

Public Document Pack



Leader and Members
of the Executive

Your contact: Martin Ibrahim
Ext: 2173
Date: 30 January 2013

cc. All other recipients of the
Executive agenda

Dear Councillor

EXECUTIVE - 4 FEBRUARY 2014: SUPPLEMENTARY AGENDA NO 1

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

3. Minutes (Pages 3 - 8)

To approve the Minutes of the meeting held on 21 January 2014.

12. Hertingfordbury Conservation Area Appraisal and Management Plan (Pages 9 - 18)

Related plans attached.

14. Monthly Corporate Healthcheck - November/December 2013 (Pages 19 - 86)

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 FEBRUARY 2014
TIME : 7.00 PM

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 21 JANUARY 2014, AT 7.00 PM

PRESENT: Councillor A Jackson (Chairman/Leader)
Councillors M Alexander, M Carver,
L Haysey, P Phillips, S Rutland-Barsby and
M Tindale.

ALSO PRESENT:

Councillors D Andrews, G Jones,
G McAndrew, M McMullen, P Moore,
P Ruffles and J Wing.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

474 **DUTY TO CO-OPERATE – UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Duty to Co-Operate – Update Report.

RECOMMENDED – that the notes of recent

Member-level meetings with Broxbourne, Epping Forest and Welwyn Hatfield Councils, be agreed.

(see also Minute 481)

475 INTERIM DEVELOPMENT STRATEGY REPORT (JANUARY 2014)

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Interim Development Strategy Report (January 2014).

In response to questions and comments by Members, the Executive Member for Strategic Planning and Transport looked forward to receiving comments from the public and statutory consultees during the formal consultation period. All comments received would be considered at the end of the consultation period.

RECOMMENDED – that (A) the Interim Development Strategy Report, January 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan; and

(B) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Interim Development Strategy Report and Essential Reference Papers, prior to publication for consultation purposes.

(see also Minute 481)

476 INFRASTRUCTURE TOPIC PAPER (JANUARY 2014)

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Infrastructure Topic Paper (January 2014).

RECOMMENDED – that the Infrastructure Topic Paper, January 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan.

(see also Minute 481)

477 **INTERIM SUSTAINABILITY APPRAISAL REPORT
(DECEMBER 2013)**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Interim Sustainability Appraisal Report (December 2013).

RECOMMENDED – that (A) the Interim Sustainability Appraisal of the East Herts District Plan, January 2014, be agreed as part of the evidence base to inform and support the Draft East Herts District Plan (Preferred Options) (January 2014);

(B) the Council's response as detailed in Section 11.3 Tables 11.3 and 11.4 to the Interim SA, be incorporated into the Consultation version of the Interim Development Strategy Report (January 2014); and

(C) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Interim Sustainability Appraisal.

(see also Minute 481)

478 **DRAFT EAST HERTS DISTRICT PLAN (PREFERRED
OPTIONS) (JANUARY 2014)**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the

Draft East Herts District Plan (Preferred Options) (January 2014).

The Executive Member for Strategic Planning and Transport confirmed that the exact start date for the public consultation had yet to be finalised, given the printing arrangements that needed to be put in place, but that Officers were working towards 27 February 2014.

RECOMMENDED – that the Draft East Herts District Plan (January 2014), as detailed at Essential Reference Paper ‘B’ of the report now submitted, be agreed and made available for public consultation for a period of twelve weeks, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012;

(B) the Consultation Strategy, as detailed at Essential Reference Paper ‘F’ of the report now submitted, be agreed; and

(C) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Draft District Plan, prior to publication for consultation purposes.

(see also Minute 481)

479 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 9 December 2013 be approved as a correct record and signed by the Leader.

480 REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD PLANNING: HERTFORD HEATH

The Executive Member for Strategic Planning and Transport and submitted a report seeking consideration of an application

for the designation of a Neighbourhood Area from Hertford Heath Parish Council.

The Executive considered the application and the consultation undertaken. The report submitted detailed the main areas of consideration in determining the application in accordance with Schedule 9 of the Localism Act 2011.

The Executive supported the application.

RESOLVED - that the application for the designation of a Neighbourhood Area, submitted by Hertford Heath Parish Council, be supported.

481 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 16 JANUARY 2014

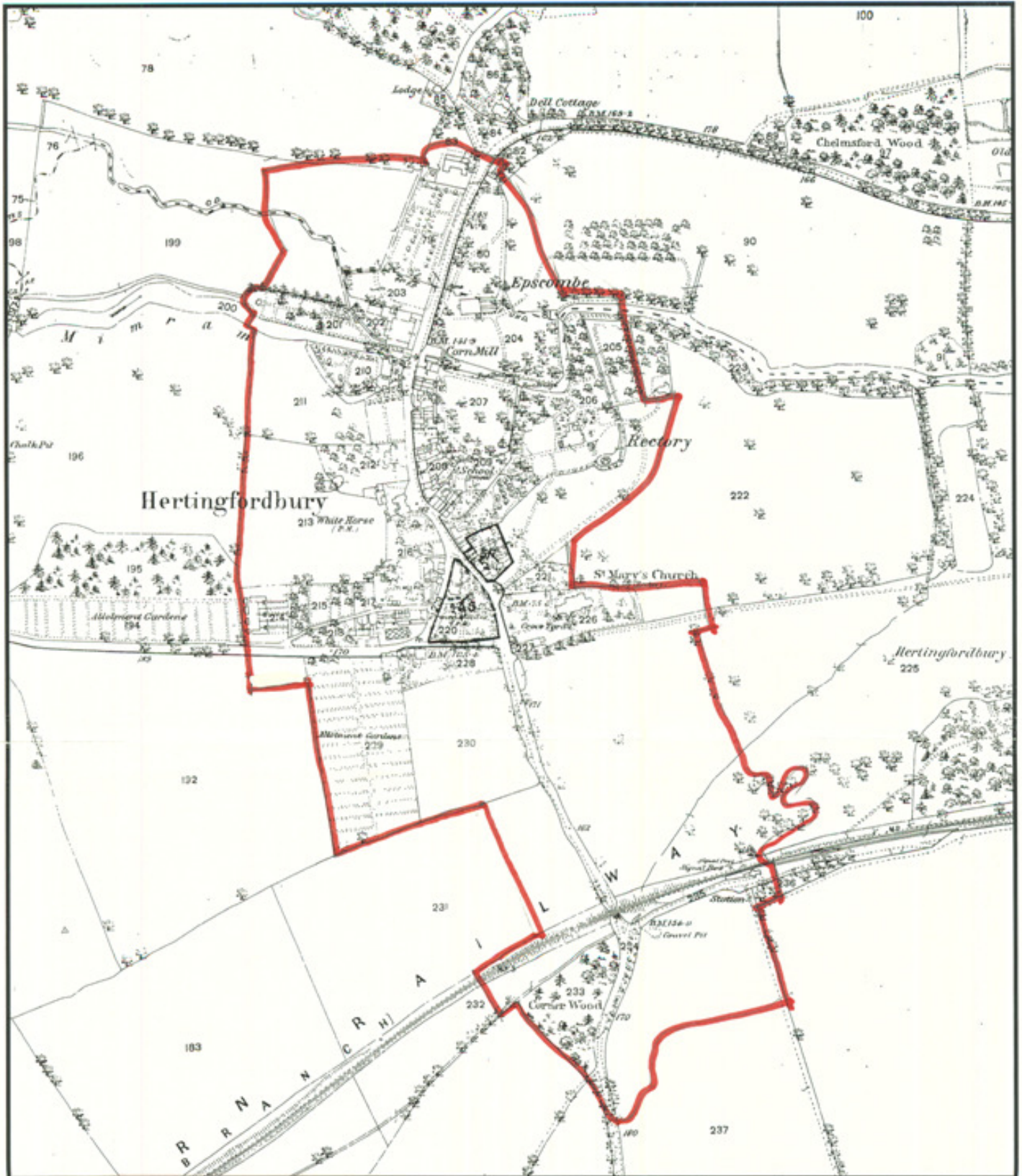
RESOLVED – that the Minutes of the District Planning Executive Panel meeting, held on 16 January 2014, be received.

(see also Minutes 474 - 478)

