

# Public Document Pack



Leader and Members  
of the Executive

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Date: 27 February  
2014

cc. All other recipients of the  
Executive agenda

Dear Councillor

## **EXECUTIVE - 4 MARCH 2014: SUPPLEMENTARY AGENDA NO 1**

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

- 5. Issues Arising form Scrutiny (Pages 3 - 6)
- 12. Monthly Corporate Healthcheck - January 2014 (Pages 7 - 62)

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

Yours faithfully

Martin Ibrahim  
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Democratic Services  
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**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 4 MARCH 2014  
**TIME** : 7.00 PM

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## EAST HERTS COUNCIL

EXECUTIVE – 4 MARCH 2014

## REPORT BY SCRUTINY COMMITTEE CHAIRMEN

## ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

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### **Purpose/Summary of Report**

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

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

### 1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Joint meeting of Scrutiny Committees – 11 February 2014  
Environment Scrutiny Committee – 25 February 2014

### 2.0 Report

#### 2.1 **Car Park Pay and Display Charging Policy (Agenda Item 7)**

The joint meeting of Scrutiny Committees supported the proposals as now submitted.

#### 2.2 **Comingled Recycling Collection Service (SPARC) Update and Building on its Success (Agenda Item 8)**

The Environment Scrutiny Committee supported the proposals as now submitted.

### 2.3 **2014/15 Service Plans (Agenda Item 10)**

The joint meeting of Scrutiny Committees supported the approval of service plan activity for 2014/15, as submitted.

### 2.4 **2013/14 Performance Indicator Estimates and Future Targets (Agenda Item 11)**

The joint meeting of Scrutiny Committees supported the future targets for 2014/15, 2015/16 and 2016/17.

### 3.0 **Implications/Consultations**

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

### **Background Papers**

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATION

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

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## EAST HERTS COUNCIL

EXECUTIVE – 4 MARCH 2014

### REPORT BY THE LEADER OF THE COUNCIL

MONTHLY CORPORATE HEALTHCHECK – JANUARY 2014

WARD (S) AFFECTED: All

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#### Purpose/Summary of Report:

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

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> that:</b>	
<b>(A)</b>	<b>the budgetary variances set out in paragraph 2.1 of the report be noted; and</b>
<b>(B)</b>	<b>as detailed at paragraph 2.22 of the report submitted;</b>
	<ul style="list-style-type: none"><li>• <b>slippage of £17,840 for Grange Paddocks Renewal of Pool Calorifiers to 2014/15 be approved, as the scheme is still at the design stage;</b></li><li>• <b>slippage of £20,950 from the Community Capital Grants budget to 2014/15 be approved;</b></li><li>• <b>slippage of £20,000 for Energy Grants to 2014/15, be approved;</b></li><li>• <b>a virement of £31,000 ICT – Authentication Scheme to ICT Applications be approved; and</b></li><li>• <b>slippage of £5,000 to 2014/15 for the Arts in Parks Project be approved, due to the impact of current weather conditions.</b></li></ul>

#### 1.0 Background

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

1.2 Each month the report will contain a breakdown of the following

information by each corporate priority where remedial action is needed:

- Salary, Capital and Revenue variance.
- Performance information (based on the performance indicator suite that is reported on a monthly basis and where relevant quarterly data) and also the Directorate's position in respect to payment of invoices and sickness absence.




1.3 **Essential Reference Paper 'B'** shows the full set of performance indicators that are reported on a monthly basis.



**Essential Reference Paper 'C'** shows 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.

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 January 2014.



	Position as at 31.01.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>(1) People</b>						
New Homes Bonus Grant	20	0	0	0	20	0
Collection Fund Balance	55	0	0	0	55	0
Hillcrest Hostel Rent Income	0	33	0	8	0	30
Environmental Action Grants	32	0	3	0	9	0
Land Charge Income	56	0	9	0	45	0
Staff salaries (Essential Reference Paper 'C').	0	105	0	71	0	97
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	87	0	0	6	97	0

	Position as at 31.01.14				Projected Position year end		
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000	
<b>(2) Place</b>							
Hertford Theatre - Income	149	0	0	76	31	0	
Hertford Theatre - Equipment	0	7	0	7	0	10	
Community Safety	14	0	0	0	8	0	
Green Waste Collection	39	0	0	68	43	0	
Recycling – Contributions from Other Authorities	0	308	0	308	97	0	
Domestic Refuse – Contract costs	166	0	0	142	11	0	
Maintenance of Recycling Banks	7	0	0	0	6	0	
Commercial and Clinical Waste Collection	0	63	0	47	0	2	
Clinical Waste income	0	0	0	16	16	0	
Street Cleansing	40	0	0	11	25	0	
Grounds Maintenance(Net)	58	0	0	45	7	0	

