

# Public Document Pack



Leader and Members  
of the Executive

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Date: 30 August 2012

cc. All other recipients of the  
Executive agenda

Dear Councillor

## **EXECUTIVE - 4 SEPTEMBER 2012: SUPPLEMENTARY AGENDA NO 1**

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

- 5. Issues Arising from Scrutiny (Pages 207 - 212)
- 11. Monthly Corporate Healthcheck - June and July 2012 (Pages 213 - 258)

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 4 SEPTEMBER 2012  
**TIME** : 7.00 PM

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EAST HERTS COUNCIL

EXECUTIVE – 4 SEPTEMBER 2012

REPORT BY SCRUTINY COMMITTEE CHAIRMEN

ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

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**Purpose/Summary of Report**

- This report details the comments and recommendations made by the Scrutiny Committees since the last meeting of the Executive and should be read in conjunction with reports of the Executive Members found elsewhere on the agenda.

<b><u>RECOMMENDATION FOR DECISION:</u></b>
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<b>(A)</b>	<b>That the report be received.</b>
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1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Community Scrutiny Committee – 28 August 2012

Corporate Business Scrutiny Committee – 17 July and 21 August 2012

2.0 Report

2.1 **Corporate Strategic Plan 2012/13 – 2016/17**  
**(Agenda Item 6)**

The Corporate Business Scrutiny Committee (21 August 2012) agreed to recommend the Plan for adoption.

2.2 **Corporate Annual Report 2011/12**  
**(Agenda Item 7)**

The Corporate Business Scrutiny Committee (21 August 2012) supported the adoption of the Annual Report by the Executive.

2.3 **East Herts Housing Strategy 2012-15**  
**(Agenda Item 8)**

The Community Scrutiny Committee supported the Housing Strategy 2012-2015 action plan subject to a strengthened statement regarding the Armed Forces Covenant and recommended it for adoption alongside the main Strategy document.

2.4 **Medium Term Financial Plan and Strategy 2013/14 – 2016/17**  
**(Agenda Item 9)**

The Corporate Business Scrutiny Committee (21 August 2012) resolved that:

- (A) the proposed financial strategy be recommended to the Executive for approval;
- (B) the Executive be requested to be very cautious about adopting a longer planning period;
- (C) the planning assumptions detailed in this report be recommended to the Executive for adoption in framing the 2013/14 budget and Medium Term Financial Plan to 2016/17; and
- (D) the Executive's attention be drawn towards the increased risk factors in respect of the 2013/14 budget and Medium Term Financial Plan to 2016/17.

2.5 **Draft Annual Governance Statement 2011/12**  
**(Agenda Item 10)**

The Corporate Business Scrutiny Committee (21 August 2012) agreed to suggest to the Audit Committee that the wording in respect of the appointment of the Leader and Executive Members,

as detailed at Essential Reference Paper 'B' in the Annual Governance Statement, should be reworded.

### 3.0 Other Matters

3.1 The Corporate Business Scrutiny Committee (17 July 2012) considered Council representation on **Outside Bodies** and agreed that the Executive be advised that:

- (A) Council representation on outside bodies be maintained; and
- (B) the Leader be invited to submit the list of his nominees to each Annual Council and provide Members with guidance on what was expected of them, with consideration being given to formalising the reporting feedback procedures.

### 4.0 Implications/Consultations

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

### Background Papers

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATION

Contribution to the Council's Corporate Priorities/ Objectives:	This report seeks to summarise scrutiny activities, which in general terms, support all of the Council's objectives.
Consultation:	This report assists the wider consultation process in reporting issues arising from scrutiny to the Executive.
Legal:	The Constitution requires issues arising from Scrutiny to be reported to the Executive.
Financial:	None
Human Resource:	None
Risk Management:	None

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## EAST HERTS COUNCIL

EXECUTIVE – 4 SEPTEMBER 2012

MONTHLY CORPORATE HEALTHCHECK – JUNE - JULY 2012

REPORT BY THE LEADER OF THE COUNCIL

WARD(S) AFFECTED: All

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### Purpose/Summary of Report:

- To set out an exception report on the finance and performance monitoring for East Herts Council for June – July 2012 and risk monitoring for the period May 2012 to June 2012.

### **RECOMMENDATIONS FOR COUNCIL: that:**

<b>(A)</b>	<b>the budgetary variances set out in paragraph 2.1 of the report be noted;</b>
<b>(B)</b>	<b>Investment Income in excess of the budgeted sum, to the extent that it is not needed to offset adverse budget variances during 2012/13, be transferred to the Interest Equalisation Reserve at 31 March 2013, as detailed at paragraph 2.2 of the report;</b>
<b>(C)</b>	<b>a Supplementary Revenue Estimate of £120,000 as outlined in paragraph 2.4, in respect of increased workloads in the Revenues and Benefits Service; and</b>
<b>(D)</b>	<b>spend of £358,000 for the provision of rent accommodation from the monies held by Uttlesford Council who act as banker for these funds, be approved, as detailed at paragraph 2.6 of the report.</b>




### 1.0 Background



- 1.1 This is the monthly finance and performance monitoring report for the Council, which includes for this month only risk monitoring information

for the period May 2012 to June 2012 and quarter 1 performance.