The meeting closed at 7.20 pm

Chairman
Date

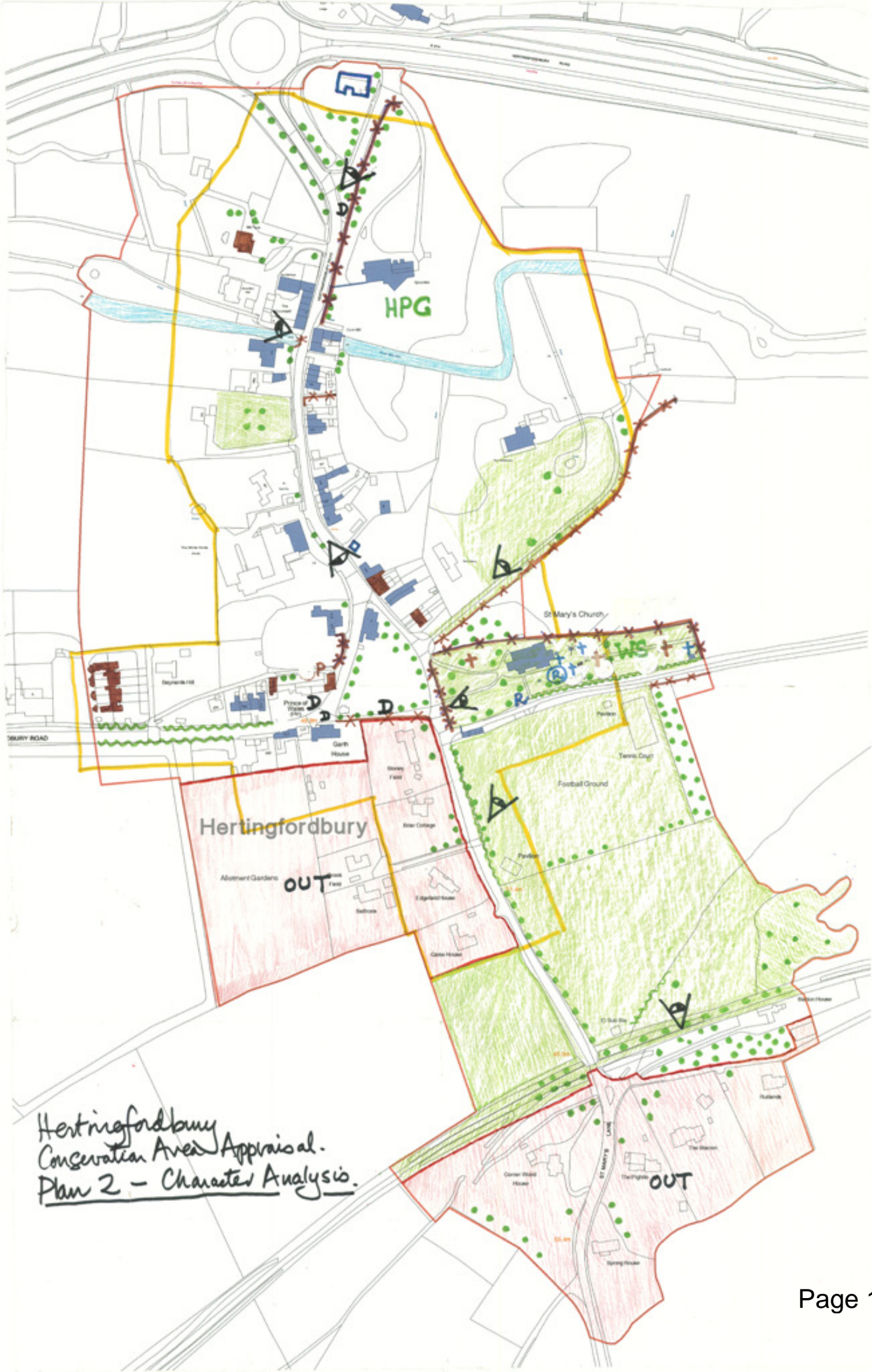
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Hertingfordbury Conservation Area Appraisal

Plan 1 - Existing Conservation Area boundary approximately plotted on map dating from 1874.

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Hertingfordbury
 Conservation Area Appraisal.
 Plan 2 - Character Analysis.

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CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED REDUCTIONS OF THE CONSERVATION AREA



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



OTHER INDIVIDUALLY LISTED FEATURES

Walls/railings



Tombstones



LISTED BUILDING 'AT RISK' AND OTHER TOMBSTONES IDENTIFIED AS BEING IN NEED OF A COMPREHENSIVE REPAIR / REFURBISHMENT PROGRAMME



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Walls/railings



Tombstones

Pump

IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURES



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



WILDLIFE SITES



LOCALLY IMPORTANT HISTORIC PARKS AND GARDENS



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER



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Hertingfordbury
Conservation Area Appraisal.
Plan 3 - Management Plan.

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MANAGEMENT PLAN KEY

All 'saved' Local Plan Policies and Government planning policies set out in the 'National Planning Policy Framework' (NPP) apply as appropriate

REVISED CONSERVATION AREA BOUNDARY: Local Policies BH5-BH6 particularly apply



AREAS OF
ARCHAEOLOGICAL SIGNIFICANCE: Local Policies BH1-BH3 particularly apply



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply



OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

Walls/railings

Tombstones



LISTED BUILDING 'AT RISK' AND OTHER TOMBSTONES IDENTIFIED AS BEING IN NEED OF A COMPREHENSIVE REPAIR / REFURBISHMENT PROGRAMME



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS: NPP policies apply



UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION



UNLISTED BUILDINGS/FEATURES CONSIDERED OF SUFFICIENT QUALITY TO BECOME LISTED.



OTHER DISTINCTIVE FEATURES TO BE PROTECTED FROM DEMOLITION WITHIN PARAMETERS OF EXISTING LEGISLATION: (Includes features within the curtilage of Listed Buildings and walls/railings above the specified heights)

Walls/railings

Tombstones

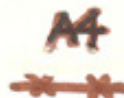
Pump



SELECTED FEATURES ON UNLISTED BUILDINGS WHERE ADDITIONAL CONTROLS ARE PROPOSED SUBJECT TO FURTHER CONSIDERATION AND NOTIFICATION (by Article 4 Direction)



UNPROTECTED WALLS/RAILINGS TO BE PROTECTED FROM DEMOLITION BY THE POSSIBLE INTRODUCTION OF ADDITIONAL CONTROLS (Article 4 Direction)



IMPORTANT OPEN SPACES TO BE PROTECTED



IMPORTANT WATER FEATURES TO BE PROTECTED



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS TO BE PROTECTED WITHIN PARAMETERS OF LEGISLATION



WILDLIFE SITES TO BE PROTECTED: Local policies Env 14 and Env 16 particularly apply



HISTORIC PARKS AND GARDENS TO BE PROTECTED: Local policy BH16 particularly applies



SELECTED IMPORTANT VIEWS TO BE PROTECTED



PROPOSED ENHANCEMENTS



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EAST HERTS COUNCIL

EXECUTIVE – 4 FEBRUARY 2014

MONTHLY CORPORATE HEALTHCHECK – NOVEMBER TO
DECEMBER 2013

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 November to December/Quarter 3 for 2013.

<u>RECOMMENDATIONS FOR EXECUTIVE:</u> that:	
(A)	the budgetary variances set out in paragraph 2.1 of the report be noted;
(B)	the additional budget approval for ICT training against the Planning Contingency Budget of £12,000, as detailed in paragraph 2.32 of the report, be noted;
(C)	the slippage on the 2013/14 Capital Programme of £9,400 as detailed at paragraph 2.32, be approved;
(D)	the transfer of the capital budget for the Wallfields Server Room Fire Suppression scheme to the Refurbishment of Wallfields as detailed at paragraph 2.32, be approved;
(E)	the various changes to the ICT Capital schemes, with an overall net impact of Nil as detailed at Essential Reference Paper D of the report, be noted;
(F)	the 2013/14 Savings progress as detailed at Essential Reference Paper F of the report, be noted; and

(G)	the controls and scores listed in the strategic risk register for the period October to December 2013, as detailed at paragraph 2.35, be approved.
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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 and quarterly basis.
Essential Reference Paper 'C' shows summarised information on salary costs.
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 council's 2013/14 savings.
Essential Reference Paper 'G' shows the October to December 2013 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 2013 to December 2013.

	Position as at 31.12.13				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(1) People						
New Homes Bonus Grant	20	0	0	0	20	0
Collection Fund Balance	55	0	0	0	55	0
Hillcrest Hostel Rent Income	0	25	0	4	0	30
Environmental Action Grants	29	0	2	0	9	0
Land Charge Income	47	0	6	0	45	0
Staff salaries (Essential Reference Paper 'C').	0	34	0	74	0	112
Customer Services – security	5	0	1	0	5	0
Revenues and Benefits Services - Recovery Of Summons Costs	0	0	0	0	0	25
Welfare Reform	81	0	0	7	97	0

	Position as at 31.12.13				Projected Position year end		
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000	
(2) Place							
Hertford Theatre - Income	149	0	0	76	0	4	
Hertford Theatre - Equipment	0	7	0	7	0	10	
Community Safety	14	0	0	0	8	0	
Green Waste Collection	107	0	0	61	45	0	
Recycling – Contributions from Other Authorities	29	0	0	0	96	0	
Domestic Refuse – Contract costs	164	0	0	142	13	0	
Maintenance of Recycling Banks	7	0	0	0	6	0	
Commercial and Clinical Waste Collection	16	0	1	0	1	0	
Clinical Waste income	16	0	0	0	16	0	
Street Cleansing	29	0	0	182	25	0	
Grounds Maintenance(Net)	103	0	0	63	14	0	

	Position as at 31.12.13				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
2) Place (continued)						
Parks and Open Spaces	0	69	0	71	0	7
Playground Inspection	10	0	0	10	11	0
Kerbside Dry Recyc. Collection	0	5	0	299	18	0
Textiles Bank (Net)	5	0	23	0	0	6
Trade Waste income	156	0	0	123	29	0
Trade Waste Collection contract	0	15	0	6	0	6
Environ Protection Parish Litter	0	1	0	0	0	1
Paper Bank Income	0	17	0	0	0	16
Dry Recycling	283	0	0	59	0	80
Animal Services and pest Control	7	0	0	0	12	0
Pest Control Income	0	0	0	2	0	5

	Position as at 31.12.13				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
2) Place (continued)						
Leisure Services Income	136	0	136	0	0	19
Development Plans Service – LDF Upkeep budget not required for 2013/14.	40	0	0	0	30	0
Repayment of Housing Grant	6	0	0	0	6	0
Prevention of Repossession	7	0	0	0	10	0
Priority Spend	0	19	0	0	180	0
(3) Prosperity						
Development Management income	533	0	11	0	450	0
Pre Application Advice Income	24	0	1	0	25	0
Development Management Cost of Appeals	0	35	0	13	0	160
Pay and Display Car Park Income	0	209	0	52	0	175

	Position as at 31.12.13				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(3) Prosperity (Cont)						
Investment Interest	0	65	0	25	0	210
Car Park Enforcement Contract.	194	0	0	37	99	0
Supermarket Reimbursement.	198	0	57	0	46	0
Parking Repairs & Maintenance.	0	17	2	0	0	16
Parking – PCN Income.	0	63	0	8	0	75
Parking - Gascogne Way – car washing.	0	6	0	1	0	8
Parking – Bishop Stortford Season tickets.	13	0	0	0	9	0
Customer Services & Parking	0	1	0	0	0	3
Public Conveniences – Cleaning Contract.	11	0	4	0	5	0
Housing Options – Government Grant	0	0	0	0	50	0

	Position as at 31.12.13				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(3) Prosperity (Cont.)						
Supplies and Services Base Budget reduction	38	0	0	0	38	0
Shared Audit Service	33	0	0	0	9	0
Markets - Income	0	15	0	0	0	15
TOTAL:	2,565	603	244	1,237	1,423	816
Net Projected Variance - Favourable						607
Supported by supplementary estimates						
Total Supplementary Estimates						

- 2.2 Subject to all other budgets being equal, this would result in an underspend of £607,000.
- 2.3 A forecast under spend of £200k for the Domestic Refuse Collection contract has not been included in the table at 2.1. In line with the business case for SPARC (Separate paper and Recycling Collections) the identified underspend will be applied to finance the 2013/14 revenue costs of the scheme.
- 2.4 A summarised salaries monitoring report for the period April to December 2013 is attached to this report in **Essential Reference Paper C**. A minor adverse variance of approximately £34k has been identified comparing actual salary costs for the reporting period with the profiled budget. The forecast outturn for 2013/14 is expected to result in an adverse variance of £112,850. This is a slight reduction on the prior period forecast outturn (£121k).

FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS

People

Financial analysis

- 2.5 In line with experience to date, the adverse variance for rental income in relation to Hillcrest Hostel has been revised from £20,000 to £30,000.
- 2.6 Land Charges income continues to overachieve as a result of the improvement in the District's housing market. The income budget is now forecast to overachieve by £45,000.

Performance analysis

- 2.7 **EHPI 3b - Usage: number of swims (16 – under 60 year olds).** Performance was 'Red' for Quarter 3. Performance is below target, but throughput is down in line with normal trend patterns. This group continues to be monitored by both the Leisure Service Manager and SLM.
- 2.8 **EHPI 3c - Usage: number of swims (60 year old +).** Performance was 'Red' for Quarter 3. Performance is below target but has decreased in line with normal seasonal trends, Leisure Services Manager and SLM will be closely monitoring this age group.

2.9 The following indicators were 'Green', meaning that the targets were either met or exceeded for December/Quarter 3 for 2013. They were:

- EHPI 3a - Usage: number of swims (under 16).
- EHPI 4b - Usage: Gym (60 + year olds).
- EHPI 4a - Usage: Gym (16 – under 60 year olds).
- EHPI 129 – Response time to anti social behaviour (ASB) complaints made to East Herts Council.
- EHPI 181 – Time taken to process Housing Benefit new claims and change events.

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

2.10 However despite meeting its target for Quarter 3 for 2013 the following indicator shows a declining trend when performance is compared to the previous Quarter:

- EHPI 3a - Usage: number of swims (under 16).

Place

Financial analysis

2.11 The original 2013/14 budget included a planning contingency sum of £591k, which allows for unforeseen events to be funded in-year. Currently there is a balance of £440k which if not required during the year will result in an additional favourable variance over and above the £607,000 reported for the period. These budgets are for one-off areas of spend. No permanent service growth has been identified for the service costs detailed below for inclusion in the 2014/15 base budget.

	£000	Comment
Planning Contingency budget at the start of the financial year	591	
Less	25	New Recycling Initiative
	40	Housing Needs Survey
	24	Human Resources Post
	15	Review of Carpark

		Management Systems.
	20	Resources to support the development of the Council's Investment Strategy.
	15	Community Safety Partnership team cost of moving to Hertford Police Station
	12	Corporate ICT training. Agreed 21.01.2014.
Planning Contingency still to be utilised	440	

- 2.12 An adverse variance of £10,000 is forecast for Hertford Theatre's equipment budget. The additional cost is required to purchase replacement equipment and additional shelving.
- 2.13 The Domestic Waste and Dry Recycling collection contracts are forecast to be £13,000 and £18,000 respectively lower than expected.
- 2.14 Various minor budget changes, totalling less than £12,000 have been identified within the Customer and Community Services budget.
- 2.15 A favourable variance has been identified of £16,000 for transport subsidy in relation to the implementation of the SPARC (Separate Paper and Recycling Collections).
- 2.16 Playground inspection costs are expected to be lower than anticipated (favourable variance £11.5k).
- 2.17 Income from Pest Control and Leisure Services is forecast to under achieve by £34,000 approximately.

Performance analysis

- 2.18 **EHPI 157b – Processing of planning applications: Minor applications.** Performance was 'Red' for December 2013. 17 of a total of 25 decisions were made within the target time period. The eight applications for which decisions were made outside the

timescale raised a number of issues which required considerable investigation and further information to be gathered before a decision could be made. However, this further work enabled an approval to be given in 7 of these 8 cases.

- 2.19 **EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.** Performance was ‘Red’ for December 2013. Missed collections reduced in December as crews became more familiar with their new routes. Waste Services continue to work with Veolia to reduce the level further.
- 2.20 **EHPI 2.1e – Planning Enforcement: Service of formal notices.** There were no notices served in December, so there is no performance data to analyse.
- 2.21 **NI 191 – Residual household waste per household and NI 192 - Percentage of household waste sent for reuse, recycling and composting.** The December 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.
- 2.22 The following indicators were ‘Green’, meaning that the targets were either met or exceeded for December/Quarter 3 for 2013. They were:
- EHPI 2.4 – Fly-tips: Removal.
 - EHPI 2.1d – Planning Enforcement: Initial Site Inspections.
 - EHPI 157a – Processing of planning applications: Major applications.
 - EHPI 157c – Processing of planning applications: Other applications.
- 2.23 However despite meeting their targets for December 2013 the following indicators show a declining trend when performance is compared to the previous month:
- EHPI 2.1d – Planning Enforcement: Initial Site Inspections.
 - EHPI 2.4 – Fly-tips: Removal.

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

Prosperity

Financial analysis

- 2.24 Government Grant of £50,000 is forecast to be received to support the Council's Housing Strategy.
- 2.25 A favourable variance is expected for audit services provided by the shared service (£9,000) as a result of a forecast reduction in audit days.
- 2.26 A revised investment income forecast, post Internal Services departmental management team meeting anticipates £210,000 income lower than initially expected. As previously agreed by the Executive, the shortfall will be financed from the Interest Equalisation Reserve.

Performance analysis

- 2.27 The following indicators were 'Green', meaning that targets were either met or exceeded for December/Quarter 3 for 2013. They were:
- EHPI 6.8 – Turnaround of pre NTO PCN challenges.
 - EHPI 6.9 – Turnaround of NTO Representations.
 - EHPI 8 – % of invoices paid on time.
 - EHPI 12c – Total number of sickness absence days per FTE staff in post.
- 2.28 However despite meeting their targets for December 2013 the following indicators show a declining trend when performance is compared to the previous month:
- EHPI 6.8 – Turnaround of pre NTO PCN challenges.
 - EHPI 6.9 – Turnaround of NTO Representations.
 - EHPI 8 – % of invoices paid on time.
 - EHPI 9.1 - Percentage availability of core systems during supported hours (please note that there is currently no target as explained in paragraph 2.29 however trend analysis is available)

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

- 2.29 As reported in Quarter 2, ITSG proposed that for the ICT indicators, performance be measured further to establish proper baselines for

performance before targets are set. Actual performance achieved year to date is set out in **Essential Reference Paper B**:

2.30 Executive are to note the updated position of the following three ICT measures:

- **EHPI 9.3 - Percentage Reduction in the Number of Incidents** – Baseline has yet to be established. This will be identified once the infrastructure roll out has been completed.
- **EHPI 9.7 - Delivery of Key ICT Projects** - Methodology now agreed through SMG. During ITSG development programme session in November 2013, it was agreed that the plan will be reviewed and targets and data will be reported in 2014/15.
- **EHPI 9.8 - Delivery of Key Milestones in the ICT Strategy** - Strategy now not due until Quarter 4 of 2013/14. Monitoring of milestones will begin in the new financial year.

CAPITAL FINANCIAL SUMMARY

2.31 The table below sets out expenditure to 31 December 2013 against the Capital Programme. Members are invited to consider the overall position. **Essential Reference paper 'D'** contains details of the 2013/14 Capital Programme. Comments are provided by the Project Control Officers in respect of individual schemes.

	Column 1	Column 2	Column 3	Column 4	Column 5
Summary	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Actual Commit to date	2013/14 Projected spend	Variance Col 4 – Col 2
	£'000	£'000	£'000	£'000	£'000
People	2,315	1,266	874	1,256	(9)
Place	730	2,727	2,476	2,723	(4)
Prosperity	1,648	1,388	209	1,387	(1)
Re-profiling potential slippage	(250)	0	0	0	0
Total	4,443	5,381	3,559	5,366	(15)

2.32 Executive is asked to approve:

- Slippage of £9,400 allocated for the Replacement of Presdales Pavilion to 2014/15.
- The transfer of £20,000 allocated to the Server Room Fire Suppressions System scheme to Refurbishment works for the older part of the Wallfields buildings.
- Note the financing of addition costs for various ICT Schemes from underspends within the ICT Capital programme.

2013/14 SAVINGS

2.33 The external auditor requires the Council to establish whether the 2013/14 savings offered up by Heads of Service and Managers and agreed by Members to set the 2013/14 Council Tax have actually been achieved. This is monitored and reported on a quarterly basis. **Essential Reference Paper 'G'** sets out those savings and using a RAG system of Red, Amber or Green Heads of Service and Managers have indicated the relevant RAG with accompanying narrative as to the savings status.

2.34 As at the end of December 2013, 76% of the total savings have been classified as 'Green' or 'Amber'.

STRATEGIC RISKS

2.35 Controls have been updated for all risks for the period October to December 2013. Scoring remains unchanged, with the exception of SR1. The impact rating has been lowered from 4 to 3 following the announcement of the finance settlement.

Please refer to **Essential Reference Paper 'H'** for the Strategic Risk Register.

