

Public Document Pack



Chairman and Members of the Executive

Your contact: Martin Ibrahim
Ext: 2173
Date: 30 September 2014

cc. All other recipients of the Executive agenda

Dear Councillor

EXECUTIVE - 7 OCTOBER 2014

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

9. Monthly Corporate Healthcheck - August 2014 (Pages 3 - 56)

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

Yours faithfully

Martin Ibrahim
Democratic Services Team Leader
Democratic Services
Martin Ibrahim@eastherts.gov.uk

MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 7 OCTOBER 2014
TIME : 7.00 PM

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EAST HERTS COUNCIL

EXECUTIVE – 7 OCTOBER 2014

MONTHLY CORPORATE HEALTHCHECK : AUGUST 2014

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

Purpose/Summary of Report:

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

<u>RECOMMENDATIONS FOR EXECUTIVE:</u>	
That:	
(A)	that the budgetary variances set out in paragraph 2.1 of the report be noted;
(B)	the Executive is asked to approve a virement of £20,000 from the Agency budget to the Salaries budget as set out in paragraph 2.5 of the report; and
(C)	the Executive is asked to approve an additional £12,000 from the contingency budget as set out in paragraph 2.15 of the report.

1.0 Background

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

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

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

1.3 **Essential Reference Paper 'B'** shows the dashboard performance indicator summary analysis. Please note when reviewing the summary where a performance indicator is showing a deteriorating trend compared to the previous period, it does not mean it is necessarily 'Red' or 'Amber'.

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

Essential Reference Paper 'D' shows summarised information on salary costs.

Essential Reference Paper 'E' shows detailed information on the capital programme.

Essential Reference Paper 'F' shows explanations of variances on the revenue budget reported in previous months.

Essential Reference Paper 'G' provides details of a capital bid.

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 or exceeding 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 2014 to August 2014.

Following closure of the 2013/14 accounts carry forward budgets were approved by the Executive on 1 July 2014. These have now been incorporated into the 2014/15 budgets.

The financial figures detailed below, are best estimates for the year to date. Finance staff and budget holders will continue to monitor budgets through the year, and report any exceptions where necessary

	Position as at 31.08.14				Projected Position Year End	
	Favourable £000	Adverse £000	Favourable Variance Since Last Month £000	Adverse Variance Since Last Month £000	Favourable £000	Adverse
(1) People						
Land Charges Income	11	0	0	1	30	0
Staff Salaries (Essential Reference Paper D)	44	0	0	71	30	0
B&B Charges	3	0	1	0	3	0
Renovation Grant (Repayment)	13	0	0	0	23	0
(2) Place						
Community Safety	0	7	0	0	0	17
DCLG Grant Income (Housing Options)	0	0	0	0	0	50
Kerbside Dry Recycle Collection	70	0	96	0	0	87
Trade Bin Disposal	50	0	0	0	0	3
Parking Enforcement contract	117	0	12	0	54	0
Rin-Go Expense	0	4	0	2	0	16
Refuse Contract	76	0	85	0	29	0

Green Waste Collection	73	0	70	0	5	0
Dry Recycling Income	212	0	328	0	0	93
Paper Banks Income	0	5	3	0	0	3
Recycling Miscellaneous	4	0	0	0	4	0
Trade Waste Collection	4	0	18	0	0	20
Trade Bin Income	32	0	1	0	50	0
Clinical Contract Collection	0	2	2	0	0	10
Clinical Waste Disposal	1	0	0	0	0	4
Clinical Income	11	0	0	4	31	0
Street Cleansing Income	79	0	69	0	8	0
Market Fees	0	7	0	3	0	20
New Homes Bonus Grant	9	0	0	0	33	0
Contracted Litigation Service	5	0	2	0	20	0
Recycling Textile Bank	11	0	0	0	0	15
Recycling Contribution (From other LAs)	0	399	0	0	0	35
(3) Prosperity						
Environmental Health Misc. Hire	0	4	0	4	0	3
Jackson Square Car Washing	0	0	0	0	6	0

Development Management Charges	230	0	35	0	300	0
Development Management Charges (Pre Application Advice)	7	0	2	0	15	0
Other Development Management 21 (Income)	0	9	0	22	0	
Other Development management 3 (Expenditure)	0	0	0	13	0	
Investment Income	0	0	0	0	0	101
Internal Audit Services	16	0	0	0	0	5
Accountancy Services – Subscriptions	0	7	0	0	0	3
Parking Display Income	38	0	0	0	26	0
Parking New Charging Policy	0	41	0	0	0	12
Total	1,140	476	733	85	702	497
Net Projected Spend						205
Contingency Projected underspend						303
Total Variance – (Favourable)						508

- 2.2 Subject to all other conditions being equal, this would result in underspend of £205,000 against service budgets and if the rest of the contingency budget is not required, this would be a total of £508,000 underspend.
- 2.3 A summarised salaries monitoring report for the period April to August 2014 is attached at **Essential Reference Paper 'D'**. A favourable variance of approximately £30,000 has been identified comparing projected salary costs for the financial year with the approved annual budget.
- 2.4 The variance reflects the following:
- Vacancies within the planning section
 - Vacancy in the legal team
 - 15 members of staff have opted out of the auto enrolment for the pension scheme, whereas the assumptions included in the budget were that all staff would be in the pension scheme following auto enrolment.
 - There are also some areas of overspend due to the vacancy factor not being achieved and the use of agency staff

FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS

People

Financial analysis

- 2.5 A special item of £20k was approved last year for 2014/15 financial year to bring in an external resource to facilitate HR operations. However, following CMT approval on 24 June 2014 to extend the existing contract of a temporary member of staff to August 2015, it is recommended that the budget be moved from the Agency budget to the Salaries budget.

Performance analysis

- 2.6 **EHPI 181 – Time taken to process housing benefit new claims and change events.** Performance was 'Red' for August 2014 and has declined (i.e. has got worse) when compared to the previous month. A re-sizing report has been sent to the Finance Directors of Stevenage and East Herts to review the level of resources in the team. This report will be progressing through to CMT and Executive shortly.

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

Place

Financial analysis

- 2.7 Income from the Recycling Textile Bank Service is expected to under achieve by approximately £15k due to falling demand.
- 2.8 The Clinical Waste Disposal Service is expected to overspend by £4k due to extra business, however this will be offset by the income from the extra business.
- 2.9 The recycling contribution from other authorities is expected to be less based on current estimates from Hertfordshire County Council's Alternative Financial Model (AFM).

Performance analysis

- 2.10 **EHPI 157a – Processing of planning applications: Major applications.** Performance was 'Red' for August 2014. This is the second consecutive month where the measure has been off target. For this month two major application decisions were received. One of these was delayed beyond the target timescale due to additional investigation work that was required prior to determination and the completion of a legal agreement.
- 2.11 **EHPI 157b – Processing of planning applications: Minor applications.** Performance was 'Red' for August 2014 and has declined (i.e. has got worse) when compared to the previous month. A total of 32 decisions were made in this month. 13 of these were delayed beyond the target timescale. Delays resulted from the requirement for additional information to enable the determination of applications and a number of referrals from delegated to committee decision making.
- 2.12 **EHPI 2.4 – Fly-tips: Removal.** Performance was 'Red' for August 2014 and has declined (i.e. has got worse) when compared to the previous month. Two fly tips took longer than normal to remove due to a communication failure by a contractor and a question over ownership of land. However the year to date performance is better than anticipated.
- 2.13 **EHPI 192 – Percentage of household waste sent for reuse, recycling and composting.** Performance data was not available at the time of writing this report. The data will be verbally updated by the

Chief Executive and Director of Customer and Community Services at this meeting.

