

# Public Document Pack



Leader and Members  
of the Executive

Your contact: Martin Ibrahim  
Ext: 2173  
Date: 30 November  
2012

cc. All other recipients of the  
Executive agenda

Dear Councillor

## **EXECUTIVE - 4 DECEMBER 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 141 - 146)
  
17. District Plan Executive Panel - Minutes of the Meeting held on 28 November 2012 (Pages 147 - 156)

*To receive the Minutes of the District Planning Panel meeting held on 28 November 2012 and to consider recommendations arising from items 17a – 17g below.*

***Note – Members are reminded to bring their copy of the District Planning Panel agenda to this meeting.***

- (A) Sub-District Population and Household Forecasts - Parish Groupings and Towns: Phases 1 and 2 (October 2012)

*Minute 12 refers*

- (B) Strategic Land Availability Assessment (SLAA) - Round 2 Initial Report and Windfall Analysis (October 2012)

*Minute 13 refers*

- (C) Employment Forecasts and Strategic Economic Development Advice (October 2012)

*Minute 14 refers*

- (D) District Plan: Evidence Base - Technical Studies 2011/12, 2012/13 and 2013/14

*Minute 15 refers*

- (E) The Duty to Co-operate and East Herts District Plan

*Minute 16 refers*

- (F) District Plan Part 1 - Strategy Supporting Document: Member Comments

*Minute 17 refers*

- (G) District Plan Part 1 - Strategy Supporting Document: Update Report

*Minute 18 refers*

18. Monthly Corporate Healthcheck - October 2012 (Pages 157 - 204)

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

Yours faithfully

Martin Ibrahim  
Democratic Services Team Leader  
Democratic Services  
[martin.ibrahim@eastherts.gov.uk](mailto:martin.ibrahim@eastherts.gov.uk)

**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 4 DECEMBER 2012  
**TIME** : 7.00 PM

This page is intentionally left blank

## EAST HERTS COUNCIL

EXECUTIVE – 4 DECEMBER 2012

REPORT BY SCRUTINY COMMITTEE CHAIRMEN

ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

---

### **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>
--

<b>(A)</b>	<b>That the report be received.</b>
------------	-------------------------------------

1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Community Scrutiny Committee – 20 November 2012

Environment Scrutiny Committee – 13 November 2012

Corporate Business Scrutiny Committee – 27 November 2012

2.0 Report

2.1 **Final Task and Finish Report on Review of Grounds  
Maintenance Contract**  
**(Agenda Item 7)**

The Environment Scrutiny Committee agreed that (A) the report be received;

(B) the approach and findings of the Grounds Maintenance Contract Task and Finish Group be endorsed;

(C) the Executive be advised that the current Grounds Maintenance Contract represented good value for money and an extension to this contact was the option most likely to deliver best value to the Council; and

(D) the Executive be advised that the preference of the Environment Scrutiny Committee would be for a 5 year extension to the Grounds Maintenance Contract.

## 2.2 **Vehicle Removals Policy** **(Agenda Item 8)**

The Environment Scrutiny Committee agreed that the policy framework and priorities for the operation of the East Herts vehicle removal service be recommended to the Executive for adoption.

## 2.3 **Policy on Mobile (ANPR) Enforcement** **(Agenda Item 9)**

The Environment Scrutiny Committee agreed that the policy framework and priorities for the operation of a mobile ANPR based enforcement service in East Herts be recommended to the Executive for adoption

## 3.0 **Other Matters**

3.1 Corporate Business Scrutiny Committee considered the **Council Tax Support Scheme** which will be reported to the next Executive meeting.

## 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

Contact Members: Councillor D Andrews, Chairman, Corporate Business Scrutiny Committee  
[david.andrews@eastherts.gov.uk](mailto:david.andrews@eastherts.gov.uk)

Councillor D Abbott, Chairman, Environment Scrutiny Committee  
[daniel.abbott@eastherts.gov.uk](mailto:daniel.abbott@eastherts.gov.uk)

Councillor G McAndrew, Chairman, Community Scrutiny Committee  
[graham.mcandrew@eastherts.gov.uk](mailto:graham.mcandrew@eastherts.gov.uk)

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services, Extn: 2170  
[jeff.hughes@eastherts.gov.uk](mailto:jeff.hughes@eastherts.gov.uk)

Report Authors: Martin Ibrahim - Democratic Services Team Leader  
[martin.ibrahim@eastherts.gov.uk](mailto:martin.ibrahim@eastherts.gov.uk)

Marian Langley – Scrutiny Officer  
[marian.langley@eastherts.gov.uk](mailto:marian.langley@eastherts.gov.uk)

This page is intentionally left blank



## 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

This page is intentionally left blank

MINUTES OF A MEETING OF THE  
DISTRICT PLANNING EXECUTIVE PANEL  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 28 NOVEMBER 2012, AT  
7.00 PM

---

PRESENT: Councillor A Jackson (Chairman)  
Councillor L Haysey.

ALSO PRESENT:

Councillors W Ashley, S Basra,  
E Buckmaster, S Bull, Mrs R Cheswright,  
G Jones, G Lawrence, M McMullen,  
P Moore, M Newman, T Page, J Ranger,  
P Ruffles, S Rutland-Barsby, N Symonds,  
G Williamson and J Wing.

OFFICERS IN ATTENDANCE:

John Careford	- Senior Planning Officer
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Kay Mead	- Senior Planning Officer
Martin Paine	- Senior Planning Officer
Jenny Pierce	- Senior Planning Officer
Claire Sime	- Planning Policy Team Leader
Katie Simpson	- Assistant Planning Officer
Kevin Steptoe	- Head of Planning and Building

Bryan Thomsett  
Control Services  
- Planning Policy  
Manager

10 CHAIRMAN'S ANNOUNCEMENTS

The Leader welcomed the press and public to the meeting and reminded everyone that the meeting was being webcast.

He explained that in view of Councillor M Carver's illness, he had assumed responsibility for Councillor Carver's portfolio on a temporary basis, including chairing this meeting.

The Leader referred to this being John Careford's last meeting before leaving the Authority and on behalf of all Members, thanked him for his service.

11 APOLOGIES

An apology for absence was submitted on behalf of Councillor M Carver.

12 SUB-DISTRICT POPULATION AND HOUSEHOLD FORECASTS - PARISH GROUPINGS AND TOWNS: PHASES 1 AND 2 (OCTOBER 2012)

**The Panel considered a report on the findings of the Sub-District Population and Household Forecasts technical work (Phases 1 and 2) that would form part of the evidence base for generating an appropriate district-wide housing target for East Herts to 2031, and to inform the preparation of the District Plan. It also provided benchmark demographic information at parish grouping and town level.**

**Councillor G Jones referred to concerns he had raised at the previous meeting and expressed support for the supply-led forecasts that had been included in the various scenarios. In response to a concern that the migration-led scenario had only used a five year**

historical average, Officers explained that this issue had been picked up elsewhere.

The Panel supported the recommendation now detailed.

**RECOMMENDED** - that the Sub-District 'Population and Household Forecasts - Parish Groupings and Towns: Phases 1 and 2' (October 2012) technical study at Essential Reference Paper 'B' to the report submitted, be supported as part of the evidence base to inform and support the East Herts District Plan.