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:

2012/13 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&MId=1792&Ver=4>

Contact Officer:

In terms of performance issues

Ceri Pettit – Corporate Planning and Performance Manager
Ext 2240

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In terms of financial issues

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In terms of risk issues

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p>People</p> <p>This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services.</p> <p>Place</p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity</p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</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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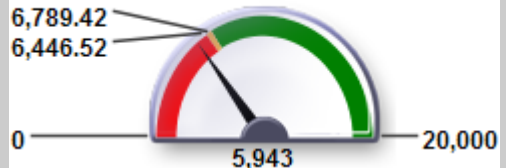


December/Quarter 3 Executive Corporate Healthcheck 2013/14




Traffic Light Red
Description People




Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 3b	Usage: number of swims (16 " under 60 year olds)		19,036	20,941		Performance is below target, but throughput is down in line with normal trend patterns. This group continues to be monitored by both the Leisure Service Manager and SLM.	<p>Q3 2013/14 result</p> <p>20,731.59 19,684.54 0 19,036 50,000</p>	None

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 3c	Usage: number of swims (60 year old +)		5,943	6,858		Performance is below target but has decreased inline with normal seasonal trends, Leisure Services Manager and SLM will be closely monitoring this age group.	<p>Q3 2013/14 result</p> 	None

Traffic Light Red 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 3 December 2013
EHPI 2.2 (45)	Waste: missed collections per 100,000 collections of household waste		116.22	47.00		Missed collections reduced in December as crews became more familiar with their new routes. Waste Services continue to work with Veolia to reduce the level further	<p>December 2013 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 3 December 2013
EHPI 157b	Processing of planning applications: Minor applications		68.00%	80.00%		Target not achieved. 17 of a total of 25 decisions were made within the target time period. The eight applications for which decisions were made outside the timescale raised a number of issues which required considerable investigation and further information to be gathered before a decision could be made. However, this further work enabled an approval to be given in 7 of these 8 cases.	 <p>December 2013 result</p>	None

Traffic Light Green
Description People

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 3a	Usage: number of swims (under 16)		9,245	6,805		Quarter 3 show that there has been an increase in throughput for this period and performance shows a favourable position against target.	<p>Q3 2013/14 result</p> <p>6,736.95 6,396.7 0 9,245 20,000</p>	None

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 4a	Usage: Gym (16 & under 60 year olds)		41,468	38,659		Figures for 2013/14 Quarter 3 show that throughput is in line with normal trends for this period and performance shows a favourable position against target.	<p>Q3 2013/14 result</p> <p>36,339.46 38,272.41 0 41,468 70,000</p>	None

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 4b	Usage: Gym (60 + year olds)		4,371	3,785		Figures for 2013/14 Quarter 3 show that throughput has actually bucked normal trends for this period, with an increase in users, and performance shows a favourable position against target.	<p>Q3 2013/14 result</p>	None

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 3 December 2013
EHPI 129	Response time to ASB complaints made to EHC.		100.00 %	100.00 %		There were 3 complaints made to the ASB officer at EHC all of which were responded to within the minimum of two working days, therefore meeting the 100% target.	<p>December 2013 result</p>	None

Revenues and Benefits Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 181	Time taken to process Housing Benefit new claims and change events		13.1 days	15 days		Data extraction period from 3 December 2013 to 14 January 2014 is 7.52 days, making the cumulative position 13.1 (13.05) days	<p>December 2013 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 3 December 2013
EHPI 2.4 (47)	Fly-tips: removal		1.53 days	2.00 days		Performance was not as good this month due to two fly tips containing asbestos, which required specialist removal, but was still better than the target.	<p>December 2013 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 3 December 2013
EHPI 157a	Processing of planning applications: Major applications	✓	100.00%	60.00%	↑	Major Applications: Target Achieved. Both applications were determined within the agreed time limits.	<p>December 2013 result</p> <p>56.40% 59.40% 100.00%</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 3 December 2013
EHPI 157c	Processing of planning applications: Other applications	✓	92.00%	90.00%	↑	Target Achieved. 109 applications were determined on time.	<p>December 2013 result</p> <p>84.60% 89.10% 100.00%</p>	None




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 2.1d	Planning Enforcement: Initial Site Inspections		92.00%	75.00%		Performance is exceeding target.	<p>December 2013 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 3 December 2013
EHPI 8	% of invoices paid on time		98.49%	98.00%		The number of invoices paid on time is above target. Of the 793 invoices paid in December 781 were paid on time.	<p>December 2013 result</p>	None

Parking Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days)		6 days	14 days		This PI remains within target	<p>December 2013 result</p> 	None

Parking Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 6.9	Turnaround of NTO Representations		6 days	21 days		This PI remains within target	<p>December 2013 result</p> 	None

People Services & Organisational Development								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 12c	Total number of sickness absence days per FTE staff in post		0.49 days	0.70 days		December sickness levels within council standards. Total absence for the year so far is 3.73 days	<p>December 2013 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 3 December 2013
EHPI 191	Residual household waste per household	N/A	TBA	N/A	TBA	December performance data for this indicator was 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.	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 3 December 2013
EHPI 192	Percentage of household waste sent for reuse, recycling and composting	N/A	TBA	N/A	TBA	December performance data for this indicator was 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.	N/A	None


PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 2.1e	Planning Enforcement: Service of formal Notices	N/A	N/A	50.00%	N/A	No notices were served in December therefore no performance data to analyse.	N/A	None


Traffic Light Unknown Description Prosperity

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.1	Percentage availability of core systems during supported hours.	N/A	94.44%	N/A		Performance affected adversely by two major IT incidents in October and November.	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.2	Percentage Resolution of Incidents Within 4 Hours	N/A	68.53%	N/A		Performance improving as improved systems are introduced through the shared service	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.3	Percentage Reduction in the Number of Incidents	N/A	N/A	N/A	N/A	A further baseline will be identified once the infrastructure roll out has been completed	N/A	None












ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.4	Percentage of Calls Abandoned on ICT Service Desk	N/A	10.07%	N/A		Performance has improved now that calls are being handled for both Councils in partnership.	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.5	Percentage of Calls Resolved at First Point of Contact	N/A	46.29%	N/A		Performance will not improve until new technology has been rolled out. This is scheduled for Q4 of 2014.	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.6	Satisfaction with ICT Services	N/A	58.66%	N/A	↑	Performance is anticipated to improve once the roll out of new technology has been completed	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.7	Delivery of Key ICT Projects	N/A	N/A	N/A	N/A	Methodology now agreed through SMG. During ITSG development programme session in November 2013, it was agreed that the plan will be reviewed and targets and data will be reported in 2014/15.	N/A	None

ICT Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 3 December 2013
EHPI 9.8	Delivery of Key Milestones in the ICT Strategy	N/A	N/A	N/A	N/A	Strategy now not due until Quarter 4. Monitoring of milestones will begin in the new financial year	N/A	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				

SALARIES/AGENCY/APPOINTMENT OF STAFF

Essential Reference Paper 'C'

	Estimate	Profile to 31.12.2013	Actual to 31.12.2013	Variance to Profile	Projected outturn	Projected Outturn Variance to Estimate
	£	£	£	£	£	£
Finance & Support Services	4,901,900	3,728,455	3,782,657	54,202	4,958,210	56,310
Neighbourhood Services	3,898,070	2,923,555	2,905,437	-18,118	3,895,340	-2,730
Customer & Community	2,835,000	2,126,255	2,169,211	42,956	2,894,270	59,270
Summary	<u>11,634,970</u>	<u>8,778,265</u>	<u>8,857,305</u>	<u>79,040</u>	<u>11,747,820</u>	<u>112,850</u>

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SUMMARY

	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate
	£	£	£	£	£
People - focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable & delivering strong services	2,314,970	1,265,360	873,885	1,255,960	(9,400)
Place - focuses on sustainability, the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	729,510	2,726,710	2,475,827	2,722,660	(4,050)
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities & delivering cost effective services	1,647,540	1,387,870	209,001	1,386,740	(1,130)
TOTAL	4,692,020	5,379,940	3,558,713	5,365,360	(14,580)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)	0		0	0
	4,442,020	5,379,940	3,558,713	5,365,360	(14,580)
Reconciliation of Original to Revised Estimate					
Other Amendments	667,460				
Slippage from 2012/13	270,460				
	<u>5,379,940</u>				

CAPITAL MONITORING 2013/14

PEOPLE

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Exp Code	2013/14 Approved Schemes	Exp. To 31/12/13					COMMENTS
		2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
Various	Hartham	120,000	20,000	12,400	20,000	0	Order placed for fire exit doors, other schemes slipped into 14/15.
Various	Grange Paddocks	107,000	106,540	50,574	106,540	0	Design stage on pool calorifiers, still looking at options. Works in progress on the roof.
72350	Pool Covers at Hartham & Grange Paddocks	59,000	42,420	40,917	42,420	0	Project agreed at CMT 28th August, pool covers complete to Hartham pools and Grange Paddocks teaching pool, necessary to review fixing method for GP main pool, allow an extra £1,503 additional costs but still within original project costs, agreed a reduction of £9,500 p.a. to SLM management fee, pro-rata to start from October 2013. Works now complete. Awaiting recharge invoices from SLM.
Various	Fanshawe	20,000	0	0	0	0	Specification stage. Awaiting approval to spend. Discussions taking place with Head of Environmental Services. Slipped into 14/15.
Various	Leventhorpe Pool	22,800	26,500	26,484	26,500	0	Specification stage on air handling plant scheme. Awaiting approval to spend. Discussions taking place with Head of Environmental Services. Slipped into 14/15. Gym equipment scheme completed.
72599	Scotts Grotto Renovation	4,700	4,700	1,220	4,700	0	60% completed.

Private Sector Improvement Grants

CAPITAL MONITORING 2013/14

PEOPLE

Exp Code	2013/14 Approved Schemes	Exp. To 31/12/13					2013/14 Variance between Proj Spend and Approved Estimate £	COMMENTS
		2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14		
		£	£	£	£			
72602	Disabled Facilities (Note 1)	710,000	450,000	269,870	450,000	0	A change in the way applicants for disabled facilities grants have been dealt with at HCC had reduced referrals for grant and caused our underspend this year. We have been assured that the call centre problem has been corrected and that numbers should rally again. There was an increase in referrals received since summer, but has recently dipped. Revised estimate is £450,000 with the remaining amount slipping into 2014/15. Please see Note 1 below re. Government funding.	
72605	Disabled Facilities - Discretionary	110,000	4,990	4,990	4,990	0	As HCC backlog now nearly cleared the £50,000 that had already slipped to 2013/14 is no longer needed (reported at 4.6.13 Executive). £21k vired to Historic Building Grants (agreed at 3.9 Exec). No current large DFG schemes requiring Discretionary top up. No slippage necessary.	
72606	Decent Home Grants	120,000	50,000	326	50,000	0	Spend to date relates to work carried out through Building Control Agency. Availability restricted due to limited resource. Need some of budget for vulnerable cases, however underspend likely. Budget of £50K will be sufficient for priority cases this year, and with relatively few enquiries so far this winter, could now be further reduced. No slippage necessary.	
72604	Energy Grants	20,000	20,000	0	20,000	0	No significant interest amongst residents noted as yet for the new Green Deal Scheme, so some additional incentives required from this budget. Our previous insulation scheme has therefore been amended and re-launched, with enquiries now being received. Further publicity planned to increase enquiries with aim to spend budget.	