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

- EHPI 157c – Processing of planning applications: Other applications.
- EHPI 2.2 – Missed waste collections per 100,000 collections of household waste.

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

Prosperity

Financial analysis

2.15 A new parking charging regime was approved by Executive on 5 August 2014 to be implemented during September 2014. The estimated cost of implementing what was a significant raft of changes and Traffic Regulation Orders was estimated at £30k which was to be funded from the contingency budget. The actual cost has come in at £42k so a further £12k is sought from the contingency budget to enable the project to be funded in full.

2.16 Parking and display income at August 2014, based on the pre-September charging regime was looking to exceed full year budget by £38k. A planned Free Parking Day scheduled for December 2014 which will impact income by approximately £12k reducing that prediction to £26k. These estimates will be used to baseline the impact of the review of parking charging changes which is due to be brought to Members in July 2015.

2.17 The Internal Audit Services is expected to overspend by £4,760 due to the increase in the daily rate of the Shared Internal Audit Service (SIAS) to £276.

2.18 An adverse variance of £2,500 in the Accountancy Services subscriptions budget is expected in the year due to LG Futures subscription which will provide briefings in relation to Government Funding.

Performance analysis

2.19 The following indicators were 'Green', meaning that targets were

either met or exceeded for August 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.
- EHPI 10.2 – Council tax collection, % of current year liability collected.
- EHPI 10.4 – NNDR (Business rates) collection, % of current year liability collected.
- EHPI 12c – Total number of sickness absence days per FTE staff in post.

2.20 However despite meeting the target for August 2014 the following indicators showed 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 12c – Total number of sickness absence days per FTE staff in post.

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

Contingency Budget – Commitments to date

2.21 The original 2014/15 budget includes a contingency sum of £513,000 which allows for unforeseen events to be funded in-year. Currently there is a balance of £303,000 which if not required during the year will result in a further favourable variance in addition to £205,000 underspend reported for the period. Future healthcheck reports will consider if there are further calls on this sum. These budgets are mainly for one-off areas of spend, however, some service growth has been identified (detailed below) for inclusion in the 2015/16 base budget.

	Approved Budget £'000	Expected Spend £'000	Comment
Contingency budget at the start of the financial year Less Committed:	513		
People & Organisation	9	0	One-off Funding to support one HR officer to August 2014. This has now been extended to August 2015 with additional £20k funding approved as Special Item for 2014/15 only. Contingency Funding is no longer required in 2014/15, but will be required in 2015/16.
Facilities	15	16	One-off funding to support one temporary position and also to bridge funding gap in an existing role that has been graded upwards from grade 6 to grade 9 in Facilities Services.
Procurement	8	8	Procurement officer now employed full time by EHDC, contingency to fund 14/15 shortfall only. Growth item needed for future.
Housing	12	12	To fund permanent increase in housing manager hours. This is a growth item required for future years.
Environmental Health	34	31	One-off funding to support 4 posts of different grades in Environmental Health. This Could potentially affect 2015/16 contingency budget depending on start dates.

Environmental Health	12	12	To support assistant waste services manager posts.
Head of Customer Services	14	7	On-going funding to support full time replacement of customer service manager from August 2014/15. Growth Item needed for future years.
The Web Team	13	12	One-off cost to support the role of Information analyst within the Web Team for 6 months only.
Parking Services	30	30	One-off funding to support car park consultancy and signage cost. (New Charging Policy for Parking)
Parking Services	52	0	On-going funding to support evening enforcement contract. This contract is no longer going ahead therefore funding is not required.
Business & Technology Services	11	11	On-going funding for Microsoft software licence. Growth Item needed for future years.
HR	40	31	2x graduate trainee scheme for a 2 year term. Year one to be funded from contingency, Year 2 from cost of change reserve.
Accountancy Services	20	20	One-off funding to support the strategic review of the financial services function.
Citizen Advice Bureaux	20	20	On-going funding to support the citizen advice bureaux service for 2 years. Further funding required for 2015/16.
Contingency Utilised	290	210	
Contingency still to	223	303	

be utilised			
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Other Key Budget Commitments

2.22 **Priority Spend budget** – The total budget for 2014/15 is £547k. The application of the Priority Spend budget to support the change in council policy on Off-street Pay and Display charges has been revised from £255k to £198k following consideration of the ‘Off-street Parking Places Orders’ report to Executive on 5 August 2014. There is no further commitment to this budget at the moment.

CAPITAL FINANCIAL SUMMARY

2.23 The table below sets out projected expenditure to 31 March 2015 against the capital programme. Members are invited to consider the overall position. **Essential Reference Paper ‘E’** contains details of the 2014/15 capital programme. Comments are provided by the project control officers in respect of individual schemes.

	Column 1	Column 2	Column 3	Column 4
Summary	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Projected Final Outturn	Variance Col 3 – Col 2
	£'000	£'000	£'000	£'000
People	1,970	2,005	883	(1122)
Place	874	1,111	1,111	0
Prosperity	671	1,251	1,144	(107)
Re-profiling potential slippage	(250)	(250)	(250)	0
Total	3,265	4,117	2,888	(1229)

2.29 Members are requested to support a capital bid for £30,000 additional funding to carry out essential maintenance on the council’s Causeway Car Park in Bishop’s Stortford. See **Essential Reference Paper ‘G’**

2.30 Since the council agreed a deal for the sale of the land for development, there has been no further investment in its maintenance, on the basis that it could be removed from the council’s control at any time.

2.31 The developer has, however, not shown any sign of taking over the site and informal discussions suggest that there is no sign of them doing so for the foreseeable future.

2.32 The standard of the car park has now deteriorated to a point where the council's Risk Assurance Officer has advised that the type and number of defects exceeds the tolerance levels agreed by Operational Risk Management Group (ORMG) in August 2014. Degradation of the marking is also close to rendering the car park unenforceable in some areas.

3.0 Implications/Consultation

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

Background Papers:

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

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

Contact Officer:

In terms of performance issues

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ESSENTIAL REFERENCE PAPER 'A'

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

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Essential Reference Paper B - Executive

