

Public Document Pack



Leader and Members
of the Executive

Your contact: Martin Ibrahim
Ext: 2173
Date: 26 June 2014

cc. All other recipients of the
Executive agenda

Dear Councillor

EXECUTIVE - 1 JULY 2014: SUPPLEMENTARY AGENDA NO 1

Please find attached the following report which was marked "to follow" on the agenda for the above meeting:

8. Monthly Corporate Healthcheck - May 2014 (Pages 3 - 42)

Please bring these papers with you to the meeting next Tuesday.

Yours faithfully

Martin Ibrahim
Democratic Services Team Leader
Democratic Services
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MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 1 JULY 2014
TIME : 7.00 PM

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EAST HERTS COUNCIL

EXECUTIVE – 1 JULY 2014

REPORT BY THE LEADER OF THE COUNCIL

MONTHLY CORPORATE HEALTHCHECK – MAY 2014

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To set out an exception report on finance and performance monitoring for East Herts Council for May 2014.

<u>RECOMMENDATION FOR EXECUTIVE: that:</u>	
(A)	the budgetary variances set out in paragraph 2.1 of the report be noted;
(B)	the use of £116,780 from the Local Plan Reserve as noted in paragraph 2.3 of this report, be approved;
(C)	an additional £20,000 to support the Citizen Advisory Bureau as detailed in paragraph 2.5 of this report, be approved;
(D)	the virement of £30,000 from the Credit Union to Rent Deposit budget as detailed in paragraph 2.8 of this report, be approved;
(F)	a request to slip £40,000 of Community Capital Grant into 2015/16 as outlined in paragraph 2.23 of this report, be approved; and
(G)	carry forward requests of £38,245, £81,750, £18,000, £73,325, £15,000, £5,000 and £6,730 as outlined in paragraphs 2.24 to 2.32 be approved.

1.0 Background




1.1 This is the finance and performance monitoring report for the council.



1.2 Each report will contain a breakdown of the following information by each corporate priority where remedial action is needed:

- Salary, Capital and Revenue variance.
- Performance information (based on the performance indicator suite that is reported on a monthly basis and where relevant quarterly data).

1.3 **Essential Reference Paper 'B'** shows the Dashboard performance indicator summary analysis against the Executive basket of performance indicators (as agreed by the Executive on 3 June 2014). **Essential Reference Paper 'C'** shows the full set of performance indicators that are reported on a monthly basis. **Essential Reference Paper 'D'** shows summarised information on salary costs. **Essential Reference Paper 'E'** shows detailed information on the capital programme.

The codes used in relation to performance indicator monitoring are as follows:

Status	
	This performance indicator is 6% or more off target.
	This performance indicator is 1-5% off target.
	This performance indicator is on target.

Short Term Trends	
	The value of this performance indicator has changed in the short term.
	The value of this performance indicator has not changed in the short term.

2.0 Report – Directorate Position

REVENUE FINANCIAL SUMMARY

- 2.1 The financial aspects of this report are based on budgetary information from April 2014 to May 2014.

The accountancy section and senior managers are currently finalising the closure of the Council's 2013/14 accounts, the final position of which could have implications for the 2014/15 plans.

The financial figures detailed below, are therefore best estimates as at the beginning of the new financial year. A better picture of the Council's financial outlook will be formed as the year progresses.

	Position as at 31.05.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(1) People						
Land Charge Income	8	0	0	0	50	0
Staff salaries (Essential Reference Paper 'D').	93	0	0	0	59	0
Housing Options – ODPM Rent Deposit	0	3	0	0	0	30
Housing Options – Credit Union	6	0	0	0	30	0
(2) Place						
DCLG Grant Income (Housing Options)	0	0	0	0	0	50
Kerbside Dry Recycle Collection	0	16	0	0	0	80

(3) Prosperity

Environmental Health	0	0	0	0	0	3
Jackson Square Car Washing	0	0	0	0	6	
TOTAL:	107	19	0	0	145	163
Net Projected Variance - Adverse						-18
Planning Contingency Projected Underspend						282
Total Favourable Variance						264

- 2.2 Subject to all other budgets being equal, this would result in over-spend of approximately £18,000.
- 2.3 Request is made to utilise £116,780 from Local Plan Reserve to fund new temporary posts in Development Plans (until June 2015), overtime and additional hours for existing staff. This amount may change depending on start dates and subject to the temporary staff enrolling in the pension scheme.
- 2.4 A summarised salaries monitoring report for the period April to May 2014 is attached to this report in **Essential Reference Paper D**. A favourable variance of approximately £59,000 has been identified comparing projected salary costs for the financial year with the approved annual budget. The variance reflects the following:
- Vacancies within the Planning Section.
 - 15 members of staff have opted out of the auto enrolment for the pension scheme which equates to approximately £45,000 of the under spend.
 - The 2014/15 salary estimates assumed that all staff would be in the pension scheme from 1 April 2014.

FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS

People

Financial analysis

- 2.5 Demand for advice increases significantly during periods of recession, placing added pressure on resources. In response to this, an additional £20,000 will be required in each of the financial years 2014/15 and 2015/16, to be met from contingency in support of the Citizen's Advice Bureau.
- 2.6 Additional grant of £14,964 has been received from the Department for Works and Pension (DWP). This is being used to fund a post for which Stevenage is contributing £23,402. A further £2,007 from DWP has been received to fund changes in Automated Transfer of Local Authority Data and Cap on Housing Benefit.
- 2.7 Subject to a high degree of uncertainty, it is predicted at this early stage of the financial year, that local land charge income will exceed expectation by approximately £50,000 in 2014/15.
- 2.8 Executive are asked to approve a request to vire £30,000 from the

“Credit Union” budget, that funds a rent deposit scheme for East Herts residents, to the Councils “Rent Deposits” budget. The Council gave £26,000 to the credit union in 2013/14 to carry out a function to loan money to residents to fund rent deposits. £15,000 of this money will be carried forward by the Credit Union into 2014/15 as they have, to date, given out approximately £11,000 in loans of which they received £1,500 in loan repayments. At this stage in 14/15, they do not require further top up, so we will use the £30,000 to fund other rent deposit schemes. We will work with the Credit Union to consider whether or not further top up will be required, or through their loan scheme the repayments generated may support the scheme to continue on a sustainable and self-funding basis. This will be reassessed in January 2015.

Performance analysis

2.9 The following indicator was ‘Green’, meaning that the target was either met or exceeded for May 2014. It is:

- EHPI 181 – Time taken to process Housing Benefit new claims and change events

2.10 However despite meeting the target for May 2014 EHPI 181 – Time taken to process Housing Benefit new claims and change events showed a declining trend when performance is compared to the previous month.

Please refer to **Essential Reference Paper ‘C’** for full details.

Place

Financial analysis

2.11 The decision to haul materials to the re-processor in exchange for a higher material price, has resulted in a projected overspend of £80,000. It is expected that this will be offset by additional income over time; however it is too early to estimate how much additional income will be made at this stage.

2.12 Following changes to the Government’s 2014/15 funding arrangement, the assumed £50,000 DCLG (Housing Options) grant has been incorporated within the Council’s Revenue Support Grant.

2.13 The original 2014/15 budget includes a planning contingency sum of £513,000 which allows for unforeseen events to be funded in-year.

Currently there is a balance of £282,000 which if not required during the year will result in an additional favourable variance to absorb the **£18,000 overspend reported** for the period. Future Healthcheck reports will consider if there are further calls on this sum. These budgets are mainly for one-off areas of spend; however, some service growth has been identified (detailed below) for inclusion in the 2015/16 base budget.

	£000	Comment
Planning Contingency budget at the start of the financial year Less Committed Budget:	513	
People & Organisation	9	One-off funding to support one post in people and organisational Services to August 2014
Facilities	12	One-off funding to support one temporary position and also to bridge funding gap in an existing role that has been graded upwards from Grade 6 to Grade 9 in Facilities Services.
Procurement	8	To provide on-going support for the Post of one procurement officer now employed fulltime. This is a growth item which will also be needed for future years.
Housing	12	To fund permanent increase in Housing Manager Hours. This is a growth item required for future years
Environmental Health	30	One-off funding to support 3 posts of different grades in Environmental Health. Could potentially affect 2015/16 contingency budget depending on start dates.
Head of Customer Services	14	On-going funding to support full time replacement of Customer Service Manager from August 2014/15. Growth Item needed for future years

The Web Team	13	One-off cost to support the role of Information analyst within the Web Team for 6 months only.
Parking Services	30	One-off funding to support Car Park Consultancy and signage cost
Parking Services	52	On-going funding to support evening enforcement contract. Growth Item needed for future years
Business & Technology Services	11	On-going funding for Microsoft Software Licence. Growth Item needed for future years
HR	20	On-going funding to support LGA Graduate Trainee Scheme for a 2year term. Further funding required for 2015/16 with implications for 2016/17 depending on start date
Accountancy Services	20	One-off funding to support the strategic review of the financial Services function.
Planning Contingency still to be utilised	282	

Performance analysis

2.14 **EHPI 192 – Percentage of household waste sent for reuse, recycling and composting.** May 2014 performance data was not available at the time of writing this report. Performance data will be verbally reported by the Chief Executive and Director of Customer and Community Services at the Executive meeting on 1 July 2014.

2.15 The following indicators were 'Green', meaning that the targets were either met or exceeded for May 2014. They were:

- EHPI 157a – Processing of planning applications: Major applications.
- EHPI 157b – Processing of planning applications: Minor applications.
- EHPI 157c – Processing of planning applications: Other applications.

- EHPI 2.2 – Missed waste collections per 100,000 collections of household waste
- EHPI 2.4 – Fly-tips: Removal

2.16 However despite meeting the target for May 2014 the following indicators showed a declining trend when performance is compared to the previous month:

- EHPI 157b – Processing of planning applications: Minor applications.
- EHPI 157c – Processing of planning applications: Other applications.

Please refer to **Essential Reference Paper ‘C’** for full details.

Prosperity

Financial analysis

- 2.17 Cost relating to noise pollution at the Standon Calling Festival is expected to exceed budget by £3,400.
- 2.18 With the award of the Jackson Square Car wash contract, the Parking Service expects to achieve additional income of £8,000 per annum. However only £6,000 is deemed achievable in 2014/15 financial year as the contract only comes into effect on 31 July 2014.