- 1.2 Each month the 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 also the Directorate's position in respect to payment of invoices and sickness absence.
- 1.3 **Essential Reference Paper 'B'** shows the full set of performance indicators that are reported on a monthly/quarterly basis.  
**Essential Reference Paper 'C'** shows detailed information on salaries.  
**Essential Reference Paper 'D'** shows detailed information on the capital programme.  
**Essential Reference Paper 'E'** shows explanations of variances on the Revenue Budget reported in previous months.  
**Essential Reference Paper 'F'** shows the strategic risk register.

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

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

Short Term Trends	
	The value of this PI has changed in the short term.
	The value of this PI 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 2012 to July 2012.

	Position as at 31.07.12				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>(1) People</b>						
Turnover	0	24	0	47	4	0
Community Planning	0	11	0	0	0	11
<b>(2) Place</b>						
Waste contract (various budgets)	33	0	8	0	100	0
Recycling income	0	109	0	9	0	60
Organic Waste Collect	86	0	71	0	50	0
Materials Handling	6	0	4	0	7	0
Bulky Waste Income	0	1	0	0	0	6
Recycling Bank Maint	4	0	0	0	7	0
Clinical Waste income	0	2	0	0	6	0

	Position as at 31.07.12				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>(3) Prosperity</b>						
Building Control income	0	48	0	0	0	150
Pay and Display income	0	14	0	0	89	0
PCN income	0	72	0	0	0	75
Investment Income	117	0	0	0	350	0
External Audit fees	86	0	0	0	20	0
<b>TOTAL:</b>	<b>332</b>	<b>281</b>	<b>83</b>	<b>56</b>	<b>633</b>	<b>302</b>
<b>Net Projected Variance</b>					<b>331</b>	
<b>Supported by supplementary estimates</b>						
<b>Total Supplementary Estimates</b>						

- 2.2 Subject to all other budgets being equal, this would result in an under spend of £331k.
- 2.3 Salary budgets are constantly monitored and **Essential Reference Paper 'C'** shows a projected small under spend of £4k.

## **FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS**

### **People**

#### **Financial analysis**

- 2.4 At the Joint Revenues and Benefits Committee on 19 July 2012 it was identified that due to the increased workload and to avoid increasing backlogs of work both councils needed to fund an additional £120k each for agency staff to support the service. As a consequence a Supplementary Revenue estimate from the council of £120k requires approval. The greater than allowed for under spend in 2011/12 permits for this funding to be approved from the general reserve.
- 2.5 Income of £53,800 was received in 2011/12 for Community Planning Resource Mapping, but the final payment of £11,169 was not made until 2012/13.
- 2.6 Stansted Area Housing Partnership – As part of the process for granting planning permission for the expansion of Stansted Airport, the section 106 agreement provided a sum of money for affordable housing in East Hertfordshire. This sum of money amounts to approximately £358,000. At present a site in Sawbridgeworth is being developed, with a section 106 agreement providing for affordable homes. The site meets the location criteria of the Stansted S.106.

#### **Performance analysis**

- 2.7 **EHPI 3a – Usage: number of swims (under 16)**. Performance was 'Red' for Quarter 1, as throughput has declined when a comparison is made against the same period last year, although performance is slightly higher than the previous quarter's throughput. This is being discussed to consider ways to improve throughput for this age group.
- 2.8 **NI 181 – Time taken to process Housing Benefit/Council Tax Benefit new claims and change events**. Performance was 'Red' for July 2012. Performance for the period 13 July 2012 to 13 August was 23.56 days. This indicator has been 'Red' consistently during 2012/13. As noted at paragraph 2.4 it is proposed to supplement

resources to improve performance.

2.9 **EHPI 4b – Usage: Gym (60 + year olds).** Performance was ‘Amber’ for Quarter 1. Throughput was slightly off target but is following the normal seasonal trend.

2.10 The following indicators were ‘Green’, meaning that the targets were either met or exceeded for July/Quarter 1. They were:

- EHPI 129 – Response time to anti social behaviour (ASB) complaints made to East Herts Council.
- EHPI 3b - Usage: number of swims (16 – under 60 year olds)
- EHPI 3c - Usage: number of swims (60 year old +)
- EHPI 4a - Usage: Gym (16 – under 60 year olds)

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

## Place

### **Financial analysis**

2.11 An under recovery of £59k of recycling income is expected from the sale of recyclable materials collected at the kerbside believed to be due to the economic downturn and the increasing use of electronic communication (reducing the amount of newspapers and magazines consumed).