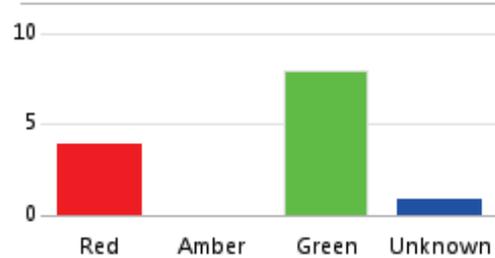
4 PIs at Red

0 PIs at Amber

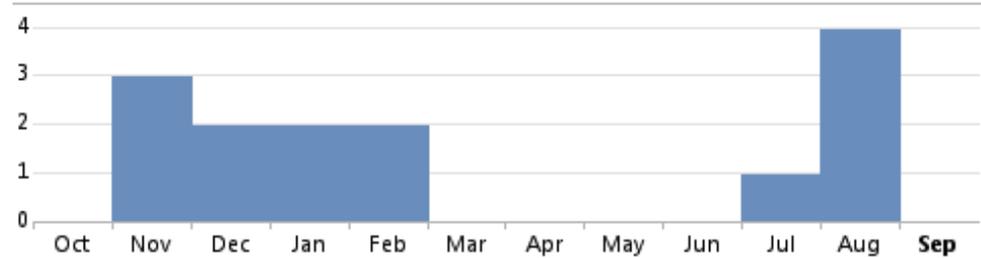
8 PIs at Green

13 Total number of PIs

Current PI statuses



PIs at Red



Best Performing (PIs)	Value	Target	Gauge
EHPI 6.9 Turnaround of NTO Representations. (MINI...	9 days	21 days	
EHPI 12c Total number of sickness absence days per ...	0.24 da...	0.54 da...	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	9 days	14 days	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	52.3%	41.5%	
EHPI 2.2 Waste: missed collections per 100,000 collec...	29.63	46.00	
EHPI 157c Processing of planning applications: Othe...	98.00%	90.00%	
EHPI 10.2 Council tax collection, % of current year lia...	47.2%	47.5%	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	97.84%	98.50%	
EHPI 181 Time taken to process Housing Benefit new...	11.1 da...	10 days	
EHPI 157a Processing of planning applications: Majo...	50.00%	60.00%	
EHPI 157b Processing of planning applications: Min...	63.00%	80.00%	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	2.54 da...	2.00 da...	
EHPI 192 Percentage of household waste sent for re...			

Deteriorating (PIs)	Value	Target	History
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	2.54 da...	2.00 da...	
EHPI 181 Time taken to process Housing Benefit new...	11.1 da...	10 days	
EHPI 157b Processing of planning applications: Min...	63.00%	80.00%	
EHPI 6.9 Turnaround of NTO Representations. (MINI...	9 days	21 days	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	9 days	14 days	
EHPI 12c Total number of sickness absence days per ...	0.24 da...	0.54 da...	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	97.84%	98.50%	

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August Monthly Executive Corporate Healthcheck 2014/15

Traffic Light Red
Corporate Priority: People

Revenues and Benefits Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 2 September 2014.
EHPI 181	Time taken to process Housing Benefit new claims and change events. (MINIMISING INDICATOR)		11.1 days	10 days		Performance for period from 8 July 2014 to 5 August 2014 is at 22.76 days, moving cumulative to 11.09 days. Performance was off target and a re-sizing report has been sent to the Finance Directors of Stevenage and East Herts to review the level of resources in the team. This report will be progressing through to CMT and Executive shortly.	<p>August 2014 result</p> <p>0 days, 10.1 days, 10.6 days, 11.1 days, 20 days</p>	None

Traffic Light Red
Corporate Priority: Place

Environmental Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 2 September 2014.
EHPI 2.4 (47)	Fly-tips: removal. (MINIMISING INDICATOR)		2.54 days	2.00 days		Performance this month was above the expected response time as two fly tips took longer than normal to remove due to a communication failure by a contractor and a question over ownership of land. However the year to date performance is better than anticipated.		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 2 September 2014.
EHPI 157a	Processing of planning applications: Major applications. (MAXIMISING INDICATOR)		50.00%	60.00%		Only two major application decisions this month. One of these was delayed beyond the target timescale due to additional investigation work that was required prior to determination and the completion of a legal agreement.		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 2 September 2014.
EHPI 157b	Processing of planning applications: Minor applications. (MAXIMISING INDICATOR)		63.00%	80.00%		32 decisions were made in the month. 13 of these were delayed beyond the target timescale. Delays resulted from the requirement for additional information to enable the determination of applications and a number of referrals from delegated to committee decision making.		None

Traffic Light Green
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 2 September 2014.
EHPI 2.2	Waste: missed collections per 100,000 collections of household. (MINIMISING INDICATOR)		29.63	46.00		Performance across all collection services improved this month.		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 2 September 2014.
EHPI 157c	Processing of planning applications: Other applications. (MAXIMISING INDICATOR)		98.00%	90.00%		August 2014: Target achieved. 117 applications out of 120 were determined on time.	<p>August 2014 result</p> <p>0.00% 98.00% 84.60% 89.10% 100.00%</p>	None

Traffic Light Green
Corporate Priority: Prosperity

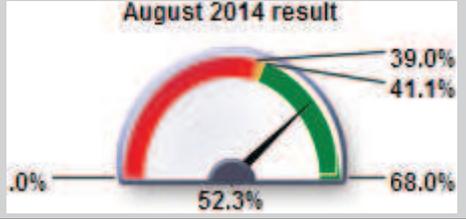
Financial Support Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 2 September 2014.
EHPI 8	% of invoices paid on time. (MAXIMISING INDICATOR)		97.84%	98.50%		The number of invoices paid on time is below the target of 98.5%. Of the 694 invoices paid, 679 were paid on time.	<p>August 2014 result</p> <p>0.00% 97.84% 92.59% 97.52% 110.00%</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 2 September 2014.
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days). (MINIMISING INDICATOR)		9 days	14 days		Performance remains within target but has dropped slightly due to the holiday period and resulting staff shortages.		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 2 September 2014.
EHPI 6.9	Turnaround of NTO Representations. (MINIMISING INDICATOR)		9 days	21 days		Performance remains within target but has dropped slightly due to the holiday period and resulting staff shortages		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 2 September 2014.
EHPI 12c	Total number of sickness absence days per FTE staff in post (MINIMISING INDICATOR)		0.24 days	0.54 days		Total absence for the year so far = 1.29 (end of year target = 6.5)	<p>August 2014 result</p> <p>0.00 days, 0.24 days, 0.55 days, 0.57 days, 1.00 days</p>	None

Revenues and Benefits								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 2 September 2014.
EHPI 10.2	Council tax collection, % of current year liability collected. (MAXIMISING INDICATOR)		47.2%	47.5%		Performance is on target.	<p>August 2014 result</p> <p>0.0%, 44.7%, 47.0%, 47.2%, 62.0%</p>	None

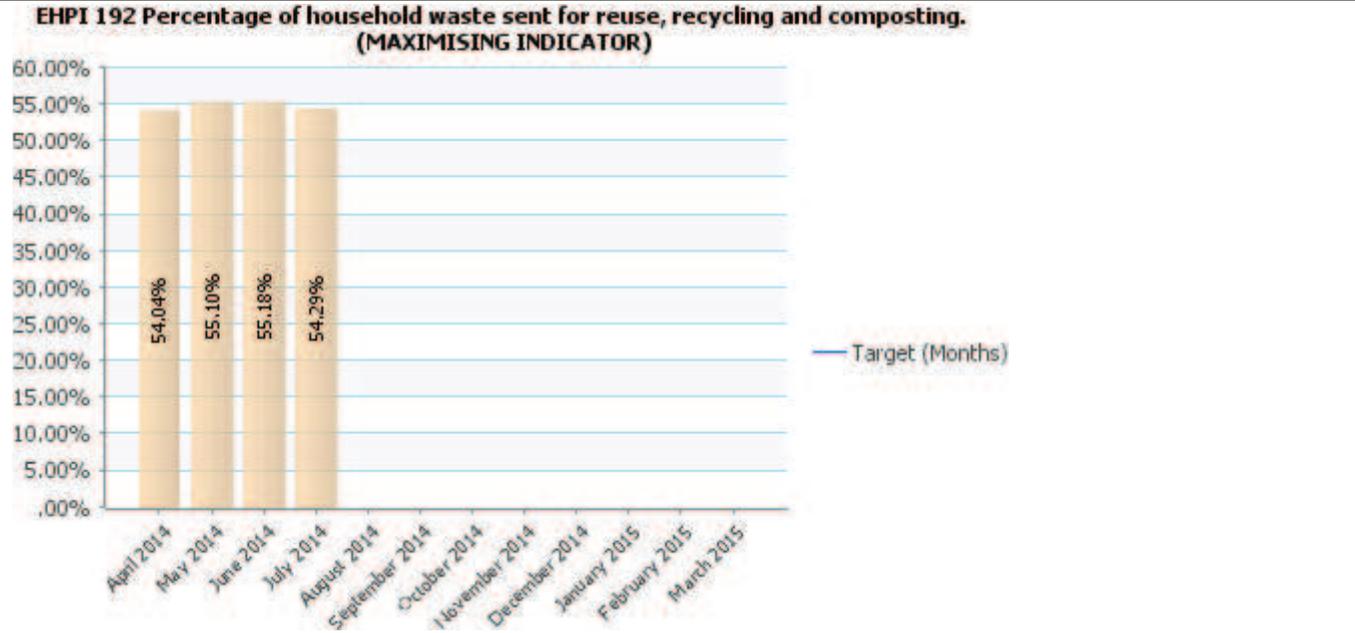
Revenues and Benefits								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 2 September 2014.
EHPI 10.4	NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING INDICATOR)		52.3%	41.5%		Performance is exceeding target.	 <p>August 2014 result</p> <p>0.0% 39.0% 41.1% 52.3% 68.0%</p>	None