13 **STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA) - ROUND 2 INITIAL REPORT AND WINDFALL ANALYSIS (OCTOBER 2012)**

---

The Panel gave consideration to a report presenting the initial technical report of Rounds 1 and 2 of the Council's ongoing Strategic Land Availability Assessment (SLAA), which also included analysis in respect of 'windfall' development to inform the housing requirement in the District Plan.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the Officer responses to the feedback received from stakeholders as part of Round 2: Stakeholder Engagement of the Strategic Land Availability Assessment (SLAA), be supported;

(B) the Strategic Land Availability Assessment (SLAA) Technical Study: Initial Report - Rounds 1 and 2 (October 2012), be supported as technical work to inform the preparation of the East Herts District Plan and for housing supply purposes;

(C) the district-wide SLAA Round 2 capacity of 2,350 dwellings be supported for informing

ongoing work in developing the District Plan: Part 1; and

(D) the 'windfall' allowance of 1,700 dwellings be supported for informing ongoing work in developing the District Plan: Part 1.

14 **EMPLOYMENT FORECASTS AND STRATEGIC ECONOMIC DEVELOPMENT ADVICE (OCTOBER 2012)**

The Panel considered a report outlining the technical advice prepared for the Council by DTZ containing employment forecasts and strategic advice on planning for economic development in the District. The report considered the future pattern of employment growth in East Herts and the surrounding area in order to inform the preparation of the East Herts District Plan: Part 1 – Strategy.

In response to questions and comments of various Members, Officers advised that DTZ had looked at employment trends and changes beyond the District's boundaries and that this was a requirement of the new planning system. In respect of residential development being driven by employment growth, it would be necessary to achieve a balance and to make reasoned judgements. Officers expressed full confidence in the research findings and reminded Members that the full report was available on the Council's website.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** – that the Employment Forecasts and Strategic Economic Development Advice (October 2012) be supported and published as technical advice, forming part of the evidence base to inform and support the East Herts District Plan.

15 **DISTRICT PLAN: EVIDENCE BASE - TECHNICAL STUDIES 2011/12, 2012/13 AND 2013/14**

The Panel was updated on progress in respect of completed and ongoing District Plan evidence base related technical studies from 2011/12 and considered whether to support those underway or proposed to be undertaken during 2012/13 and 2013/14.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) it be noted, or as appropriate supported, that the technical studies listed in Essential Reference Paper ‘B’ to this report, which are due for completion, already underway or proposed to be undertaken during 2012/13, contribute to the District Plan Evidence Base; and

(B) the technical studies referred in (A) above be completed or undertaken by means of:

(i) seeking competitive quotes or tenders, as appropriate, to engage consultants, with the costs being met from the 2012/13 or 2013/14 Planning Policy related budgets for such purposes; and/or

(ii) partnership working where appropriate, with neighbouring authorities and other relevant partners; and

(C) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be given authority to approve funding, within the limits of the 2012/13 and 2013/14 Planning Policy budgets, for such other relevant planning policy studies, as may be deemed appropriate.

16 **THE DUTY TO CO-OPERATE AND EAST HERTS DISTRICT PLAN**

---

The Panel considered a report on the Duty to Co-Operate, which was a requirement contained within the Localism Act 2011. The Panel noted the significance of this in terms of cross-boundary strategic priorities, particularly in relation to housing. Officers advised that it was considered crucial for East Herts Council to adhere to the agreed strategy selection process in order to seek to avoid a situation where the Planning Inspectorate intervened on the basis of failure to comply with the Duty to Co-Operate. Finally, it was proposed that an Executive Member be authorised to represent East Herts Council in meetings with the relevant Member(s) from neighbouring local planning authorities, Hertfordshire and Essex County Councils, and other relevant bodies.

In response to Members' questions and comments, Officers confirmed that although the Executive Member for Strategic Planning and Transport had engaged with neighbouring authorities and other external agencies in recent years, under the Localism Act 2011, it was deemed appropriate to demonstrate formally, that an Executive Member had been delegated authority to do so. The Leader believed that the Executive Member for Strategic Planning and Transport would be prepared to engage with local Members on relevant matters when discussing cross-boundary issues with external agencies.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) an approach to the Duty to Co-Operate based on a clearly defined plan-making process, objective assessment, positive preparation, and serious consideration of cross-boundary strategic matters, be supported as the basis for continued work on the District Plan; and

(B) the Executive Member for Strategic Planning



and Transport, or other nominated Executive Member, be authorised to attend meetings with Members from local planning authorities, Hertfordshire and Essex County Councils, and other relevant bodies as necessary, to demonstrate compliance with the Duty and further progress the District Plan.

17 **DISTRICT PLAN PART 1 - STRATEGY SUPPORTING DOCUMENT: MEMBER COMMENTS**

---

The Panel considered a report detailing the issues raised in the responses made by Members following the District Planning Executive Panel meeting held on 26 July 2012, in respect of the feedback period agreed regarding agenda items 8, 9 and 10, together with additional matters raised regarding agenda items 6 and 7 and other general issues.

Councillor M Newman expressed his gratitude to Officers for their comprehensive consideration of the comments made.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the responses made by Members in respect of agenda items 6 to 10 of the District Planning Executive Panel on 26 July 2012 be noted; and

(B) the Officer responses to the comments made and any consequent amendments to the District Plan: Part 1 - Strategy Supporting Document be supported.

18 **DISTRICT PLAN PART 1 - STRATEGY SUPPORTING DOCUMENT: UPDATE REPORT**

---

The Panel considered an update on progress with the District Plan Part 1 – Strategy. It explained the main issues impacting on the timeline for finalisation of the Draft District Plan for consultation and Members' attention was drawn to the revised stepped approach detailed at Essential Reference Paper 'C' of the report submitted.

The Panel was also presented with a draft of the early sections of Chapter 5 of the Supporting Document. Finally, the report detailed further opportunities for District Members to get directly involved in the plan-making process.

Members were reminded that the next workshop had been scheduled for 17 January 2013 the details for which would be sent out in due course.

In respect of the draft Chapter 5, Councillor S Bull expressed concerns which he undertook to forward to Officers in writing. Members were advised that an amendment to recommendation (B) was being proposed, the effect of which would be to allow a further period of Member consultation until 21 December 2012 for any factual errors. Any comments made would be reported back to the next Panel meeting.

In response to a question from Councillor S Rutland-Barsby on the exceptional circumstances in which the green belt might be altered, the Leader commented that such alteration should only be a last resort. He explained the purpose of the green belt and its importance in safeguarding identities and preventing settlements merging. He suggested that in light of the need to provide an adequate supply of land and to enhance the quality of life, some edge of settlement areas might be less crucial. It was important for the Council to show leadership in order to prevent developer-led growth that

would be unsustainable.

In response to a question from Councillor S Rutland-Barsby on economic development, the Leader referred to the DTZ report considered earlier (Minute 14 refers) and the need to consider the wider context. Employment growth tended to gravitate towards the better transport links, which in East Herts, was the Bishop's Stortford area. He believed that small and medium enterprises formed the backbone of employment opportunities in the District and that the focus should be on refurbishing existing employment locations.