Performance analysis

- 2.19 **EHPI 8 – % of invoices paid on time.** Performance was ‘Amber’ for May 2014. Management have taken corrective action to ensure that future invoices are paid on time.
- 2.20 The following indicators were ‘Green’, meaning that targets were either met or exceeded for May 2014. They were:
- EHPI 6.8 – Turnaround of pre NTO PCN challenges
 - EHPI 6.9 – Turnaround of NTO Representations
 - EHPI 10.2 – Council tax collection, % of current year liability collected.
 - EHPI 10.4 – NNDR (Business rates) collection, % of current year liability collected.
 - EHPI 12c – Total number of sickness absence days per FTE staff in post

2.21 However despite meeting the target for April 2014 the following indicator showed a declining trend when performance is compared to the previous month:

- EHPI 12c – Total number of sickness absence days per FTE staff in post

Please refer to Essential Reference Paper 'C' for full details.

CAPITAL FINANCIAL SUMMARY

2.22 The table below sets out projected expenditure to 31 March 2015 against the Capital Programme. Members are invited to consider the overall position. Essential Reference Paper 'E' contains details of the 2014/15 Capital Programme. Comments are provided by the Project Control Officers in respect of individual schemes.

	Column 1	Column 2	Column 3	Column 5
Summary	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Projected Final Outturn	Variance Col 4 – Col 2
	£'000	£'000	£'000	£'000
People	1,970	2,046	1999	(47)
Place	874	1,111	1,111	0
Prosperity	671	1250	1,249	(1)
Re-profiling potential slippage	(250)	(250)	(250)	0
Total	3,265	4,157	4,109	(48)

2.23 The Executive are asked to approve/note:

- Possible underspend of the Future Social Housing Scheme (Budget of £820k). Registered Providers are currently awaiting the outcome of bids to the HCA. If unsuccessful they may approach the Council for funding. First priority is to spend S106 sums which have been collected for affordable housing.
- A request to slip £40,000 of Community Capital Grant into 2015/16.

£80,000 of Community Capital Grants is available for allocation in 2014/15 with a deadline of 6 June 2014. We anticipate that if the grants are awarded in July and beneficiaries have a year to spend, most will not claim until the following financial year, hence £40,000 slippage is estimated at this stage.

- The total slippage into 2015/16 of £40,000.

CARRY FORWARD REQUESTS

- 2.24 Heads of Service were asked to identify any carry forward requests from unspent 2013/14 budgets along prescribed guidelines. The Section 151 Officer administers the scheme and reports to the Chief Executive.
- 2.25 Proposals on any underspends to be carried forward will be made in the context of the Council's overall financial position and reported to the Executive and submitted to Council for approval.
- 2.26 Seven areas of underspend have been identified by certain Heads of Services.
- 2.27 The Head of People and Property Services has requested that £38,245 of the Wallfields Toilet Refurbishment budget be carried forward. The original intention was to undertake a full refurbishment of the toilets however following the rejection of the capital bid the specification of the works was significantly reduced. This unexpected change has resulted in an unavoidable delay in the refurbishment until 2014/15.
- 2.28 The Head of Revenues and Benefits has requested that £81,750 of the Welfare reform staffing budget be carried forward. The aim is to undertake a review to assist individuals in debt management and reduce council tax arrears and costs to East Herts. Delay has been due to lack of suitable accommodation as staff will have to deal with confidential information.
- 2.29 The Director of Neighbourhood Services has requested a further £18,000 of the Welfare reform staffing budget to be carried forward to part fund a new post in the Housing Options team.
- 2.30 The Head of IT Shared Service has requested that £73,325 of the IT Shared Service Set Up costs be carried forward. This has been agreed at the Shared Services Partnership Board. It relates to potential redundancy costs from the second phase of Shared

Services restructuring. This restructure was deferred in order to complete the Hosted Desk Top roll out with the larger staff group.

- 2.31 The Head of Community Safety has requested that £15,000 be carried forward. This money is required to contribute to CCTV control room server upgrades which have been delayed due to the creation of the partnership company.
- 2.32 The Head of Community Safety and Health Services has also requested that £5,000 Landfill Gas Survey budget and £6,730 Contaminated land Survey Budget be carried forward. This request is the same as the carry forward request as at 31 March 2013 as the works were not commissioned in 2013/14. Therefore the previous unspent budget and the budget for 2013/14 were not spent and are requested to be carried forward. Since the Council has purchased a number of historical maps, it has become evident that a large number of potentially contaminated sites have been missed. The department would like to employ a consultant to add these sites to the list of potential site and prioritise them according to the strategy.

3.0 Implications/Consultation

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers:

2013/14 Estimates and Future Targets Report, Essential Reference Paper B – For complete list of performance indicators that are being monitored for 2014/15.

<http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&MId=1792&Ver=4>

2014/15 Executive basket of performance indicators measured monthly and quarterly agreed by Executive on 3 June 2014.