Traffic Light Unknown
Corporate Priority: Place

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Action taken during last Executive meeting on 2 September 2014.
EHPI 192	Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)	N/A	TBA	N/A	N/A	Performance data was not available at the time of writing this report. The data will be verbally updated by the Chief Executive and Director of Customer and Community Services at this meeting.	None

Trend Chart **Performance Gauge**



TBA

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

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SALARIES/AGENCY/APPOINTMENT OF STAFF

Essential Reference Paper 'D'

SECTION	APPROVED BUDGET	APPROVED BUDGET PROFILE To 31.08.2014	ACTUAL EXPENDITURE To 31.08.2014	VARIANCE TO PROFILE AT 31.08.2014	PROJECTED OUTTURN 2014/15	Outturn Variance To Approved Budget 2014/15
	£	£	£		£	£
Finance & Support Services	4,971,990	2,071,665	2,044,368	(27,297)	4,966,010	(5,980)
Neighbourhood Services	3,957,490	1,648,955	1,609,345	(39,610)	3,889,310	(68,180)
Customer & Community	2,871,070	1,196,279	1,219,285	23,006	2,915,370	44,300
Summary	11,800,550	4,916,899	4,872,998	(43,901)	11,770,690	(29,860)

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Exp. To 31/08/14

SUMMARY	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate
	£	£	£	£	£
People - focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable & delivering strong services	1,969,700	2,005,560	75,950	882,930	(1,122,630)
Place - focuses on sustainability, the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	874,140	1,111,100	158,463	1,111,170	70
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities & delivering cost effective services	671,120	1,250,780	110,470	1,144,400	(106,380)
TOTAL	3,514,960	4,367,440	344,883	3,138,500	(1,228,940)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)	(250,000)		(250,000)	0
	3,264,960	4,117,440	344,883	2,888,500	(1,228,940)
Reconciliation of Original to Revised Estimate					
Slippage from 2013/14	334,290				
Other Amendments	518,190				
	4,117,440				

PEOPLE

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Exp 2014/15
Code Approved Schemes

Exp. To 31/08/14

COMMENTS

	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
	£	£	£	£	£	
Leventhorpe Swimming Pool *						
72338 - Renew Air Handling Plant	25,000	25,000	0	0	(25,000)	This project was scheduled for 2014/15, however some revenue repair work has been completed on the Air Handling system and this work is not needed in the short term. It is therefore requested that this project drops back to 2016/17 within the Capital Programme. Under the joint provision agreement, Leventhorpe Academy would be required to fund 40% of the capital works.
72354 - Gym Air Conditioning Replacement & Roof Refurbishment (Note 1)	0	0	0	30,000	30,000	The air conditioning has now failed completely and cannot be repaired. It is integral with the roof, which is also leaking. It is requested that £25,000 is bought forward from 2015/16 to 2014/15 with the aim of completing the works before next summer. The works have been informally discussed with the school and a formal approach will be made once the timing of the project is known. Up to date quotations are being obtained and it is also requested that the £25,000 budget be increased to £30,000 to allow for inflationary increases and a contingency.

CAPITAL MONITORING 2014/15

PEOPLE

Exp. To 31/08/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
Hartham Swimming Pool							
72339	- Replacement Fire Exit Doors & Frames	0	0	(1,272)	(1,270)	(1,270)	Completed, saving achieved.
72340	- Replace Main Pool Circulating Pumps	16,960	5,620	0	0	(5,620)	Completed, saving achieved.
72349	- Pool Hall Air Handling Renewal	100,000	100,000	0	150,000	50,000	The Facilities Team is working with the contractor with a view to this work being commissioned by the contractor and completed in the Christmas holidays during a period of traditional low customer demand. It is several years since the budget was set for this project and original cost estimates related to the provision of the new plant only. This is a major and complex piece of plant and it is the view of officers that this is specialist 'design and build' project. Sufficient budget needs be allocated to allow for externally resourced project management, inflationary cost increases and include a contingency provision. Therefore, it is requested that the capital provision be increased to £150,000.
Grange Paddocks Swimming Pool							
72343	- Renew Pool Calorifiers	0	17,840	0	17,840	0	Design stage, still looking at options. Programmed for Xmas closedown 2014.
Fanshawe Swimming Pool *							
72345	- Refurbish or Replace Pool Filters	20,000	20,000	0	0	(20,000)) There is no immediate need to do this work in the current year and it is therefore proposed to push these back in the Capital Programme to 2016-17. Under the joint provision agreement, Chauncy School would be required to fund 40% of the works.
72346	- Replace Pool Circulating Pumps	20,000	20,000	0	0	(20,000)) See above

PEOPLE

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Exp 2014/15
Code Approved Schemes

Exp. To 31/08/14

	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
	£	£	£	£	£	
Private Sector Improvement Grants						
72602 - Disabled Facilities (Note 2)	595,000	606,760	37,974	406,760	(200,000)	Budget reflects likely need according to previous trends, but referral rate from HCC has been very low, so there is already potential to slip £200k to 2015/16 as that budget is currently less than anticipated demand. Residents' enquiries to this dept are up following some promotional work, and HCC referrals have increased in July. May be need to claw back or slip more later in year depending on referrals.
72605 - Disabled Facilities - Discretionary	50,000	50,000	0	20,000	(30,000)	Only 1 Discretionary scheme under consideration so far this year. Scope to slip £30k, leaving £20k potential spend this year.
72606 - Decent Home Grants	120,000	120,000	0	60,000	(60,000)	2 Decent Home Grants approved. Scope to slip £60K to next year, and consider scheme changes for then.
72604 Energy Grants	20,000	40,000	75	20,000	(20,000)	£40k budget for this year (£20k + £20k slippage from 13/14) was to allow wider range of incentives to be included in Assistance Policy. However, resource was directed to the re-launch of our insulation grants, and taking advantage of external funding. Scope to reduce budget back down to £20k for this year, offering a saving of £20K.
72685 Future Social Housing Schemes	820,740	820,740	0	0	(820,740)	No current commitments. Registered Providers are currently awaiting the outcome of bids to the HCA. If unsuccessful they may approach the Council for funding. First priority is to spend S106 sums which have been collected for affordable housing. Agreed with Director of Neighbourhood Services that this budget slips into 2015/16.