2.12 There is a likely under spend in the contracted costs of organic waste collection of £50k.

2.13 An under spend of £7k is expected in the costs of materials handling at the Service Centre.

2.14 The Environment Agency has withdrawn the funding for the land drainage work East Herts carries out on their behalf. This has repercussions for the cost of any similar work that would have been carried out for East Herts under the same terms. A separate report will be considered by Corporate Management Team.

2.15 Bulky waste income is forecasting a £6k adverse variance believed to be due to the economic climate.

2.16 As there are less recycling banks to maintain there is a forecast under spend of £7k.

2.17 Clinical Waste Collection income is forecasting additional income of £6k due to additional business in the first part of the year.

### **Performance analysis**

2.18 **EHPI 2d - Planning Enforcement: Initial Site Inspections.**

Performance was 'Amber' for July 2012. Performance was just below target for this period.

2.19 **NI 191 – Residual household waste per household and NI 192 - Percentage of household waste sent for reuse, recycling and composting.** The July performance data for these indicators were not available for inclusion in this report; however the data for this period will be verbally reported at Executive on 4 September 2012. Performance in June showed that NI 191 achieved a performance of 115kg and NI 192 achieved a performance of 52.20%.

2.20 The following indicators were 'Green', meaning that the targets were either met or exceeded for July 2012. They were:

- EHPI 2.4 – Fly-tips: Removal
- EHPI 2.1e – Planning Enforcement: Service of formal Notices.
- EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.
- NI 157a – Processing of planning applications: Major applications.
- NI 157b – Processing of planning applications: Minor applications
- NI 157c - Processing of planning applications: Other applications

Please refer to **Essential Reference Paper 'B'** for full details.

### **Prosperity**

#### **Financial analysis**

2.21 If the current trend continues the indications are a short fall of circa £150k in Building Control income. Processes being considered to rectify the situation are to possibly increase fees and potential other sources of income.

2.22 Car Parking Pay and Display income is predicted to produce a £89,000 favourable variance by year end.

2.23 Car Parking Penalty Charge Notice income is under achieving as at the end of July and is likely to show a shortfall of circa £75k. This is

due in part to the bedding in of the new enforcement contract and the inability to process Notices to owners due to a new system migration at DVLA.

- 2.24 Investment funds have been and are continuing to be placed on fixed deposit with U.K. clearing banks to take advantage of the rates being offered. (See report to Council July 2012). Expectations are that the 2012/13 estimated Investment income will be exceeded by circa £350k.
- 2.25 A reduction in Core Audit fees of £20k will result in a favourable variance.

### **Performance analysis**

- 2.26 **EHPI 8 – % of invoices paid on time.** Performance was 'Amber' for July 2012. Management have taken remedial action to ensure that future invoices are paid on time.
- 2.27 **EHPI 12c – Total number of sickness absence days per FTE staff in post.** Performance was 'Amber' for July 2012. Absences were just below target, management have taken corrective action.
- 2.28 The following indicators were 'Green', meaning that targets were either met or exceeded for July 2012. They were:
- EHPI 6.8 – Turnaround of pre NTO PCN challenges.
  - EHPI 6.9 – Turnaround of NTO Representations.

Please refer to **Essential Reference Paper 'B'** for full details.

### **CAPITAL FINANCIAL SUMMARY**

- 2.29 The table below sets out expenditure to 31 July 2012 against the Capital Programme. Members are invited to consider the overall position. **Essential Reference paper 'D'** contains details of the 2012/13 Capital Programme. Comments are provided by the Project Control Officers in respect of individual schemes.



SUMMARY	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Actual Commit to date	2012/13 Projected Spend	Variance Col 4 - Col 2
	£	£	£	£	£
People	3,003,400	2,975,780	1,380,324	2,870,780	(105,000)
Place	824,600	1,017,160	224,228	1,018,610	1,450
Prosperity	1,000,150	1,835,090	435,097	1,809,390	(25,700)
Re-profiling potential Slippage	(250,000)	(250,000)		(250,000)	
<b>TOTAL</b>	<b><u>4,578,150</u></b>	<b><u>5,578,030</u></b>	<b><u>2,039,649</u></b>	<b><u>5,448,780</u></b>	<b><u>(129,250)</u></b>

2.30 The Decent Homes Grants and Energy Grants budgets are behind profile at this time by £100k and £5k respectively.

2.31 The capital spend on the Housing Benefits System was approved by Council on 9 December 2009. The scheme had an element of risk and reward payments. Triggers that prompt these payments suggest that £31,300 will be required this year.

### **RISK MONITORING ANALYSIS**

2.32 The 2012/13 Strategic Risk Register was compiled following reviews of service plans, the previous year's Strategic and Operational Risk Registers, and then discussions with Directors and Heads of Service.

2.33 Such a short space of time has passed since the new register was compiled that few additional controls have been implemented. (The 'risk year' commenced in May to reflect the Audit Committee timetable). These are detailed at **Essential Reference Paper 'F'**.