<http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&MId=2314&Ver=4>

Contact Officer:

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Report Author:

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ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<p>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</p> <p><i>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</i></p> <p>Place – Safe and Clean</p> <p><i>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</i></p> <p>Prosperity – Improving the economic and social opportunities available to our communities</p> <p><i>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</i></p>
<p>Consultation:</p>	<p>Performance monitoring discussions have taken place between Directors and Heads of Service.</p>
<p>Legal:</p>	<p>There are no legal implications.</p>
<p>Financial:</p>	<p>There are no financial implications.</p>
<p>Human Resource:</p>	<p>There are no Human Resource implications.</p>
<p>Risk Management:</p>	<p>By not having effective performance management arrangements in place puts the Council at risk of not being clear whether it's priorities and objectives are being met and if there are any service delivery issues, that could impact on their delivery. The Corporate Healthcheck report is one tool designed to help mitigate against this risk. Also effective performance management arrangements help to support transparency and increase local accountability.</p>
<p>Health and wellbeing – issues and impacts:</p>	<p>There are no direct Health and Wellbeing implications in regard to this report. However a number of the council's performance indicators do support/contribute to the health and wellbeing agenda.</p>

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Essential Reference Paper B - Executive

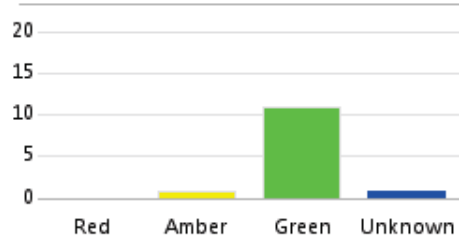
0 PIs at Red

1 PIs at Amber

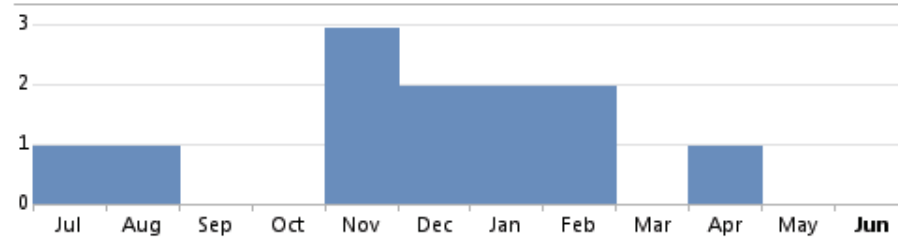
11 PIs at Green

13 Total number of PIs

Current PI statuses



PIs at Red



Best Performing (PIs)	Value	Target	Gauge
EHPI 6.9 Turnaround of NTO Representations. (MINI...	7 days	21 days	
EHPI 157a Processing of planning applications: Majo...	100.00%	60.00%	
EHPI 12c Total number of sickness absence days per ...	0.32 da...	0.54 da...	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	7 days	14 days	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	21.1%	16.6%	
EHPI 181 Time taken to process Housing Benefit new...	7.4 days	10 days	
EHPI 2.2 Waste: missed collections per 100,000 collec...	27.04	46.00	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	1.83 da...	2.00 da...	
EHPI 157c Processing of planning applications: Othe...	93.00%	90.00%	
EHPI 157b Processing of planning applications: Min...	82.00%	80.00%	
EHPI 10.2 Council tax collection, % of current year lia...	20.7%	20.8%	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	96.09%	98.50%	
EHPI 192 Percentage of household waste sent for re...	54.04%		

Worst Performing (PIs)	Value	Target	Gauge
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	96.09%	98.50%	
EHPI 10.2 Council tax collection, % of current year lia...	20.7%	20.8%	
EHPI 157b Processing of planning applications: Min...	82.00%	80.00%	
EHPI 157c Processing of planning applications: Othe...	93.00%	90.00%	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	1.83 da...	2.00 da...	
EHPI 2.2 Waste: missed collections per 100,000 collec...	27.04	46.00	
EHPI 181 Time taken to process Housing Benefit new...	7.4 days	10 days	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	21.1%	16.6%	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	7 days	14 days	
EHPI 12c Total number of sickness absence days per ...	0.32 da...	0.54 da...	
EHPI 157a Processing of planning applications: Majo...	100.00%	60.00%	
EHPI 6.9 Turnaround of NTO Representations. (MINI...	7 days	21 days	
EHPI 192 Percentage of household waste sent for re...	54.04%		

Improving (PIs)	Value	Target	History
EHPI 10.4 NNDR (Business rates) collection, % of curr...	21.1%	16.6%	
EHPI 10.2 Council tax collection, % of current year lia...	20.7%	20.8%	
EHPI 157a Processing of planning applications: Majo...	100.00%	60.00%	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	1.83 da...	2.00 da...	
EHPI 2.2 Waste: missed collections per 100,000 collec...	27.04	46.00	
EHPI 192 Percentage of household waste sent for re...	54.04%		

Deteriorating (PIs)	Value	Target	History
EHPI 181 Time taken to process Housing Benefit new...	7.4 days	10 days	
EHPI 157b Processing of planning applications: Min...	82.00%	80.00%	
EHPI 12c Total number of sickness absence days per ...	0.32 da...	0.54 da...	
EHPI 157c Processing of planning applications: Othe...	93.00%	90.00%	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	96.09%	98.50%	

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May Executive Corporate Healthcheck 2014/15




Traffic Light Amber
Corporate Priority Prosperity

Financial Support Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 8	% of invoices paid on time. (MAXIMISING INDICATOR)		96.09%	98.50%		The number of invoices paid on time in May is below target for the second month in a row. Of the 716 invoices paid only 688 were paid on time.	<p>May 2014 result</p>	None