In response to a question from Councillor M Newman, Officers clarified the proposed changes to the stepped approach and that there would not be a third sieving process.

Councillor Mrs R Cheswright referred to highways issues and how sustainable transport measures would be considered. Officers explained that the sieving process in the topic assessments had resulted in some potential sites being excluded because of unsustainable transport.

Councillor J Ranger commented on employment areas in the Buntingford area and was invited to submit his comments formally in writing.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the proposed approach to the remainder of the strategy selection process for the District Plan, as illustrated in Essential Reference Paper 'C' of the report submitted, be supported; and

(B) Essential Reference Paper 'D' of the report submitted, including the first three sections of Chapter 5: Options Refinement, be supported, subject to a period of Member comment in respect

**of factual content until 21 December 2012.**

19 MINUTES

RESOLVED – that the Minutes of the Panel meeting held on 26 July 2012, be approved as a correct record and signed by the Chairman.

The meeting closed at 8.34 pm

Chairman	.....
Date	.....

## EAST HERTS COUNCIL

EXECUTIVE – 4 DECEMBER 2012

MONTHLY CORPORATE HEALTHCHECK – OCTOBER 2012

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

---

### Purpose/Summary of Report:

- To set out an exception report on the finance and performance monitoring for East Herts Council for October 2012.

<b><u>RECOMMENDATIONS FOR EXECUTIVE: that:</u></b>	
<b>(A)</b>	<b>the budgetary variances set out in paragraph 2.1 of the report submitted, be noted; and</b>
<b>(B)</b>	<b>£1,139,080 of capital budgets are re-profiled from 2012/13 into 2013/14 for various schemes as outlined in Paragraphs 2.27 to 2.43 of the report submitted.</b>

### 1.0 Background




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



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 where relevant quarterly data) 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 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.

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 October 2012.

	Position as at 31.10.12				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	56	16	0	97	0
Community Planning	0	11	0	0	0	11
Pest Control (wasps)	1	0	0	2	0	7
Animal Control	4	0	1	0	6	0
Revs & Bens	0	27	0	0	0	21
Emergency Planning	5	0	0	0	5	0
Imp Grant repayment	7	0	0	0	8	0
Housing Options Supps & Serv	6	0	0	0	13	0
Housing Options Service	45	0	0	0	36	0
Hillcrest Hostel Rent income	10	0	0	0	5	0
Electoral Registration	0	52	0	0	0	12
Summons costs recovered	0	0	0	0	0	14
Housing Benefit Subsidy	62	0	0	0	106	0
New Homes Bonus Grant	0	2	0	0	35	0
Section 106 receipts	63	0	0	0	63	0

	Position as at 31.10.12				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>(2) Place</b>						
Waste contract (various budgets)	117	0	17	0	200	0
Recycling income	0	60	19	0	0	16
Organic Waste Collect	32	0	5	0	45	0
Materials Handling	5	0	1	0	8	0
Bulky Waste Income	0	1	0	0	0	3
Recycling Bank maint	5	0	0	0	6	0
Clinical Waste income	3	0	3	0	4	0
Kerbside dry collections	0	18	0	4	0	34
Alternative Financial Model	0	0	0	0	0	16
Trade Waste	21	0	7	0	11	0
Paper/Textile Banks	1	0	3	0	1	0
Clinical Waste collec/disposal	8	0	1	0	8	0
Trade Waste bins/disposal	110	0	8	0	30	0
Street Cleansing	78	0	14	0	54	0
Land Drainage	0	11	0	4	0	33
Police C.S O	0	0	0	7	0	30
Hertford Theatre Cafe	0	5	0	0	0	8



	Position as at 31.10.12				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	91	0	9	0	150
Pay and Display income	0	49	0	26	90	0
PCN income	0	89	2	0	0	150
Parking Enforce. Contract	136	0	52	0	89	0
Investment Income	204	0	29	0	350	0
External Audit fees	109	0	4	0	72	0
SIAS-Audit Fees	0	18	10	0	0	7
Treasury Mgt Fees	53	0	8	0	34	0
DC Adverts/postage/photo	17	0	0	2	21	0
Local Dev Framework	63	0	4	0	10	0
DC income	0	41	20	0	0	80
Democratic Core	0	5	0	0	22	0
Market Income	0	7	0	0	0	8
DC Pre-Application advice	32	0	0	0	35	0
DC Copyright fees	7	0	0	0	8	0
<b>TOTAL:</b>	<b>1,204</b>	<b>543</b>	<b>224</b>	<b>54</b>	<b>1,472</b>	<b>600</b>

	Position as at 31.10.12				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>Net Projected Variance</b>					872	
<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 £872k.
- 2.3 Salary budgets are constantly monitored and **Essential Reference Paper 'C'** shows a projected small under spend of £97k.

## **FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS**

### **People**

#### **Financial analysis**

- 2.4 There is a net of £21k as a consequence of finalising the 2011/12 outturn position regarding the Revenues and Benefits Shared Service with Stevenage Borough Council.
- 2.5 The £5k budget for Emergency Planning equipment will not be required this year.
- 2.6 Predicted windfall sums totalling £8k are expected as recipients of Improvement Grants repay them according to the terms and conditions on which they were awarded.
- 2.7 The Housing Options Team's Supplies and Services budget is expecting to under spend by £13k.
- 2.8 It is expected that not all the budgeted expenditure within the Housing Options Service will be required totalling £36K.
- 2.9 The rent income derived from Hillcrest Hostel should exceed the budget by £5k.
- 2.10 The Electoral Registration budget is estimating an over spend of £12k.
- 2.11 Summons Costs recovered due to non payment of Council Tax and National Non Domestic Rates is estimating to be £14k adverse from the original estimate.
- 2.12 The net overall position on the Housing Benefits Service is a favourable £106k. This is based on subsidy being greater than that estimated and in line with the 2011/12 actual position.
- 2.13 Income from the New Homes Bonus Grant is anticipated to be £35k greater than that estimated in part due to timings in payments made

to East Herts Council.

- 2.14 Following a review of Section 106 receipts held by the Council CMT recommended on the 25 September 2012 a sum of £62,634.64 be added to the General Reserve as the Council's obligations are deemed to have been met.

### **Performance analysis**

- 2.15 **NI 181 – Time taken to process Housing Benefit/Council Tax Benefit new claims and change events.** Performance was not available for inclusion in this report, however October performance data will be verbally reported by the Chief Executive and Director of Customer and Community Services.
- 2.16 The following indicator was 'Green', meaning that the target was either met or exceeded for October. It was:
- EHPI 129 – Response time to anti social behaviour (ASB) complaints made to East Herts Council.

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

### **Place**

#### **Financial analysis**

- 2.17 There is a predicted £8k overspend on the Hertford Café Supplies budget.