PEOPLE

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Exp Code	2013/14 Approved Schemes	Exp. To 31/12/13					COMMENTS
		2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
72685	Social Housing Schemes	827,900	7,160	7,156	7,160	0	Currently, no commitments have been made as Registered Providers are in programme with the Homes and Communities Agency. The Housing Team is exploring options of utilising S106 monies first and the LA Capital subsequently to develop and deliver a strategic investment plan for affordable housing. Therefore this budget has slipped into 14/15.
72698	Rental Accommodation in Sawbridgeworth	0	360,840	360,844	360,840	0	To be used for the provision of rent accommodation in Sawbridgeworth from the monies held by Uttlesford D C who act as banker for these funds. Approved at Exec 4.9
72704	New Road, Ware	0	45,000	45,000	45,000	0	Agreed at 9.12.13 Exec to get early vacant possession of the property.
71201	Capital Salaries	26,000	26,000	0	26,000	0	
72442	Community Capital Grants	140,900	79,850	48,665	79,850	0	There have been no new allocations or payments this month. Of the grants awarded to 12 different groups in July 2013, 5 are completed, 7 projects are underway but the organisations have yet to claim. 18 new applications were received in December requesting £70,154. This means the fund was oversubscribed.

CAPITAL MONITORING 2013/14

PEOPLE

Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72578	Drill Hall	4,350	4,640	4,639	4,640	0	Completed.
72582	LSP Capital Grants	12,920	7,320	800	7,320	0	LSP board determines when grants are going to be awarded. Sum of £30,790 held in Capital Grants in Advance.
72545	Presdales - Replace Pavilion	9,400	9,400	0	0	(9,400)	Remaining budget to be spent on further works required to pavilion & car park & partitioning works to Boiler room. Request that this slips into 14/15 as Property need to organise works.
TOTAL		2,314,970	1,265,360	873,885	1,255,960	(9,400)	
Reconciliation of Original to Revised Estimate							
Other Amendments		(1,091,550)					
Slippage from 2012/13		41,940					
		<u>1,265,360</u>					

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

Note 1. Government funding of £232,717 in 13/14

CAPITAL MONITORING 2013/14

PLACE

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Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Various	Hertford Theatre	19,700	117,680	113,543	117,870	190	Further works to be carried out on boiler scheme.
71272	Castle Gardens Bungalow - Replace Roof Covering	0	900	905	900	0	Completed. Saving achieved.
71271	Castle Gardens B/S-Resurface Footpaths	30,000	30,000	30,000	30,000	0	Completed.
72701	Hartham Art Project	0	5,000	5,000	5,000	0	Completed.
74102	Historic Building Grants	35,000	50,140	28,538	50,140	0	Further to the report to Exec of 4.6.13, it is now highly likely that the grants for Buildings at Risk will be forthcoming and no capital provision was made for this year. Therefore, after consultation with the Exec Member and the Director of Finance & Support Services a virement has been made of £21k from the underspend within discretionary disabled facility grants.
Various	Refuse Collection & Recycling	139,000	2,297,490	2,242,295	2,293,220	(4,270)	Small saving achieved on replacement refuse vehicles.
72504	Provision of Play Equipment	50,000	50,000	8,737	50,000	0	Spend programmed for the next two quarters. Mainly in improvements to open spaces at Chapelfields; Hornsmill; Lowerbourne Gardens and King George Playing Fields in accordance with the parks development programme.
72506	Art in Parks Project (Note 1)	5,000	5,000	0	5,000	0	Have identified a possible project to create wood sculpsures at Pishobury Park and this will developed in the next quarter.

CAPITAL MONITORING 2013/14

PLACE

Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72585	The Bourne, Ware - Play Area Development Programme	40,000	4,240	4,245	4,240	0	External funding /compensatory works have been agreed with Thames Water which will add value to the project but delay completion to next year. Spend to date relates to consultation costs. Please note total project spend will be £45,000 as £5,000 of this is funded from Riversmead H.A.S106 monies.
72507	Pishiobury Park Wetland Habitat Project (Note 2)	0	20,000	7,820	20,000	0	First stage complete. Second stage requires a land swap with local fishing club and this is subject to a Non-Key decision report.
72508	Hartham Common-Parks Development Plan Project (Note 3)	25,000	0	0	0	0	Currently working with the Countryside Management Service to lever in external funding so project has slipped to 2014/15
75168	Energy Efficiency & Carbon Reduction Measures (Note 4)	45,000	0	0	0	0	Programme work to commence early autumn 2014. The works would include the web based smart metering to cover electric/gas (+ water if proves practicable) to as many metered sites as possible to build on that within Wallfields. We will also be recommending the solar pv scheme. Regarding costs these 2 schemes are likely to take the bulk of the funding available, if not all – and we are seeking revised detailed costings, which should be available later in the month. Agreed at 1.10.13 Exec. to slip into 2014/15.

CAPITAL MONITORING 2013/14

PLACE

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Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72591	Castle Weir Micro Hydro Scheme	210,210	4,730	4,760	4,760	30	Water Framework Directive study now complete. Work to date shows the scheme will result in no increase in flood risk or damage to ecology. However, Environment Agency are seeking upstream improvements and this is subject to further negotiations. Project unlikely to be completed in current financial year and has slipped to 2014/15.
74106	Heart of B/S - Market Improvement Scheme	45,300	45,300	0	45,300	0	Ideas being developed for B/S market. There will be cost implications but we will need to consult with traders when we have something more tangible. Consultation is likely to take place in Autumn/Winter 2013.
74105	Town Centre Environmental Enhancements	85,300	96,230	29,984	96,230	0	Town council projects have been slow to deliver. Officer undertaken a series of site visits in October to monitor reasons.
TOTAL		729,510	2,726,710	2,475,827	2,722,660	(4,050)	
Reconciliation of Original to Revised Estimate							
Other Amendments		1,929,440					
Slippage from 2012/13		67,760					
		<u>2,726,710</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 2013/14

PROSPERITY

Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71374	Network, Servers & Storage Upgrade	50,000	0	3,900	0	0	Spend to be transferred to correct budget heading (H. Lewis to advise)
71442	Revenues & Benefits Programme		18,600		18,600	0	BACS (71377) and Housing Benefits System (71408) have been merged into this one scheme
71377	BACS	2,500	0	0	0	0	See code 71442
71379	Authentication	31,000	31,000	0	31,000	0	Interim Head of ICT to clarify.
71388	GIS	2,000	0	0	0	0	Completed, saving achieved.
71395	EDM - Corporate	11,000	5,000	0	5,000	0	Requirement for this budget still to be determined. Therefore, slipped £11,070 into 14/15.
71408	Housing Benefits System	16,100	0	0	0	0	See code 71442
71409	Locata	10,000	10,000	0	10,000	0	Scheme not to go ahead, but request that this budget is utilised elsewhere (yet to be determined).
71414	Hardware Funding	140,000	0	9,233	17,210	17,210	Spend of £9,233 to be transferred to correct budget heading (H. Lewis to advise). Overspend of £17,210 to be transferred from code 71439.
71425	2 Blade Enclosures	0	24,270	0	39,630	15,360	Completed. Overspend to be transferred from code 71431.
71426	8 Blade Servers for Workstation Virtualisation	0	39,050	0	48,850	9,800	Completed. Overspend to be transferred from code 71439.
71427	12 Blade Servers for Workstation Virtualisation	0	30,720	0	28,120	(2,600)	Completed. Underspend to be transferred to 71439.
71428	Servers for GCS(X) Network	0	12,020	0	12,010	(10)	Completed.

CAPITAL MONITORING 2013/14

PROSPERITY

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Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71429	1 New Datacenter core network switches	0	28,360	0	28,360	0	Completed.
71430	2 storage switch 2 x IL3 switch	0	16,380	0	8,190	(8,190)	Completed. Underspend to be transferred to 71439.
71431	Establishment of LES & internet links to replace MPLS	0	50,000	0	34,640	(15,360)	To be completed in Qtr 4. Underspend to be transferred to 71425.
71432	10TB Tier 1 (SAS Class) Storage	0	20,940	0	20,940	0	Completed. Awaiting invoices from Stevenage.
71433	20TB Tier 2 (MDL Class) Storage	0	17,240	0	17,820	580	Completed. Overspend to be transferred from code 71439.
71434	Zero Clients	0	54,020	0	56,700	2,680	Completed. Overspend to be transferred from code 71439.
71415	Applications	55,000	0	0	0	0	Orders raised to date relate to ICON upgrade and BACS software. These have been transferred to separate budget headings and the remaining £62,300 budget transferred to 71435.
71443	Civica ICON Upgrade		25,770	25,778	25,770	0	See above comment on 71415
71444	BACS Software		21,980	21,980	21,980	0	See above comment on 71415
71435	Proposed Funding for Applications	0	112,320	0	112,320	0	See above comment on 71415. Slipped total variance of above codes & 71435 of £150,000 into 14/15.
71436	Desktop Virtualisation Application Virtualisation Secure Gateway Access	0	33,000	0	33,140	140	Completed. Overspend to be transferred from code 71439.
71437	Windows Server Licensing	0	5,000	0	5,000	0	Slipped £5k into 14/15

CAPITAL MONITORING 2013/14

PROSPERITY

Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71416	Merging systems - Licensing & Env Health	15,000	0	0	0	0	Slipped into 14/15 (agreed at 3.9 Exec)
71418	Mayrise Upgrade	10,000	30,000	27,951	30,000	0	To be completed by year end.
71420	Integrated DC & BC Systems	60,000	60,000	0	60,000	0	Subject to soft market testing (which is now taking place), information to be sent to CMT with a probable higher figure. Interim Head of ICT and Head of Planning to discuss further.
71422	Shared Services Infrastructure Integration	50,000	0	0	0	0	Budget utilised elsewhere.
71438	EH 50% share of technical/project management costs	0	55,000	0	55,000	0	
71439	Service Desk & Utilities	0	64,000	0	44,380	(19,620)	See various codes above
71440	Shared service print investment costs 50%	0	20,500	0	20,500	0	
71441	Shared service accommodation costs 50%	0	62,000	0	62,000	0	
71424	Provisional IT Investment	500,000	0	0	0	0	Budget utilised elsewhere.
71362	Capital Salaries	109,000	109,000	0	109,000	0	
71423	Replacement Condensers to Server Room	0	0	0	0	0	Completed. Saving achieved.
75240	Bircherley Green MSCP - Major Refurb. & Repairs	66,240	66,240	10,294	66,240	0	Asset Management Group have requested that further expenditure be postponed until after a decision has been made on the future of the car park. Spend to date relates to final payment for the major works.