	Position as at 31.01.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>2) Place (continued)</b>						
Parks and Open Spaces	0	69	0	0	36	0
Playground Inspection	10	0	0	0	11	0
Kerbside Dry Recyc. Collection	0	6	0	1	13	0
Textiles Bank (Net)	9	0	4	0	0	6
Trade Waste income	36	0	0	120	32	0
Trade Waste Collection contract	0	15	0	0	0	12
Environ Protection Parish Litter	0	1	0	0	0	1
Paper Bank Income	0	17	0	0	0	16
Dry Recycling	240	0	0	43	0	60
Animal Services and pest Control	8	0	1	0	12	0
Pest Control Income	0	2	0	0	0	5

	Position as at 31.01.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>2) Place (continued)</b>						
Leisure Services Income	136	0	0	0	0	19
Development Plans Service – LDF Upkeep budget not required for 2013/14.	50	0	10	0	30	0
Repayment of Housing Grant	9	0	3	0	5	0
Prevention of Repossession	8	0	1	0	10	0
Priority Spend	0	30	0	0	180	0
Neighbourhood Services – increased License fees and income	40	0	40	0	33	0
<b>(3) Prosperity</b>						
Development Management income	567	0	34	0	450	0
Pre Application Advice Income	29	0	5	0	30	0
Development Management Cost of Appeals	0	57	0	22	0	160

	Position as at 31.01.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>(3) Prosperity (Cont)</b>						
Pay and Display Car Park Income	0	157	52	0	0	175
Investment Interest	0	65	0	25	0	196
Car Park Enforcement Contract.	207	0	0	13	99	0
Supermarket Reimbursement.	198	0	0	0	46	0
Parking Repairs & Maintenance.	0	17	0	0	0	10
Parking – PCN Income.	0	64	0	1	0	75
Parking - Gascogne Way – car washing.	0	6	0	0	0	8
Parking – Bishop Stortford Season tickets.	13	0	0	0	9	0
Customer Services & Parking	16	0	5	0	0	4
Public Conveniences – Cleaning Contract.	7	0	0	5	5	0

	Position as at 31.01.14				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
<b>(3) Prosperity (Cont.)</b>						
Housing Options – Government Grant	0	0	0	0	50	0
Supplies and Services Base Budget reduction	38	0	0	0	38	0
Shared Audit Service	34	0	0	29	9	0
Asset Management – Reduction in Non Domestic Rates costs for council assets.	76	0	76	0	76	0
Asset Management – Professional Fees	0	26	0	26	0	36
Markets - Income	0	19	0	4	0	15
<b>TOTAL:</b>	<b>2,486</b>	<b>929</b>	<b>226</b>	<b>1,009</b>	<b>1,649</b>	<b>956</b>
<b>Net Projected Variance - Favourable</b>						<b>693</b>
<b>Supported by supplementary estimates</b>						
<b>Total Supplementary Estimates</b>						

- 2.2 Subject to all other budgets being equal, this would result in an underspend of £693,000.
- 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**. An unfavorable variance of approximately £105,114 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 £96,900. This is a slight reduction on the prior period forecast outturn (£112,850).

## **FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS**

### **People**

#### **Financial analysis**

- 2.5 There are no material financial changes to report since the last reporting period.

#### **Performance analysis**

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

### **Place**

#### **Financial analysis**

- 2.7 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 £693,000 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	

- 2.8 The Building Control Services is forecast to over achieve on various income streams of £16,000 approximately in total.
- 2.9 Income from dry recycling income has been reduced by £20,000 to reflect the County wide consortium contract and prices being lower than anticipated.
- 2.10 Licences Fees and Renovation grant income is forecast to over achieve by £33,000 by the end of March 2013.



## Performance analysis

- 2.11 **EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.** Performance was 'Red' for January 2014. Performance has improved considerably this month, with refuse and composting levels returning to near normal levels. Missed collections on recycling remain higher than the norm, but have reduced considerably compared to the first two months of the comingled service. It is anticipated that levels may not reduce sufficiently throughout February 2014 and March 2014 for the target to be met.
- 2.12 **EHPI 191 – Residual household waste per household.**  
The level of waste to date this year is 3 Kg per household, equivalent to 0.78% lower than last year.
- 2.13 **EHPI 192 - Percentage of household waste sent for reuse, recycling and composting.** With comingled tonnage exceeding expectations the year to date performance is 1.1% points better than year to date in January 2013.
- 2.14 The following indicators were 'Green', meaning that the targets were either met or exceeded for January 2014. They were:
- EHPI 2.4 – Fly-tips: Removal.
  - EHPI 2.1d – Planning Enforcement: Initial Site Inspections.
  - EHPI 2.1e – Planning Enforcement: Service of formal notices.
  - EHPI 157a – Processing of planning applications: Major applications.
  - EHPI 157b – Processing of planning applications: Minor applications.
  - EHPI 157c – Processing of planning applications: Other applications.
- 2.15 However despite meeting the target for January 2014 the following indicator shows a declining trend when performance is compared to the previous month:
- EHPI 2.1d – Planning Enforcement: Initial Site Inspections.