CAPITAL MONITORING 2014/15

PEOPLE

Exp. To 31/08/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
71201	Capital Salaries	26,000	26,000	0	26,000	0	
72442	Community Capital Grants	156,000	142,680	39,173	142,680	0	9 grant-funded projects from 13/14 are still being completed. 13 applications were received in June; 10 were awarded a grant and £33,383.99 of budget committed. Remaining budget to be allocated in Dec. £8,989 of previously committed money has been released for reallocation
72582	LSP (Local Strategic Partnership) Capital Grants (Note 3)	0	1,520	0	1,520	0	LSP board determines when grants are going to be awarded. Sum of £30,790 held in Capital Grants in Advance.
72545	Presdales, Ware - Replace Pavilion	0	9,400	0	9,400	0	Remaining budget to be spent on further works required to pavilion & car park & partitioning works to Boiler room. Property organising works.
TOTAL		1,969,700	2,005,560	75,950	882,930	(1,122,630)	

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

Note 1. Joint Provision Agreement does not apply to the Gym, EHC is liable for 100% of the costs

Note 2. Government funding of £240,174 in 14/15 and assumed £175,000 from Better Care Fund in both 15/16 and 16/17.

Note 3. Expenditure to be funded from PRG

CAPITAL MONITORING 2014/15							
PLACE							
Exp Code	2014/15 Approved Schemes	Exp. To 31/08/14				COMMENTS	
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend		2014/15 Variance between Proj Spend and Approved Estimate
		£	£	£	£		£
72705	Hertford Theatre Seating Refurbishment	0	109,000	19,879	109,000	0 Scheme commenced beginning of July, expect to spend fully.	
72594	Hertford Theatre - Renew Boilers		0	80	80	80 Small overspend i/r 13/14 commitments.	
74102	Historic Building Grants	55,000	49,070	10,629	49,070	0 Anticipated that total spend will be within budget.	
Refuse Collection & Recycling							
75165	Containers Replacement Programme	100,000	100,000	52,020	100,000	0 Spend is as expected. Budget will be fully spent by year end, if not before.	
75167	Prov.For Containers-ARC for Communal Props			(13)	(10)	(10)	
75145	Standardise Litter Bins	5,500	5,500	4,370	5,500	0 Initial new stock ordered as planned. Will spend full budget.	
75152	Commercial Waste Bins	33,500	33,500	6,635	33,500	0 Expenditure is currently under expectancy but will spend to budget.	
75170	Comingled Recycling Service - Wheeled Bins	0	5,160	4,590	5,160	0 Will spend remaining budget.	
72504	Provision of Play Equipment	50,000	50,000	0	50,000	0	
72506	Art in Parks Project (Note 1)	0	5,000	800	5,000	0 Local artist commissioned to produce chainsaw sculptures at Pishiobury Park using fallen timber at the site. Work coincided with the Friends of the Park's "ParkFest" event in May. Awaiting final invoice.	
72585	The Bourne, Ware - Play Area Development Programme (Note 2)	40,760	40,760	0	40,760	0 At the procurement stage	
72507	Pishiobury Park, Sawbridgeworth - Wetland Habitat Project (Note 3)	0	12,180	0	12,180	0 First stage complete. Non-Key decision for land swap with local fishing club now approved. The fishing club have raised further queries and this is delaying the land swap.	
72508	Hartham Common, Hertford-Parks Development Plan Project (Note 4)	25,000	25,000	0	25,000	0 Currently working with the Countryside Management Service to lever in external funding.	
72509	Installation of Multi Use Games Area (MUGA) at Gt. Innings, Watton-at-Stone (Note 5)	80,000	80,000	56,278	80,000	0 Main equipment procured and project proceeding as planned.	

CAPITAL MONITORING 2014/15

PLACE

Exp. To 31/08/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
72510	Boardwalk installation across balancing pond at Southern Country Park, B/S (Note 6)	80,400	80,400	0	80,400	0	Project is at the design stage
72514	3G Artificial Turf Pitch development at Hartham Common, Hertford (Note 7)	85,000	85,000	195	85,000	0	Scheme being redesigned as a result of feedback from public consultation. Awaiting further quotation before revisiting business case and seeking planning permission.
75168	Energy Efficiency & Carbon Reduction Measures (Note 8)	45,000	45,000	0	45,000	0	“Procurement Section are programming the investigation of the use of a framework contact for the procurement of solar panels at end of August. Facilities have programmed work on the potential project to commence Autumn 2014, with expectation that Panels could be installed before end March 2015 subject to approval on costings. The capital works were originally intended to include web based smart metering to cover electric/gas to as many metered sites as possible. Following further work Property Section have negotiated with British Gas to install smart meters to all metered sites at no cost to the Council. Officers have been liaising with the sub-contractor for British Gas, over the summer, but are awaiting confirmation of the full offer and of any particular on-site installation issues. For example some sites suffer from poor telemetry issues and the way forward for these have yet to be resolved. At the current time it is requested that the full budget is retained until detailed costs of the solar panels are known and any difficulties with the smart metering have been resolved, however, it is probable that there will be a budget saving if meters are procured at a lower cost.”
72591	Castle Weir Micro Hydro Scheme	203,980	203,980	3,000	203,980	0	Water Framework Directive study now complete. Work to date shows the scheme will result in no increase in flood risk or damage to ecology. However, Environment Agency are seeking upstream improvements and this is subject to further negotiations in September. Should these be successful then a planning application will be submitted in the Autumn.
72513	Bell Street, Sawbridgeworth - Public Conveniences modernisation	70,000	70,000	0	70,000	0	Service level Agreement being drafted. When this is finalised and signed by both parties, STC will arrange the works.

Exp Code	2014/15 Approved Schemes	Exp. To 31/08/14				2014/15 Variance between Proj Spend and Approved Estimate £	COMMENTS
		2014/15 Original Estimate £	2014/15 Revised Estimate £	2014/15 Total Spend to Date £	2014/15 Projected Spend £		
74105	Town Centre Environmental Enhancements	0	66,250	0	66,250	0	The Town Council's participating have made some progress with the regulatory requirements necessary for their schemes. However, some underspend seems likely given the expectation that schemes will complete by the end of the calendar year.
74106	Heart of Bishop's Stortford - Market Improvement Scheme	0	45,300	0	45,300	0	This budget will provide most impact if included as part of a longer term plan for the market. This might mean linking spend to progress with the Henderson's development
TOTAL		874,140	1,111,100	158,463	1,111,170	70	

- Note 1. Provision to attract external funding.
 Note 2. £5,000 funded from Riversmead Housing Association S106
 Note 3. This project will require match funding to maximise the potential of this project and this sum reflects provision for this.
 Note 4. Currently working with the Countryside Management Service to lever in external funding
 Note 5. Fully funded from S106 monies
 Note 6. £70,400 funded from S106 monies
 Note 7. Agreed annual management fee reduction of £17,000 over 8 years
 Note 8. Relates to provision for energy efficiency measures following C3W. This is subject to bids for grant funding.