CAPITAL MONITORING 2013/14

PROSPERITY

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Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	0	8,600	7,475	7,480	(1,120)	Completed, saving achieved.
75268	Northgate End - Resurfacing & Lining	50,000	50,000	44,340	50,000	0	Further works to be carried out but weather dependant.
75269	Bell Street - Resurfacing & Lining	25,000	25,000	15,762	25,000	0	Works 60% completed.
75166	Replace Footbridge Library Car Park Ware	7,200	5,300	5,265	5,300	0	Completed. Saving achieved.
71273	Wallfields Fire Alarm Upgrade	0	(770)	(766)	(770)	0	Completed, small saving.
71274	Wallfields Replacement of Radiators	60,000	0	0	0	0	Replacement of radiators not to go ahead, however, other works are needed on improving the boiler and heating system. Budget now to be utilised on the boiler instead, slipped into 14/15 as works can't be carried out until the summer months.
71275	Wallfields & Charringtons - Server Room Fire Suppression Systems	20,000	20,000	0	20,000	0	Not to be spent on this scheme, request that this this budget is utilised on refurbishment works to the old Wallfields building.
71276	Wallfields - Equality Access & Card Control to Doors	40,000	40,000	4,150	40,000	0	Specification stage.
71269	Wallfields Security Gates & Fencing to Boiler House	15,000	0	0	0	0	Scheme to be reviewed therefore, slipped into 14/15.
72598	Cricketfield Lane - Resurface Footpath & Retainment Works	75,000	0	0	0	0	Scheme to be reviewed. If this goes ahead, it can only be carried out in school summer holidays therefore, slipped into 14/15.

CAPITAL MONITORING 2013/14

PROSPERITY

Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71203	Replacement Chairs & Desks	10,000	11,080	7,957	11,080	0	It is expected that about £4,000 will be spent on refurbishment project in Wallfields old building in 4th quarter. We are also looking at the replacement of some of the Council Chamber furniture which is now quite old.
75160	River & Watercourse Structures	47,500	61,800	22,240	61,800	0	Consultation still ongoing to replace the St. Andrew Street Car Park bridge in Hertford Castle grounds . Remedial works required for other EH owned bridges have been assessed according to priority and an order has been placed, together with an order to carry out emergency safety works to a bridge in Hertford. Proposed flood alleviation asset to be constructed in Dane End is progressing and is still awaiting necessary consent for the works from HCC Flood Risk Management Team.

CAPITAL MONITORING 2013/14

PROSPERITY

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Exp. To 31/12/13

Exp Code	2013/14 Approved Schemes	2013/14 Original Estimate	2013/14 Revised Estimate	2013/14 Total Spend to Date	2013/14 Projected Spend	2013/14 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
75157	Footbridge over River Stort	91,020	90,220	2,815	90,220	0	Still trying to resolve the outstanding issues so while there is no progress yet, hope to finalise the matter this year.
72568	North Drive - reconstruct road & drainage	15,380	630	627	630	0	Unable to resolve this at the moment as the money available is not enough to upgrade the road properly, however there are a couple of private planning schemes that may come forward that we hope to be able to include the road in. £14,750 slipped into 14/15 (agreed at 9.12 Exec).
71266	Capital Salaries	53,600	53,600	0	53,600	0	
71251	Automated Telling Machines at Hertford & B/S	0	0	0	0	0	Due to significant issues with the testing of the Civica payment system upgrade £12,800 has slipped to 2014/15.
72702	Parking Services - Operational Vehicle	10,000	0	0	0	0	Originally an approved capital bid for a used operational vehicle for Parking Services. Following a full cost/benefit review the lease cost of a new vehicle was comparable to the net cost of running a used vehicle so a new lease has progressed instead.
TOTAL		1,647,540	1,387,870	209,001	1,386,740	(1,130)	
	Reconciliation of Original to Revised Estimate						
	Other Amendments	(420,430)					
	Slippage from 2012/13	160,760					
		<u>1,387,870</u>					

ESSENTIAL REFERENCE PAPER E

SUMMARY OF PREVIOUSLY REPORTED VARIANCES ON THE REVENUE BUDGET

		Projected Outturn 31 March 2014 £'000	
1.1	April	0	
	May	225	Favourable
	June	349	Favourable
	July	340	Favourable
	August	290	Favourable
	September	138	Favourable
	October	307	Favourable
	November (CMT only)	526	Favourable

ITEM (in order of Corporate Priority)		MONTH(S) REPORTED
People		
1.2	TURNOVER There are no financial issues this month regarding this priority.	April
1.3	TURNOVER A new payroll system has been installed and staff are being successfully paid. However, the output from the system has yet to be tested for interfacing into the General Ledger (financial system). As a consequence there is no information on budgetary monitoring for April and May.	May
1.4	TURNOVER April and May sickness absence data for EHPI 12c – Total number of sickness absence days per FTE being restated (paragraph 2.9 of report).	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.5 TURNOVER</p> <p>The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £113k. The projection includes the part year cost of Pensions Auto Enrolment</p>	August
<p>1.6 TURNOVER</p> <p>The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £97k</p>	September
<p>1.7 TURNOVER</p> <p>The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £121k</p>	October
<p>1.8 TURNOVER</p> <p>The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £112k</p>	September
<p>1.9 NEW HOMES BONUS GRANT</p> <p>The Government has released additional New Homes Bonus grant monies. As a consequence East Herts Council has received a windfall sum of £20k.</p>	May
<p>1.10 COLLECTION FUND</p> <p>Upon finalising the balance on the Council Tax Collection Fund there is a £55k favourable position.</p>	May
<p>1.11 REVENUES AND BENEFITS SERVICE</p> <p>Additional DWP support has been received totalling £38k to assist with the ongoing cost of the Welfare Reform arrangements. The additional funding will be spent by the end of the financial year.</p>	August
<p>1.12 COMMUNITY CAPITAL GRANTS</p> <p>£54,900 of the Community Capital Grants budget to be re-profiled from 2013/14 to 2014/15. (Para 2.38 to Report)</p>	July
<p>1.13 DISCRETIONARY DISABLED FACILITIES</p> <p>In accordance with Financial Regulation 4.5.5, the virement of £21,000 from Discretionary Disabled Facility Grants capital budget into the Historic Buildings Grant budget. (Para 2.39 of Report).</p>	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.14 CAPITAL PROGRAMME</p> <p>Reprofile of Capital Programme for Portfolio as follows:</p> <ul style="list-style-type: none"> • People – Social Housing Schemes - £820,740. • People – Community Capital Grants - £21,100. 	September
<p>1.15 Revenues and Benefits Recovery of Summons Costs</p> <p>A review of income recovery for summons costs has resulted in the identification of an adverse variance of £25,000 for the financial year.</p>	October
<p>1.16 Welfare Reform budget</p> <p>The budget for 2013/14 is currently showing an underspend with no further commitment identified against the budget a likely favourable variance of £97,000 is forecast.</p>	October
Place	
<p>1.17 PLANNING CONTINGENCY</p> <p>The 2013/14 budget includes a planning contingency sum of £600k which allows for unforeseen events to be funded in-year. The changes that were agreed in February 2013 to the current recycling provision in East Herts have now been financially evaluated and a paper is included as <u>Essential Reference Paper 'F'</u> that details the latest available financial information. Due to changes in funding available from County, a reduction in the value achievable through sale of the vehicles and reductions in expenditure, £24,606 is required from the planning contingency to allow the scheme to remain affordable</p> <p>The current assumptions are that the remainder of this budget are also fully utilised in 2013/14 but no further call is made on this budget, then the Council will have an under spend of £575k. Future Healthchecks will consider if there are any further calls on this sum.</p>	April