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

## Prosperity

### **Financial analysis**

- 2.16 A revised investment income forecast, anticipates £196,000 income lower than initially expected. As previously agreed by the Executive, the shortfall will be financed from the Interest Equalisation Reserve.
- 2.17 The review of Non Domestic Rates costs in relation to various council assets has resulted in a net saving after consultancy costs of £40,000 approximately.

### **Performance analysis**

- 2.18 **EHPI 12c – Total number of sickness absence days per FTE staff in post.** Performance was 'Red' for January 2014. Absences were over the council absence levels due to seasonal illnesses causing higher volumes of short-term absences across a number of services. Management have taken action to ensure illnesses are logged and support staff on returning to work.
- 2.19 The following indicators were 'Green', meaning that targets were either met or exceeded for January 2014. 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.
- 2.20 However despite meeting their targets for January 2014 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.

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

### **CAPITAL FINANCIAL SUMMARY**

- 2.21 The table below sets out expenditure to 31 January 2014 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
<b>Summary</b>	<b>2013/14 Original Estimate</b>	<b>2013/14 Revised Estimate</b>	<b>2013/14 Actual Commit to date</b>	<b>2013/14 Projected spend</b>	<b>Variance Col 4 – Col 2</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
People	2,315	1,256	884	1,146	(110)
Place	730	2,836	2,518	2,826	(10)
Prosperity	1,648	1,398	583	1,436	38
Re-profiling potential slippage	(250)	0	0	0	0
<b>Total</b>	<b>4,443</b>	<b>5,490</b>	<b>3,985</b>	<b>5,408</b>	<b>(82)</b>

2.22 The Executive is asked to approve:

- Slippage of £17,840 for Grange Paddocks Renewal of Pool Calorifiers to 2014/15, as the scheme is still at the design stage.
- Slippage of £20,950 from the Community Capital Grants budget to 2014/15. Projected total spend forecast to be £58,896.
- Slippage of £20,000 for Energy Grants to 2014/15.
- Virement of £31,000 from ICT – Authentication Scheme to ICT Applications.
- Slippage of £5,000 to 2014/15 for the Arts in Parks Project due to the impact of current weather conditions.

### 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 Member: Councillor A Jackson, Leader of the Council  
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In terms of performance issues

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## ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p><b>People</b></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><b>Place</b></p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b></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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# January Executive Corporate Healthcheck 2013/14




**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 4 <sup>th</sup> February 2014
EHPI 2.2	Waste: missed collections per 100,000 collections of household waste		57.28	47.00		Performance has improved considerably this month, with refuse and composting levels returning to near normal levels. Missed collections on recycling remain higher than the norm, but have reduced considerably compared to the first two months of the comingled service. It is anticipated that levels may not reduce sufficiently throughout February 2014 & March 2014 for the target to be met.	<p>January 2014 result</p>	None

**Traffic Light Red**  
**Description** Prosperity

**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 4 <sup>th</sup> February 2014
EHPI 12c	Total number of sickness absence days per FTE staff in post		0.93 days	0.70 days		Total absence for the year so far is 4.65 days. Absences were over the council absence levels due to seasonal illnesses causing higher volumes of short-term absences across a number of services. Management have taken action to ensure illnesses are logged and support staff on returning to work.	<p>January 2014 result</p> 	None



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

**Licensing and Community Safety**




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 4 <sup>th</sup> February 2014
EHPI 129	Response time to ASB complaints made to EHC.		100.00 %	100.00 %		There were three complaints made to the ASB officer at East Herts Council all of which were responded to within the minimum of two working days, therefore meeting the 100% target.	<p>January 2014 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 4 <sup>th</sup> February 2014
EHPI 181	Time taken to process Housing Benefit new claims and change events		12.6 days	15 days		Data extraction period from 14 January 2014 to 11 February 2014 is at 6.99 days making cumulative position 12.63 days.	<p>January 2014 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 4 <sup>th</sup> February 2014
EHPI 2.4 (47)	Fly-tips: removal		1.15 days	2.00 days		A good performance this month which has brought the year to date figure down to 1.35 days on average.	<p>January 2014 result</p>  <p>2.02 days 2.40 days 1.15 days 4.00 days .00 days</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 4 <sup>th</sup> February 2014
EHPI 157a	Processing of planning applications: Major applications		100.00%	60.00%		Performance exceeding target. 2 out of 2 applications were determined within the agreed time limits.	<p>January 2014 result</p>  <p>56.40% 59.40% 100.00% 100.00% .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 4 <sup>th</sup> February 2014
EHPI 157b	Processing of planning applications: Minor applications		93.00%	80.00%		Performance exceeding target. 29 out of 31 applications were determined within the agreed time limits.	<p>January 2014 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 4 <sup>th</sup> February 2014
EHPI 157c	Processing of planning applications: Other applications		94.00%	90.00%		Performance exceeding target. 121 out of 128 applications were determined within the agreed time limits.	<p>January 2014 result</p> 	None