### 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:

2011/12 Estimates and future targets report, Essential Reference Paper B – For complete list of performance indicators that are being monitored for 2012/13

Contact Member: Councillor A Jackson, Leader of the Council  
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Contact Officer:

In terms of performance issues

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**IMPLICATIONS/CONSULTATION**

Contribution to the Council's Corporate Priorities/ Objectives:	<p><b>People</b> <i>This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p><b>Place</b> <i>This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</i></p> <p><b>Prosperity</b> <i>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</i></p>
Consultation:	Performance monitoring discussions have taken place between Directors and Heads of Service.
Legal:	There are no legal implications.
Financial:	There are no financial implications.
Human Resource:	There are no Human Resource implications.
Risk Management:	There are no Risk implications.

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## July/Quarter 1 Executive Corporate Healthcheck 2012/13




**Traffic Light Unknown**  
**Description 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 10 July 2012
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events		23.6 days	10.0 days		Performance from 13 July 2012 to 13 August 2012 is 23.56 days.	<p>July 2012 result</p> <p>10.6 days 10.1 days 0 days 23.6 days 25.0 days</p>	Members have agreed additional resources to help improve performance.




**Traffic Light Red**  
**Description** People

**Community and Cultural Services**




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI3a	Usage: number of swims (under 16)		9,503	12,501		Figures for 2012/11 Quarter 1 shows that there has been a decline in throughput for the same period last year, although slightly up on the previous quarters throughput.	<p>Q1 2012/13 result</p> 	None

**Traffic Light Amber**  
**Description** People




**Community and Cultural Services**




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI4b	Usage: Gym (60 + year olds)		3,661	3,758		Throughput slightly down on target, but following normal seasonal trend.	<p>Q1 2012/13 result</p> 	None

**Traffic Light Amber**  
Description Place




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI 2.1d	Planning Enforcement: Initial Site Inspections		73.00%	75.00%		Performance just below target.	<p>July 2012 result</p> 	None

**Traffic Light Amber**  
Description 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 10 July 2012
EHPI8	% of invoices paid on time		96.30%	98.00%		The number of invoices paid on time is not as good as last month. Below target.	<p>July 2012 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 10 July 2012
EHPI12c	Total number of sickness absence days per FTE staff in post		0.74 days	0.70 days		Total absence for the year so far = 2.40 (target = 2.50)	<p>July 2012 result</p> 	None

### Traffic Light Green Description People

Community and Cultural Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI4a	Usage: Gym (16 – under 60 year olds)		44,586	40,963		Performance for this quarter is exceeding the target.	<p>Q1 2012/13 result</p> 	None



Community and Cultural Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI3b	Usage: number of swims (16 – under 60 year olds)		28,344	26,765		Performance for this quarter is exceeding the target.		None

Community and Cultural Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI3c	Usage: number of swims (60 year old +)		6,448	5,442		Performance for this quarter is exceeding the target		None

**Traffic Light Green**  
**Description People**

**Licensing and Community Safety**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHP1129	Response time to ASB complaints made to EHC.		100.00 %	100.00 %		July 2012 There were six complaints made to the ASB officer at EHC, all of which were responded to within the minimum two working days.	<p>July 2012 result</p>	None

**Traffic Light Green**  
**Description 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 10 July 2012
EHP12.4 (47)	Fly-tips: removal		1.28	2		Performance consistent with previous month, retaining the year to date value at better than target.	<p>July 2012 result</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 10 July 2012
EHPI2.2 (45)	Waste: missed collections per 100,000 collections of household waste		28.93	48		July's missed collections per 100,000 have improved compared to June and are well below the target.	<p>July 2012 result</p>	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 10 July 2012
NI 157a (BV109a)	Processing of planning applications: Major applications		100.00%	60.00%		Performance on target.	<p>July 2012 result</p>	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 10 July 2012
NI 157b (BV109b)	Processing of planning applications: Minor applications		83.00%	70.00%		Performance on target.	<p>July 2012 result</p>	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 10 July 2012
NI 157c (BV109c)	Processing of planning applications: Other applications		91.00%	90.00%		Performance on target.	<p>July 2012 result</p>	None

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
EHPI 2.1e	Planning Enforcement: Service of formal Notices		50.00%	50.00%		Performance on target.	<p>July 2012 result</p> 	None


**Traffic Light Green**  
Description 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 10 July 2012
EHPI6.9	Turnaround of NTO Representations		8 days	28 days		This PI remains within target	<p>July 2012 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 10 July 2012
EHP16.8	Turnaround of Pre NTO PCN challenges (10 working days)		8 days	14 days		This PI remains within target	<p>July 2012 result</p> 	None

### Traffic Light Unknown Description Place

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 10 July 2012
NI 191	Residual household waste per household		TBA		TBA	July performance data was not available during the writing of this report. Data will be presented verbally by the Chief Executive and Director of Customer and Community in the Executive version on 4 <sup>th</sup> September 2012.	N/A	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 10 July 2012
NI 192	Percentage of household waste sent for reuse, recycling and composting		TBA		TBA	July performance data was not available during the writing of this report. Data will be presented verbally by the Chief Executive and Director of Customer and Community in the Executive version on 4 <sup>th</sup> September 2012.	<b>N/A</b>	None

