation costs relating to hotel costs for decants. The higher year end forecast is due to the increased hotel costs expected due to high demand.	4	40
e) There is currently an underspend relating to utility payments due to a 2-3 month lag in receiving invoices from utility companies. This area will be carefully monitored and continually reviewed throughout the year.	(215)	0
d) There is currently an underspend due to vacancies, this is expected to reduce throughout the year due to use of agency staff.	(34)	2
e) Payments to contractors are currently showing an underspend. Works are expected to pick up later on in the year and no year end variance is currently expected.	(30)	0
d) Other minor variances	(18)	23
TOTAL	(88)	242

Service Director (Property Maintenance and Climate Change)

Description	YTD Budget 2023/24	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2023/24	Forecast Outturn 2023/24	Variance to Current
	£ '000	£ '000	£ '000			
Employees	473	280	(193)	1,892	1,939	48
Premises Related	8	7	(1)	30	30	0
Transport Related	0	1	1	1	1	0
Supplies and Services	428	(46)	(474)	1,712	1,712	0
Third Party Payments	2,526	765	(1,761)	10,102	10,102	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	3,434	1,006	(2,428)	13,736	13,784	48

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
d) The service has recently been restructured and recruitment for the vacant posts has been ongoing. There are still a few vacant roles that are in the process of being recruited to.	(308)	(421)
d) Agency staffing costs. Due to current vacancies following the restructure, agency cover has been sought to ensure that service delivery is maintained. This is forecasted to cost £303k and is reviewed regularly based on any recruitment updates. There are further agency costs for the waking watch at Queensway house which is forecasted to cost £165k.	91	468
e) There are some contract payments for repairs that are still to be made. These will be made once the service has confirmed completion of the repair works and that prices are in line with the contract terms. No forecasted variance is expected at present for repairs.	(1,858)	0
c) The stock condition survey is expected to take place in the coming months and invoices will come through as they progress. No forecast variance is expected for this work.	(400)	0
d) Other minor variances.	48	1
TOTAL	(2,428)	48

Arrears by service at 30 June 2023

Appendix E

	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Executive Director - Place						
Economic Development	0.00	0.00	0.00	0.00	0.00	0.00
Commercial Property and Ground Rents	646,222.00	368,618.00	1,576.00	47,153.00	348,875.00	1,412,443.00
Parking and Playgrounds	85,708.00	0.00	0.00	0.00	0.00	85,708.00
Planning	13,829.00	0.00	0.00	0.00	6,713.00	20,543.00
Housing Options	3,478.00	350.00	430.00	10,169.00	117,356.00	131,783.00
Place other	16,008.00	200.00	133,278.00	127,563.00	72.00	277,121.00
	765,245.00	369,168.00	135,284.00	184,884.00	473,016.00	1,927,598.00
Executive Director - Finance & Transformation						
Cemeteries and Crematoriums	24,160.00	930.00	60.00	3,391.00	4,531.00	33,072.00
Finance	64,830.00	28,009.00	177.00	18,609.00	15,195.00	126,820.00
Finance and Transformation other	0.00	0.00	60.00	29,340.00	868.00	30,268.00
	88,990.00	28,939.00	297.00	51,340.00	20,594.00	190,160.00
Service Director - Property Maintenance & Climate Change						
Former garage tenants 1	-2,667.00	-40.00	-20.00	974.00	103,575.00	101,823.00
Property Maintenance and Climate Change other	675.00	0.00	0.00	0.00	7,400.00	8,075.00
	-1,992.00	-40.00	-20.00	974.00	110,975.00	109,898.00
Service Director - Resident & Neighbourhood						
Community Safety	0.00	0.00	0.00	0.00	0.00	0.00
Environmental Services - waste/recycling	0.00	100.00	-50.00	974.00	0.00	1,024.00
Independent Living	1,229.00	838.00	0.00	293.00	438.00	2,797.00
Private Sector Housing	380.00	200.00	200.00	4,769.00	29,619.00	35,167.00
Resident and Neighbourhood other	3,369.00	216.00	1,175.00	-2,102.00	-271.00	2,387.00
	4,978.00	1,353.00	1,325.00	3,935.00	29,785.00	41,376.00
TOTAL	857,221.00	399,420.00	136,886.00	241,133.00	634,370.00	2,269,032.00