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 4 <sup>th</sup> February 2014
EHPI 2.1d	Planning Enforcement: Initial Site Inspections		76.50%	75.00%		Performance on target.	<p>January 2014 result</p> 	None

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 4 <sup>th</sup> February 2014
EHPI 2.1e	Planning Enforcement: Service of formal Notices		100.00%	50.00%	N/A	Performance exceeding target. 2 notices were served and both were within the time scale.	<p>January 2014 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 4 <sup>th</sup> February 2014
EHPI 8	% of invoices paid on time		97.34%	98.00%		The number of invoices paid on time is below target. Of the 714 invoices paid in January 695 were paid on time.	<p>January 2014 result</p>	None


**Parking Services**












PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 4 <sup>th</sup> February 2014
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days)		9 days	14 days		This PI remains within target	<p>January 2014 result</p>	None

Parking Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 4 <sup>th</sup> February 2014
EHPI 6.9	Turnaround of NTO Representations		9 days	21 days		This PI remains within target	 <p>January 2014 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 4 <sup>th</sup> February 2014
EHPI 191	Residual household waste per household	N/A	381 kg	N/A		The level of waste to date this year is 3 Kg per household, equivalent to 0.78% lower than last year.	<b>N/A</b>	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 4 <sup>th</sup> February 2014
EHPI 192	Percentage of household waste sent for reuse, recycling and composting	N/A	49.75%	N/A		With comingled tonnage exceeding expectations the year to date performance is 1.1% points better than year to date 2012/13.	<b>N/A</b>	None

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

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**SALARIES/AGENCY/APPOINTMENT OF STAFF**

**Essential Reference Paper 'C'**

	<b>Estimate</b>	<b>Profile to 31.01.2014</b>	<b>Actual to 31.01.2014</b>	<b>Variance to Profile</b>	<b>Projected outturn</b>	<b>Projected Outturn Variance to Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Finance & Support Services	4,901,900	4,119,601	4,196,138	76,537	4,948,140	46,240
Neighbourhood Services	3,898,070	3,248,392	3,224,312	-24,080	3,893,610	-4,460
Customer & Community	2,835,000	2,362,500	2,415,157	52,657	2,890,120	55,120
<b>Summary</b>	<b><u>11,634,970</u></b>	<b><u>9,730,493</u></b>	<b><u>9,835,607</u></b>	<b><u>105,114</u></b>	<b><u>11,731,870</u></b>	<b><u>96,900</u></b>

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SUMMARY	Exp. To 31/01/14				
	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	1,255,960	883,791	<b>1,146,470</b>	<b>(109,490)</b>
Place - focuses on sustainability, the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	729,510	2,835,710	2,517,660	<b>2,825,560</b>	<b>(10,150)</b>
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	1,397,870	583,274	<b>1,436,240</b>	38,370
<b>TOTAL</b>	<b>4,692,020</b>	<b>5,489,540</b>	<b>3,984,725</b>	<b>5,408,270</b>	<b>(81,270)</b>
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	<b>(250,000)</b>	0		0	0
	<b>4,442,020</b>	<b>5,489,540</b>	<b>3,984,725</b>	<b>5,408,270</b>	<b>(81,270)</b>
Reconciliation of Original to Revised Estimate					
Other Amendments	777,060				
Slippage from 2012/13	270,460				
	<u>5,489,540</u>				

## CAPITAL MONITORING 2013/14

## PEOPLE

Exp Code	2013/14 Approved Schemes	Exp. To 31/01/14					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 Swimming Pool	120,000	20,000	12,400	<b>20,000</b>		75% completed on Fire Door replacement. Other schemes have already slipped due to programming with SLM.
Various	Grange Paddocks	107,000	106,540	50,763	<b>88,700</b>	(17,840)	Design stage on pool calorifer scheme, still looking at options. Therefore, slip into 14/15.
72350	Pool Covers at Hartham & Grange Paddocks	59,000	42,420	40,917	<b>41,790</b>	(630)	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 £630 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. Invoice from SLM received February
Various	Fanshawe	20,000	0	0	<b>0</b>	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	<b>26,500</b>	0	Specification stage on Air Handling Plant scheme. Awaiting approval to spend. Discussions taking place with Head of Environmental Services. Slipped into 14/15.
72599	Scotts Grotto Renovation	4,700	4,700	820	<b>4,300</b>	(400)	60% completed.
<u>Private Sector Improvement Grants</u>							
72602	Disabled Facilities (Note 1)	710,000	450,000	279,987	<b>450,000</b>	0	Low referral rates from HCC OTs continue to buck previous trends and affect spend. Whilst some districts have seen a recent increase since HCC call centre changes, ours have fallen. 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	<b>4,990</b>	0	As HCC backlog now 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.