Traffic Light Green
Corporate Priority People

Revenues and Benefits Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 181	Time taken to process Housing Benefit new claims and change events. (MINIMISING INDICATOR)		7.4 days	10 days		Performance exceeding target. Data extraction period from 8 April 2014 to 13 May 2014 was 8.85 moving cumulative to 7.4 workload higher than resources.	 <p>May 2014 result</p> <p>0 days 7.4 days 10.1 days 10.6 days 20 days</p>	None

Traffic Light Green
Corporate Priority Place

Environmental Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 2.4 (47)	Fly-tips: removal. (MINIMISING INDICATOR)		1.83 days	2.00 days		Performance is exceeding target. 2.18 for the year so far. Lower (better) than last month, less issues with the new Mayrise system. Larger fly-tips cleared very quickly by contractors. More small Veolia fly-tips at recycling sites than last month.	 <p>May 2014 result</p> <p>0.00 days 1.83 days 2.02 days 2.40 days 4.00 days</p>	None

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 2.2	Waste: missed collections per 100,000 collections of household. (MINIMISING INDICATOR)		27.04	46.00		Performance exceeding target. An improvement on April, with a return to the performance levels enjoyed pre the introduction of the comingled recycling service (SPARC) in November.		None

Planning and Building Control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 157a	Processing of planning applications: Major applications. (MAXIMISING INDICATOR)		100.00%	60.00%		Performance exceeding target. Four decisions made all within the required timescale		None

Planning and Building Control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 157b	Processing of planning applications: Minor applications. (MAXIMISING INDICATOR)	✓	82.00%	80.00%	↓	Performance exceeding target. Total of 34 decisions, 28 within the required timescale.		None

Planning and Building Control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 157c	Processing of planning applications: Other applications. (MAXIMISING INDICATOR)	✓	93.00%	90.00%	↓	Performance exceeding target. Total 137 decisions, 127 within the required timescale.		None




Traffic Light Green
Corporate Priority Prosperity



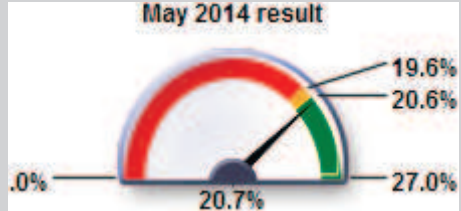
Parking Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days). (MINIMISING INDICATOR)		7 days	14 days		This PI remains within target	<p>May 2014 result</p>	None



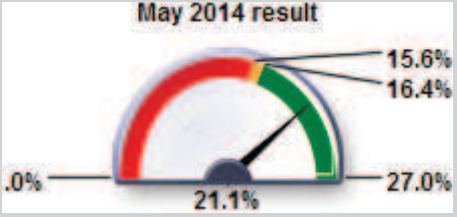
Parking Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 6.9	Turnaround of NTO Representations. (MINIMISING INDICATOR)		7 days	21 days		This PI remains within target	<p>May 2014 result</p>	None

People Services & Organisational Development								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 12c	Total number of sickness absence days per FTE staff in post (MINIMISING INDICATOR)		0.32 days	0.54 days		Total absence for the year so far = 0.64 days.		None

Revenues and Benefits								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 10.2	Council tax collection, % of current year liability collected. (MAXIMISING INDICATOR)		20.7%	20.8%		Performance on target.		None

Essential Reference Paper C

Revenues and Benefits								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 June 2014.
EHPI 10.4	NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING INDICATOR)		21.1%	16.6%		Performance exceeding target.	 <p style="text-align: center;">May 2014 result</p>	None

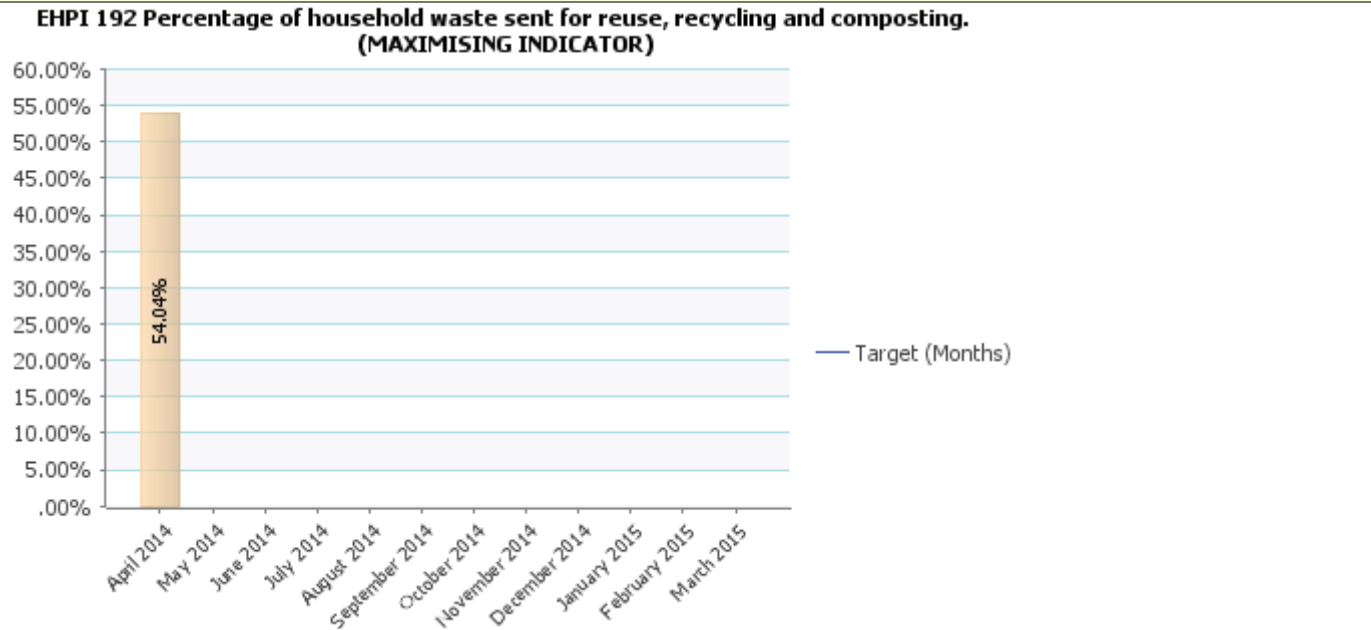
Traffic Light Unknown
Corporate Priority Place