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.18 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £600k which allows for unforeseen events to be funded in-year. In the April corporate healthcheck it was agreed that some of this funding will be used to support the new recycling initiative. This left a balance of £575k which if not required during the year will result in an additional favourable variance from the £225k reported this month.</p>	May
<p>1.19 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £600k which allows for unforeseen events to be funded in-year. It has been agreed that some of this funding will be used to support further initiatives namely a Housing Needs survey and a Human Resources post. Currently there is a balance of £511k which if not required during the year will result in an additional favourable variance from the £349k reported this month.</p>	June
<p>1.20 PLANNING CONTINGENCY</p> <p>CMT agreed on 16 July 2013 to vire £40k of the Planning Contingency budget for the Housing Needs Survey. They also agreed to vire a sum for an additional Human Resources admin post for one year on scale 5. It is assumed that the funding required in 2013/14 will be for eight months at circa £16k. This will be result in a cost of circa £8k falling in 2014/15 in respect of the balance of four months.</p>	June
<p>1.21 PLANNING CONTINGENCY</p> <p>In accordance with Financial regulations 4.5.5, the £40k virement form Planning Contingency budget agreed by CMT on 16 July for Housing Needs Survey. (Para 2.10 of Report)</p>	July
<p>1.22 PLANNING CONTINGENCY</p> <p>The planned appropriation to the interest equalization reserve in 2013/14 being reduced in line with any</p>	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
shortfall in investment income arising in the current year. (Para 2.27 of Report.	
<p>1.23 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £591k which allows for unforeseen events to be funded in-year. Currently there is a balance of £502k which if not required during the year will result in an additional favourable variance from the £209k reported this month.</p>	August
<p>1.24 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £591k which allows for unforeseen events to be funded in-year. Currently there is a balance of £502k which if not required during the year will result in an additional favourable variance from the £138k reported this month</p>	September
<p>1.25 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £591k which allows for unforeseen events to be funded in-year. Currently there is a balance of £467k which if not required during the year will result in an additional favourable variance over and above the £307k reported for the period.</p>	October
<p>1.26 PLANNING CONTINGENCY</p> <p>The original 2013/14 budget included a planning contingency sum of £591k which allows for unforeseen events to be funded in-year. Currently there is a balance of £452k which if not required during the year will result in an additional favourable variance over and above the £526k reported for the period. These budgets are for one-off areas of spend. No permanent service growth has been identified for the service costs detailed below for inclusion in the 2014/15 base budget.</p>	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.27 CCTV</p> <p>There has been a CCTV refund of £8k received from Stevenage Council in respect of previous years running costs.</p>	June
<p>1.28 GREEN WASTE COLLECTION</p> <p>There is a possible under spend on Green Waste collection of £40k (subject to the implementation of the new recycling scheme). This is due to limited opportunities to implement organic waste collection from hard to reach properties and contract design efficiencies.</p>	June
<p>1.29 RECYCLING BANKS MAINTENANCE</p> <p>There is an expected under spend of at least£5k on the maintenance of recycling banks. Recycling banks have been reduced in recent years to collect textiles and paper only. There is a reduction in the number of sites due to supermarkets making their own arrangements expected. Members chose not to implement cardboard recycling banks as part of the new recycling service.</p>	June
<p>1.30 CLINICAL WASTE</p> <p>Business in the first quarter suggests additional income of £20k with Clinical Waste.</p>	June
<p>1.31 STREET CLEANSING</p> <p>There is an under spend of £25k in the Street Cleansing service due to contract efficiencies.</p>	June
<p>1.32 GROUNDS MAINTENANCE</p> <p>There is a net saving of £13k in the Grounds maintenance contract as Hertford Town Council has taken over the maintenance of the Castle grounds under a service level agreement. This was a Non Key decision report made in September 2012.</p>	June
<p>1.33 TRADE WASTE</p> <p>Due to an increase in Trade Waste business, income is predicting to be £60k greater than expected. This is partly off set by increased operating costs.</p>	August

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.34 RECYCLING A reduction in paper tonnage collected is likely to result in reduced income of £10k for the year.	August
1.35 RECYCLING Since the last reporting period the forecast outturn for Kerbside Dry recycling has been reduced to £23,000. Dry Recycling Income is forecast to result in an adverse variance of £15,000.	September
1.36 RECYCLING A favourable variance has been identified of £81,000 on the payments from County for diversion of waste from landfill as a result of the implementation of the SPARC (Separate Paper and Recycling Collections). In line with the national trend, Dry Recycling income is now forecast to result in an adverse variance of £80,000 (£15,000 for September Healthcheck) by the end of the financial year.	October
1.37 ENERGY EFFICIENCY AND CARBON REDUCTION MEASURES – CAPITAL BUDGET Re profile £45,000 Energy Efficiency and Carbon Reduction capital budget to 2014/15 from 2013/14.	August
1.38 Separate Paper and Recycling Collections A favourable variance has been identified of £16,000 for transport subsidy in relation to the implementation of the SPARC (Separate Paper and Recycling Collections).	November
1.39 Playground Inspections Playground inspection costs are expected to be lower than anticipated - £11.5k favourable variance).	November
1.40 Pest Control and Leisure Income Income for Pest Control and Leisure Services is forecast to under achieve by £34k approximately in total.	November

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.41 CAPITAL PROGRAMME Reprofile of Capital Programme for Portfolio as follows:</p> <ul style="list-style-type: none"> • Place – Parks – Hartham Common - £25,000. • Place – Castle weir Micro Hydro Scheme - £203,980. 	September
<p>1.42 LOCAL DEVELOPMENT PLAN The budget for the Local development Plan upkeep is not required for 2013/14 resulting in a favourable variance of £60,000.</p>	October
<p>1.43 PRIORITY SPEND A forecast outturn of £30,000 is expected on the Priority Spend budget for 2013/14. In view that the budget supports medium to short term economic development the uncommitted budget for 2013/14 will be transferred to the New Homes Bonus Priority Reserve.</p>	October
Prosperity	
<p>1.44 DEVELOPMENT CONTROL FEES</p> <p>With income of £125k received from Bishop's Stortford North Development and the underlying income being maintained for the first two months an extra £150k is expected at this point in time.</p>	April
<p>1.45 DEVELOPMENT CONTROL FEES</p> <p>With Development Management income of £125k received from the Bishop's Stortford North Development and the underlying income being maintained, the forecast outturn for income is expected to increase by £300k (revised from £250k in July 2013). Larger fees are being received for proposed developments in Buntingford and Hertford.</p>	August

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.46 DEVELOPMENT CONTROL FEES</p> <p>With Development Management income of £125k received from the Bishop's Stortford North Development and the underlying income being maintained, the forecast outturn for income is expected to increase by £330k (revised from £300k in July 2013). Larger fees are being received for proposed developments in Buntingford and Hertford.</p>	September
<p>1.47 DEVELOPMENT CONTROL FEES</p> <p>With Development Management income of £125k received from the Bishop's Stortford North Development and the underlying income being maintained, the forecast outturn for income is expected to increase by £450k (revised from £330k in September 2013). Larger fees are being received for proposed developments in Buntingford and Hertford.</p>	October
<p>1.48 DEVELOPMENT CONTROL FEES</p> <p>In line with increased development activity in the District, pre application advice is expected to increase resulting in a forecasted favourable variance of £25,000.</p> <p>However Planning Appeals are expected to increase in 2013/14 resulting in a forecast adverse variance of £60,000 for the additional costs.</p>	September
<p>1.49 PLANNING APPEALS</p> <p>2.1 The adverse variance on Planning Appeals has been revised to £160,000 (£60,000 for September Healthcheck).</p>	October
<p>1.50 CAR PARK INCOME</p> <p>There has been a £12k loss of Car Park income (£5k stolen) due to machines being broken into and then out of action (£7K).</p>	June

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>1.51 CAR PARK INCOME</p> <p>Due to significant volatility in car park use, the 2013/14 income budget for Pay and Display Parking will not be achieved, a shortfall of £160k is anticipated. This includes a shortfall in the income forecast to result from the re-designation of Link and Northgate End car parks.</p> <p>A realignment of supermarket parking reimbursement fees is forecast to result in a favourable variance of £46k.</p>	August
<p>1.52 CAR PARKING EXPENDITURE</p> <p>A contingency in the Enforcement contract is now no longer required resulting in a favourable variance of £50k. The implementation of a mobile enforcement vehicle has been delayed until 2014/15 resulting in a further favourable variance of £29k. These are in addition to the favourable contract variation of £20k reported in the prior period due to the abandonment of vehicle removals.</p>	August
<p>1.53 CAR PARK INCOME</p> <p>2.2 Parking PCN income is expected to be £75,000 lower than expected by the end of the financial year. Officers are satisfied that the issue and processing arrangements for the service are robust. The adverse variance may have an ongoing impact for the 2014/15 budget. This adverse variance is partially offset by higher than expected season ticket sales at Bishop Stortford (£9,000). However the car washing income for Hertford is no longer a feasible income stream.</p>	September
<p>1.54 INVESTMENT INTEREST</p> <p>The planned appropriation to the interest equalization reserve in 2013/14 being reduced in line with any shortfall in investment income arising in the current year.</p>	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
(Para 2.27 of Report.	
1.55 INVESTMENT INTEREST Lower than expected returns on the Council's investment portfolio are likely to result in a revised adverse variance of £150,000 (£100,000 September Healthcheck).	October
1.56 MARKET INCOME In line with national trends Market licence income has experienced a downturn as a result of fewer market traders.	October
1.57 IT – MERGING OF LICENSING AND ENVIRONMENTAL HEALTH CAPITAL BUDGET That £15,000 of the IT merging Licensing and Environmental Health capital budget is re- profiled from 2013/14 into 2014/15.	July
1.58 Housing Strategy Government Grant of £50k is forecast to be received to support the Council's Housing Strategy.	November
1.59 A favourable variance of £9k is expected for the Shared Audit Service due to a forecast reduction in audit days allocated to East Herts.	November
1.60 CAPITAL PROGRAMME Reprofile of Capital Programme for Portfolio as follows: <ul style="list-style-type: none"> <li data-bbox="391 1619 1162 1694">• Prosperity – Automated Telling Machines at Hertford and B/Stortford - £12,800. 	September
1.61 CAPITAL PROGRAMME 2.3 CMT are asked to support the re-profile of £0.777 million within the Capital Programme to 2014/15 as follows:	October

ITEM (in order of Corporate Priority)

**MONTH(S)
REPORTED**

- People – Various schemes totalling £421,960
- Place – Various schemes totalling £35,760.
- Prosperity – Various schemes totalling £319,750.
- CMT are asked to support a request to bring forward £14,950 for the 2014/15 Community Capital Grants budget. This reflects 2012/13 grant commitment no longer required and can be reallocated to other projects in 2013/14.
- CMT are asked to support a capital budget of £45,000 for investment of property

1.62 CAPITAL PROGRAMME

November

There are no reprofiling requests for the reporting period to 30 November 2013

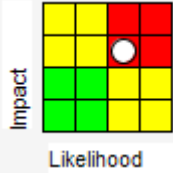
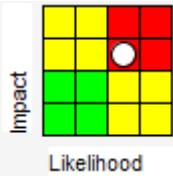
Essential Reference Paper 'F'