PROSPERITY

Exp. To 31/08/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
	IT						
71442	Revenues & Benefits Programme		18,600	0	18,600	0	Work to finalise the 2014/15 IT Development work programme is being drawn together prior to a special meeting of ITSG scheduled for September. A more accurate profile of spend for this budget will be established following that meeting.
		0					
71395	EDM - Corporate	11,070	16,070	0	16,070	0	Need to establish any urgent works, the budget will be adjusted accordingly once this has been established. Possible slippage/virement. Budget to be reviewed following September ITSG meeting
71414	Hardware Funding (Note 1)	5,000	12,980	0	12,980	0	Balance slipped from 14/15 to fund the need for equipment replacement.
71431	Establishment of LES & internet links to replace MPLS	0	34,640	0	34,640	0	Will be completed by September 2014.
71443	Civica ICON Upgrade	0	25,770	18,351	25,770	0	System upgraded May 2014. Still have to purchase Chip & Pin stands.
71444	BACS Software	0	21,980	0	21,980	0	BACS still to be implemented. Hope to be completed by August.
71435	Funding for Applications	350,000	425,120	0	425,120	0	£15k transferred from 71416.
71437	Windows Server Licensing	5,000	10,000	0	10,000	0	Residual need for 14/15 budget to be estimated in September 2014.
71416	Merging IT systems - Licensing & Env Health	15,000	0	0	0	0	Scheme not to go ahead in it's original form, therefore, £15k transferred into Applications scheme until a solution to this is found.
71418	Mayrise Upgrade	0	2,050	0	2,050	0	Final invoices still due

PROSPERITY

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Exp Code	2014/15 Approved Schemes	Exp. To 31/08/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
71420	Integrated Dev Mgt and Bldg Ctrl Systems	0	153,200	0	153,200	0	Installation of the product has been booked for August and it is anticipated that the test data migration will take place during Q2. Stage payment invoice expected shortly from Stevenage Borough Council
71438	EH 50% share of technical/project management costs	0	23,110	1,440	23,110	0	Balance slipped from 13/14 as project is not yet complete and there will be a further draw on the funding in 14/15. Final invoice expected in September as technical consultant will leave at end of August.
71439	Service Desk & Utilities	0	27,170	0	27,170	0	Service desk procurement is complete. There may also be further hardware rationalisation that we will draw upon from this budget. Training in the configuration and use of the system has been recently undertaken which has enabled a plan to be devised to implement the system. Slippage on original timeframes reported to partnership board resulted from delays in Manage Engine providing a consultant on site.
71440	Shared service print investment costs 50%	0	20,500	0	20,500	0	Work not yet undertaken, scheduled for 14/15. Work is crucial to establish a print hub for the shared service. A business case which will clarify the way forward and timeframes is expected in September 2014.
71441	Shared service accommodation costs 50%	0	7,000	0	7,000	0	To be utilised on works to old Wallfields building for shared IT staff.
Car Parks:-							
75240	Bircherley Green MSCP, Hertford - Major Refurb. & Repairs	0	55,950	0	0	(55,950)	Car Park lease surrendered, agreed in principle. Therefore, budget now not required. Will amend budget when revised programme is set.
75269	Bell Street, Sawbridgeworth - Resurfacing & Lining	0	1,200	(130)	(130)	(1,330)	Completed, saving achieved.

PROSPERITY

Exp. To 31/08/14

Exp Code	2014/15 Approved Schemes	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	COMMENTS
		£	£	£	£	£	
	Council Offices, Hertford:-						
71274	Wallfields Boiler Room Works	60,000	60,000	28,496	60,000	0	Works commenced, 90% completed.
71269	Wallfields Security Gates & Fencing to Boiler House	15,000	15,000	0	15,000	0	Options being reviewed, will be completed this year.
71275	New Refurbishment Works to Wallfields Old Building	0	6,730	(86)	6,730	0	Further works to be carried out/equipment to be purchased.
71276	Wallfields Card Control to Doors		0	0	0	0	Commitment still outstanding from 13/14, awaiting invoice
71277	Wallfields - Lift Improvements	25,000	25,000	30,900	30,900	5,900	Commencing 18.8.14. Will overspend by £5,900 due to more works being required.
71278	Wallfields - Refurbishment of Windows	15,000	15,000	0	15,000	0	Programmed for this year.
72598	Cricketfield Lane Bishop's Stortford-Resurface Footpath & Retainment Works	75,000	75,000	11,124	20,000	(55,000)	Scheme has been reviewed. Reduced scheme planned for 18.8.14, orders placed. Saving will be achieved. Budget to be amended when revised programme set.
71445	Compliance Software System	10,000	10,000	8,471	10,000	0	Order placed.
71203	Replacement of Chairs & Desks	10,000	8,820	4,815	8,820	0	
75157	New Footbridge over the River Stort, Bishop's Stortford	0	87,400	0	87,400	0	Work to rectify the defects/repairs on the Stort bridge is progressing and anticipate spending the remaining money in next 6 months.
72568	North Drive, Ware - reconstruct road & drainage	14,750	13,970	527	13,970	0	Unable to resolve this at the moment as the money available is not enough to upgrade the road properly, however there are a couple of private planning schemes that may come forward that we hope to be able to include the road in.
75160	River & Watercourse Structures	47,500	65,720	1,420	65,720	0	Flood alleviation works have been completed in Bishops Stortford. Quotes have been received for works on the weir gate in Hertford Castle Grounds. Documentation is being prepared for the EA consent required. Awaiting quotes for structural bridge surveys which will be carried out in 2014/2015.

PROSPERITY

Exp Code	2014/15 Approved Schemes	Exp. To 31/08/14					COMMENTS
		2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Proj Spend and Approved Estimate	
		£	£	£	£	£	
71251	Automated Telling Machines at Hertford & Bishop's Stortford	12,800	12,800	5,142	12,800	0	KPR Midlink are currently working on the software changes required. Once this is completed and fully tested, implementation can be planned, hopefully around October.
TOTAL		671,120	1,250,780	110,470	1,144,400	(106,380)	

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

2017/18 - £35,000

2018/19 - £154,950

2019/20 - £67,010

2020/21 - £74,000

ESSENTIAL REFERENCE PAPER F

SUMMARY OF PREVIOUSLY REPORTED VARIANCES ON THE REVENUE BUDGET

		Projected Outturn 30 July 2014 £'000	
1.1	April	0	
	May	35	Adverse
	June	222	Favourable
	July	289	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 The Forecast Outturn for 2014/15 is expected to result in a favourable variance of £59k. The projection includes vacancies within the Planning Section and the opting out of the Pension Auto Enrolment Scheme by fifteen (15) members of staff (Para 2.... of report)	May
1.4 CITIZENS ADVICE BUREAUX Demand for advice increases significantly during periods of recession, placing added pressure on resources. In response to this, an additional £20,000 will be required in each of the financial years 2014/15 and 2015/16, to be met from contingency in support of the Citizen's Advice Bureau.	May
1.5 CAPITAL PROGRAMME Re-profile of Capital Programme for Portfolio as follows: People – Community Capital Grant -Slippage of £40k.	May
1.6 RENOVATION GRANT Income is being received from the repayment of renovation grant which was not expected this year. At the end of June, £8,290 had been received.	June
1.7 B&B CHARGES Income from Bed & Breakfast charges is expected to exceed budget by approximately £3,000.	June