Environment Services












PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Action taken during last Executive meeting on 3 June 2014.
EHPI 192	Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)	N/A	TBA	N/A	TBA	May performance data was not available at the time of writing this report. Performance data will be verbally updated by the Chief Executive and Director of Customer and Community Services to Executive on 1 July 2014.	None

Trend Chart

Performance Gauge



N/A

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

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SALARIES/AGENCY/APPOINTMENT OF STAFF

Essential Reference Paper 'D'

SECTION	APPROVED BUDGET	APPROVED BUDGET PROFILE To 31.05.2014	ACTUAL EXPENDITURE To 31.05.2014	VARIANCE TO PROFILE AT 31.05.2014	PROJECTED OUTTURN 2014/15	Outturn Variance To Approved Budget 2014/15
	£	£	£		£	£
Finance & Support Services	4,952,710	825,452	770,126	-55,326	4,923,270	-29,440
Neighbourhood Services	3,939,490	656,581	615,683	-40,898	3,862,760	-76,730
Customer & Community	2,871,070	478,509	481,605	3,096	2,918,110	47,040
Summary	11,763,270	1,960,542	1,867,414	-93,128	11,704,140	-59,130

SUMMARY	Exp. To 31/05/14				
	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate
	£	£	£	£	£
People - focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable & delivering strong services	1,969,700	2,045,560	27,494	1,998,670	(46,890)
Place - focuses on sustainability, the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	874,140	1,111,100	85,091	1,111,180	80
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities & delivering cost effective services	671,120	1,250,780	(54,632)	1,249,450	(1,330)
TOTAL	3,514,960	4,407,440	57,953	4,359,300	(48,140)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)	(250,000)		(250,000)	0
	3,264,960	4,157,440	57,953	4,109,300	(48,140)
Reconciliation of Original to Revised Estimate					
Slippage from 2013/14	334,290				
Other Amendments	558,190				
	4,157,440				

CAPITAL MONITORING 2014/15

PEOPLE

Exp. To 31/05/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Leventhorpe Swimming Pool *							
72338	- Renew Air Handling Plant	25,000	25,000	0	25,000	0	Specification stage. Awaiting approval to spend.
Hartham Swimming Pool							
72339	- Replacement Fire Exit Doors & Frames	0	0	(1,272)	(1,270)	(1,270)	Completed, saving achieved.
72340	- Replace Main Pool Circulating Pumps	16,960	5,620	0	0	(5,620)	Completed, saving achieved.
72349	- Pool Hall Air Handling Renewal	100,000	100,000	0	100,000	0	Due to programming with SLM, works are programmed for Xmas closedown 2014.
Grange Paddocks Swimming Pool							
72343	- Renew Pool Calorifiers	0	17,840	0	17,840	0	Design stage, still looking at options. Programmed for Xmas closedown 2014.
Fanshawe Swimming Pool *							
72345	- Refurbish or Replace Pool Filters	20,000	20,000	0	20,000	0	Specification stage. Awaiting approval to spend.
72346	- Replace Pool Circulating Pumps	20,000	20,000	0	20,000	0	Specification stage. Awaiting approval to spend.
Private Sector Improvement Grants							
72602	- Disabled Facilities (Note 1)	595,000	606,760	14,169	606,760	0	Budget reflects likely need according to previous trends, but referral rate from HCC currently very low, so there is already potential to slip some of this budget to 2015/16 as that budget is currently less than anticipated demand. Residents' enquiries to this dept are up following some promotional work, so there is potential for some to lead to HCC referrals.
72605	- Disabled Facilities - Discretionary	50,000	50,000	0	50,000	0	No Discretionary schemes identified for this year yet.
72606	- Decent Home Grants	120,000	120,000	0	120,000	0	3 potential Decent Home Grants currently being considered.
72604	Energy Grants	20,000	40,000	0	40,000	0	Budget increased to £40k to allow wider range of incentives to be included in Assistance Policy.