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/RELOCATION**

Essential Reference Paper 'C'

	<b>Estimate</b>	<b>Profile to 31.07.12</b>	<b>Actual to 31.07.12</b>	<b>Variance to Profile</b>	<b>Projected outturn</b>	<b>Projected Outturn Variance to Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Executive/ Corp Support	198,800	68,301	27,611	-40,690	87,230	-111,570
Internal Services	5,002,120	1,703,861	1,739,529	35,668	5,099,870	97,750
Neighbourhood Services	3,805,200	1,317,456	1,247,846	-69,610	3,788,740	-16,460
Customer & Community	2,759,040	970,076	943,471	-26,605	2,810,390	51,350
<b>Summary</b>	<b>11,765,160</b>	<b>4,059,694</b>	<b>3,958,457</b>	<b>-101,237</b>	<b>11,786,230</b>	<b>132,640</b>
Additional NI contributions	25,000	8,333	0	-8,333	0	-25,000
<b>TOTAL</b>	<b>11,790,160</b>	<b>4,068,027</b>	<b>3,958,457</b>	<b>-109,570</b>	<b>11,786,230</b>	<b>-3,930</b>

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Exp. To 31/07/12

Essential Reference Paper D

SUMMARY	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 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	3,003,400	2,975,780	1,380,324	<b>2,870,780</b>	<b>(105,000)</b>
Place - focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	824,600	1,017,160	224,228	<b>1,018,610</b>	1,450
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities	1,000,150	1,835,090	435,097	<b>1,809,390</b>	<b>(25,700)</b>
<b>TOTAL</b>	<b>4,828,150</b>	<b>5,828,030</b>	<b>2,039,649</b>	<b>5,698,780</b>	<b>(129,250)</b>
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	<b>(250,000)</b>	<b>(250,000)</b>		<b>(250,000)</b>	0
	<b>4,578,150</b>	<b>5,578,030</b>	<b>2,039,649</b>	<b>5,448,780</b>	<b>(129,250)</b>
Reconciliation of Original to Revised Estimate					
Other Amendments	476,500				
Slippage from 2011/12	523,380				
	<u>5,578,030</u>				

## CAPITAL MONITORING 2012/13

## PEOPLE

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Hartham	52,000	58,630	6,399	<b>58,630</b>	0	Specification stage on Fire Exit Doors & Learner Pool replacement. Works commenced on Pumps.
Various	Grange Paddocks	87,000	87,000	0	<b>87,000</b>	0	Specification stage.
Various	Fanshawe	20,000	106,080	0	<b>108,300</b>	2,220	90% completed on Air Handling, specification stage on Filters. Gym Equipment completed.
	<u>Leventhorpe Pool</u>						
72348	Replacement Gym Equipment	29,000	29,000	0	<b>26,780</b>	(2,220)	Proposed spend November.
	<u>Ward Freman</u>						
72347	External Repairs & Decorations	10,000	10,000	4,000	<b>10,000</b>	0	Works commenced.
72596	Hillcrest Hostel Fire Alarm	15,000	15,000	14,738	<b>15,000</b>	0	Order placed.
72597	Hillcrest Hostel Fire Escape Upgrade	15,000	15,000	12,961	<b>15,000</b>	0	Works 80% completed.
72599	Scotts Grotto Renovation	10,000	10,000	0	<b>10,000</b>	0	Specification stage

## PEOPLE

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Private Sector Improvement Grants	820,000	820,000	111,027	<b>720,000</b>	<b>(100,000)</b>	The breakdown of projected spend of £720k is:- Commitment for DFG i.e. unpaid approved grants, at this stage has further reduced to just £96k, the current case list is around half normal levels & the referral rate from HCC Occupational Therapists is also around half 2010 levels. However, HCC advise the demand for OT assessments is increasing as is their waiting list & that as their new HCC/SERCO structure beds in & they deal with the backlog that built up during this transition period, we should see a marked increase. It was expected that all the £560k predicted for spend on mandatory DFG will be needed.

CAPITAL MONITORING 2012/13

PEOPLE

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Private Sector Improvement Grants contd.						However, the referral rate has still not picked up. We currently have 30 grants still to be approved, but with an average of £7k per grant, this potential spend in addition to commitment and spend so far totals £421,100. If referrals increase too late in year, there will be slippage which will be needed in 2013/14. In addition up to £60k of the combined improvement grant budget is usually available for Discretionary DFG (DDFG), however only 1 big scheme has been identified at this stage requiring DDFG input & one other potential DDFG. This element of the budget is often needed to meet demand for Mandatory DFG which is expected to increase. The Decent Home Grants budget was reduced in 2011/12 to £120k reflecting need to reduce capital spend, reduced demand & to allow resource to be focused on mandatory DFG. This reduction should be continued into current year. Projected spend of £100k would allow a safety net for vulnerable households & potential to transfer to a loan scheme if developed.
72604	Energy Grants	20,000	20,000	0	15,000	(5,000)	The HEEP (Herts Essex Energy Partnership) scheme replaced this budget in the previous 2 years. Although HEEP is now closing, energy suppliers are still offering good deals for insulation, so council energy grants are not currently being promoted. Reducing this budget to £15k would allow emergency response if needed for boilers for up to 3 vulnerable households.
72685	Social Housing Schemes	700,000	318,000	0	318,000	0	