#### **Performance analysis**

- 2.18 **NI 191 – Residual household waste per household.** Performance for October 2012 shows the level of residual waste disposed of this month maintains the belief that this will be under expectation at year end.
- 2.19 **NI 192 - Percentage of household waste sent for reuse, recycling and composting.** The October performance data for these indicators were not available for inclusion in this report; however the data for this period will be verbally reported by the Chief Executive and Director of Customer and Community Services.
- 2.20 The following indicators were 'Green', meaning that the targets were either met or exceeded for October 2012. They were:

- EHPI 2.4 – Fly-tips: Removal
- EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.
- EHPI 2d - Planning Enforcement: Initial Site Inspections.
- EHPI 2.1e – Planning Enforcement: Service of formal Notices.
- 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 Expenditure relating to the Democratic Core projects an under spend of £22k. Primarily due to savings on Members Expenses (£17K) and Allowances (£5K).
- 2.22 The Traffic Regulation Order on North Street Bishop’s Stortford is not being renewed which will have an on going £8k adverse effect on income
- 2.23 There is considerable public interest in receiving pre-planning advice which is generating an additional £35k of income.
- 2.24 The budget for Planning copyright fees of £8k will not be required this year.

### **Performance analysis**

- 2.25 The following indicators were ‘Green’, meaning that targets were either met or exceeded for October 2012. They were:
- EHPI 12c – Total number of sickness absence days per FTE staff in post.
  - EHPI 6.8 – Turnaround of pre NTO PCN challenges.
  - EHPI 6.9 – Turnaround of NTO Representations.
  - EHPI 8 - % of invoices paid on time

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

## CAPITAL FINANCIAL SUMMARY

2.26 The table below sets out expenditure to 31 October 2012 against the Capital Programme. Executive 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.

	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	
Summary	2012/13 Original Estimate	2012/13 Revised Estimate	2013/13 Actual Commit to date	2012/13 Projected spend	Variance Col 4 – Col 2
	£	£	£	£	£
People	3,003,400	2,975,780	1,584,377	2,128,390	(847,390)
Place	824,600	962,160	310,896	629,310	(332,850)
Prosperity	1,000,150	1,679,090	750,611	1,464,710	(214,380)
Re-profiling potential slippage	(250,000)	(250,000)			250,000
<b>Total</b>	<b>4,578,150</b>	<b>5,367,030</b>	<b>2,645,884</b>	<b>4,222,410</b>	<b>(1,144,620)</b>

2.27 Executive to approve a request to re-profile £20,000 of the Hartham Pool replacement of fire exit doors and frames budget from 2012/13 into 2013/14 as this work is planned for the summer months.

2.28 Executive to approve a request to re-profile £87,000 of the Grange Paddocks Pool budget from 2012/13 into 2013/14 as £12,000 of the work needs to be undertaken to the football pavilion once the season has ended and £75,000 in the summer months to renew the roof covering to the Pool Hall.

2.29 Executive to approve a request to re-profile £150,000 of various Private Sector Improvements Grants budget from 2012/13 into 2013/14. £100,000 relates to unpaid but approved Mandatory Disabled Facilities Grants. £50,000 relates to Discretionary Disabled Facilities Grants which are often needed to meet demand for Mandatory DFG which are expected to increase.

- 2.30 Executive to approve a request to re-profile £318,000 of Social Housing Schemes budget from 2012/13 into 2013/14 as Council support has not been required by Registered Providers as they have secured funding via the New Affordable Homes Programme of the Homes and Community Agency. The Housing Team are developing a strategic plan for future spend on affordable housing priorities.
- 2.31 Executive to approve a request to re-profile £9,400 of the Pavilion Replacement at Presdales budget from 2012/13 into 2013/14. The scheme is now complete. However, the remaining budget is required to be spent on further works on the pavilion and the car park.
- 2.32 Executive to approve a request to re-profile £47,670 of the Local Strategic Partnership Grants budget from 2012/ 13 into 2013/14 as the LSP determines its priorities for spend.
- 2.33 Executive to approve a request to re-profile £45,300 of the Heart of Bishop Stortford Market Improvement scheme budget from 2012/13 into 2013/14. The current Traffic Regulation Order will be allowed to lapse to enable talks with partners and relevant organisations to develop other plans for the market whilst seeking advice from the National Association of British Market Authorities.
- 2.34 Executive to approve a request to re-profile £5,000 of the Arts in Park Project budget from 2012/13 into 2013/14 as Officers are still seeking a suitable project.
- 2.35 Executive to approve a request to re-profile £210,210 of the Castle Weir Micro Hydro scheme budget from 2012/13 into 2013/14. The scheme is currently subject to Planning Approval. There are further delays due to Environment Agency requirements.
- 2.36 Executive to approve a request to re-profile £85,300 of the Town Centre Environmental Enhancements budget from 2012/13 into 2013/14 due to a combination of the Town Council's giving an update on their spend and the EHDC being in the process of lapsing the Traffic Regulation Order in North Street Bishop's Stortford, which should be completed by the end of November.
- 2.37 Executive to approve a request to re-profile £2,000 of the IT Geographical Information System budget from 2012/13 into 2013/14 as an invoice is due from Herts County Council for Aerial Mapping.
- 2.38 Executive to approve a request to re-profile £11,000 of the IT Electronic Document Management System budget from 2012/13 into

2013/14.

- 2.39 Executive to approve a request to re-profile £10,000 of the IT LOCATA Housing System budget from 2012/13 into 2013/14. The installation of the LOCATA housing register is likely to be delayed until after April 2013 following the implementation of a new Housing Register and Allocations Policy.
- 2.40 Executive to approve a request to re-profile £10,000 of the IT Mayrise Upgrade System budget from 2012/13 into 2013/14. This sum will be spent on hardware and software for the Mayrise mobile working system.
- 2.41 Executive to approve a request to re-profile £7,200 of the Replace Footbridge Library Car Park Ware budget from 2012/13 into 2013/14. The scheme is 90% complete with retention and fees to be paid in 2013/14.
- 2.42 Executive to approve a request to re-profile £75,000 of the Cricketfield Lane Bishop's Stortford Resurface Footpath and Retainment works budget from 2012/13 into 2013/14. As these works may now be included in the proposed health centre development. If not then the works will be carried out in the summer months.
- 2.43 Executive to approve a request to re-profile £46,000 of the Footbridge over the River Stort budget from 2012/13 into 2013/14. As there is an outstanding dispute with the contractor still unresolved.

### 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

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



Contact Member: Councillor A Jackson, Leader of the Council  
[tony.jackson@eastherts.gov.uk](mailto:tony.jackson@eastherts.gov.uk)

Contact Officer:  
In terms of performance issues

Ceri Pettit – Corporate Planning and Performance Manager  
Ext 2240  
[ceri.pettit@eastherts.gov.uk](mailto:ceri.pettit@eastherts.gov.uk)

In terms of financial issues  
Mick O'Connor – Principal Accountant  
Ext 2054  
[mick.oconnor@eastherts.gov.uk](mailto:mick.oconnor@eastherts.gov.uk)

Report Author:  
Karl Chui – Performance Officer  
Ext 2243  
[karl.chui@eastherts.gov.uk](mailto:karl.chui@eastherts.gov.uk)

This page is intentionally left blank

## ESSENTIAL REFERENCE PAPER 'A'

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.