**CAPITAL MONITORING 2013/14**

**PEOPLE**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
72606	Decent Home Grants	120,000	50,000	326	<b>330</b>	<b>(49,670)</b>	Spend to date relates to work carried out through Building Control Agency. Availability restricted due to limited resource. £50K budget was kept for vulnerable cases, however no cases currently coming forward so will underspend. No further spend likely this financial year. No slippage necessary.
72604	Energy Grants	20,000	20,000	0	<b>0</b>	<b>(20,000)</b>	No significant interest amongst residents yet for Green Deal Scheme, so some additional incentives required from this budget. Our previous insulation scheme was therefore amended and re-launched, with enquiries being received. However, may be free measures from April through a new partnership, so scheme publicity now withdrawn and applicants advised of likely better offer. Those not wanting to wait may still prefer our 50% scheme, but very little spend, if any, now likely. Request this slips to allow greater range of measures in 2014-15.
72685	Social Housing Schemes	827,900	7,160	7,156	<b>7,160</b>	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	<b>360,840</b>	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	<b>45,000</b>	0	Agreed at 9.12.13 Exec to get early vacant possession of the property.
71201	Capital Salaries	26,000	26,000	0	<b>26,000</b>	0	

## PEOPLE

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Exp Code	2013/14 Approved Schemes	Exp. To 31/01/14					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	
		£	£	£	£	£	
72442	Community Capital Grants	140,900	79,850	48,665	<b>58,900</b>	<b>(20,950)</b>	Of the individual projects awarded funding in July 2013, it is now understood that 3 expect to claim before the end of March resulting in a projected total spend during the year of £58,895.65 The others plus the 12 recently awarded in the 2nd funding round will roll over into 14/15.
72578	Drill Hall	4,350	4,640	4,639	<b>4,640</b>	0	Completed.
72582	LSP Capital Grants	12,920	7,320	800	<b>7,320</b>	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	0	0	<b>0</b>	0	Remaining budget to be spent on further works required to pavilion & car park & partitioning works to Boiler room. Slipped into 14/15 as Property need to organise works.
<b>TOTAL</b>		<b>2,314,970</b>	<b>1,255,960</b>	<b>883,791</b>	<b>1,146,470</b>	<b>(109,490)</b>	
Reconciliation of Original to Revised Estimate							
Other Amendments		<b>(1,100,950)</b>					
Slippage from 2012/13		41,940					
		<u>1,255,960</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**

**Exp. To 31/01/14**

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	226,680	112,658	<b>225,770</b>	(910)	Seating refurbishment approved at 4.2 Exec, recommendation to Full Council
71272	Castle Gardens Bungalow - Replace Roof Covering	0	900	905	<b>900</b>	0	Completed. Saving achieved.
71271	Castle Gardens B/S-Resurface Footpaths	30,000	30,000	30,000	<b>30,000</b>	0	Completed.
72701	Hartham Art Project	0	5,000	5,000	<b>5,000</b>	0	Completed.
74102	Historic Building Grants	35,000	50,140	42,478	<b>50,140</b>	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	2,232,047	<b>2,293,220</b>	(4,270)	Replacement refuse vehicles project complete, small saving achieved.
72504	Provision of Play Equipment	50,000	50,000	47,763	<b>50,000</b>	0	Spend programmed for last quarter
72506	Art in Parks Project (Note 1)	5,000	5,000	0	<b>0</b>	(5,000)	Project to slip due to current severe weather conditions.
72585	The Bourne, Ware - Play Area Development Programme	40,000	4,240	4,245	<b>4,240</b>	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.

**CAPITAL MONITORING 2013/14**

**PLACE**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
72507	Pishiobury Park Wetland Habitat Project (Note 2)	0	20,000	7,820	<b>20,000</b>	0	First stage complete. Non-Key decision for land swap with local fishing club now approved and project is proceeding
72508	Hartham Common-Parks Development Plan Project (Note 3)	25,000	0	0	<b>0</b>	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	<b>0</b>	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.
72591	Castle Weir Micro Hydro Scheme	210,210	4,730	4,760	<b>4,760</b>	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. Planning application to be considered in early Feb 2014. Application currently subject to consultation.
74106	Heart of B/S - Market Improvement Scheme	45,300	45,300	0	<b>45,300</b>	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.
74105	Town Centre Environmental Enhancements	85,300	96,230	29,984	<b>96,230</b>	0	Town council projects have been slow to deliver. Officer undertaken a series of site visits in October to monitor reasons.
<b>TOTAL</b>		<b>729,510</b>	<b>2,835,710</b>	<b>2,517,660</b>	<b>2,825,560</b>	<b>(10,150)</b>	



**CAPITAL MONITORING 2013/14**

**PLACE**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
	Reconciliation of Original to Revised Estimate						
	Other Amendments	2,038,440					
	Slippage from 2012/13	67,760					
		<u>2,835,710</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.