CAPITAL MONITORING 2014/15

PEOPLE

Exp Code	2014/15 Approved Schemes	Exp. To 31/05/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
72685	Future Social Housing Schemes	820,740	820,740	0	820,740	0	No current commitments. Registered Providers are currently awaiting the outcome of bids to the HCA. If unsuccessful they may approach the Council for funding. First priority is to spend S106 sums which have been collected for affordable housing.
71201	Capital Salaries	26,000	26,000	0	26,000	0	
72442	Community Capital Grants	156,000	182,680	14,597	142,680	(40,000)	Of the 20 projects awarded a grant in 13/14 and now rolled over, 5 have been paid or partly paid out. Others are still being completed and one has withdrawn its claim. £80k of new money is available for allocation in 14/15 with a deadline of 6 June 2014. We predict that if the grants are awarded in July and they have a year to spend, most will not claim until the following financial year, hence £40k slippage at this stage.
72582	LSP Capital Grants (Note 2)	0	1,520	0	1,520	0	LSP board determines when grants are going to be awarded. Sum of £30,790 held in Capital Grants in Advance.
72545	Presdales - Replace Pavilion	0	9,400	0	9,400	0	Remaining budget to be spent on further works required to pavilion & car park & partitioning works to Boiler room. Property need to organise works.
TOTAL		1,969,700	2,045,560	27,494	1,998,670	(46,890)	

* Expenditure on Joint Use Pools 40% funding sought from HCC/schools as appropriate.
 Note 1. Government funding of £232,717 in 13/14, £240,174 in 14/15 and assumed £175,000 from Better Care Fund in both 15/16 and 16/17.
 Note 2. Expenditure to be funded from PRG

CAPITAL MONITORING 2014/15							
Exp Code	2014/15 Approved Schemes	Exp. To 31/05/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
72705	Hertford Theatre Seating Refurbishment	0	109,000	19,879	109,000	0	Programmed to commence July/August.
72594	Hertford Theatre - Renew Boilers		0	80	80	80	Small overspend i/r 13/14 commitments.
74102	Historic Building Grants	55,000	49,070	7,185	49,070	0	Anticipated that total spend will be within budget.
	Refuse Collection & Recycling						
75165	Containers Replacement Programme	100,000	100,000	46,511	100,000	0	Spend is as expected. Budget will be fully spent by year end, if not before.
75167	Prov.For Containers-ARC for Communal Props		5,500	4,370	5,500	0	Initial new stock ordered as planned. Will spend full budget.
75145	Standardise Litter Bins	5,500					
75152	Commercial Waste	33,500	33,500	2,159	33,500	0	Initial spend slightly under expectancy but will spend to budget.
75170	Comingled Recycling Service - Wheeled Bins	0	5,160	4,712	5,160	0	Will spend remaining % of budget.
72504	Provision of Play Equipment	50,000	50,000	0	50,000	0	
72506	Art in Parks Project (Note 1)	0	5,000	0	5,000	0	Local artist commissioned to produce chainsaw sculptures at Pishiobury Park using fallen timber at the site. Work coincided with the Friends of the Park's "ParkFest" event in May.
72585	The Bourne, Ware - Play Area Development Programme (Note 2)	40,760	40,760	0	40,760	0	Currently working with Hertfordshire Groundwork on the design prior to procurement

CAPITAL MONITORING 2014/15

PLACE

Exp. To 31/05/14

Exp Code	2014/15 Approved Schemes	Exp. To 31/05/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
72507	Pishiobury Park Wetland Habitat Project (Note 3)	0	12,180	0	12,180	0	First stage complete. Non-Key decision for land swap with local fishing club now approved. The fishing club have raised further queries and this is delaying the land swap.
72508	Hartham Common-Parks Development Plan Project (Note 4)	25,000	25,000	0	25,000	0	Currently working with the Countryside Management Service to lever in external funding.
72509	Installation of Multi Use Games Area (MUGA) at Gt. Innings, Watton-at-Stone (Note 5)	80,000	80,000	0	80,000	0	Project at the procurement stage
72510	Boardwalk installation across balancing pond at Southern Country Park, B/S (Note 6)	80,400	80,400	0	80,400	0	Project is at the design stage
72514	3G Artificial Turf Pitch development at Hartham Common, Hertford (Note 7)	85,000	85,000	195	85,000	0	Consulation on the proposals now complete. Currently reviewing feedback received.
75168	Energy Efficiency & Carbon Reduction Measures (Note 8)	45,000	45,000	0	45,000	0	Programme work to commence early autumn 2014. The works would include the web based smart metering to cover electric/gas (+ water if proves practicable) to as many metered sites as possible to build on that within Wallfields. We will also be recommending the solar pv scheme. Regarding costs these 2 schemes are likely to take the bulk of the funding available, if not all – and we are seeking revised detailed costings.
72591	Castle Weir Micro Hydro Scheme	203,980	203,980	0	203,980	0	Water Framework Directive study now complete. Work to date shows the scheme will result in no increase in flood risk or damage to ecology. However, Environment Agency are seeking upstream improvements and this is subject to further negotiations. Application currently subject to consultation.