This page is intentionally left blank






# October Executive Corporate Healthcheck 2012/13

**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 6 <sup>th</sup> November 2012.
EHPI129	Response time to ASB complaints made to EHC.		100.00 %	100.00 %		There were two complaints made to the ASB officer at EHC both of which were responded to within the minimum two working days.	<p>October 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 6 <sup>th</sup> November 2012.
EHPI2.4 (47)	Fly-tips: removal		1.78	2		Although this was the worst performance this year it was still within the target and the year to date performance is much better than the target.	<p>October 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 6 <sup>th</sup> November 2012.
EHPI2.2 (45)	Waste: missed collections per 100,000 collections of household waste		26.8	48		This is the best monthly performance so far this year.	<p>October 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 6 <sup>th</sup> November 2012.
NI 157a (BV109a)	Processing of planning applications: Major applications		75.00%	60.00%		Performance exceeding target.	 <p>October 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 6 <sup>th</sup> November 2012.
NI 157b (BV109b)	Processing of planning applications: Minor applications		70.00%	70.00%		Performance exceeding target.	 <p>October 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 6 <sup>th</sup> November 2012.
NI 157c (BV109c)	Processing of planning applications: Other applications		95.00%	90.00%		Performance exceeding target.	<p>October 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 6 <sup>th</sup> November 2012.
EHPI 2.1d	Planning Enforcement: Initial Site Inspections		93.30%	75.00%		Performance exceeding target.	<p>October 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 6 <sup>th</sup> November 2012.
EHPI 2.1e	Planning Enforcement: Service of formal Notices		100.00%	50.00%		1 noticed served within time	<p>October 2012 result</p> 	None

**Traffic Light Green**  
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 6 <sup>th</sup> November 2012.
EHPI8	% of invoices paid on time		97.59%	98.00%		The number of invoices paid on time is better than previous months. It is only slightly below target. Full details are available in the attached document.	<p>October 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 6 <sup>th</sup> November 2012.
EHPI6.9	Turnaround of NTO Representations		8 days	28 days		This PI remains within target	<p>October 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 6 <sup>th</sup> November 2012.
EHPI6.8	Turnaround of Pre NTO PCN challenges (10 working days)		8 days	14 days		This PI is now within target	<p>October 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 6 <sup>th</sup> November 2012.
EHP112c	Total number of sickness absence days per FTE staff in post		0.43 days	0.70 days		Total absence for the year so far = 3.73 (Target = 4.38)	<p>October 2012 result</p> 	None

**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 6 <sup>th</sup> November 2012.
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events		N/A	10.0 days	N/A	Performance was not available for inclusion in this report, however October performance data will be verbally reported by the Chief Executive and Director of Customer and Community Services.	N/A	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 6 <sup>th</sup> November 2012.
NI 191	Residual household waste per household		265	N/A		The level of residual waste disposed of this month maintains the belief that this will be under expectation at year end.	<b>N/A</b>	<b>None</b>

**Environment Services**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 6 <sup>th</sup> November 2012.
NI 192	Percentage of household waste sent for reuse, recycling and composting		N/A	N/A	N/A	October 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.	<b>N/A</b>	<b>None</b>

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

**SALARIES/AGENCY/APPOINTMENT OF STAFF**

Essential Reference Paper 'C'

	<b>Estimate</b>	<b>Profile to 31.10.12</b>	<b>Actual to 31.10.12</b>	<b>Variance to Profile</b>	<b>Projected outturn</b>	<b>Projected Outturn Variat to Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Executive/ Corp Support	198,800	115,967	48,120	-67,847	85,090	-113,710
Internal Services	5,052,120	2,947,072	3,096,828	149,756	5,086,750	34,630
Neighbourhood Services	3,805,200	2,218,825	2,184,726	-34,099	3,766,100	-39,100
Customer & Community	2,747,960	1,606,728	1,629,839	23,111	2,794,380	46,420
<b>Summary</b>	<b>11,804,080</b>	<b>6,888,592</b>	<b>6,959,513</b>	<b>70,921</b>	<b>11,732,320</b>	<b>-71,760</b>
Additional NI contributions	25,000	14,583	0	-14,583	0	-25,000
<b>TOTAL</b>	<b>11,829,080</b>	<b>6,903,175</b>	<b>6,959,513</b>	<b>56,338</b>	<b>11,732,320</b>	<b>-96,760</b>

g:P&F/SALARIES HEALTHCHECK



Exp. To 31/10/12

Essential Reference Paper D

SUMMARY	2012/13	2012/13	2012/13	2012/13	2012/13
	Original Estimate	Revised Estimate	Total to Date	Projected Spend	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	1,584,377	<b>2,128,390</b>	<b>(847,390)</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	962,160	310,896	<b>629,310</b>	<b>(332,850)</b>
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities	1,000,150	1,679,090	750,611	<b>1,464,710</b>	<b>(214,380)</b>
<b>TOTAL</b>	<b>4,828,150</b>	<b>5,617,030</b>	<b>2,645,884</b>	<b>4,222,410</b>	<b>(1,394,620)</b>
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	<b>(250,000)</b>	<b>(250,000)</b>		<b>0</b>	<b>250,000</b>
	<b>4,578,150</b>	<b>5,367,030</b>	<b>2,645,884</b>	<b>4,222,410</b>	<b>(1,144,620)</b>
Reconciliation of Original to Revised Estimate					
Other Amendments		265,500			
Slippage from 2011/12		523,380			
		<u>5,367,030</u>			

## CAPITAL MONITORING 2012/13

## PEOPLE

Page 184

## Exp. To 31/10/12

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 Pool	52,000	58,630	7,696	<b>38,630</b>	<b>(20,000)</b>	Request to slip one scheme into 2013/14 as planned for summer months.
Various	Grange Paddocks Pool	87,000	87,000	0	<b>0</b>	<b>(87,000)</b>	Request to slip into 2013/14 as works need to be carried out after end of football season for one scheme & other scheme planned for summer months.
Various	Fanshawe Pool	20,000	106,080	84,012	<b>104,000</b>	<b>(2,080)</b>	Small overspend offset by similar underspend at Leventhorpe. Small saving achieved on Air Handling scheme.
72348	Leventhorpe Pool - Replacement Gym Equipment	29,000	29,000	0	<b>26,780</b>	<b>(2,220)</b>	Proposed spend November. See above comment.
72347	Ward Freman Pool - External Repairs & Decorations	10,000	10,000	6,137	<b>6,140</b>	<b>(3,860)</b>	Saving achieved.
72596	Hillcrest Hostel Fire Alarm	15,000	15,000	14,739	<b>14,740</b>	<b>(260)</b>	Completed.
72597	Hillcrest Hostel Fire Escape Upgrade	15,000	15,000	13,111	<b>13,100</b>	<b>(1,900)</b>	Saving achieved.
72599	Scotts Grotto Renovation	10,000	10,000	2,978	<b>10,000</b>	0	Works commenced.