Note 5. Funding of £235,789 received from HCC

## CAPITAL MONITORING 2013/14

## PROSPERITY

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## Exp. To 31/01/14

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	<b>3,900</b>	3,900	
71442	Revenues & Benefits Programme		18,600	0	<b>18,600</b>	0	BACS (71377) and Housing Benefits System (71408) have been merged into this one scheme
71377	BACS	2,500	0	0	<b>0</b>	0	See code 71442
71379	Authentication	31,000	31,000	0	<b>0</b>	<b>(31,000)</b>	No longer required, therefore, request that this budget is transferred to 71435, Applications
71388	GIS	2,000	0	0	<b>0</b>	0	Completed, saving achieved.
71395	EDM - Corporate	11,000	5,000	0	<b>5,000</b>	0	Requirement for this budget still to be determined. Therefore, slipped £11,070 into 14/15.
71408	Housing Benefits System	16,100	0	0	<b>0</b>	0	See code 71442
71409	Locata	10,000	0	0	<b>0</b>	0	Scheme not to go ahead, this budget has been transferred to scheme 71435.
71414	Hardware Funding	140,000	17,210	9,233	<b>17,210</b>	0	£17,210 has been transferred from code 71439.
71425	2 Blade Enclosures	0	39,630	39,628	<b>39,630</b>	0	Completed. Overspend has been transferred from code 71431.
71426	8 Blade Servers for Workstation Virtualisation	0	48,850	48,849	<b>48,850</b>	0	Completed. Overspend has been transferred from code 71439.
71427	12 Blade Servers for Workstation Virtualisation	0	28,120	28,118	<b>28,120</b>	0	Completed. Underspend has been transferred to 71439.
71428	Servers for GCS(X) Network	0	12,020	12,013	<b>12,010</b>	<b>(10)</b>	Completed.
71429	1 New Datacenter core network switches	0	28,360	28,361	<b>28,360</b>	0	Completed.

**CAPITAL MONITORING 2013/14**

**PROSPERITY**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
71430	2 storage switch 2 x IL3 switch	0	8,190	8,189	<b>8,190</b>	0	Completed. Underspend has been transferred to 71439.
71431	Establishment of LES & internet links to replace MPLS	0	34,640	0	<b>34,640</b>	0	To be completed in Qtr 4. Underspend has been transferred to 71425.
71432	10TB Tier 1 (SAS Class) Storage	0	20,940	20,940	<b>20,940</b>	0	Completed.
71433	20TB Tier 2 (MDL Class) Storage	0	17,820	17,825	<b>17,820</b>	0	Completed. Overspend has been transferred from code 71439.
71434	Zero Clients	0	56,700	56,700	<b>56,700</b>	0	Completed. Overspend has been transferred from code 71439.
71415	Applications	55,000	0	0	<b>0</b>	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	<b>25,770</b>	0	See above comment on 71415. ICON has been successfully installed, going live 16.1.14.
71444	BACS Software		21,980	21,980	<b>21,980</b>	0	See above comment on 71415
71435	Proposed Funding for Applications	0	122,320	0	<b>153,320</b>	31,000	See above comment on 71415. Slipped total variance of above codes & 71435 of £150,000 into 14/15. As @ January, £10k has been transferred here from Locata scheme (71409). £31k, see scheme 71379.
71436	Desktop Virtualisation Application Virtualisation Secure Gateway Access	0	33,140	33,140	<b>33,140</b>	0	Completed. Overspend has been transferred from code 71439.
71437	Windows Server Licensing	0	5,000	0	<b>5,000</b>	0	Slipped £5k into 14/15

## CAPITAL MONITORING 2013/14

## PROSPERITY

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## Exp. To 31/01/14

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	In regards to Soft Market testing, there are three suppliers that have confirmed dates to take part in, this will be in January. A detailed briefing for participating staff needs to be done and other prepping.
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	44,380	17,213	44,380	0	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.

**CAPITAL MONITORING 2013/14**

**PROSPERITY**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
75240	Bircherley Green MSCP - Major Refurb. & Repairs	66,240	66,240	10,294	<b>66,240</b>	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. Still awaiting response from Landlord and Agents, Asset Mgt meeting being held on 18th February.
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	0	8,600	7,475	<b>7,480</b>	(1,120)	Completed, saving achieved.
75268	Northgate End - Resurfacing & Lining	50,000	50,000	44,340	<b>50,000</b>	0	Further works to be carried out but weather dependant.
75269	Bell Street - Resurfacing & Lining	25,000	25,000	16,262	<b>25,000</b>	0	Works 60% completed.
75166	Replace Footbridge Library Car Park Ware	7,200	5,300	5,265	<b>5,300</b>	0	Completed. Saving achieved.
71273	Wallfields Fire Alarm Upgrade	0	(770)	(766)	<b>(770)</b>	0	Completed, small saving.
71234	Wallfields Ground Floor Refurbishment	0	0	35,559	<b>35,600</b>	35,600	
71274	Wallfields Replacement of Radiators	60,000	0	0	<b>0</b>	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	New Refurbishment Works to Wallfields Old Building	20,000	20,000	1,190	<b>20,000</b>	0	This was originally the scheme for Wallfields Server Room Fire Suppression systems, however, this budget is now being utilised on new refurbishment works to the old Wallfields building (agreed at 4.2.14 Exec). Commitment to date relates to lighting to 1st floor inspectors office.