**CAPITAL MONITORING 2012/13**

**PEOPLE**

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72607	Local Authority Mortgage Scheme (Note 1)	1,000,000	1,000,000	1,000,000	<b>1,000,000</b>	0	
71201	Capital Salaries	25,400	25,400	0	<b>25,400</b>	0	
72442	Community Capital Grants	100,000	198,600	45,995	<b>198,600</b>	0	18 of the 40 individual grants that were unpaid approved grants in 11/12 have now been paid. It is anticipated that another 7 will be paid by end of calendar year. 8 individual grants have been awarded this financial year, totalling £59,186. A second funding round has been announced. It is expected that all the budget will be needed.
72578	Drill Hall (Note 2)	100,000	200,000	183,584	<b>200,000</b>	0	

## PEOPLE

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72545	Presdales - Replace Pavilion	0	9,400	0	9,400	0	Scheme completed. Remaining budget to be spent on further works needed on pavilion & car park.
72582	LSP Capital Grants	0	53,670	1,620	53,670	0	
<b>TOTAL</b>		<b>3,003,400</b>	<b>2,975,780</b>	<b>1,380,324</b>	<b>2,870,780</b>	<b>(105,000)</b>	

Reconciliation of Original to Revised Estimate

Other Amendments

Slippage from 2011/12

(27,620)  
2,975,780

Expenditure on Joint Use Pools 40% funding sought from HCC/schools as appropriate

Note 1. This funding will be returned as a capital receipt at the end of the guarantee period.

Note 2. Release of funding is contingent upon agreeing a full repairing lease with the occupier



**CAPITAL MONITORING 2012/13**

**PLACE**

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Hertford Theatre	90,000	216,750	71,889	<b>216,750</b>	0	Tender stage/works commenced on various schemes. 90% completion on works on the roof. Options being reviewed on Ventilation in Café Kitchen.
74106	Heart of B/S - Market Improvement Scheme	0	46,300	305	<b>46,300</b>	0	The package of measures in this project includes the purchase of attractive new uniform stalls for the market traders and the introduction of electricity for traders and for town centre events through the installation of electric bollards.
72592	New Stall Covers for Hertford & Ware Markets	0	2,200	2,504	<b>2,500</b>	300	Completed.
71272	Castle Gardens Bungalow - Replace Roof Covering	7,500	7,500	0	<b>7,500</b>	0	Quotations received.
74102	Historic Building Grants	51,800	52,660	10,275	<b>52,660</b>	0	
Various	Refuse Collection & Recycling	139,000	142,450	98,605	<b>143,600</b>	1,150	Forecast outturn for Wheeled Bins currently £102,000. No further spend this year on ARC Containers, therefore, underspend may be used to cover this additional expenditure on Wheeled Bins if required.
72504	Provision of Play Equipment	50,000	50,000	0	<b>50,000</b>	0	Spend profiled for second half of 2012/13.
72506	Art in Parks Project (Note 1)	5,000	5,000	0	<b>5,000</b>	0	Currently investigating sources of external funding to extend the value of this project.

**CAPITAL MONITORING 2012/13**

**PLACE**

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72585	The Bourne, Ware - Play Area Development Programme	40,000	40,000	0	<b>40,000</b>	0	Project on hold. Seeking to attract additional external funding.
72580	Vantors Sawbridgeworth-Play Area Development	0	0	0	<b>0</b>	0	Final payment due at the end of Retention period in September 2012.
72507	Pishiobury Park Wetland Habitat Project (Note 2)	20,000	20,000	0	<b>20,000</b>	0	Currently developing plans for a boardwalk at Pishiobury Park for completion by the end of the March 2013.
72583	Improvements to Works at Southern Country Park	0	0	0	<b>0</b>	0	Final payment due at the end of Retention period at the end of August 2012.
72584	Sacombe Road, Hertford - Play Area Development Programme	0	10,000	0	<b>10,000</b>	0	Awaiting completion of the S106 element of the project by the developer, expected by the end of August, before proceeding with the EHC phase. Also seeking external funding sources.
72508	Hartham Common - Parks Development Plan Project (Note 3)	25,000	25,000	0	<b>25,000</b>	0	Other priorities and limited sources of external funding mean that this project is likely to be delayed until 2013/14
75168	Energy Efficiency & Carbon Reduction Measures (Note 4)	45,000	45,000	0	<b>45,000</b>	0	

**CAPITAL MONITORING 2012/13**

**PLACE**

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72591	Castle Weir Micro Hydro Scheme	219,000	219,000	5,650	<b>219,000</b>	0	Currently progressing Flood Risk Assessment for submission to the Environment Agency in late August. Planning Application to be submitted in August following pre-application consultation.
74105	Town Centre Environmental Enhancements	132,300	135,300	35,000	<b>135,300</b>	0	
<b>TOTAL</b>		<b>824,600</b>	<b>1,017,160</b>	<b>224,228</b>	<b>1,018,610</b>	<b>1,450</b>	
Reconciliation of Original to Revised Estimate							
Other Amendments		50,000					
Slippage from 2011/12		142,560					
		<u>1,017,160</u>					

Note 1. Provision to attract external funding.