Exp Code	2014/15 Approved Schemes	Exp. To 31/05/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
72513	Bell Street Public Conveniences modernisation	70,000	70,000	0	70,000	0	Currently in discussions with Town Council and Facilities
74105	Town Centre Environmental Enhancements	0	66,250	0	66,250	0	
74106	Heart of B/S - Market Improvement Scheme	0	45,300	0	45,300	0	
TOTAL		874,140	1,111,100	85,091	1,111,180	80	

Note 1. Provision to attract external funding.

Note 2. £5,000 funded from Riversmead Housing Association S106

Note 3. This project will require match funding to maximise the potential of this project and this sum reflects provision for this.

Note 4. Currently working with the Countryside Management Service to lever in external funding

Note 5. Fully funded from S106 monies

Note 6. £70,400 funded from S106 monies

Note 7. Agreed annual management fee reduction of £17,000 over 8 years

Note 8. Relates to provision for energy efficiency measures following C3W. This is subject to bids for grant funding.

CAPITAL MONITORING 2014/15

PROSPERITY

Exp. To 31/05/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
	IT						
71442	Revenues & Benefits Programme	0	18,600	0	18,600	0	This budget will support the implementation of new Capita modules, work is scheduled in 14/15.
71395	EDM - Corporate	11,070	16,070	0	16,070	0	Requirement for this budget still to be determined.
71414	Hardware Funding (Note 1)	5,000	12,980	0	12,980	0	Balance slipped from 14/15 to fund the need for equipment replacement.
71431	Establishment of LES & internet links to replace MPLS	0	34,640	0	34,640	0	
71443	Civica ICON Upgrade	0	25,770	0	25,770	0	System upgraded May 2014. Still have to purchase Chip & Pin stands.
71444	BACS Software	0	21,980	0	21,980	0	BACS still to be implemented.
71435	Funding for Applications	350,000	410,120	0	410,120	0	
71437	Windows Server Licensing	5,000	10,000	0	10,000	0	
71416	Merging IT systems - Licensing & Env Health	15,000	15,000	0	15,000	0	
71418	Mayrise Upgrade	0	2,050	0	2,050	0	Final invoices still due
71420	Integrated Dev Mgt and Bldg Ctrl Systems	0	153,200	0	153,200	0	
71438	EH 50% share of technical/project management costs	0	23,110	(31,890)	23,110	0	Balance slipped from 13/14 as project is not yet complete and there will be a further draw on the funding in 14/15.
71439	Service Desk & Utilities	0	27,170	0	27,170	0	Service desk decision is imminent. There may also be further hardware rationalisation that we will draw upon from this budget.

Exp. To 31/05/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71440	Shared service print investment costs 50%	0	20,500	0	20,500	0	Work not yet undertaken, scheduled for 14/15. Work is crucial to establish a print hub for the shared service.
71441	Shared service accommodation costs 50%	0	7,000	(55,000)	7,000	0	
Car Parks:-							
75240	Bircherley Green MSCP - Major Refurb. & Repairs	0	55,950	0	55,950	0	Outcome of decision on car park yet to be determined.
75269	Bell Street - Resurfacing & Lining	0	1,200	(130)	(130)	(1,330)	Completed, saving achieved.
Council Offices:-							
71274	Wallfields Boiler Room Works	60,000	60,000	23,746	60,000	0	Works commencing June.
71269	Wallfields Security Gates & Fencing to Boiler House	15,000	15,000	0	15,000	0	Options being reviewed, will be completed this year.
71275	New Refurbishment Works to Wallfields Old Building	0	6,730	(86)	6,730	0	Further works to be carried out/equipment to be purchased.
71276	Wallfields Card Control to Doors		0	0	0	0	Commitment still outstanding from 13/14, awaiting invoice
71277	Wallfields - Lift Improvements	25,000	25,000	1,160	25,000	0	Works to commence in August.
71278	Wallfields - Refurbishment of Windows	15,000	15,000	0	15,000	0	Programmed for this year.
72598	Cricketfield Lane B/S-Resurface Footpath & Retainment Works	75,000	75,000	0	75,000	0	Scheme to be reviewed. If this goes ahead, it can only be carried out in school summer holidays.
71445	Compliance Software System	10,000	10,000	0	10,000	0	Need to liaise with IT.
71203	Replacement of Chairs & Desks	10,000	8,820	1,006	8,820	0	
75157	New Footbridge over the River Stort	0	87,400	0	87,400	0	Work to rectify the defects/repairs on the Stort bridge is progressing and anticipate spending the remaining money in next 6 months.

CAPITAL MONITORING 2014/15

PROSPERITY

Exp. To 31/05/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72568	North Drive - reconstruct road & drainage	14,750	13,970	0	13,970	0	Unable to resolve this at the moment as the money available is not enough to upgrade the road properly, however there are a couple of private planning schemes that may come forward that we hope to be able to include the road in.
75160	River & Watercourse Structures	47,500	65,720	1,420	65,720	0	
71251	Automated Telling Machines at Hertford & B/S	12,800	12,800	5,142	12,800	0	
TOTAL		671,120	1,250,780	(54,632)	1,249,450	(1,330)	

Note 1. Funding for future years as follows (as agreed at 23.7.13 Exec):-

- 2017/18 - £35,000
- 2018/19 - £154,950
- 2019/20 - £67,010
- 2020/21 - £74,000

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