Ledger Code	Savings	Responsible officer	2013/14 £	Red/Amber/ Green	COMMENTS	Update required for CMT re Q3		
						Q1	Q2	Q3
Planning & Building Control								
17102/0110	Building Control Reduced Spending	KS	(50,000)	AMBER	Savings to be achieved as a combination of salary underspend and maintained income. A combination of these will deliver an element of savings but strength of income remains unpredictable over the year.	Savings for the current year to be achieved as a combination of salary underspend and maintained income. These are likely to deliver the required saving for the current year – but cannot necessarily be relied upon beyond this. Work is underway to consider the structure of the service and form of delivery in the future. This may enable the implementation of ongoing savings in 2014/15 and future years.		As reported in the updated MTFP for Joint Scrutiny on 14.1.2014, these savings have been taken out of the Council's Savings Strategy in the MTFP.
Various	DC miscellaneous costs	KS	(10,000)	GREEN	Saving drawn from a range of budgets in the service area. No overspending pressure as a result evident.	Saving drawn from a range of budgets in the service area. No overspending pressure as a result evident.		Saving drawn from a range of budgets in the service area. No overspending pressure as a result evident.
Various	Planning policy resources	KS	(12,000)	GREEN	Saving drawn from a range of budgets in the service area. No overspending pressure as a result evident.	Saving drawn from a range of budgets in the service area. No overspending pressure as a result evident.		Saving drawn from a range of budgets in the service area. No overspending
Community Safety & Health								
17107/3878	Set taxi licence fees to recover full costs	BS	(5,000)	RED	Red but achieved elsewhere.		Budget Challenge for 2014/15 identified increased charges unachievable. Will not be pursued for 2013/14.	Budget Challenge for 2014/15 identified increased charges unachievable. Will not be pursued for 2013/14.
26904/4433	Continuation of funding Housing Improvement Agency	SD	(10,000)	GREEN	This saving has been achieved.	This saving has been achieved.		This saving has been achieved.
Community Engagement								
21299/4449	C&C - MOW	WO	(15,269)	GREEN		Achieved		Achieved
20603/Various	Hertford Theatre - new business plan (subject to approval)	WO	(57,671)	AMBER	Achievement of saving depends on performance on ticket sales etc throughout the year. Please note the business plan was approved in 2010.	Saving is still looking achievable at this at this stage but with added 'burden' of back dated VAT liability to be accounted for in this financial year.		Saving is still looking achievable at this at this stage but with added 'burden' of back dated VAT liability to be accounted for in this financial year.
17802/3889	Public Consultation & Research	WO	(5,700)	GREEN				
Customer Services & Parking								
50532/9610	Ware Amwell End - Revision of rent payable by Hertford regional College for student car park spaces	NS	(1,000)	GREEN	Achieved, increase in base budget	No Change - Achieved, increase in base budget		
50511/9349	Elm Road income	NS	(15,000)	RED	Current car park income below profile for this car park by 26.5% (£3,470). Further investigation on parking behaviour being undertaken.	Now classed as RED as income remains below profile by 32% (£6,365).		RED, income remains 32% below budget (£9,643)
50512/9349	Rye St/Grange Paddocks income	NS	(35,000)	RED	Significant variance from expected income. Income impacted by inability to offer long stay car parking in car park B without impacting Leisure Centre customers. Car park operated by the Council with the agreement of the Leisure contractor as they hold title to the car park under the terms of their lease. Further review on parking behaviour being undertaken. Car Park currently 84% below profiled income (£19,533)	No Change - Income from Grange Paddocks/Rye Street 82% below profile. Analysis of long stay parking suggests motorists no longer choosing Link are moving to on-street parking as Grange Paddocks B unable to offer all-day parking without impacting Leisure Centre users.		No Change - Income from Grange Paddocks/Rye Street 81% below profile.
50506/9349	Link Road resulting from redesignation as short stay	NS	(50,000)	RED	Current car park income below profile for this car park by 35% (£15,488). Further investigation on parking behaviour being undertaken.	Now classed as RED as income remains below profile by 35% (£23,201). Short stay use has replaced long stay as per policy decision but on a like for like basis, increased parking acts have not resulted.		No change, income remains below profile by 31% (£31,522)
50507/9349	Northgate End resulting from redesignation as short stay	NS	(56,000)	GREEN	Current income ahead of profiled budget on this car park by 8%, base budget includes this saving (additional income).	No Change - Current income ahead of profiled budget on this car park by 8%, base budget includes this saving (additional income).		No Change - Current income ahead of profiled budget on this car park by 8%, base budget includes this saving (additional income).
50541/9421	Grange Paddocks Project - Resident permit income	NS	(2,500)	GREEN	Current income has exceeded budget. Achieved	No Change - Current income has exceeded budget. Achieved.		No Change - Current income has exceeded budget. Achieved.

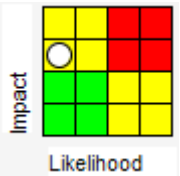
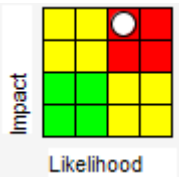
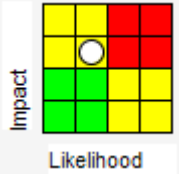
ICT - Shared Services Savings							
17713----	ICT - Shared Services Savings	HL	(18,000)	N/A	Savings are being reviewed pending a decision from	The service is progressing well towards the delivery of £78k	The service is progressing well towards
17414----	Printing - Shared Services Savings	HL	(13,000)	N/A	the Shared Service meeting which took place in July.	gross savings for 2013/14 which will partially offset the	the delivery of £78k gross savings for
						Implementation costs for the ICT Shared Service which became	2013/14 which will partially offset the
						operational from August 2013. Formalisation of the savings	Implementation costs for the ICT Shared
						proposals and progress will be formally reported to the Shared	Service which became operational from
						Services Partnership Board at the end of the third quarter of	August 2013. Formalisation of the savings
						2013/14.	proposals and progress will be formally
							reported to the Shared Services
							Partnership Board at the end of the third
							quarter of 2013/14.
	People & Property						
17411/0110	Phased reduction in hours of estates staffing	GB	(14,000)	AMBER	The service is currently identifying savings for 2013/14.	The service is currently identifying savings for 2013/14.	Alternative savings proposals are currently being prepared to be implemented in 2014/15.
	Revenues & Benefits						
17719various	Invest to save option	ST	(64,000)	AMBER	Dependent on shared service making sufficient savings - concern that this will not be achieved in current year	£47k of savings managed within the base budget for 2013/14. Given the increased operational demands on the service the remaining savings have been formally deleted from the action plan.	£47k of savings managed within the base budget for 2013/14. Given the increased operational demands on the service the remaining savings have been formally deleted from the action plan.
	Corporate Risk						
Various	Reduction of insurance premiums following retender	CG	(3,000)	GREEN	Savings split between 2012/13 and 2013/14. Achieved and can be evidenced through communications with insurance broker.	Achieved. Savings managed within base budget for 2013/14.	Achieved. Savings managed within base budget for 2013/14.
	Total Savings		<u>(437,140)</u>				

Strategic Risk Register October to December 2013

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
13-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	Adele Taylor	October to December 2013: Finance settlement announced 18th December 2013 and the financial model has been updated.
13-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.		3	3	Adele Taylor	October to December 2013: The refreshed Medium Term Financial Plan still requires savings to be delivered within the next four years. Workforce implications need to be considered alongside annual budget proposals.
13-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	October to December 2013: The council has robust contract management processes and procedures in place to ensure any concerns are flagged up early.

<p>13-SR4</p>	<p>Risk that investment and effort does not deliver benefits and returns in Shared Services</p>	<p>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.</p>		<p>3</p>	<p>3</p>	<p>Adele Taylor</p>	<p>October to December 2013: All shared service budgets are monitored as part of the standard healthcheck process and non-financial benefits through performance monitoring. At this stage no issues have arisen but we continue to work with partners to ensure joint outcomes are met.</p>
<p>13-SR5</p>	<p>There is uncertainty on overall future government policy and a number of changes required without accompanying resource.</p>	<p>Risk of being unable to long term strategically plan.</p>		<p>3</p>	<p>3</p>	<p>Simon Drinkwater</p>	<p>October to December 2013: Risk on target. Risks arising from changes in government policy are identified and reported to Corporate Management Team. The Council is continuing to respond to changes in the benefit system. The situation is being monitored. Resources have been identified to address the increased demands for relevant services. The Council has responded to the changes in planning resulting from the introduction of the new framework and other changes arising from the Localism Act. The District Plan is progressing with a report to Council in January 2014. The delay in the provision of the District Plan has increased the risks of housing development being allowed on appeal. The budget challenge process has created opportunities for additional financial savings.</p>

Essential Reference Paper G

13-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.		3	1	Simon Drinkwater	<p>October to December 2013: 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. The Here to Help initiative should lead to more dynamic decision making. Regular meetings of SMG which includes the Corporate Management Team deal with current topics and outstanding issues.</p>
13-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	3	Adele Taylor	<p>October to December 2013: ITSG is now monitoring system availability and performance which has been improving but a greater step change will come once the new ICT infrastructure is rolled out within the next few months.</p>
13-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	2	George A Robertson	<p>October to December 2013: The council is undertaking a programme of policy and process review which will further strengthen this area and mitigate potential risks. Data protection risk assessments undertaken. (Part of the 2014 service planning process). Corporate issues to be considered at Operational Risk Management Group in January 2014.</p>

<p>13-SR9</p>	<p>Impact of welfare reform changes.</p>	<p>New legislation will have an adverse financial impact on a significant number of residents. Residents will require more support from services across the Council affecting staffing levels, finances, and a risk of increased aggression. There may also be difficulties in implementing Government policy.</p>		<p>3</p>	<p>3</p>	<p>Adele Taylor</p>	<p>October to December 2013: The workload in Revenues and Benefits service continues to increase. Services across the Council including Housing and Customer Service continue to also experience an increase in demand. Services are working together to work efficiently and effectively to manage the increased workload.</p>
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