**CAPITAL MONITORING 2012/13**

**PEOPLE**

**Exp. To 31/10/12**

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	176,914	<b>470,000</b>	<b>(350,000)</b>	Request to slip £150,000 on Disabled Facilities Grants only. A loan scheme may be developed to replace Decent Home Grants, further works needed on this, no slippage necessary. Two big schemes identified at this stage requiring discretionary DFG input, so projected spend is £10k. However, this budget is often needed to meet demand for mandatory DFG which is expected to increase, £50k slippage necessary. Mandatory DFG's should see a marked increase in spend due to the demand for OT assessments, referral rates have now picked up. However, as the referrals are received late in the year, they will not all complete on site, and slippage will be needed to 2013/14. Projected spend around £460K, therefore £100k slippage necessary.
72604	Energy Grants	20,000	20,000	0	<b>15,000</b>	<b>(5,000)</b>	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. No slippage necessary.
72685	Social Housing Schemes	700,000	318,000	0	<b>0</b>	<b>(318,000)</b>	Council support has not been required by Registered Providers as they have secured funding via the New Affordable Homes Programme of the Homes and Communities Agency. The Housing Team are developing a strategic plan for future spend on affordable housing priorities. Request to slip into 13/14.

CAPITAL MONITORING 2012/13

PEOPLE

Page 186

Exp. To 31/10/12

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	1,000,000	0	Completed.
71201	Capital Salaries	25,400	25,400	0	25,400	0	
72442	Community Capital Grants	100,000	198,600	77,154	198,600	0	Of the 11/12 grants, 3 more claimed and were paid this past quarter. Of the 8 grants awarded in the first funding round this year, 5 have been fully or partly paid. 7 applications were submitted on 15 Oct, requesting £27,155. If these projects are slow to get off the ground, claims may be delayed and slippage will be needed into 13/14. Projected spend will allow village halls and play areas and other well used public assets to continue to be fit-for-purpose and viable.
72578	Drill Hall	100,000	200,000	195,645	200,000	0	Completed.
72545	Presdales - Replace Pavilion	0	9,400	0	0	(9,400)	Scheme completed. However, remaining budget to be spent on further works needed on pavilion & car park. Request that this slips into 13/14.
72582	LSP Capital Grants	0	53,670	5,991	6,000	(47,670)	Request that this slips into 13/14 as the LSP determines its priorities for spend.
<b>TOTAL</b>		<b>3,003,400</b>	<b>2,975,780</b>	<b>1,584,377</b>	<b>2,128,390</b>	<b>(847,390)</b>	

**CAPITAL MONITORING 2012/13**

**PEOPLE**

**Exp. To 31/10/12**

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
		£	£	£	£	£	
	Reconciliation of Original to Revised Estimate						
	Other Amendments						
	Slippage from 2011/12						
		<u>(27,620)</u>					
		<u>2,975,780</u>					

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.

## Exp. To 31/10/12

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	<u>Hertford Theatre</u> Hertford Theatre	90,000	206,750	124,977	<b>206,630</b>	<b>(120)</b>	Quotations received for replacement fire alarm. Cost £20k, request that underspend from Boiler scheme be transferred to this scheme. Budget now not needed for Ventilation Imp to Café Kitchen as air conditioning has been installed. However, £10k has been transferred to scheme 71272 as quotes received exceed the existing budget (costs have risen following more detailed investigation into the condition of the roof).
74106	Heart of B/S - Market Improvement Scheme	0	46,300	708	<b>1,000</b>	<b>(45,300)</b>	Report being compiled about the Traffic Regulation Order in North Street. We're going to allow it to lapse and then talk to partners and relevant organisation to develop other plans for the market. We'll be asking the National Association of British Market Authorities (NABMA) for advice. When we have the plans we'll know what we want to spend the money on. It will make sense to start spend after March. Therefore, request that this slips into 13/14.
72701	Hartham Art Project	0	10,000		<b>10,000</b>	0	Fully funded from Sainsbury's S106 monies.
72592	New Stall Covers for Hertford & Ware Markets	0	2,200	1,425	<b>1,430</b>	<b>(770)</b>	Completed.
71272	Castle Gardens Bungalow - Replace Roof Covering	7,500	17,500	0	<b>17,500</b>	0	See above comment on Hertford Theatre.
74102	Historic Building Grants	51,800	52,660	23,031	<b>52,660</b>	0	

**CAPITAL MONITORING 2012/13**

**PLACE**

**Exp. To 31/10/12**

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	Refuse Collection & Recycling	139,000	142,450	125,755	<b>156,300</b>	13,850	Demand for bins and boxes slightly higher than expected. Forecast outturn currently £112,300
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>0</b>	<b>(5,000)</b>	Still seeking to identify a suitable project so likely to slip to 2013/14.
72585	The Bourne, Ware - Play Area Development Programme	40,000	0	0	<b>0</b>	0	Project has slipped to 2013/14 as sources of external funding not yet identified
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.
72584	Sacombe Road, Hertford - Play Area Development Programme	0	10,000	0	<b>10,000</b>	0	Project at the procurement stage and expect to complete by the end of the financial year
72508	Hartham Common - Parks Development Plan Project (Note 3)	25,000	0	0	<b>0</b>	0	Project has slipped to 2013/14 as staff resources undertaking other priorities.

## Exp. To 31/10/12

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
		£	£	£	£	£	
75168	Energy Efficiency & Carbon Reduction Measures (Note 4)	45,000	45,000	0	45,000	0	Funding is allocated to two projects. Web based 'smart metering' system for Wallfields to monitor and improve energy use by building zones and deliver energy efficiency savings. On target Investigating rainwater harvesting at Council buildings to address summer drought issues and reduce water costs. May be completed in the current financial year (subject to the need for planning permission)
72591	Castle Weir Micro Hydro Scheme	219,000	219,000	0	8,790	(210,210)	Currently subject to Planning Approval. Further delays due to Environment Agency requirements mean that this project is likely to slip to 2013/14. Spend to date relates to consultation fees.
74105	Town Centre Environmental Enhancements	132,300	135,300	35,000	50,000	(85,300)	Town Council's to give an update on their spend. In the process of lapsing a traffic order in North St B/S, this will complete by the end of November. Request that the balance slips into 13/14.
<b>TOTAL</b>		<b>824,600</b>	<b>962,160</b>	<b>310,896</b>	<b>629,310</b>	<b>(332,850)</b>	
	Reconciliation of Original to Revised Estimate						
	Other Amendments	(5,000)					
	Slippage from 2011/12	142,560					
		<u>962,160</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**

**Exp. To 31/10/12**

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	10,000	0	<b>10,000</b>	0	£20k has slipped into 13/14 as dependant on shared services decision.
71370	Development Control EDM	0	4,500	0	<b>7,000</b>	2,500	Awaiting invoice from Swift
71377	BACS	0	2,500	0	<b>0</b>	<b>(2,500)</b>	Put on hold re Revs & Bens EHDC migration. Request to slip into 13/14.
71379	Authentication	31,000	0	0	<b>0</b>	0	Slipped into 13/14.
71388	GIS	0	5,470	0	<b>3,470</b>	<b>(2,000)</b>	Awaiting invoice from HCC for £3.5k for Aerial Mapping. Request that remaining £2k is slipped into 2013/14.
71389	Small Systems	0	0	0	<b>0</b>	0	Commitment still outstanding from 2011/12.
71395	EDM - Corporate	18,000	28,070	0	<b>17,070</b>	<b>(11,000)</b>	£10k for Revs & Bens licences. £7k for scanners. Request that remaining £11k is slipped into 2013/14.
71408	Housing Benefits System	0	0	15,216	<b>15,200</b>	15,200	Relates to 'Risk & reward' payment to Capita. Remaining amount of £16,100 to be paid in 2013/14.
71409	Locata	0	14,280	<b>(5,300)</b>	<b>(5,300)</b>	<b>(19,580)</b>	The £14,000 LOCATA capital budget will not be spent in 2012/13. The installation of the LOCATA housing register renewals module is likely to be delayed by ourselves and our local authority partners until after April 2013 following the implementation of a new Housing Register and Allocations Policy. Request that £10,000 is slipped to 2013/14.