**CAPITAL MONITORING 2013/14**

**PROSPERITY**

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**Exp. To 31/01/14**

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
		£	£	£	£	£	
71276	Wallfields - Equality Access & Card Control to Doors	40,000	40,000	12,835	<b>40,000</b>	0	Specification stage.
71269	Wallfields Security Gates & Fencing to Boiler House	15,000	0	0	<b>0</b>	0	Scheme to be reviewed therefore, slipped into 14/15.
71279	Buntingford Service Centre - Fire Alarm	0	10,000	7,021	<b>10,000</b>	0	Scheme approved by members 4.2.14 as part of overall new capital programme.
72598	Cricketfield Lane - Resurface Footpath & Retainment Works	75,000	0	0	<b>0</b>	0	Scheme to be reviewed. If this goes ahead, it can only be carried out in school summer holidays therefore, slipped into 14/15.
71203	Replacement Chairs & Desks	10,000	11,080	8,149	<b>11,080</b>	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	31,790	<b>61,800</b>	0	Consultation still ongoing to replace the St. Andrew Street Car Park bridge in Hertford Castle grounds . Remedial & safety works required for other EH owned bridges are ongoing (delayed due to bad weather) . Proposed flood alleviation asset to be constructed in Dane End is ongoing. Flood alleviation works have been identified at sites in Bishops Stortford and are progressing.
75157	Footbridge over River Stort	91,020	90,220	2,815	<b>90,220</b>	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	1,227	<b>630</b>	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). Overspend to be treated as negative slippage.

**CAPITAL MONITORING 2013/14**

**PROSPERITY**

**Exp. To 31/01/14**

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
		£	£	£	£	£	
71266	Capital Salaries	53,600	53,600	0	<b>53,600</b>	0	
71251	Automated Telling Machines at Hertford & B/S	0	0	0	<b>0</b>	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	<b>0</b>	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.
<b>TOTAL</b>		<b>1,647,540</b>	<b>1,397,870</b>	<b>583,274</b>	<b>1,436,240</b>	<b>38,370</b>	
Reconciliation of Original to Revised Estimate							
Other Amendments		(410,430)					
Slippage from 2012/13		160,760					
		<u>1,397,870</u>					

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## 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
	December	607	Favourable

<b>ITEM (in order of Corporate Priority)</b>		<b>MONTH(S) REPORTED</b>
<b>People</b>		
1.2	<b>TURNOVER</b> There are no financial issues this month regarding this priority.	April
1.3	<b>TURNOVER</b> 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	<b>TURNOVER</b> April and May sickness absence data for EHPI 12c – Total number of sickness absence days per FTE being	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
restated (paragraph 2.9 of report).	
1.5 TURNOVER 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	August
1.6 TURNOVER The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £97k	September
1.7 TURNOVER The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £121k	October
1.8 TURNOVER The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £112k	November
1.9 TURNOVER The Forecast Outturn for 2013/14 is expected to result in an adverse variance of £112k	December
1.10 Hillcrest Hostel In line with experience to date, the adverse income variance for rental income was revised form £25,000 to £30,000.	December
1.11 NEW HOMES BONUS GRANT The Government has released additional New Homes Bonus grant monies. As a consequence East Herts Council has received a windfall sum of £20k.	May
1.12 COLLECTION FUND Upon finalising the balance on the Council Tax Collection Fund there is a £55k favourable position.	May
1.13 REVENUES AND BENEFITS SERVICE 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.	August
1.14 COMMUNITY CAPITAL GRANTS £54,900 of the Community Capital Grants budget to be	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>re-profiled from 2013/14 to 2014/15. (Para 2.38 to Report)</p> <p>1.15 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
<p>1.16 CAPITAL PROGRAMME</p> <p>Reprofile of Capital Programme for Portfolio as follows:</p> <ul style="list-style-type: none"> <li>• People – Social Housing Schemes - £820,740.</li> <li>• People – Community Capital Grants - £21,100.</li> </ul>	September
<p>1.17 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>1.18 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
<p>1.19 Land Charges Income</p> <p>Land Charges income continues to over achieve as a result of the improvement in the District's housing market. The income budget is now forecast to overachieve by £45,000</p>	November
<p>1.20 Capital Programme</p> <p>Slippage of £9,400 allocated for the replacement of Presdales Pavilion to 2014/15.</p>	December
<p><b>Place</b></p> <p>1.21 PLANNING CONTINGENCY</p>	April

**ITEM (in order of Corporate Priority)**

**MONTH(S)  
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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 **Essential Reference Paper 'F'** 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

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.

1.22 PLANNING CONTINGENCY

May

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.