Note 2. This project will require match funding to maximise the potential of this project and this sum reflects provision for this.

Note 3. Development of this site will require significant external investment and this sum represents provision to support bids for external funding.

Note 4. Relates to provision for energy efficiency measures following C3W. This is subject to bids for grant funding.

CAPITAL MONITORING 2012/13

PROSPERITY

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71374	Network, Servers & Storage Upgrade	30,000	30,000	0	<b>30,000</b>	0	
71370	Development Control EDM	0	4,500	0	<b>4,500</b>	0	
71377	BACS	0	2,500	0	<b>2,500</b>	0	
71379	Authentication	31,000	31,000	0	<b>31,000</b>	0	
71388	GIS	0	5,470	0	<b>5,470</b>	0	
71389	Small Systems	0	0	0	<b>0</b>	0	
71395	EDM - Corporate	18,000	28,070	0	<b>28,070</b>	0	
71408	Housing Benefits System	0	0	5,216	<b>31,300</b>	31,300	Relates to 'Risk & reward' payment to Capita.
71409	Locata	0	14,280	(5,300)	<b>14,280</b>	0	
71413	New Telephone System	0	0	0	<b>0</b>	0	
71414	Hardware Funding	90,000	87,180	18,554	<b>87,180</b>	0	
71415	Applications	55,000	78,850	1,244	<b>78,850</b>	0	£28,050 to be spent on the purchase of new software to meet requirements for the taking of card payments (agreed at IT Steering Group 2.8.12)

**CAPITAL MONITORING 2012/13**

**PROSPERITY**

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71416	Merging systems - Licensing & Env Health	0	15,000	0	<b>15,000</b>	0	Original contract on Lalpac contract still running, therefore, software will be purchased once this has run out. Meeting to be held on 25.9.12 with South Cambs & Cambridge council's to look at their M3 systems.
71418	Mayrise Upgrade	30,000	30,000	0	<b>30,000</b>	0	
71419	IT support regarding above scheme	20,000	20,000	0	<b>20,000</b>	0	
71420	Integrated DC & BC Systems	60,000	60,000	0	<b>60,000</b>	0	
71421	IT support regarding above scheme	20,000	20,000	0	<b>20,000</b>	0	
71422	Shared Services Infrastructure Integration	50,000	50,000	0	<b>50,000</b>	0	
71423	Replacement Condensers to Server Room	20,000	20,000	9,671	<b>20,000</b>	0	Works 50% completed.
71362	Capital Salaries	107,000	107,000	0	<b>107,000</b>	0	
Variou	Bircherley Green MSCP	0	390,800	245,167	<b>390,900</b>	100	
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	0	4,580	1,000	<b>4,580</b>	0	Final a/c stage.

**CAPITAL MONITORING 2012/13**

**PROSPERITY**

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Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Other Car Parks	240,250	438,470	130,026	<b>380,540</b>	<b>(57,930)</b>	2nd phase of Buntingford Car Park not now required. On-street P & D project, capital provision will not be spent.
71267	Upgrade Pedestrian Route Grange Paddocks to Causeway	0	21,800	3,830	<b>21,800</b>	0	90% completed, retention still to be paid
71270	Wallfields Upgrade Car Park Lighting	10,000	10,000	0	<b>10,000</b>	0	Specification stage
71273	Wallfields Fire Alarm Upgrade to Old Building	20,000	20,000	0	<b>20,000</b>	0	Specification stage
72598	Cricketfield Lane - Resurface Footpath & Retainment Works	75,000	75,000	0	<b>75,000</b>	0	Works may now be included in the proposed health centre development - to be reviewed
72590	Vantorts Open Space - Resurface Footpaths	0	2,230	0	<b>2,230</b>	0	90% complete, further works still to be carried out
71262	Elizabeth Road Shops - Renew Water Main	0	7,200	0	<b>7,200</b>	0	Works completed, paving works may be carried out.
71203	Replacement Chairs & Desks	10,000	15,670	6,367	<b>15,670</b>	0	Various items of furniture still need to be replaced.
71268	Stevenage BC Shared Service, Furniture & Equipment	0	0	831	<b>830</b>	830	To be financed from Stevenage B.C.