## CAPITAL MONITORING 2012/13

## PROSPERITY

Page 192

## Exp. To 31/10/12

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
		£	£	£	£	£	
71413	New Telephone System	0	0	0	0	0	Commitment still outstanding from 2011/12.
71414	Hardware Funding	90,000	57,180	44,136	57,180	0	Slipped £30k into 13/14 as dependant on shared services decision.
71415	Applications	55,000	78,850	54,524	78,850	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).
71416	Merging systems - Licensing & Env Health	0	0	0	0	0	Original contract on Lalpac contract still running, therefore, software will be purchased once this has run out. Initial thoughts from officers are that the M3 system can cope but may be too unwieldy. Slipped into 13/14.
71418	Mayrise Upgrade	30,000	30,000	0	20,000	(10,000)	To be spent on hardware and software for Mayrise Mobile working system. Request that £10k be slipped into 13/14.
71419	IT support regarding above scheme	20,000	20,000	0	20,000	0	
71420	Integrated DC & BC Systems	60,000	0	0	0	0	Slipped into 13/14.
71421	IT support regarding above scheme	20,000	20,000	0	20,000	0	
71422	Shared Services Infrastructure Integration	50,000	50,000	0	50,000	0	



**CAPITAL MONITORING 2012/13**

**PROSPERITY**

**Exp. To 31/10/12**

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
		£	£	£	£	£	
71423	Replacement Condensers to Server Room	20,000	20,000	9,671	<b>20,000</b>	0	Further works to be carried out.
71362	Capital Salaries	107,000	107,000	0	<b>107,000</b>	0	
Various	Bircherley Green MSCP	0	390,800	265,499	<b>400,900</b>	10,100	Further works required on the passenger lifts following detailed consultants report.
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	0	4,580	1,544	<b>4,580</b>	0	Completed, further fees to be paid.
Various	Other Car Parks	240,250	296,930	202,066	<b>237,100</b>	<b>(59,830)</b>	Saving achieved on Buntingford Car Park & P & D machines at Grange Paddocks. On street P & D charges scheme has been closed & the capital provision is no longer required.
75166	Replace Footbridge Library Car Park Ware	0	140,200	94,627	<b>133,000</b>	<b>(7,200)</b>	90% completed, retention & fees to be paid 2013/14, therefore request that the balance slips into 13/14.
75258	Grange Paddocks Overspill Refurbishment	0	0	<b>(320)</b>	<b>(320)</b>	<b>(320)</b>	Completed.
75259	Grange Paddocks New Pedestrian Bridge	0	1,340	0	<b>1,340</b>	0	Retention still to be paid
71267	Upgrade Pedestrian Route Grange Paddocks to Causeway	0	21,800	10,582	<b>21,800</b>	0	95% completed, retention still to be paid

## CAPITAL MONITORING 2012/13

## PROSPERITY

Page 194

## Exp. To 31/10/12

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
		£	£	£	£	£	
71270	Wallfields Upgrade Car Park Lighting	10,000	10,000	0	10,000	0	Quotations received. Conservation input needed.
71273	Wallfields Fire Alarm Upgrade to Old Building	20,000	20,000	12,107	20,000	0	Order placed.
72598	Cricketfield Lane - Resurface Footpath & Retainment Works	75,000	75,000	0	0	(75,000)	Works may now be included in the proposed health centre development - to be reviewed. Request that this slips into 2013/14 as if works are carried out, it will be during the summer months.
72590	Vantorts Open Space - Resurface Footpaths	0	2,230	0	0	(2,230)	Saving achieved.
71262	Elizabeth Road Shops - Renew Water Main	0	7,200	0	0	(7,200)	Saving achieved.
71203	Replacement Chairs & Desks	10,000	15,670	9,451	15,670	0	Various items of furniture still need to be replaced.
71268	Stevenage BC Shared Service, Furniture & Equipment	0	0	681	680	680	
75160	River & Watercourse Structures	47,500	67,090	31,127	67,090	0	A programme of works on EH bridges were undertaken in October. Further structural surveys are now required - awaiting quote from specialist contractor. Work on the feasibility Study/Surface Water Management Plan ( SWMP) continues.
75157	Footbridge over River Stort	0	94,500	3,480	48,500	(46,000)	Outstanding dispute with contractor still unresolved. Request that the balance slips into 13/14.

**CAPITAL MONITORING 2012/13**

**PROSPERITY**

**Exp. To 31/10/12**

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
		£	£	£	£	£	
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	Project on track for implementation by Q4
<b>TOTAL</b>		<b>1,000,150</b>	<b>1,679,090</b>	<b>750,611</b>	<b>1,464,710</b>	<b>(214,380)</b>	

Reconciliation of Original to Revised Estimate

Other Amendments	270,500
Slippage from 2011/12	408,440
	<u>1,679,090</u>

This page is intentionally left blank

**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
	June-July	331	Favourable
	August	333	Favourable
	September	538	Favourable

	<b>ITEM (in order of Corporate Priority)</b>	<b>MONTH(S) REPORTED</b>
	<b>People</b>	
1.2	<p><b>TURNOVER</b></p> <p>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.</p>	May
1.3	<p><b>TURNOVER</b></p> <p>Salary budgets are constantly monitored and <b><u>Essential Reference Paper 'C'</u></b> shows a projected small under spend of £4k.</p>	June-July
1.4	<p><b>REVENUES AND BENEFITS</b></p> <p>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 £201k 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.</p>	June-July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.5 COMMUNITY PLANNING Income of £58,800 was received in 2011/12 for Community Planning Resource Mapping, but the final payment of £11,169 was not made until 2012/13.	June-July
1.6 STANSTED AREA HOUSING PARTNERSHIP 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 section 106 agreement providing for affordable homes. The site meets the location criteria of the Stansted S.106.	June-July
1.7 TURNOVER Salary budgets are constantly monitored and <b><u>Essential Reference Paper 'C'</u></b> shows a projected small under spend of £34k.	August
1.8 PEST CONTROL Due to extremely low levels of wasp nest treatments income is anticipated to be down by £16k. This is partly off set by a reduction in external resources, to supplement house resources of £11k. Giving a net £5k projected adverse position.	August
1.9 ANIMAL CONTROL Envirocrime and the Dog Control Officer have been very effective at re-homing stray dogs and keeping kennelling costs to a minimum, despite no reduction in the number of stray dogs. Thus projecting a saving of £6k.	August
1.10 TURNOVER Salary budgets are constantly monitored and <b><u>Essential Reference Paper 'C'</u></b> shows a projected small under spend of £71k.	September
1.11 PEST CONTROL	September