- 1.8 CONSERVATION OFFICER'S CONTRACT July
CMT is requested that the conservation officer's contract within planning and building control should be extended to the end of the financial year. This will enable the officer to continue with the work being undertaken. The cost of this contract extension will be funded from other salary savings within the planning & building control service. This is already included in the salary monitoring as a cost to the section.
- 1.9 RENOVATION GRANT July
Income is being received from the repayment of the renovation grant which was not expected this year. At the end of July 2014, £13,000 had been received.
- 1.10 LAND CHARGES July
Development in the district was initially higher than anticipated, however this has not continued in June 2014 and July 2014. Outturn variance of land charges has been revised from £50k to 30k favourable

Place

- 2.0 CONTINGENCY May
The original 2014/15 budget includes a planning contingency sum of £513,000 which allows for unforeseen events to be funded in-year. Currently there is a balance of £282,000 which if not required during the year will result in an additional favourable variance to absorb the **£35,000 overspend reported** for the period. The current assumptions are that the remainder of this budget are also fully utilised in 2014/15.
Future Healthcheck reports will consider if there are further calls on this sum
- 2.1 KERSIDE DRY RECYCLING May
The decision to haul materials to the re-processor in exchange for a higher material price, has resulted in a projected overspend of £80,000. It is expected that this will be offset by additional income over time; however it is too early to estimate how much additional income will be made at this stage.
- 2.2 DCLG (HOUSING OPTIONS GRANT) May
Following changes to the Government's 2014/15 funding arrangement, the assumed £50,000 DCLG (Housing Options) grant has been incorporated within the Council's Revenue Support Grant.
- 2.3 VIREMENT FROM CREDIT UNION TO RENT DEPOSITS BUDGET May
CMT are asked to approve a request to vire £30k from Credit Union to rent Deposits. The Council gave £26,000 to the credit union in 2013/14, of which they have carried over £15,000 to this financial year. To date, they have given out approximately £11,000 in loans of which they have received £1,500 in loan repayments. Currently therefore, they do not need any top up of grant. This will be reassessed in January 2015. (This virement has been approved by Executive on 1 July 2014).

- 2.4 CAPITAL PROGRAMME May
There is no Re-profile request for this portfolio
- 2.5 TRADE BIN DISPOSAL June
Trade bin disposal is likely to overspend by £3,000 due to an under accrual in 2013/14.
- 2.6 ENFORCEMENT CONTRACT June
Enforcement contract contingency budget of £25,000 which is held for the purpose of bedding in the contract is no longer required. Also the Mobile ANPR camera implementation (£29,000) is impacted by the status of County Traffic Regulation Orders on Schools Zigzags. Delay has become necessary to ensure that Orders are in place.
- 2.7 RIN-GO June
Usage of the Ringo scheme increased by 106% between 2012/13 to 2013/14. Additional use increases the cost to the Council, as it is provided as a free service to the motorist
- 2.8 CONTINGENCY BUDGET June
The original 2014/15 budget includes a contingency sum of £513,000 which allows for unforeseen events to be funded in-year. Currently there is a balance of £245,000 which if not required during the year will result in a further favourable variance in addition to £222,000 underspend reported for the period. Future Healthcheck reports will consider if there are further calls on this sum. These budgets are mainly for one-off areas of spend; however, some service growth has been identified (detailed below) for inclusion in the 2015/16 base budget
- 2.9 REFUSE CONTRACT July
The refuse contract is currently predicting an underspend at year end. Non-core work is currently low. Inflation is also lower than anticipated (1.01% rather than 1.6%) making a difference of £6k on the full year projection. £22k was added to this account for property growth but this should have been added to the dry recycling contract code. This will be corrected at the probable stage.
- 2.10 GREEN WASTE July
The green waste collection budget is currently on target but is slightly overstated due to inflation being lower than forecast.
- 2.11 DRY RECYCLING July
The dry recycling service is expecting significant under recovery of income. Paper tonnage has continued to decline in line with national trends and income currently is £27k below profile. Comingled materials (glass, cans, plastics) -

higher tonnage but not yet receiving higher price from removing soft plastics and therefore £23k under profile to date.

- | | | |
|------|---|------|
| 2.12 | PAPER BANK
The paper bank income is currently under profile for the same reasons as kerbside paper above (see paragraph 2.12). | July |
| 2.13 | MISCELLANEOUS INCOME
There is additional miscellaneous recycling income from the sale of obsolete plant. | July |
| 2.14 | TRADE WASTE
Trade waste expenditure is currently slightly above profile due to increased business. This is however offset by increased income. | July |
| 2.15 | TRADE BIN INCOME
The trade bin income is currently performing better against profile due to increased business (based on Quarter 2 billing). A forecast of up to £50k additional income could be achieved by year end. | June |
| 2.16 | CLINICAL WASTE
Clinical waste collections are expected to overspend due to extra business. However this is expected to be matched by a significant increase in expected income as a result of the extra business. | July |
| 2.17 | STREET CLEANSING
The street cleansing estimate is now slightly overstated due to inflation being lower than forecast. | July |
| 2.18 | MARKETS FEES AND CHARGES
The reduced income in markets fees and charges is a consequence of trends in retail in town centre shopping habits, including the tendency for shoppers to now use internet shopping and the use of out of town retail parks. These local trends are reflected in the markets industry nationally and have been reported by market authorities across the UK. | July |
| 2.19 | NEW HOMES BONUS SCHEME
An additional grant of £33k is anticipated as part of national adjustment to the new homes bonus scheme. | July |
| 2.20 | CONTINGENCY BUDGET
The original 2014/15 budget includes a contingency sum of £513,000 which allows for unforeseen events to be funded in-year. Currently there is a balance of £306,000 which if not required during the year will result in a further favourable variance in addition to £289,000 underspend reported for the period. Future | July |

Healthcheck reports will consider if there are further calls on this sum. These budgets are mainly for one-off areas of spend; however, some service growth has been identified (detailed below) for inclusion in the 2015/16 base budget

Prosperity

- 3.0 NOISE POLLUTION May
Cost relating to noise pollution at the Standon Calling Festival is expected to exceed budget by £3,400.
- 3.1 PARKING INCOME May
With the award of the Jackson Square Car wash contract, the Parking Service expects to achieve additional income of £18,000 per annum. However only £6,000 is deemed achievable in 2014/15 financial year, as the contract doesn't come into effect until 31 July 2014.
- 3.2 CAPITAL PROGRAMME May
CMT are asked to note possible underspend of the Future Social Housing Scheme (Budget of £820k). Registered Providers are currently awaiting the outcome of bids to the HCA. If unsuccessful they may approach the Council for funding. First priority is to spend S106 sums which have been collected for affordable housing.
- 3.3 CAPITAL PROGRAMME May
CMT are asked to approve a request to slip £40,000 of Community Capital Grant into 2015/16. £80,000 of Community Capital Grant is available for allocation in 2014/15 with a deadline of 6 June 2014. We anticipate that if the grants are awarded in July and beneficiaries have a year to spend, most will not claim until the following financial year, hence £40,000 slippage is estimated at this stage.
- 3.4 DEVELOPMENT MANAGEMENT June
It is anticipated that income target for Development Management Charges in 2014/15 will be exceeded by some £200,000.
- 3.5 PRE-APPLICATION FEE June
Pre application fee income is expected to exceed target by approximately £15,000 in the current year.
- 3.6 DEVELOPMENT MANAGEMENT July
It is anticipated that the income target for development management charges in 2014/15 will be exceeded by some £300,000. This represents £100,000 increase on the forecast provided in the June 2014 healthcheck.
- 3.7 DEVELOPMENT MANAGEMENT July
Development management has also identified potential favourable variance in a

number of budget areas which, if achieved, could result in a total favourable variance of approximately £22,000. These have been reported in the revenue variance table above as other development income.