	Breakdown below:	Breakdown below:
Rental Deposit scheme ²	10,169.00	116,951.00
Referred to legal ³	1,850.00	40,568.00
Payment plan ⁴	4,279.00	41,205.00
Chasing commercial tenants ⁵	98,514.00	309,383.00
Chasing - other LAs and partner orgs ⁶	29,340.00	3,399.00
Chasing - other orgs & individuals ⁷	28,737.00	7,844.00
Former Garage tenants ¹	974.00	103,575.00
Balances of less than £50 ⁸	1,467.00	2,593.00
Unallocated credits ⁹	-64,864.00	-11,949.00
Invoices in dispute ¹⁰	130,668.00	20,802.00

Analysis and actions being taken re debt over 90 days

1. Former Garage tenants - these are debts left when a tenant no longer leases a garage and are being pursued by the Garages Team.
2. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property. The more recent debts have instalment plans in place.
3. 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.
4. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
5. Commercial tenant debts - these are debts of tenants who lease commercial premises and are managed by the Estates team.
6. Other LAs & partners - these are debts of other councils or partner organisations, so legal action is not usually required.
7. Other Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance.
8. Balances of less than £50 - many of these debts are ground rent.
9. 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.

Budget Efficiency Savings 2023 - 2024

Appendix F

Service Manager	Title of the Proposal	2023/24 Saving to be made £'000	2023/24 Forecast £'000	On Track
Finance and Transformation	Customer Services	(120)	(120)	Green
Finance and Transformation	Crematorium	(25)	0	Red
Finance and Transformation	Cemeteries	(10)	(10)	Green
Finance and Transformation	Internal Audit	(7)	(7)	Green
Finance and Transformation	Fraud	(15)	(15)	Green
Finance and Transformation	General	(2)	(2)	Green
Finance and Transformation	Revenues and Benefits	(220)	(220)	Green
Finance and Transformation	General	(4)	(4)	Green
Finance and Transformation	Baseline reset	(167)	(167)	Green
Finance and Transformation	Service Reviews	(57)	(57)	Green
Place	HatTech	(41)	(41)	Green
Place	Estates	(165)	(54)	Green
Place	Parking	(139)	(139)	Green
Place	Parking	(58)	(58)	Green
Place	Service Review	(128)	(128)	Green
Place	Service Review	(117)	(117)	Green
Place	Estates Management Scheme Fees	(5)	(5)	Green
Place	Hertfordshire Building Control	(12)	(12)	Green
Place	Planning pre-application fees	(5)	0	Yellow
Place	Community Grants	(50)	(50)	Green
Place	Homelessness funding	(48)	(48)	Green
Place	Hilltop	(5)	(5)	Green
Place	Service Reviews	(73)	(73)	Green
Place	Housing allocations	(16)	(16)	Green
Place	Campus West	(40)	(40)	Green
Property Maintenance and Climate Change	Garages	(200)	(200)	Green
Property Maintenance and Climate Change	Office consolidation	(100)	(100)	Green
Property Maintenance and Climate Change	Service Review	(120)	(120)	Green

Resident and Neighbourhood	Garden Waste Subscription Fees	(216)	(202)	
Resident and Neighbourhood	Allotment Fees	(29)	(2)	
Resident and Neighbourhood	Service Reviews	(100)	(100)	
Corporate	PensionsRevaluation	(105)	(105)	
Corporate	Council Tax	(127)	(127)	
TOTAL		(2,526)	(2,344)	