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>Due to extremely low levels of wasp nest treatments income is anticipated to be down by £16k. This is partly off set by a reduction in external resources, to supplement in house resources, of £11k giving a net £5k projected adverse position.</p>	
1.12 Animal Control	September
<p>The Dog Control Officer has been very effective at re-homing stray dogs and keeping kennelling costs to a minimum, despite no reduction in the number of stray dogs. Thus projecting a saving of £6k.</p>	
<b>Place</b>	
1.13 WASTE CONTRACT	May
<p>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.</p>	
1.14 RECYCLING INCOME	June-July
<p>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).</p>	
1.15 ORGANIC WASTE	June-July
<p>There is a likely under spend in the contracted costs of organic waste collection of £50k</p>	
1.16 MATERIALS HANDLING	June-July
<p>An under spend of £7k is expected in the costs of materials handling at the Service Centre.</p>	
1.17 ENVIRONMENT AGENCY	June-July
<p>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 by East Herts under the same terms. A separate report will be</p>	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>considered by Corporate Management Team.</p> <p>1.18 BULKY WASTE INCOME</p> <p>Bulky waste income is forecasting a £6k adverse variance believed to be due to the economic climate.</p>	June-July
<p>1.19 RECYCLING BANKS</p> <p>As there are less recycling banks to maintain there is a forecast under spend of £7k.</p>	June-July
<p>1.20 CLINICAL WASTE COLLECTION</p> <p>Clinical Waste Collection income is forecasting additional income of £6k due to additional business in the first part of the year.</p>	June-July
<p>1.21 KERBSIDE DRY RECYCLING</p> <p>The kerbside dry collections budget is likely to be overspent by £18k. £11k is due to indexation on fuel being higher than forecasted and £7k is due to property growth, as approximately 1,000 more flats are receiving full recycling services.</p>	August
<p>1.22 ALTERNATIVE FINANCIAL MODEL</p> <p>The latest Alternative Financial Model (waste reduction) income forecast for 2011/12 is £419,000. £16k below the sum accrued.</p>	August
<p>1.23 TRADE WASTE COLLECTION</p> <p>The Trade Waste Collection service is estimating an additional £20k of income due to an increased level of business. This will be partly off set by additional costs of £12k, giving a net £8k favourable position.</p>	August
<p>1.24 WASTE CONTRACT</p> <p>The waste contract covers various budgets but there are lower costs of transition to date and an under spend of £200k is anticipated for 2012/13. This may not be transferable into 2013/14 base budgets if recycling collection costs increase with the removal of card from the organic bins. A report will be brought to the Executive in December 2012.</p>	September



ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.25 PAPER AND TEXTILE BANKS</p> <p>The income and expenditure budgets relating to paper and textile banks are predicting a net £9k favourable variance due to a combination of lower paper usage and additional textile tonnage collected.</p>	September
<p>1.26 CLINICAL WASTE COLLECTION</p> <p>The clinical waste collection and disposal budgets are currently under spending amounting to circa £7k.</p>	September
<p>1.27 KERBSIDE DRY COLLECTIONS</p> <p>The kerbside dry collections budget is likely to be overspent by £18k. £11k is due to indexation on fuel being higher than forecasted and £7k is due to property growth, as approximately 1,000 more flats are receiving full recycling services.</p>	September
<p>1.28 ALTERNATIVE FINANCIAL MODEL</p> <p>The latest Alternative Financial Model (waste reduction) income forecast for 2011/12 is £419,000. £16k below the sum accrued.</p>	September
<p>1.29 TRADE WASTE COLLECTION</p> <p>The Trade Waste Collection service is estimating an additional £21k of income due to an increased level of business. This will be partly offset by additional costs of £10k, giving a net £11k favourable position.</p>	September
<p>1.30 TRADE WASTE BINS</p> <p>The delivery of trade waste bins coupled with lower trade waste disposal costs shows a £22k favourable under spend. £2k relates to under spending on bin delivery and £20k relates to lower disposal costs due to businesses producing less weight per capita.</p>	September
<p>1.31 STREET CLEANSING</p> <p>There is £4k additional street cleansing income received and a possible £50k under spend on the street cleansing contract due to lower than expected ad-hoc cleansing work. This may vary according to weather conditions, particularly if there is the need for ad-hoc work in the</p>	September

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
winter months.	
1.32 LAND DRAINAGE 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. In addition, circa £40k of administrative costs will be lost. A separate report will be forwarded to CMT on the subject in due course.	September
1.33 SAFER STRONGER COMMUNITIES Only £28k was received from Herts County Council for Safer Stronger Communities against a budgeted figure of £55k. A proportion of this was to fund Police Community Support Officers. There is also a requirement from the Home Office to compile a specialised report on a Homicide within the District. This will result in an estimated net adverse position of £21k.	September
<b>Prosperity</b>	
1.34 BUILDING CONTROL INCOME 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.	June-July
1.35 CAR PARKING PAY AND DISPLAY Car Parking Pay and Display income is predicted to produce a £89,000 favourable variance by year end.	June-July
1.36 CAR PARKING PENALTY CHARGE NOTICE 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.	June-July
1.37 INVESTMENT INCOME	June-July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>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.</p>	
<p>1.38 AUDIT FEES A reduction in core audit fees of £20k will result in a favourable variance.</p>	June-July
<p>1.39 SHARED INTERNAL AUDIT SERVICE The Shared Internal Audit Service Board agreed on the 7 December 2011 to increase the daily charge for Audit services from £240/day to £255/day. An increase of 6.25%. The effect of this coupled with a prior year adjustment will have an adverse £17k on the budget.</p>	August
<p>1.40 PARKING ENFORCEMENT CONTRACT The Parking Enforcement contract is anticipated to show an under spend of £89k. Two projects (mobile camera enforcement and vehicle removals) will go live next year so operational costs will not be incurred this financial year. There is also a contractor under spend relating to vacancies in management which the Council benefits from.</p>	September
<p>1.41 PENALTY CHARGE NOTICE INCOME Penalty Charge Notice income remains as an adverse variance currently projected to be £150k due to the failure of contractor equipment and management arrangements.</p>	September
<p>1.42 INVESTMENT INCOME As a consequence of withdrawing investment income from the Council's fund managers and re-investing in fixed term deposits, fees for managing these funds will reduce by £30k.</p>	September
<p>1.43 SHARED INTERNAL AUDIT SERVICE The Shared Internal Audit Service Board agreed on 7</p>	September

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
December 2011 to increase the daily charge rate for Audit Services from £240/day to £255/day. An increase of 6.25%. The effect of this will have an adverse £7k on the budget.	
1.44 DEVELOPMENT CONTROL Budgets within Development Control for advertising and postage are estimated to underspend by £25k. Advertising is in line with last year's expenditure and other forms of communication are being used therefore postage costs are falling.	September
1.45 LOCAL DEVELOPMENT FRAMEWORK Commitments to date on the Local Development Framework suggest there will be a saving of £10k.	September
1.46 DEVELOPMENT CONTROL INCOME Development Control income is down by £80k against profile. Some of the shortfall may be recovered depending on when a large application for Bishop's Stortford is received.	September

G:\Stortford\BSWP\WP\Reports\Summary of previously reported variances-July 2011 healthcheck.doc