1.23 PLANNING CONTINGENCY

June

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.

1.24 PLANNING CONTINGENCY

June

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<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>	
<p>1.25 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>1.26 PLANNING CONTINGENCY</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. (Para 2.27 of Report.</p>	July
<p>1.27 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>1.28 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>1.29 PLANNING CONTINGENCY</p>	October

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<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>	
1.30 PLANNING CONTINGENCY	November
<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>	
1.31 PLANNING CONTINGENCY	December
<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 £440k which if not required during the year will result in an additional favourable variance over and above the £607k 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>	
1.32 CCTV	June
<p>There has been a CCTV refund of £8k received from Stevenage Council in respect of previous years running costs.</p>	
1.33 GREEN WASTE COLLECTION	June
<p>There is a possible under spend on Green Waste collection of £40k (subject to the implementation of the</p>	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
new recycling scheme). This is due to limited opportunities to implement organic waste collection from hard to reach properties and contract design efficiencies.	
1.34 RECYCLING BANKS MAINTENANCE	June
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.	
1.35 CLINICAL WASTE	June
Business in the first quarter suggests additional income of £20k with Clinical Waste.	
1.36 STREET CLEANSING	June
There is an under spend of £25k in the Street Cleansing service due to contract efficiencies.	
1.37 GROUNDS MAINTENANCE	June
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.	
1.38 TRADE WASTE	August
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.	
1.39 RECYCLING	August
A reduction in paper tonnage collected is likely to result in reduced income of £10k for the year.	
1.40 RECYCLING	September
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	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
variance of £15,000.	
<p>1.41 RECYCLING</p> <p>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.</p>	October
<p>1.42 ENERGY EFFICIENCY AND CARBON REDUCTION MEASURES – CAPITAL BUDGET</p> <p>Re profile £45,000 Energy Efficiency and Carbon Reduction capital budget to 2014/15 from 2013/14.</p>	August
<p>1.43 Separate Paper and Recycling Collections</p> <p>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).</p>	November
<p>1.44 Separate Paper and Recycling Collections</p> <p>The Domestic waste and Dry Recycling collection contracts are forecast to be £13,000 and £18,000 respectively lower than expected.</p>	December
<p>1.45 Playground Inspections</p> <p>Playground inspection costs are expected to be lower than anticipated - £11.5k favourable variance).</p>	November
<p>1.46 Pest Control and Leisure Income</p> <p>Income for Pest Control and Leisure Services is forecast to under achieve by £34k approximately in total.</p>	November
<p>1.47 Hertford Theatre</p> <p>An adverse variance of £10,000 is forecast for Hertford Theatre's equipment budget. The additional cost is required to purchase replacement equipment and</p>	December



ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>additional shelving.</p> <p>1.48 Various Minor Budget Changes</p> <p>Various minor budget changes totalling less than £12,000 have been identified within Customer and Community budgets.</p>	December
<p>1.49 CAPITAL PROGRAMME</p> <p>Reprofile of Capital Programme for Portfolio as follows:</p> <ul style="list-style-type: none"> <li>• Place – Parks – Hartham Common - £25,000.</li> <li>• Place – Castle weir Micro Hydro Scheme - £203,980.</li> </ul>	September
<p>1.50 LOCAL DEVELOPMENT PLAN</p> <p>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>1.51 PRIORITY SPEND</p> <p>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
<b>Prosperity</b>	
<p>1.52 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>1.53 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</p>	August

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>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>	
<p>1.54 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>1.55 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>1.56 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>1.57 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>1.58 CAR PARK INCOME</p>	June

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<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>	
<p>1.59 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>	August
<p>A realignment of supermarket parking reimbursement fees is forecast to result in a favourable variance of £46k.</p>	
<p>1.60 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>1.61 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>1.62 INVESTMENT INTEREST</p>	July

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<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. (Para 2.27 of Report.</p>	
<p>1.63 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).</p>	October
<p>1.64 MARKET INCOME In line with national trends Market licence income has experienced a downturn as a result of fewer market traders.</p>	October
<p>1.65 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.</p>	July
<p>1.66 Housing Strategy Government Grant of £50k is forecast to be received to support the Council's Housing Strategy.</p>	November
<p>1.67 A favourable variance of £9k is expected for the Shared Audit Service due to a forecast reduction in audit days allocated to East Herts.</p>	November
<p>1.68 CAPITAL PROGRAMME Reprofile of Capital Programme for Portfolio as follows:</p> <ul style="list-style-type: none"> <li>• Prosperity – Automated Telling Machines at Hertford and B/Stortford - £12,800.</li> </ul>	September
<p>1.69 CAPITAL PROGRAMME</p>	October

**ITEM (in order of Corporate Priority)**

**MONTH(S)  
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CMT are asked to support the re-profile of £0.777 million within the Capital Programme to 2014/15 as follows:

- 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

**1.70 CAPITAL PROGRAMME**

November

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

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