**CAPITAL MONITORING 2012/13**

**PROSPERITY**

Exp Code	2012/13 Approved Schemes	2012/13 Original Estimate	2012/13 Revised Estimate	2012/13 Total to Date	2012/13 Projected Spend	2012/13 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
75160	River & Watercourse Structures	47,500	67,090	13,491	<b>67,090</b>	0	Inspections on EH bridges in the district ( 24 number) are now complete. The Reports have been recieved for assessment of any structural/ remedial/maintenance works required. Work on the feasibility Study/Surface Water Management Plan ( SWMP) continues.
75157	Footbridge over River Stort	0	94,500	3,480	<b>94,500</b>	0	Outstanding dispute with contractor still unresolved.
72568	North Drive - reconstruct road & drainage	0	17,500	1,520	<b>17,500</b>	0	
71266	Capital Salaries	53,600	53,600	0	<b>53,600</b>	0	
71251	Automated Telling Machines at Hertford & B/S	12,800	12,800	0	<b>12,800</b>	0	The project has commenced and will be completed this year as it is a priority 1 project with resources for 2012/13.
<b>TOTAL</b>		<b>1,000,150</b>	<b>1,835,090</b>	<b>435,097</b>	<b>1,809,390</b>	<b>(25,700)</b>	
Reconciliation of Original to Revised Estimate							
Other Amendments		426,500					
Slippage from 2011/12		408,440					
		<u>1,835,090</u>					

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## ESSENTIAL REFERENCE PAPER 'E'

### SUMMARY OF PREVIOUSLY REPORTED VARIANCES ON THE REVENUE BUDGET

		Projected Outturn 31 March 2012 £'000	
1.1	April	0	
	May	100	Favourable

ITEM (in order of Corporate Priority)		MONTH(S) REPORTED
1.2	<b>People</b> TURNOVER Salary budgets are constantly monitored and <b><u>Essential Reference Paper 'C'</u></b> shows the budget is broadly in line with the projected expenditure.	May
1.3	<b>Place</b> WASTE CONTRACT Early indications show that the costs of transition to the new waste contract have to date been lower than expected and an under spend of up to £100k is possible.	May
1.4	<b>Prosperity</b>	

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## Strategic Risk Register - May and June 2012.

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR1	Risk of significant reduction in funding above that planned for, in particular localisation of Council Tax Support and localisation of business rates.	There is uncertainty around future funding, both from Government and other areas such as income from commodities markets for recycled materials. There are cost pressures combined with an increased awareness and scrutiny of financial position.		3	3	Alan Madin	May - June 2012: No change in status.
12 - SR2	Risk of a loss of capacity / capability and flexibility to deliver service levels we would like.	There are challenges around workforce planning to ensure the Council is fit for the future, in terms of workforce skills, capacity and flexibility.		4	3	Alan Madin	May - June 2012: No change in status.
12 - SR3	Risk that supplier / contractor or key third sector partner fails or fails to deliver.	A number of key external and internal services are delivered through major contracts, both directly and in consortia. This is both through private sector supply chains and in conjunction with the voluntary and third sector.		3	2	George A Robertson	May - June 2012: No change in status.

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR4	Risk that investment and effort does not deliver benefits and returns in Shared Services	Moving more towards shared services with other public sector partners. Potential for lack of consistent political buy-in by all partners resulting in considerable effort without benefit. There is also a challenging skill set for managers due to the complexity.		3	3	Alan Madin	May - June 2012: No change in status.

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR5	There is uncertainty on overall future government policy and a number of changes required without accompanying resource.	Risk of being unable to long term strategically plan.		2	3	Simon Drinkwater	May - June 2012: Risk on target. Risks arising from changes in government policy are identified and reported to Corporate Management Team. The reduction in Council Tax benefit and the introduction of universal credit are issues which are currently being considered. The community infrastructure levy will be considered once the report on the issue is available. The Council has responded to the changes in planning resulting from the introduction of the new framework.

Essential Reference Paper F

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR6	Risk that SMG does not implement Council policies in a coherent and consistent way.	There could be a lack of consistency and cohesion at senior management levels of implementing decisions.		4	1	Simon Drinkwater	May - June 2012: Corporate Management Team meets fortnightly. Part of the role of CMT is to ensure consistency in implementing decisions. Directors discuss the implementation of decisions with Heads of Service and other managers to ensure consistency of approach. Departmental Management Team meetings convey details of decisions to relevant staff. Directors are responsible for ensuring that decisions are implemented correctly.

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR7	Availability and performance of IT systems and resources impacting on service delivery.	Reduced levels of service across the Authority. Targets may not be achieved. Staff morale and reputation of Council may suffer. Influence of ITSG should reduce risks		4	4	Alan Madin	May - June 2012: No change in status.

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
12 - SR8	Data Protection: Failure to comply with the data protection principles. The potential disclosure of personal data inappropriately.	Action may be taken by the ICO. Individuals may suffer if their personal data, particularly sensitive personal data is disclosed.		3	3	George A Robertson	May - June 2012: All staff undertaking on line data protection training. Data protection risks being reviewed as part of a council wide programme.