3.8. LEGAL SERVICES

July

Based on a review of profile spend over the last three years and anticipated litigation requirements as of the date of this report, it is likely that the contracted litigation budget will be underspent by an estimated £20,100. It should be noted, however that this budget has a high degree of volatility as it relates to re-active action to legal activity instigated by external parties.



Capital projects bid form

Section 1	Introduction	
Service	Parking Services/Property Services	
Name of project	Urgent Repairs and Maintenance – Causeway Car Park (Bishop’s Stortford)	
Project Manager	D Kingsbury/S Whinnett	
Ref no.	<i>Leave blank</i>	
Section 2	Project description	
Description of project	Essential repairs and maintenance to the Causeway Car Park in Bishop’s Stortford, including: <ul style="list-style-type: none"> i) Resurfacing and repairs to potholes/loose surface/speed humps. ii) Drainage repairs iii) Re-lining iv) Lighting maintenance v) Repairs to planted areas 	
Target start date	October/November 2014	
Target end date	November 2014 (NB – some aspects are weather dependant and Christmas also needs to be avoided. If not possible in October/November, may have to be deferred to Spring 2015).	
Section 3	Service objectives and outcomes	
Project objectives	To return the condition of the car park to a safe and acceptable standard.	
Project benefits	<ul style="list-style-type: none"> i) Public safety ii) Council reputation 	
Strategic priority level	<i>Level 2</i>	
Project type	<i>Health and safety</i>	
Key project outputs	A safe and conducive environment for public use. Reduction/prevention of accident claims (primarily slips and trips)	
Project	Milestones	Dates
	Repairs to surface and drainage	By end October 2014

	Re-lining of parking bays	By mid-November 2014
	Maintenance of lighting	T/B/C
	Repairs to planting	T/B/C
State how the project links to the corporate Strategy	Links to Corporate Priorities 1 & 5 in particular.	

Section 4	Costs and Funding
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This section sets out the whole life costs of the project i.e. capital and revenue costs (if applicable). There is a maximum of 4 sections to complete (4a to 4c)

Section 4a – capital costs	2014/15 £	2015/16 £	2016/17 £	2017/18 £	Total £
Works	30,000	0	0	0	30,000
Fees	0	0	0	0	0
Furniture	0	0	0	0	0
Other	0	0	0	0	0
Total	30,000	0	0	0	0

4b Funding source	Details	£
Match funding	<i>Funding source</i>	
Grants – specify name	<i>Name of funder</i>	
S106	<i>Name of contributor</i>	
Other	In-year capital growth	£30,000
TOTAL		£30,000

Are there any ongoing revenue costs or savings arising from this project. If yes, please complete section 4c.

Section 4c– Revenue costs / savings	2015/16 £	2016/17 £	2017/18 £	2018/19 £	Total £
Operating expenses					
Salaries					
IT licences					

Savings (if applicable)					
Income					
Other					
Total net spend/ (savings)					

Total Revenue costs					
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Section 5	VFM assessment – have alternative means of providing this output been considered e.g. leasing of assets
<p>The car park has been consigned to Henderson as part of the deal for the redevelopment for residential and commercial use of a wider site of which the car park is an element. Having anticipated the prompt commencement of these developments and mindful of the need to make appropriate use of public funds, officers reduced to a minimum their investment into the maintenance and repair of this very busy facility.</p> <p>That lack of maintenance is now starting to manifest itself in a number of areas. The Council’s Risk Assurance Officer has advised that the type and number of defects exceeds the tolerance levels agreed by ORMG in August 2014. The Council’s Property Services and Parking Services concur that the standard of the car park is below that which paying customers have a reasonable right to expect.</p> <p>The poor standard of bay marking in some areas is creating confusion for some motorists and is hampering the Council’s ability to properly manage and enforce the car park under its Traffic Management Act powers.</p> <p>There is currently no alternative means of providing the repairs and maintenance now required.</p>	

Section 6	Identify project risks and mitigation plan
Risk	Mitigation
<p>The greatest risk to the Council arises if these remedial works are <i>not</i> undertaken. These risks include customer injury leading to claims, vehicle damage leading to claims and the inability of the Council to enforce its car parks under its Traffic Management Act powers.</p>	

Section 7	Approval		
	Name	Signature	Date
Head of Service			
Head of Finance			

General guidance on completion of the capital project bid form.

The project appraisal process seeks to ensure that all projects are appraised consistently and are deliverable. The following guidance should be referred to when completing the form.

General guidance - set out below are general pointers and questions that should be addressed when completing of the appraisal form.

- how does it contribute towards the council's aims and objectives?
- how does it meet members' priorities?
- does the project form part of an adopted strategy or policy objective of the council?
- are there clear objectives for the project?
- what is the time scale for the project?
- has there been a risk assessment of the project?
- will the project achieve value for money
- have avenues for alternative or match funding been explored?
- is it appropriate to deliver this project in partnership with another agency?
- have the revenue implications been assessed and a source of revenue funding identified where appropriate?
- have milestones, project outputs and the method of monitoring been set and agreed?
- are stakeholders involved in the review of targets and achievements?
- have the regeneration implications of the project been assessed and appropriate corresponding outputs agreed such as jobs created, training places provided?
- does the project contribute to raising the performance of the council in areas of weakness?

Specific notes to aid completion of the capital project bid form

Section 1 Introduction

Project no

Allocated when the project is approved and added to the capital programme.

Section 3 Service objectives and outcomes

Service objectives and outcomes

Identification of the performance and service outcomes which are expected and against which the project can be evaluated:

- Targets, milestones and indicators

Key project outputs

State what the outputs for the project will be. Try and be specific as possible. This is particularly relevant where requests are being made for capital funding where there is no obvious output. For example, a request to build a new school has an obvious output, but for requests for expenditure of IT or roads, it would be useful to quantify outputs in terms of no's of pc or workstations being effected, or similarly no of roads to benefit from works etc.

Strategy priority level

- **Level One Priorities** are subdivided between life & limb, and making improvements to meet a mandatory service delivery requirement, objectives and/or the standards required by central government.
- **Level Two Priorities** cover schemes, which can repay part of the investment cost by producing cost savings in service provision, or else generate at least 50% external funding, subject to satisfactory revenue implications. Additionally, level two priorities include those assets that generate income and are at risk of losing it without capital investment for health and safety reasons or reduced customer satisfaction e.g. leisure centres and outdoor sports facilities.
- **Level Three Priorities** relate to non-mandatory service provision and schemes with lower thresholds than those at level two.

State how this links to the Corporate Strategy

Please refer to the intranet for details of East Herts's Corporate Strategy.

Section 4 Costs and funding

The purpose of this section is to give a high level view of project costs and the funding sources.

Section 4a – set out the capital expenditure required and over which financial years.

Section 4b – Please specify the funding source of the scheme. If this scheme can only be funded by prudential borrowing, you need to complete section 4c.

Section 4c – Use this section to complete where there are revenue costs arising from the project. For example, if this is a new build, there will be revenue costs e.g. running costs for the building as well as operational costs staff etc. Also, use this section if there are revenue savings associated with the scheme.

Section 5 VFM assessment

VFM assessment

Section 6 Risks

Details of any known risks at the time of preparing the bid form that could impact the achievement of the project.

Section 8 Head of Service and Finance approval

This section needs to be completed by your Head of Service and Head of Finance to ensure that all financial implications arising from this bid have been considered.